

MONROE PUBLIC SCHOOLS



Office 365

Quick Start User Guide

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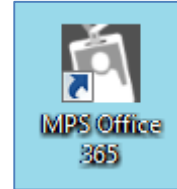
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What is Office 365?

Office 365 is a Microsoft product offering an online version of the Office Suite. Here's how it works:

How to Sign In to Office 365

You can sign onto Office 365 from any computer located in the district by double clicking this shortcut on the computers desktop.



You can also enter this link <https://portal.office.com/Home> into the web address bar from anywhere. Either way you must enter your **full MPS email address and password** to sign into Office 365.

Enter your MPS email and password to sign into Office 365.

Office 365 sign in screen.

To Sign Out when you are done

Logout by clicking on **down arrow** by your username in upper right and selecting **Sign Out**.

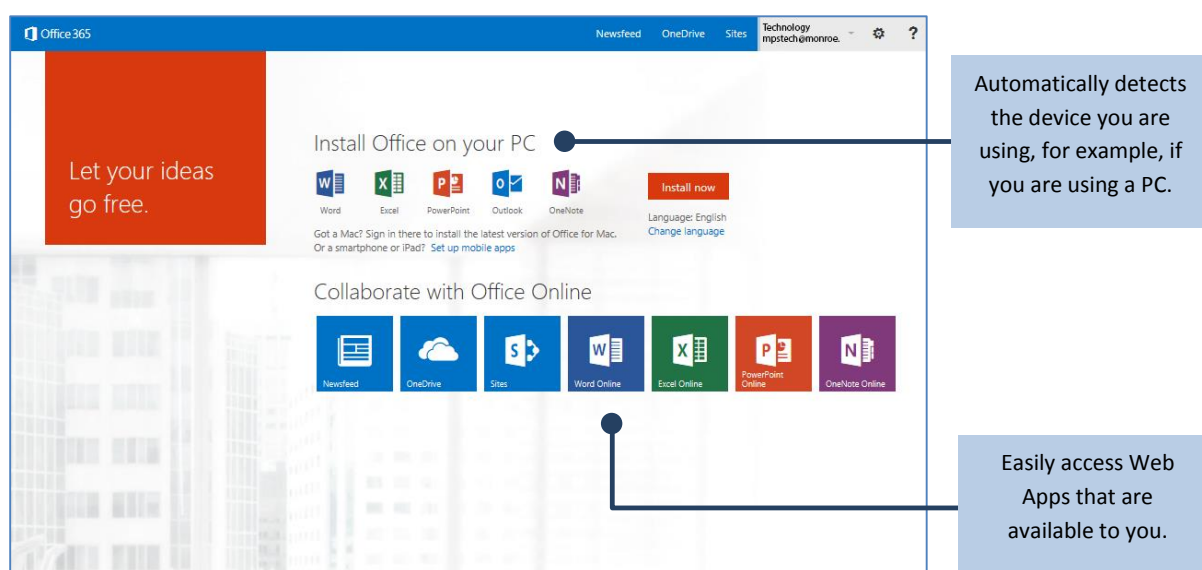
Why Use Office 365?

- Office when and where you need it.
- The best & latest version of Office.
- All your work in one place.

Office 365 Home Page

The new home page is not just a place where you can easily access all the services available to you. The home page automatically detects the device you're using, and displays the appropriate install prompt. For example, if you're using a PC, it prompts you to install the applications on your PC, as the image below shows. If you're using a Mac, it prompts you to install Office for Mac.

- Click the **Office 365 logo** in the top left-hand web navigation to go to the home page.
- **Install Office on your PC** – Installs software onto other devices such as iPad or Smartphone.
- **Collaborate with Office Online** - Save documents, spreadsheets, and presentations online, in OneDrive. Share them with others apps and work together at the same time.



Top right-hand web navigation

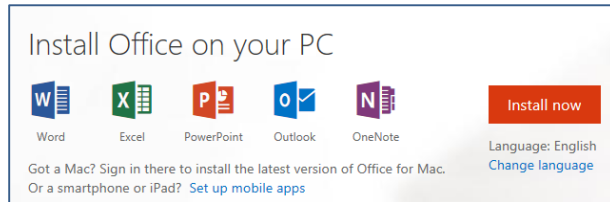
- **Newsfeed**
- **OneDrive**
- **Sites**
- **Sign-in**
- **Settings Menu (Gear)**
- **Help**

The **Home Page** gives you a convenient map of all your services and provides easy navigation and quick access to the tools you rely on to get your work done, plus a way to explore new tools and services.

