**Microsoft Office 365 Explained**

Allows users to use Microsoft Office suite (Word, Excel, Outlook, One Note, One Drive, etc.) anytime/anywhere (think 365 days in a year)

[Office 365 Video](https://www.youtube.com/watch?v=4WIbqcmSB_E)

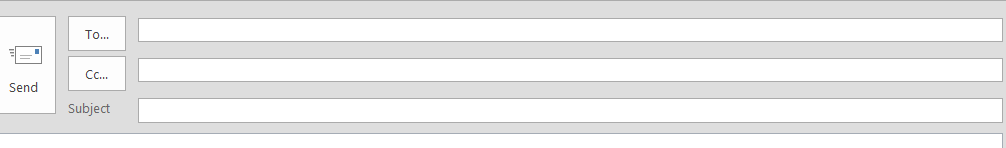
**Login to Office 365 and Install Outlook App on phone DIRECTIONS**

(Students email teachers/students and when you email them back, their phone buzzes stating they have an email from you)

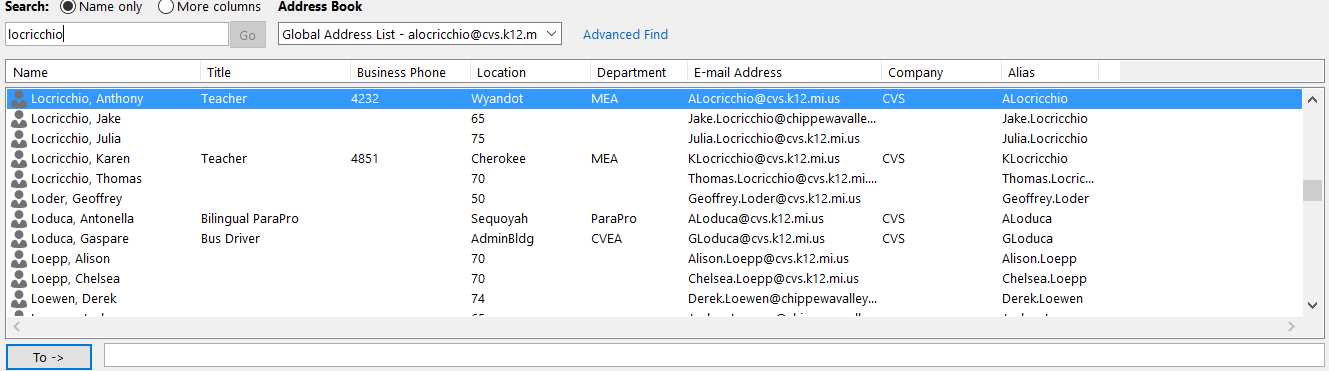
**\*Skipping the first 6 steps will result in the app not working\***

1. **Do NOT install** the app first
2. Open a web browser go to [**https://login.microsoftonline.com**](https://login.microsoftonline.com)/ *(computer/phone/tablet/etc.)*
3. Username: **firstname.lastname@cvs.k12.mi.us**
4. Password: same password used to log into CVS computers
5. If that doesn't work, try yourstudentnumber@cvs.k12.mi.us and your password will be the same as you log into the school computers
6. Still doesn’t work then teacher should put in a helpdesk ticket
7. Select EASTERN TIME ZONE
8. Hit Ok
9. Go to your APP STORE
10. Download **Microsoft Outlook**
11. Click the **RED** **OFFICE 365** App
12. Enter same username and password from above step

\*Teacher can look up what a student’s username is by opening a blank email, click the **TO:** button



Then type the **student’s last name** and see what their **email/username** is



[How to Log into MS Office 365 Video](https://vimeo.com/143905667)

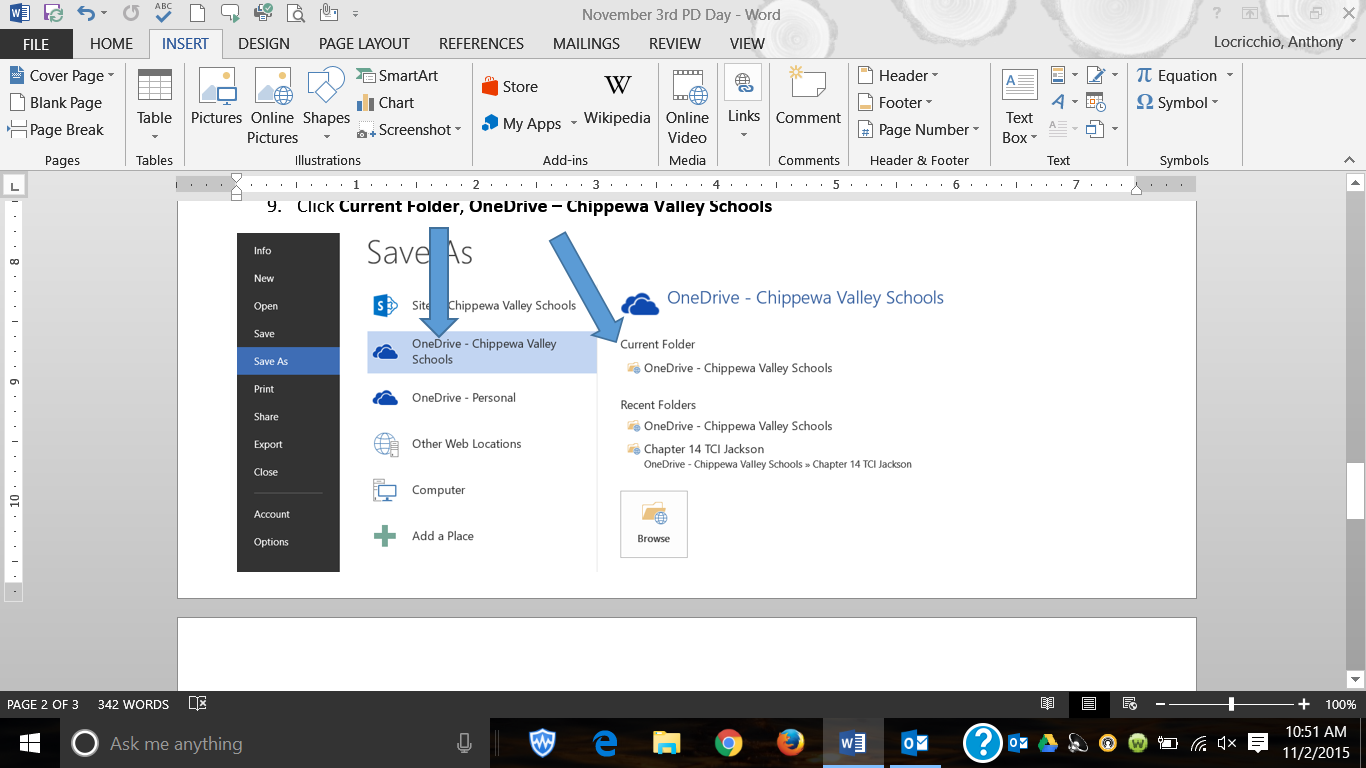
Videos found on Locricchio’s website (**alocricchio.weebly.com**) click tutorials, scroll down to the third video.

