

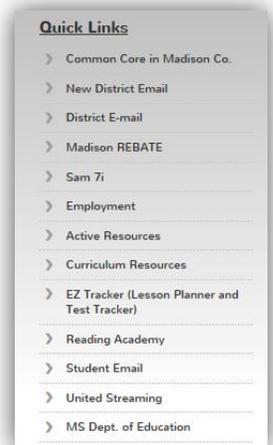
Office 365 Quick Guide

Office 365 is a subscription-based online office suite which offers access to Microsoft Office products & services online – which means you don't have to have the software (like Word, Excel, PowerPoint, and Outlook) loaded on your computer in order to use it! It's all stored online. You can even save files in the cloud storage from home and work, without having to use a flash drive or email it to yourself!

First, we need to look at how to login to Office 365. This can look a little different depending on whether you're using your home computer or your computer at school.

Logging into Office 365

1. From the [MCS D web site](#), click on **Student Email** from Quick Links on the left side of the webpage.
2. The webpage to login to Office 365 will appear. You will type your email address in the box that says someone@example.com, like the example below.



Your school email is: MSIS#@students.madison-schools.com.

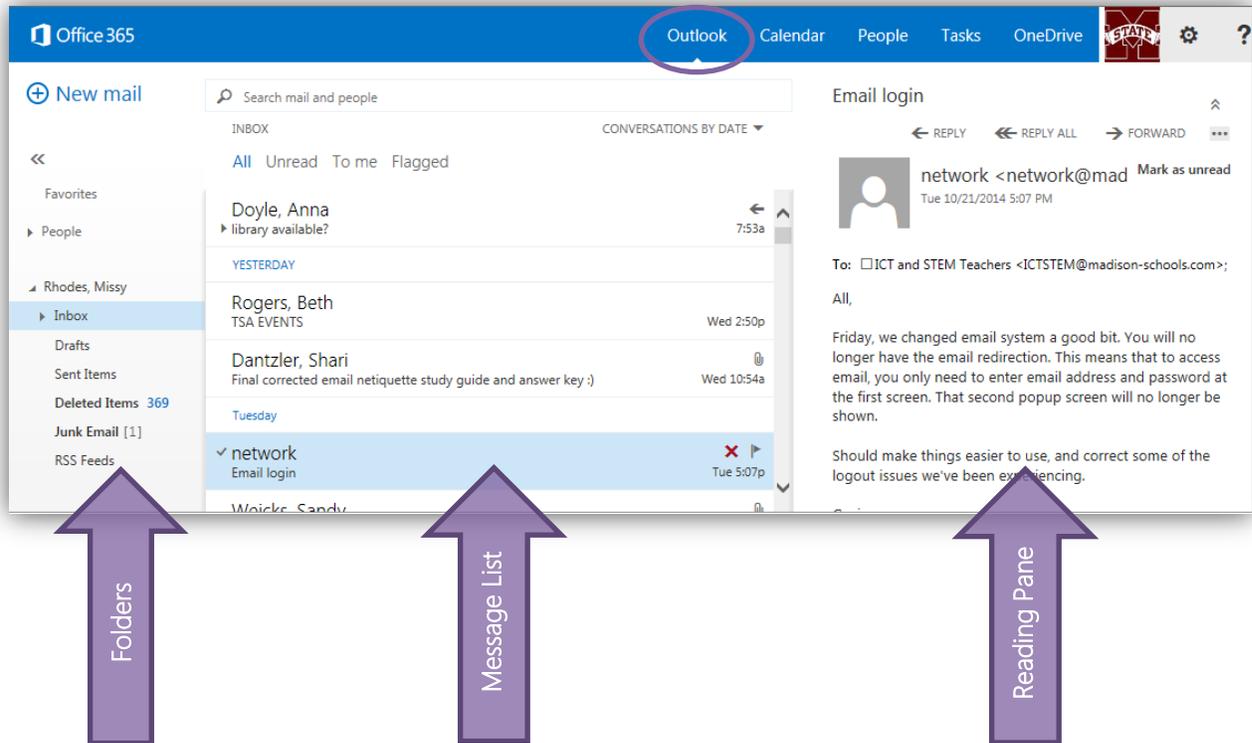
You will **ONLY** be able to email your teachers. This is not a public email account that you can give to anyone. It is for your teachers to email you, and you to email your teachers. You may *not* email other students, or anyone outside of the Madison County School District.