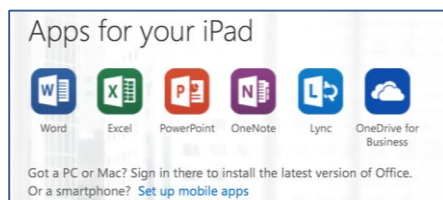
Install Office on more Devices

Once you have installed the Office applications, the home page displays all your Office 365 online services, providing you with quick access to launch documents and start creating right away. You may want to use this new home page as your start page—for consistent and comprehensive access to your services.

On a PC or Mac: Install



On a Smartphone or an iPad: Setting up mobile apps



You can also go to Settings  > Office 365 settings > Software > Phone & tablet.



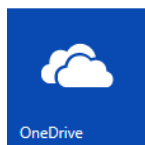
Collaborate with Office Online

Office 365 includes three services that let you share ideas and documents, and collaborate with people inside and outside of the district: **Sites**, **OneDrive**, and **Newsfeed**.

You will also find **Office Web Apps** that let you create, edit and share your **Excel**, **Word**, **PowerPoint** and **OneNote** files from any browser. You can **share** and **simultaneously** work on your documents with students, friends and co-workers.

In this training session we give a brief overview on **Sites** and **Newsfeeds** while focusing on **OneDrive** and **Web Apps** by showing how to create, access, and save your files on your PC/Mac or your mobile devices.

OneDrive for Business

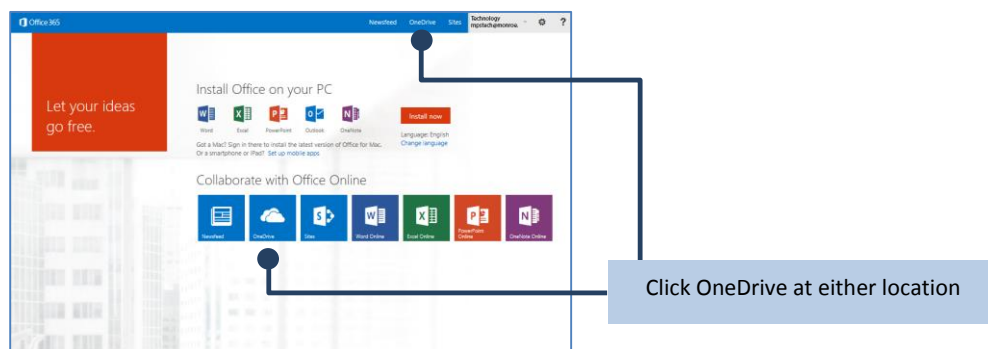


OneDrive for Business (formerly SkyDrive) is cloud storage for business or educational organizations. It is a place where people can organize and store documents and other files. All files stored in **OneDrive** are private by default, however, files can be easily shared with others to allow for collaboration. Web Office Apps, such as, *Word*, *PowerPoint*, *Excel* and *OneNote* documents can be created via a web browser.

OneDrive for Business let you access and share documents, including documents from Word, Excel, PowerPoint, OneNote, and Access. Most of the time it will be your starting point unless you are creating a new document.

How to access OneDrive on your PC/Mac

1. Log onto Office 365 from any computer located in the district by double-clicking the shortcut icon on the computers desktop or by the web link <https://portal.office.com/Home>
2. Click **OneDrive**.



How to access OneDrive on your iPad or mobile device

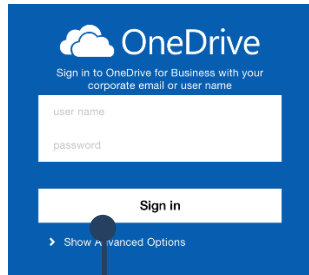
You can access OneDrive by **launching the App** or by **using the web link** <https://portal.office.com/Home> just like you would on any computer.