Everyone knows that Office 365 doesn’t have as many functions or bells and whistles as our Office 2013 on our computers. How about combining the bests of both worlds?

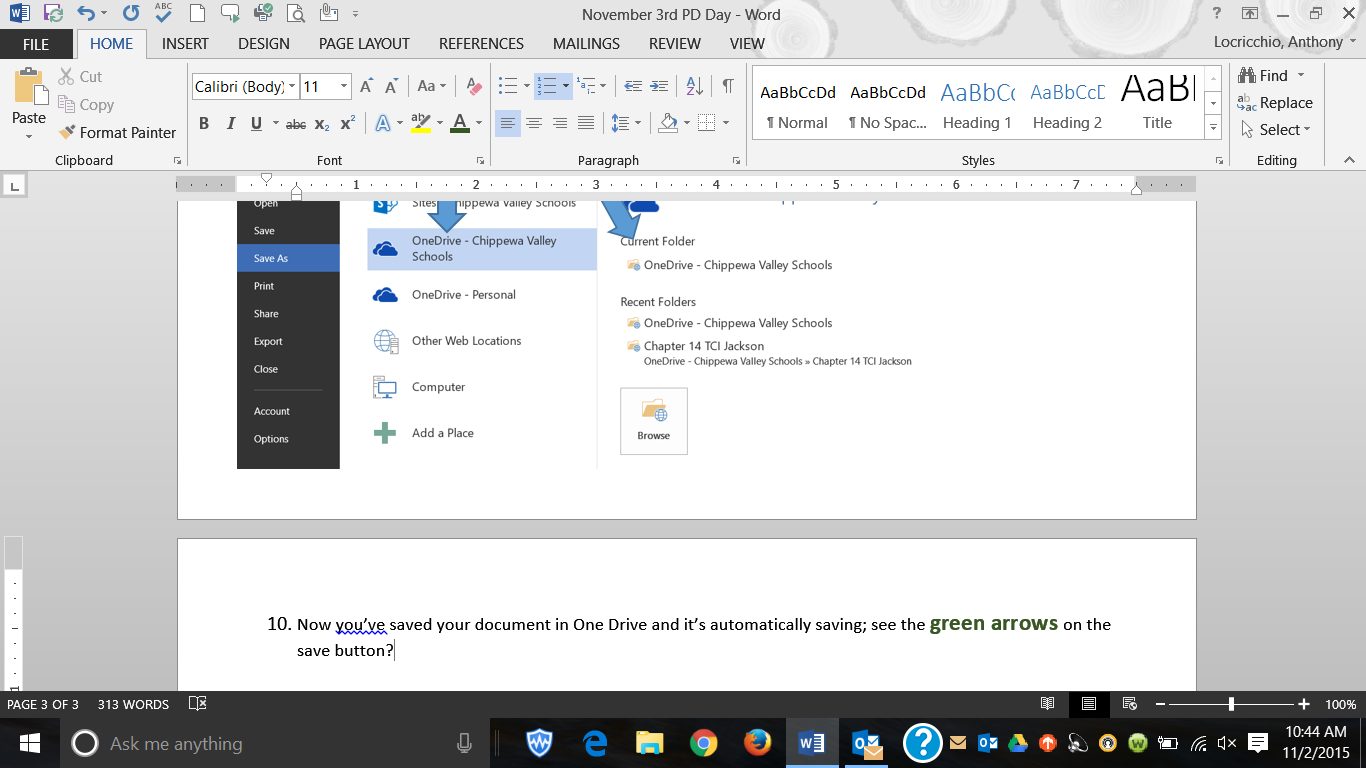
**TEACHERS**

**How to save to One Drive from MS Office 2013** *(version installed on CVS Computers)*

1. Press **File**
2. **Save As**
3. Click **ONE DRIVE Chippewa Valley Schools**
4. Click **Current Folder**, **OneDrive – Chippewa Valley Schools**



1. Now you’ve saved your document in One Drive and it’s automatically saving; see the **green arrows** on the save button?

