

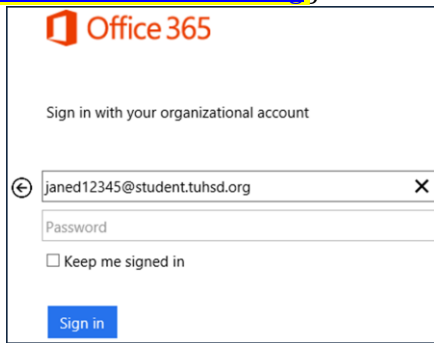
Logging onto Office 365

1. To access email, double-click on the Office 365 icon on the school computer desktop.

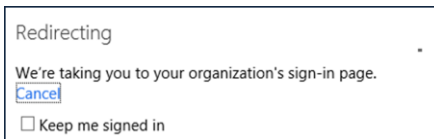


Or go to <https://login.microsoftonline.com>.

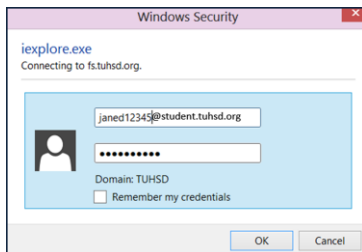
2. Type your full email address. (The student email address convention is **username@student.tuhsd.org**.) Press Enter.



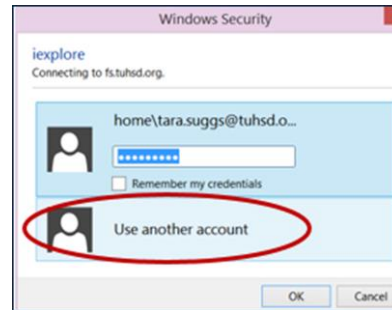
3. Wait to be redirected to the district login window.



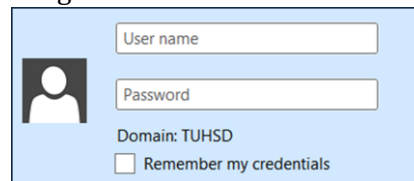
4. Type your full email address again and your school computer password. Click OK when finished.



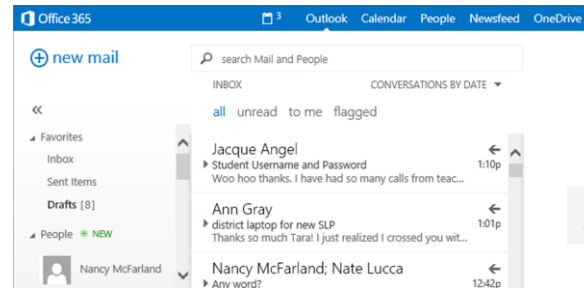
If you are logging onto Office 365 from a personal device and cannot get access, click on "Use another account."



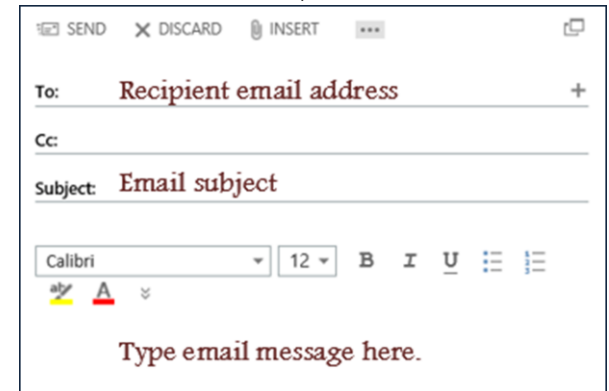
Type your full email address and password again to log in.



Office 365 Email



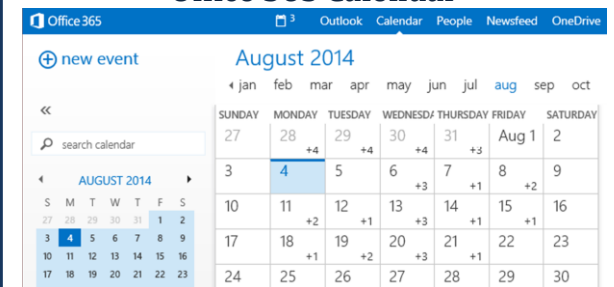
1. To send a new email, click on **new mail**.



2. Click **INSERT** to attach files to your email.

3. Click Send when finished. **SEND**

Office 365 Calendar



1. To send a new email, click on **new event**.

TUHSD TECH QUICK GUIDE: OFFICE 365 – STUDENT EMAIL AND ONEDRIVE

2. Complete the calendar form.

3. Click when finished.

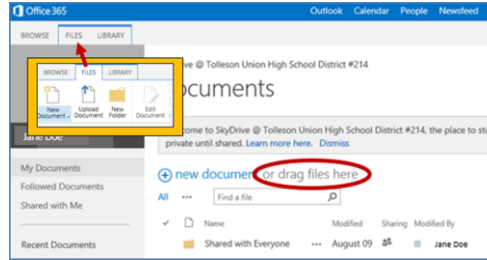
Office 365 OneDrive

1. Click on the OneDrive link on the top-right corner of the page.
2. If the SharePoint window appears, click **No Thanks**.



Once in OneDrive, you will see the My Documents page. Every student will have a **Shared with Everyone** folder. Anything saved in here may be viewed by anyone in the district. Use this feature with caution and remember district acceptable use technology policies. Documents saved outside of this folder or in any other folders are automatically made private unless you share it with others.

1. To upload documents from a computer or flash drive, click on **Files > Upload Document**.

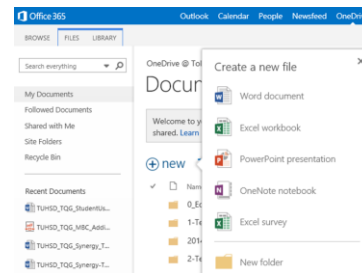


2. You may also drag and drop files directly onto the **drag files here** section of the page. Entire folders may not be dragged here.

OneDrive Web Apps

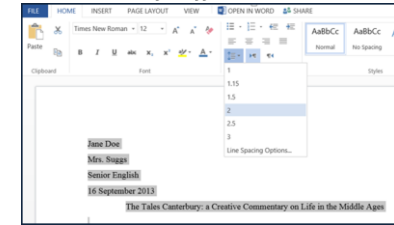
Through Office 365 and OneDrive, users may create basic Word, PowerPoint, Excel, or OneNote documents directly on the web browser. This is great if you do not have Microsoft Office at home.

1. To create a document, click on .
2. Select the type of document you wish to create.



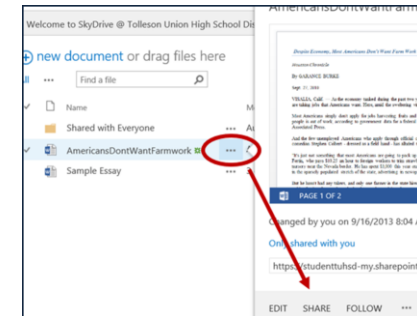
3. Type the name of the document. Then click OK.

4. Wait for the Web App to load. Then you may work directly in the browser. Save your document when finished (Excel and OneNote save automatically). *You may also open and edit documents in Microsoft Office.*



Sharing Documents

Users may share documents with other users (e.g. share/submit assignments to your teachers, work on group projects, etc.) in Office 365. To do this, click on the ellipsis beside the document name or click on Share within the document.



Type the recipient's name or email address, select edit permissions, type a message, click Share.