On your iPad or mobile device:

1. Launch the One Drive App by tapping the icon from your iPad or mobile device
2. Sign into your account by entering your full email address and password



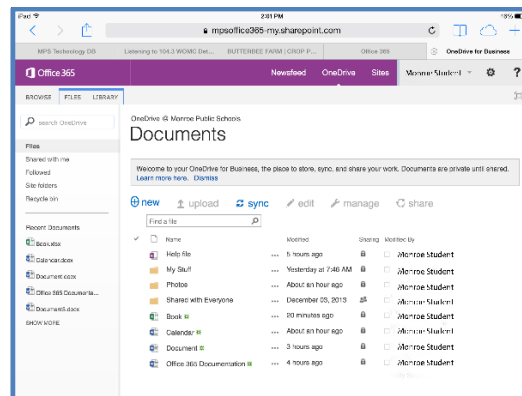
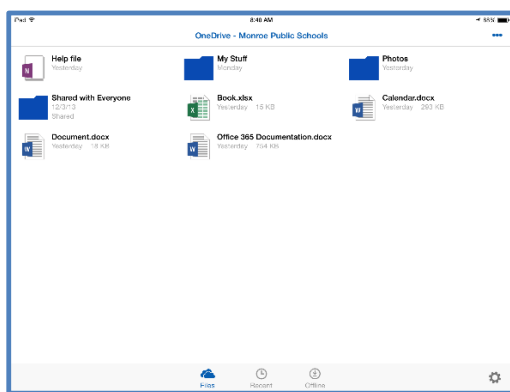
Tap the OneDrive App



Web App Sign on screen

If you use the web link OneDrive will look just like you logged on from any computer located in the district. If not at the end of this document see: **How do I switch between PC view and mobile view on SharePoint team sites or OneDrive for Business?**

Once you are logged into OneDrive your screen should look like this:

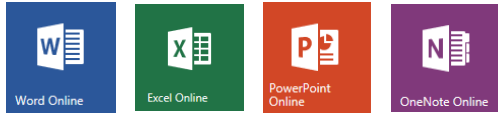


The OneDrive screen from iPad or mobile web app.

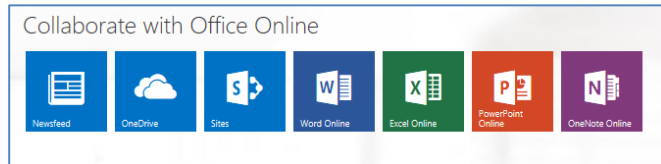
The OneDrive Online screen from web link access

Note that the **web app will not show the same screen as the web link**. You will have to **tap a document first**, then the (...) at the lower right, then **Launch Web App**. The file will open up in **Office 365 Online** in the files program (Word, Excel, etc.). You can tap your name at any time to return to **OneDrive Online** (not the OneDrive Web App) or tap one of the options (Edit, Print, Share, etc.). Changes to your file will be automatically saved.

Web Office Apps



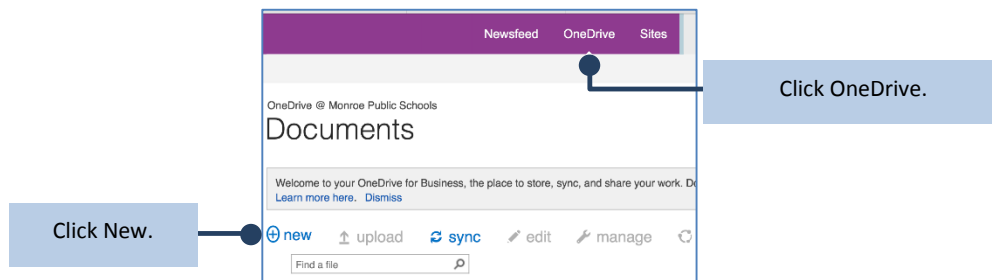
Web Office Apps, such as, *Word*, *PowerPoint*, *Excel* and *OneNote* documents can be created via a web browser. Just click the app you want to create a new document.



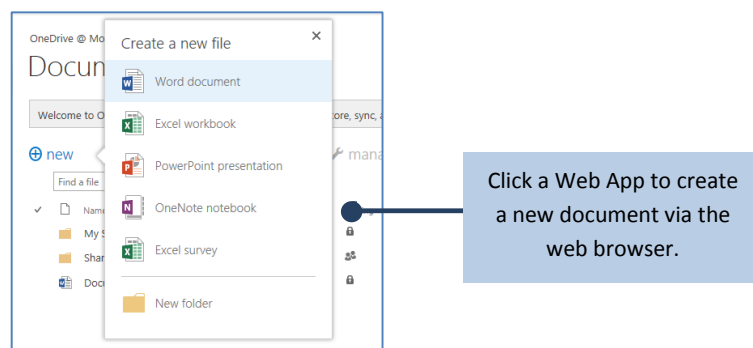
To make a new document or folder

You can also make a new document by clicking **OneDrive** at the top of the page then:

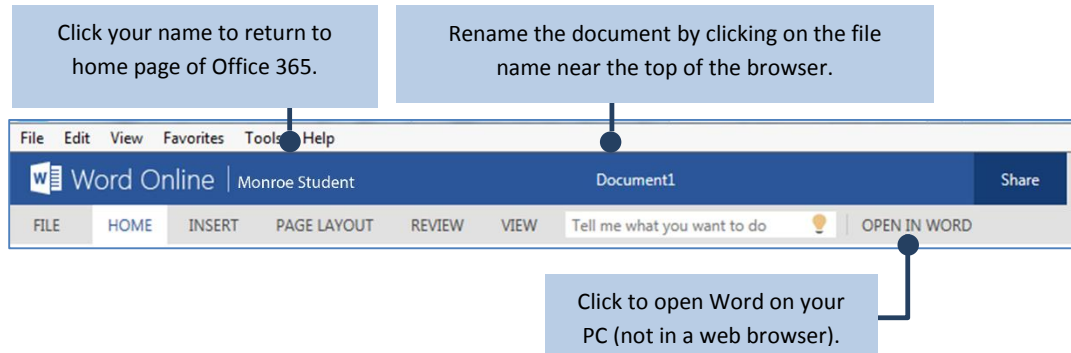
1. Click on **New** to display the popup menu of Web Apps.



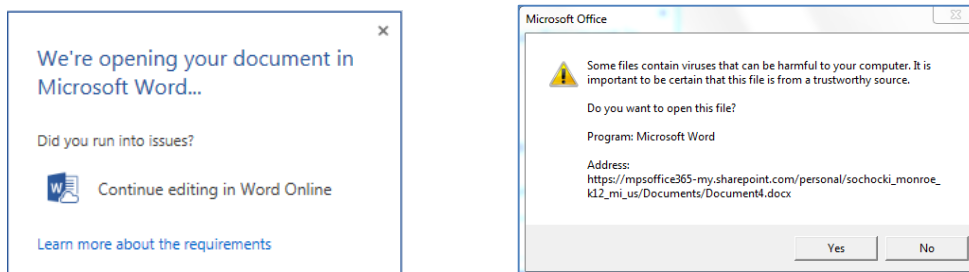
2. Click on the type of Document, such as Word, and the **Web APP** will launch.



Notice, when the document opens, you have an OPTION to open the document **on your PC** (not the web app), just make sure to save your document to your PC. If using the web app your files will automatically be saved in OneDrive.

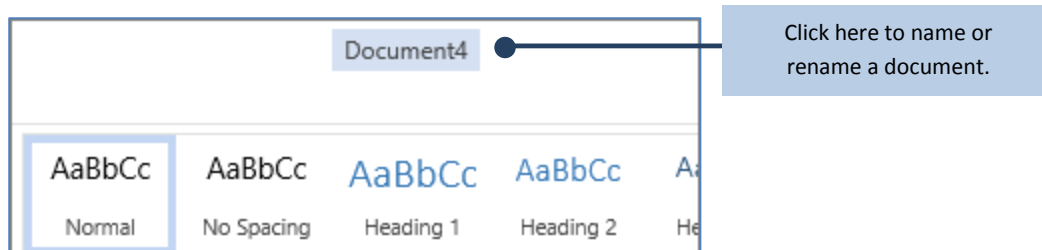


Popup messages might appear. Click yes to open this file on your computer. If the file does not open on your computer because requirements are not met, Office 365 gives you the option to return to Word Online.



Naming or Renaming a Document on Office Online

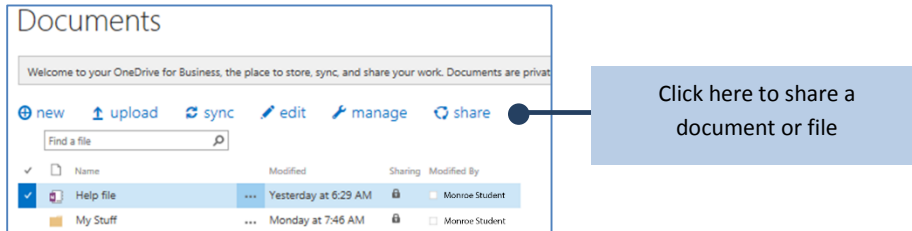
When you start a new, blank document in Office Online, your doc gets a default name like "Document4" or "Presentation2." To rename the document while you're editing it, click on the file name near the top of the browser window, and type the name you want.