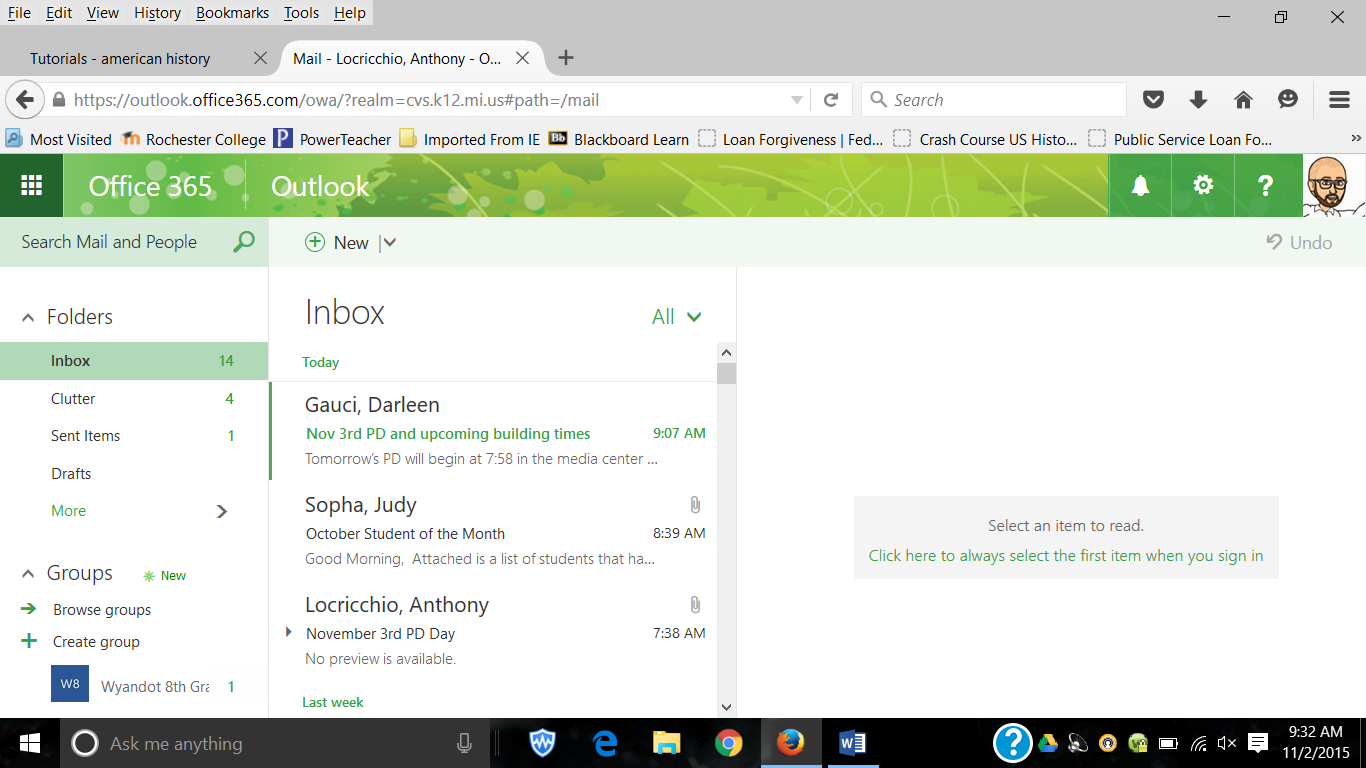
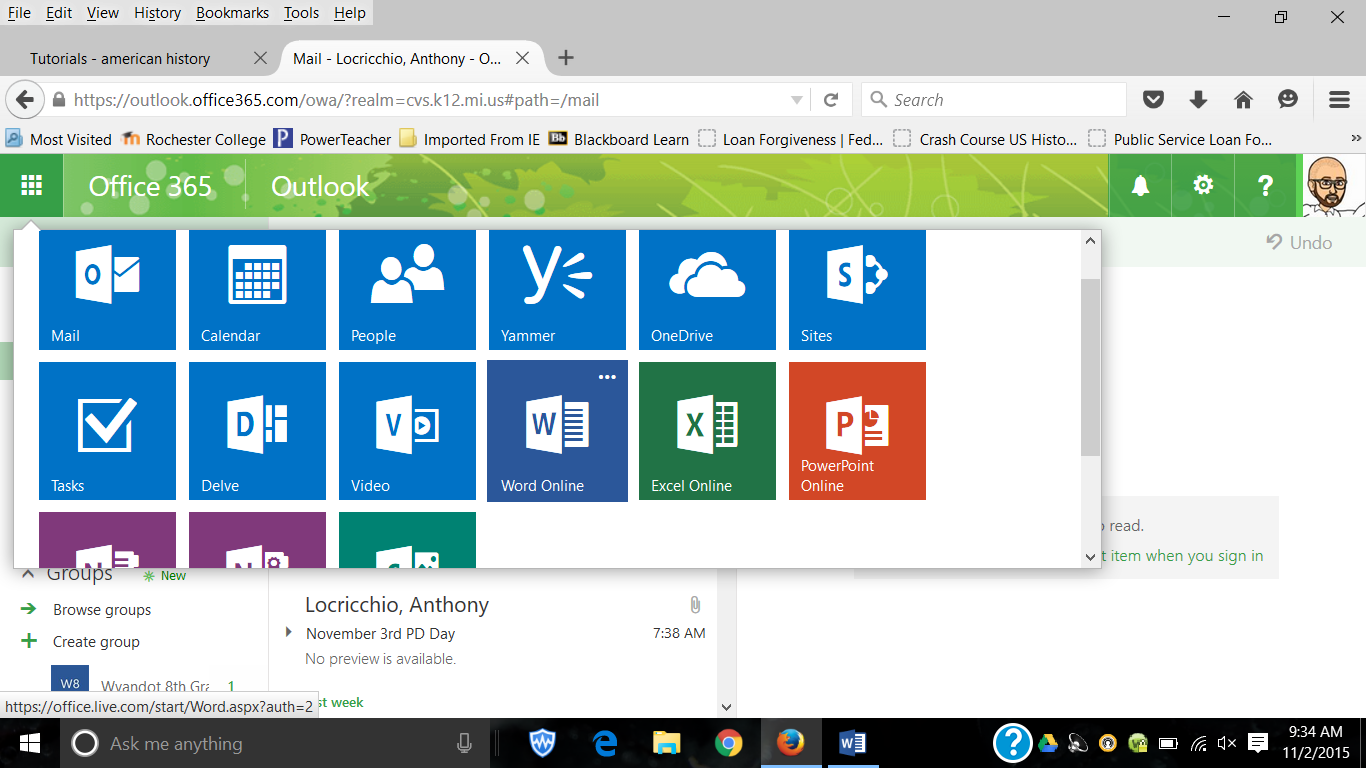