A screenshot of the Office 365 sign-in page. At the top left is the Office 365 logo. Below it is the text 'Sign in with your organizational account'. There are two input fields: the first contains the email address '1234567@students.madison-schools.com' and has a small 'X' icon to its right; the second is labeled 'Password'. Below the password field is a checkbox labeled 'Keep me signed in'. At the bottom left is a blue 'Sign in' button.

3. Click in the **password** box, and type in your password – it is the same one you use to log in to the computer (letter number combo)

Outlook Basics - Messages

The webmail for Office 365 is called **Outlook**. To make sure you are in the right place once you log in to Office 365, click on **Outlook** on the blue bar towards the top of the screen.



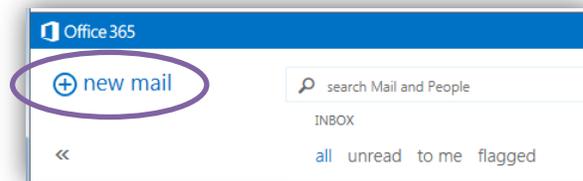
Your email is divided into 3 separate panes - **folders**, **message list** and a **reading pane**.

How you view your Outlook screen can be changed by customizing your Office 365 Settings in Display Settings, found by clicking on the  next to your avatar at the top of the screen. For example, you may not want to see the reading pane, or may want to move it to the bottom of the screen instead of the side.

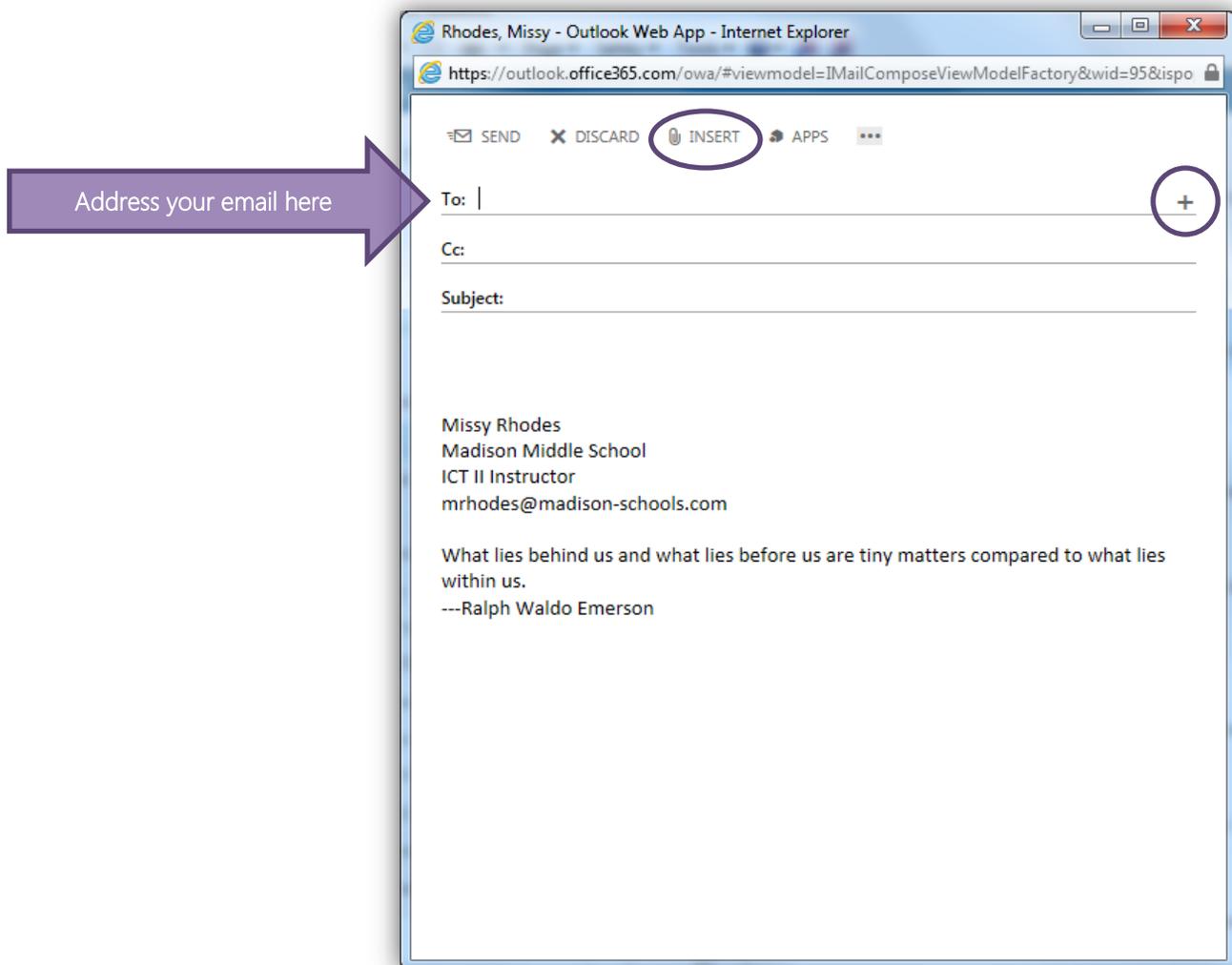
- **Inbox** – where your incoming mail messages are stored.
- **Drafts** – where unfinished/unsent messages are stored.
- **Sent Items** – where messages that you have sent are stored.
- **Deleted Items** – where messages you have deleted are stored until you permanently delete them.
- **Junk Mail** – where SPAM messages are stored until you move or delete them.