If nothing happens when you type, check to make sure you're in Editing view (on the **View** tab, click **Editing View**). You won't be able to rename a file if other people are working on it at the same time you are. Wait until you're the only one in the doc, and then rename it.

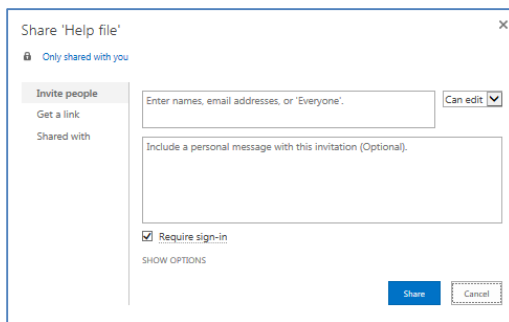
Sharing

Sharing a document from Word, Excel, etc. is very simple and easy. The document must be opened up from within **OneDrive** and you must be done editing the document. Click on **Share** in the upper left side and the regular OneDrive sharing box will open. Proceed to share your document as listed below.



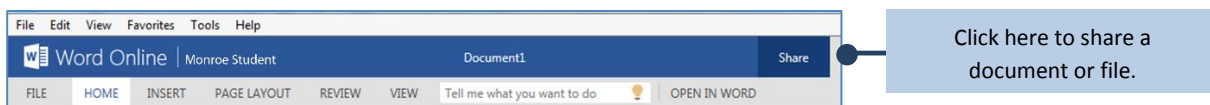
To Share a document

1. Highlight the file and click the **Share** icon at the top.
2. Click on **Invite People** and type in the email address of the person you would like to share your document.



On this page, there are several things you can select.

- You can select whether you can **Edit** or **View Only** from the upper right drop-down.
- You can click on **Show Options**. This allows you to turn on or off **Send Email Message**. The default is to send an Email Message to the person you are sharing with.
- You can also turn off **Require sign-in** but we do not recommend that you do this.



Sharing a Folder

This is exactly like sharing a File except that you cannot share an entire Folder without using a valid Account. You will not see **Get a Link** when you try to share an entire Folder.

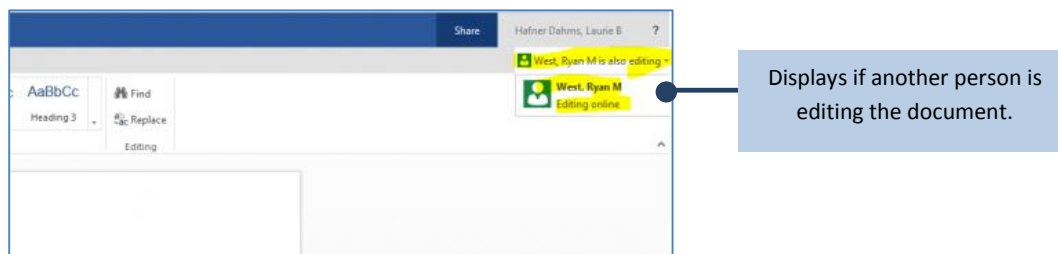
To share a document anonymously

1. Select **Get a Link** and can select **View Only** or **Edit**.

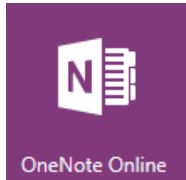
Get a Link allows the link to be shared with anyone outside of the district. This method of sharing will allow for anonymous access and people can send this link on to others, so please be cautious about sharing documents this way. You can also select **Shared With** on this same page to see who you have shared documents with.

Collaborating on a Document from Word, Excel, etc.

This will allow multiple people to work on a document at the same time. To do this, share the document. If another person is editing the document at the same time, it will show up in the upper right hand corner.



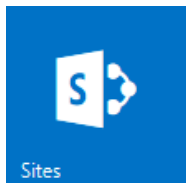
OneNote



When you're planning a group activity **OneNote Online** gives your group a centralized place for collecting notes, brainstorming an idea, or assembling the bits into a more structured document, such as an itinerary you can share with your contacts as a Word document.