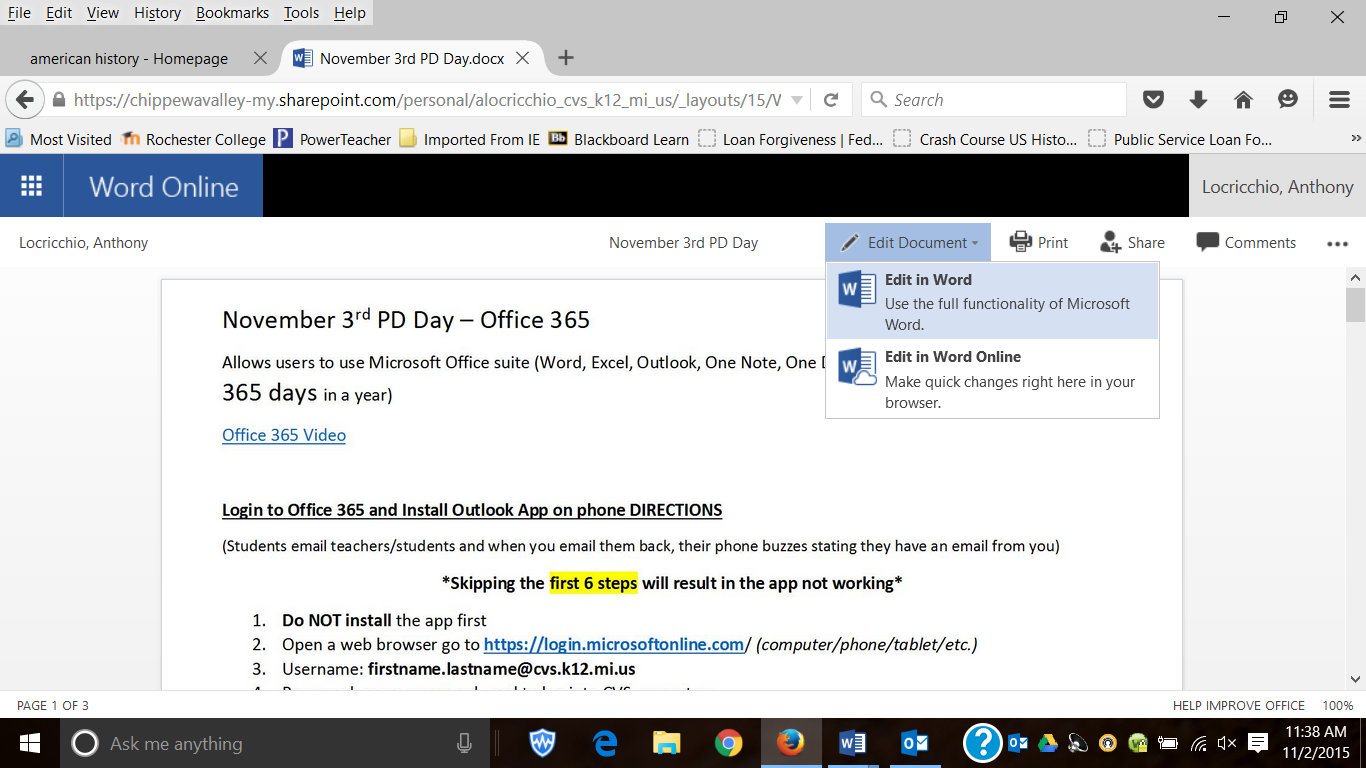
**STUDENTS**

Students can do the same thing but since their computers are virtualized, they’ll have to do the next steps each time they log into CVS computers.