Creating a New Email Message

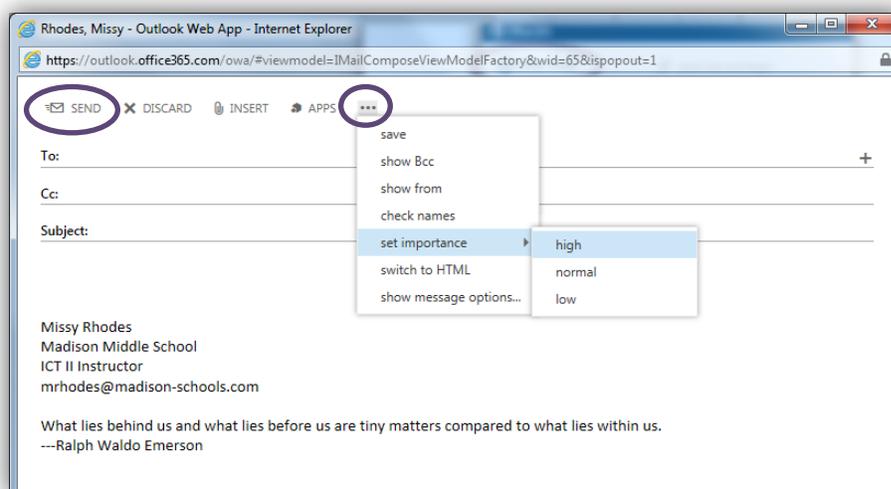
1. To create a new email message, simply click on the **new mail** link at the left. The new mail window will appear and then you can begin typing your email.



2. Type who you want to send the email to on the **To:** line, or click on the **+** to pick names from the address book.
3. To add a **file attachment**, click on the **Insert** link at the top of the window, and then choose attachments.

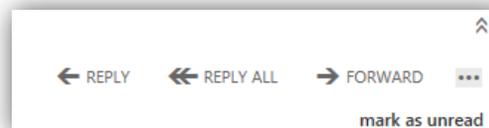


4. Clicking on the ... will bring up other sending options.
5. Click on **SEND** to send your email message!



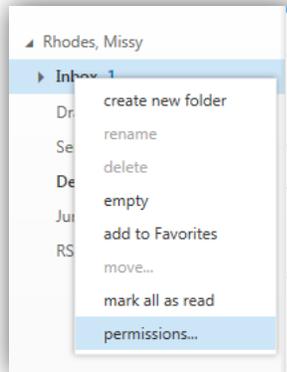
Reading & Replying to Messages

1. To **read** a new message, simply click on the **message** in the **message list** and it will appear in the **reading pane**. If you want it to open in a *new window*, double-click on the message from the message list.
2. To **REPLY**, **REPLY ALL** or **FORWARD** your message, click on the link at the top of the message.
 - **REPLY** – when you want to reply only to the person who sent you the message.
 - **REPLY ALL** – when you want to reply to the person who sent the message, plus EVERYONE who received the email.
 - **FORWARD** – when you want to send the message to someone who was not originally sent the message.

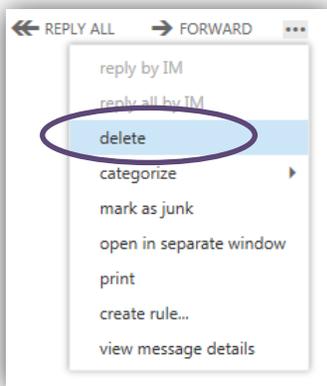


Creating & Moving Messages to Folders & Deleting Messages

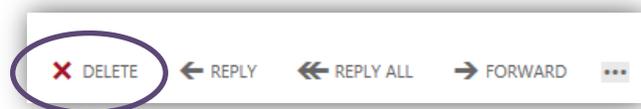
1. If you need to create a folder (for organization), **Right-Click** on the **Inbox** and choose **Create New Folder**. Give your folder a name, and press enter. The new folder will appear under your Inbox.



2. To **move** a message to a folder, you simply drag the message to the folder you'd like to move it to.
3. To **delete** a message, click on the **...** and choose delete, or if you have it open in a separate window, **X Delete** should be at the top of the window.



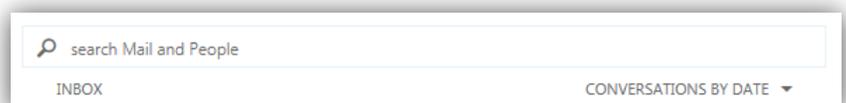
From Reading Pane



Showing in Separate Window

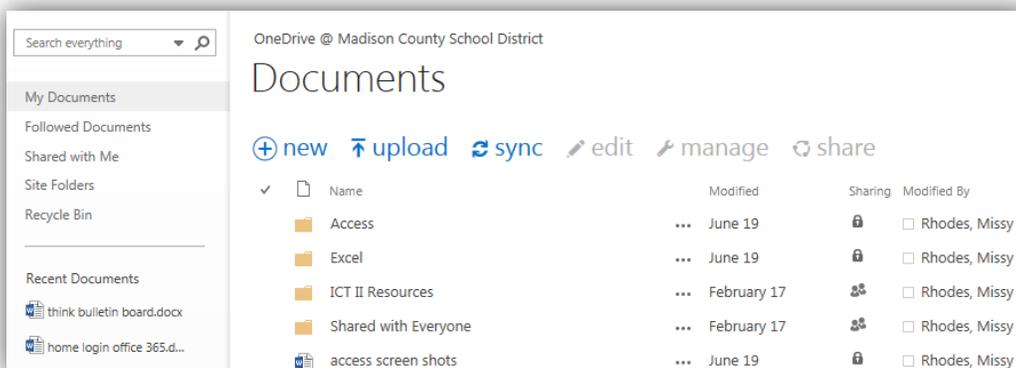
Searching the Inbox

There may be times that you need to find a message in your inbox regarding a certain subject, or from a certain person. To search for a message in your inbox, you may click in the search bar and type what you're looking for!



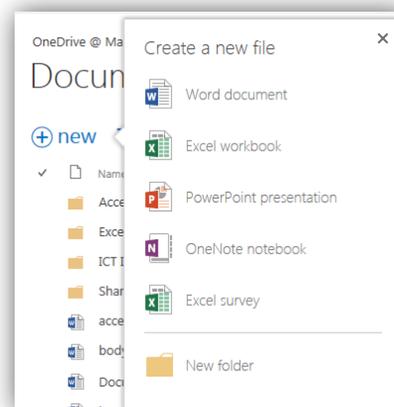
USING ONEDRIVE TO CREATE & UPLOAD FILES

OneDrive allows you to create, save and share Microsoft Office files. You have **cloud storage** to save files to so you don't have to carry a flash drive back and forth from home to school. You can also create files with **lite versions of Microsoft Office products** – for those who do not have Microsoft Office on their home computer.



Creating a File in OneDrive

1. Click on the **+ new** link to create a new file.
2. From the pop-out menu choose what type of file you want to create.
3. You may create it in the online version, and it's saved for you automatically.
4. You may also create storage folders in OneDrive from this pop-out menu to help stay organized.



Uploading a File in OneDrive

1. Click on the **upload** link to upload a file on your computer into OneDrive. *If you want to add a file to folder, make sure you're **in** that folder before you click upload.*

From the **Add a document** box, click **Browse...** to select the file you'd like to add, and then click **OK** to add it to your list of files stored in OneDrive cloud storage.