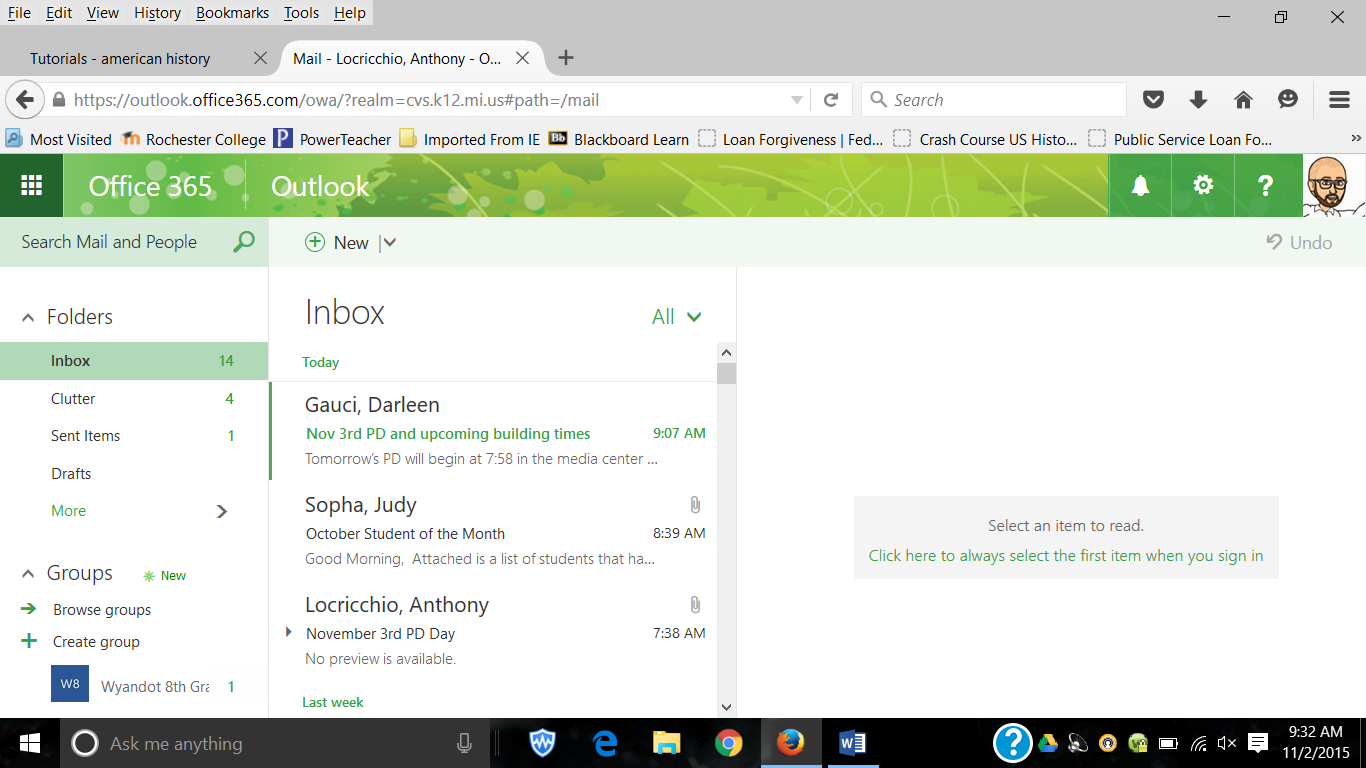
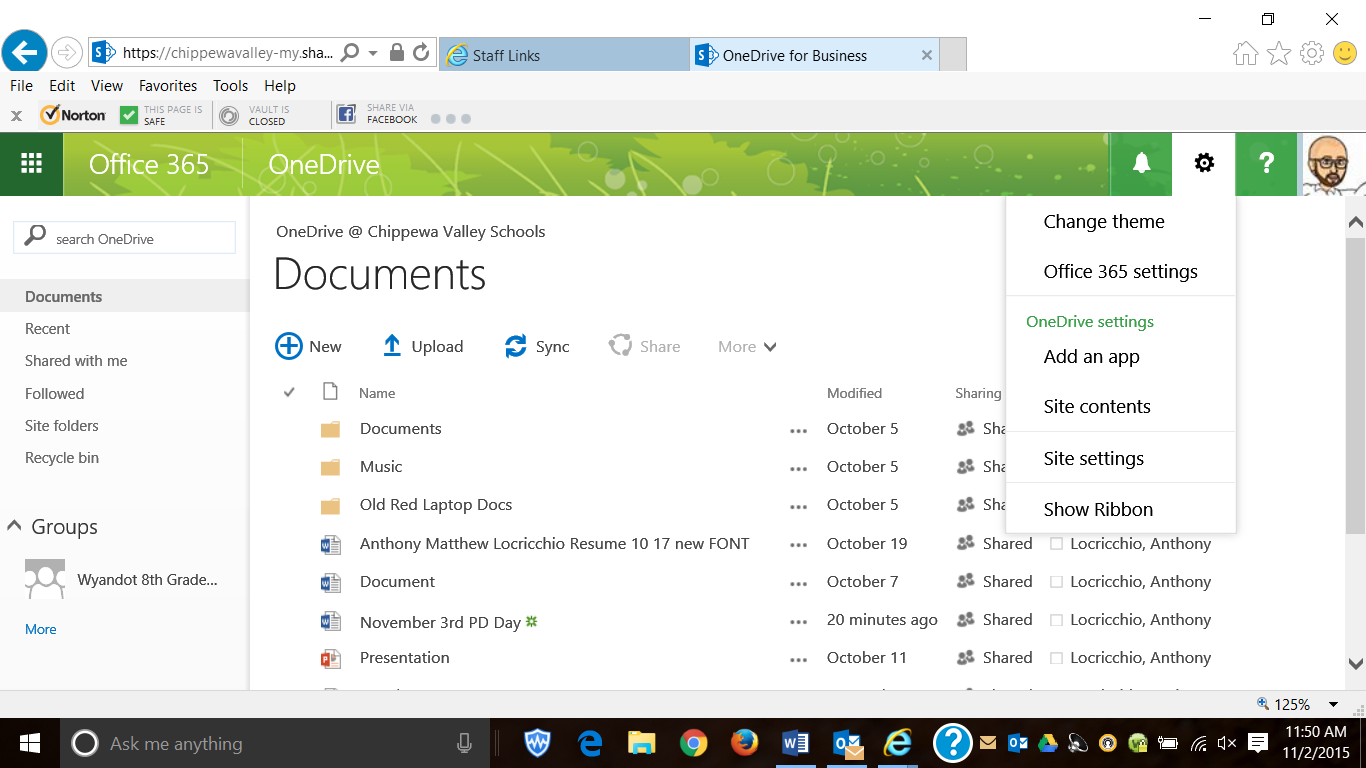
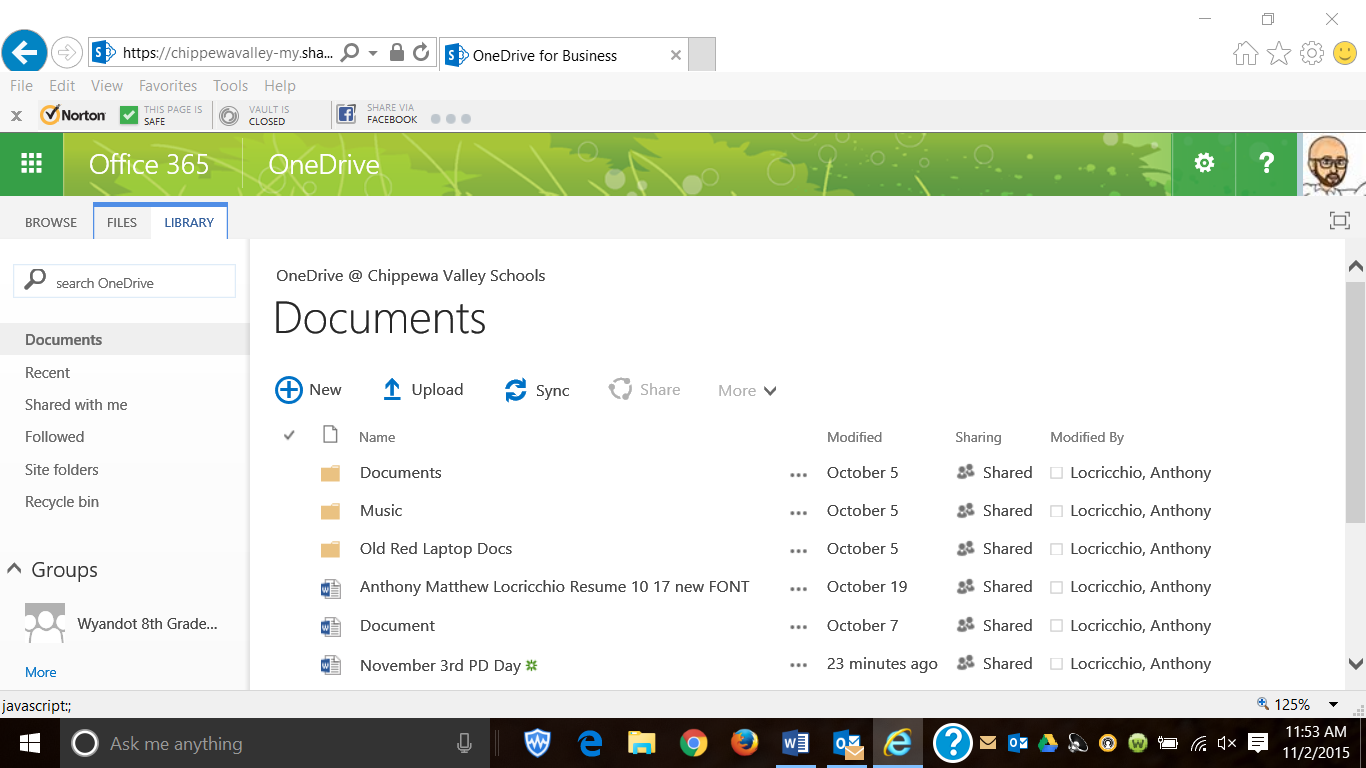
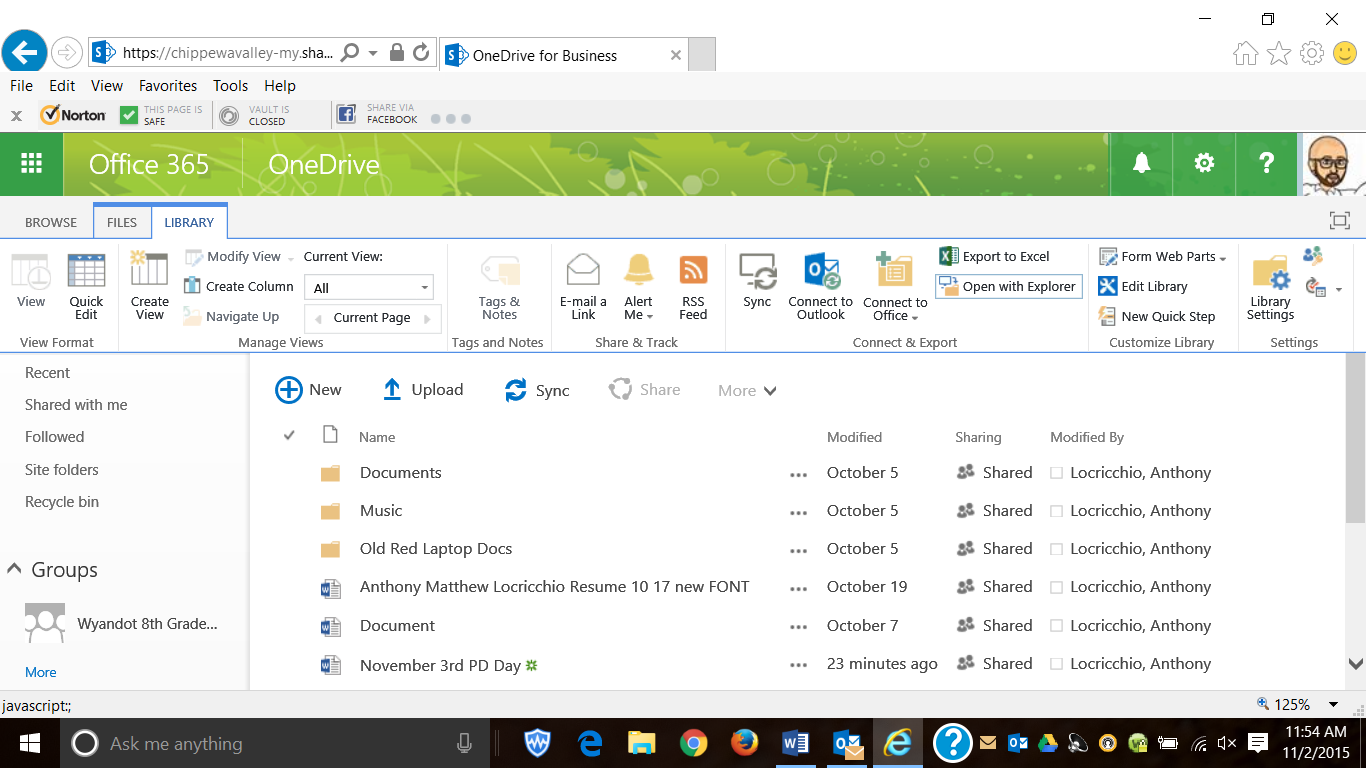
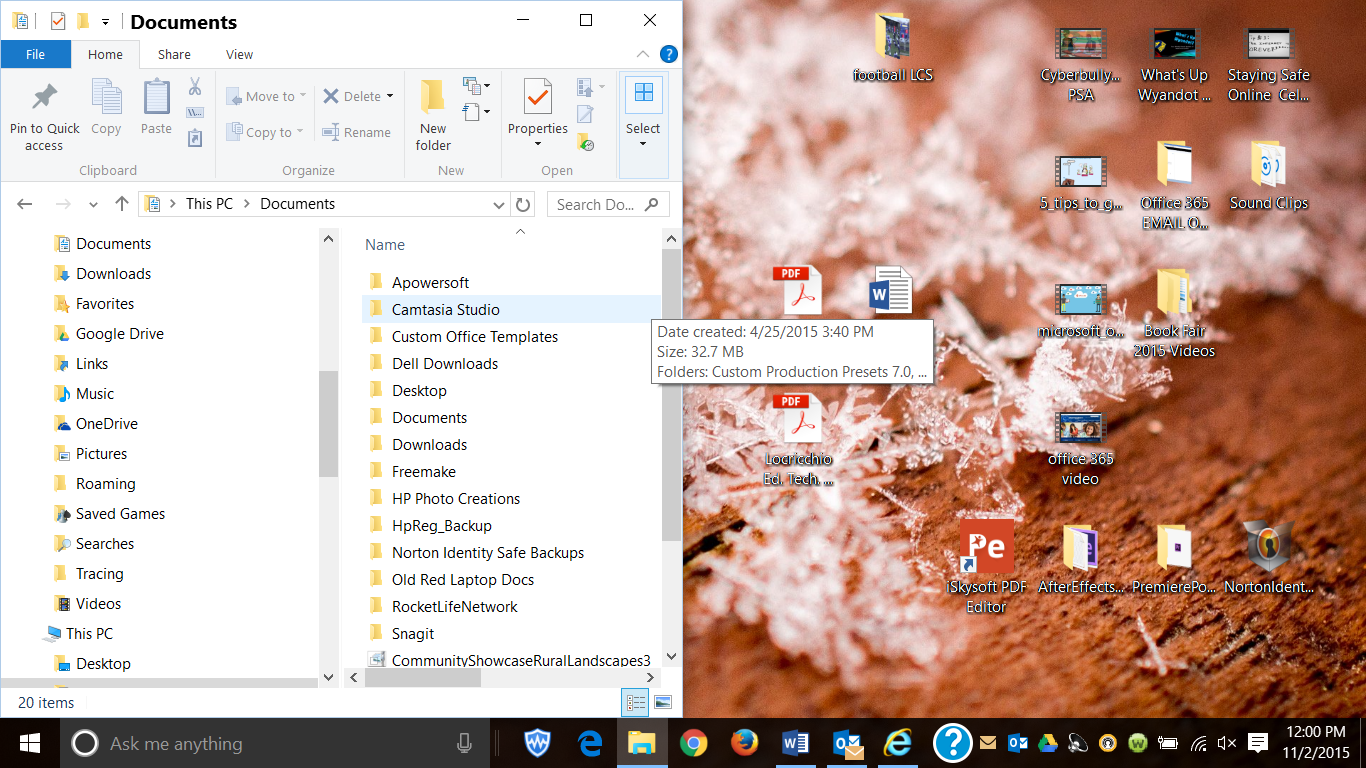
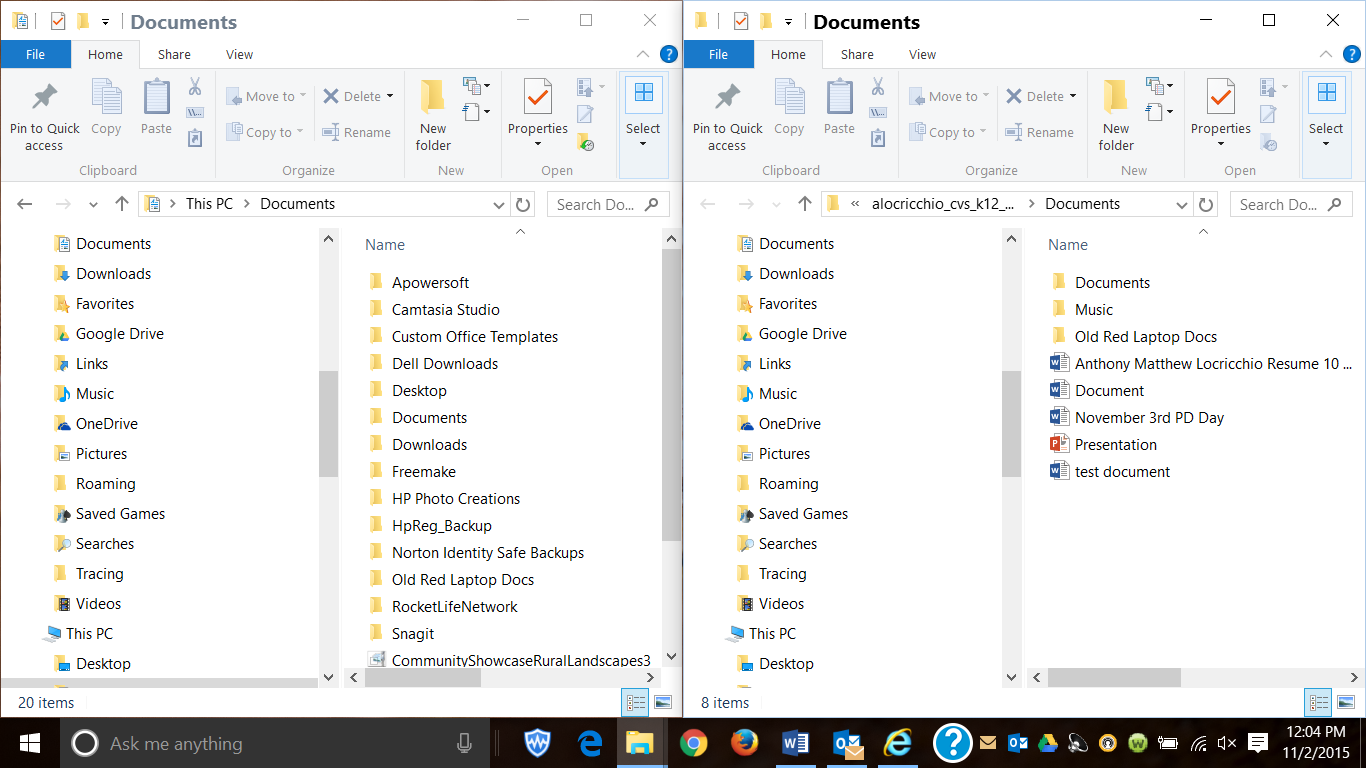
1. Create document/Power Point/Excel/etc. in MS Office 2013
2. Press **File**
3. Click **Save As**
4. Now the students have to add their **One Drive location**
5. Click **Add Place**
6. Click **One Drive**
7. Student now has to add the location to their One Drive
8. Have them enter their username/email address to log into OFFICE 365; it’s [firstname.lastname@cvs.k12.mi.us](mailto:firstname.lastname@cvs.k12.mi.us) and their same password they use to log into CVS computers
9. If that doesn't work, try **yourstudentnumber@cvs.k12.mi.us** and your password will be the same as you log into the school computers
10. Still doesn’t work then teacher should put in a helpdesk ticket

**How about creating a doc. In Office 365, but then opening in Office 2013 *(on our CVS computers)* so you get all the functions of Office but with the Office 365 function of automatically saving to One Drive?**

1. Start a doc. In **Office 365**
2. Click the little ‘**waffle**’
3. 
4. Click on the type of ‘app’ (Excel, Word, Power Point, etc.) you want
5. 
6. Next **close** the doc.
7. Reopen the document but now click **Edit in Word**
8. Now your document is open in the desktop version of MS Office 2013 (version on our CVS computers) but now it automatically saves to One Drive



**Uploading entire folders to our Office 365 ONE DRIVE**

1. Log into **Office 365** using **Internet Explorer** (**IE**), won’t work in Google Chrome
2. Make sure you check the box to **Keep Me Signed in**; if you don’t it won’t allow you to drag and drop folders from your h drive to your One Drive.
3. Click on the waffle
4. 
5. You need to add the ribbon
6. Click the **gear** or sprocket
7. Click **Show Ribbon**
8. Click **library**
9. Now click on **Open in Explorer**
10. 
11. Now you can drag and drop entire folders into your One Drive
12. Open your **H Drive** and locate the folder(s) you want uploaded to your One Drive
13. Pull that folder to the left so it “Snaps” to the left
14. Now open your ONE Drive Folder on the right so you can drag and drop your H Drive folders (on left) to your One Drive (on right)
15. Notice the folder on the right says documents but look where it says \_cvs\_k12\_...that is your **One Drive**
16. Now you can drag and drop folders from whatever is on your computer to your One Drive