1. Go to where the notebook is stored on your OneDrive.
2. Click the notebook. OneNote Online opens the notebook in Editing view.
3. Add notes to the current page, click a different page to edit, or add new pages or sections to the notebook in the navigation pane. **OneNote Online saves your changes automatically.** Your file is automatically saved in **OneDrive** for you.
4. If you want to make changes beyond what you can do in the browser, click the **File** tab, and then click **Edit Notebook**, and then **Edit in OneNote Online** (requires Microsoft OneNote 2010 or later).

Sites

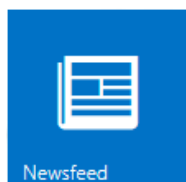


A site is a group of related Web pages and apps where your team can work on projects and share information. You can create sites where you can collaborate with others, as long as you have permissions to create sites.

To open your sites, click the **Sites** item on the top of your page.

At this time Monroe Public Schools does not support training for sites.

Newsfeed



Newsfeed allows you to share ideas by posting to a newsfeed, follow people, documents, and tags to keep informed about activities and updates or Blog to share information with teachers or classmates.

To open your newsfeed, click the **Newsfeed** item on the top of your page.

At this time Monroe Public Schools does not support training for newsfeeds.

Saving and Printing your Documents

Saving your documents

Office 365 saves your documents and changes automatically. Your files are automatically saved in OneDrive for you.

Word: Print from the browser

The document that you print from the browser looks the same as it would if you printed it from Word.

With the document open in Word Online, click the **File** tab in Word Online, and then click **Print**, and click **Print** again. A printable PDF is generated. Open it by clicking **Click here to view the PDF of your document**, and then follow the procedure you normally do for opening and printing PDF files from your browser.

Excel: Print from the browser

1. If you want to print a range of cells instead of the entire worksheet, select the cells.
2. On the **File** tab, click **Print**.
3. If popups are blocked, unblock them, at least for now. Then repeat steps 1 and 2. Excel Online opens a view suitable for printing in a new browser tab or window.
4. If you selected a range of cells, but you want to print the whole worksheet after all, click **Entire Sheet**.
5. Click **Print**.

PowerPoint: Print from the browser

You might want to print the slides as handouts to share with the class. Click the **File** tab, and then click **Print** and click **Print** again. A printable PDF is generated. Open it by clicking **Click here to view the PDF of your document**, and then follow the procedure you normally do for opening and printing PDF files from your browser.

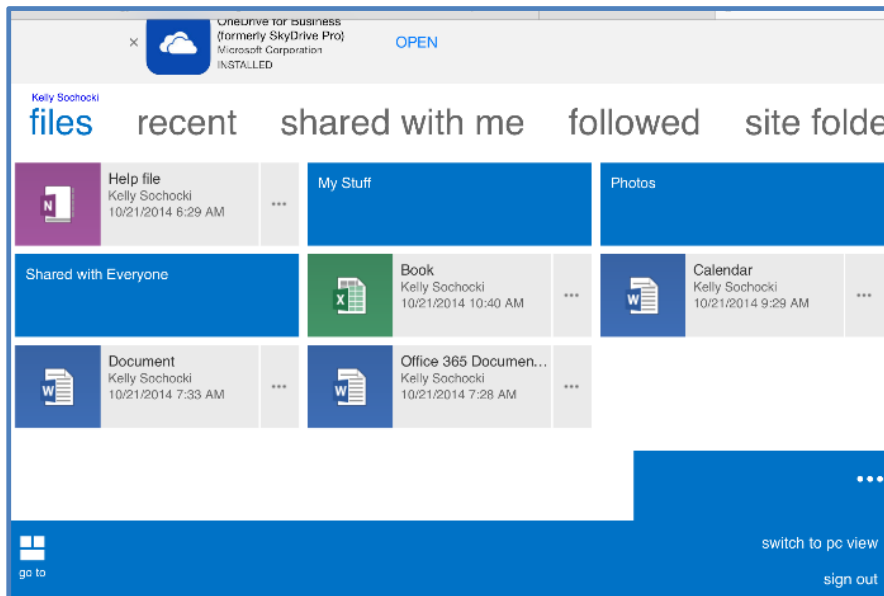
FAQ's

Upload files stored on your iPhone or iPad to OneDrive for Business

1. You **cannot** upload files such as pictures or videos stored in the picture library on your iPhone or iPad directly to OneDrive for Business.

How do I switch between Mobile view and PC view on OneDrive for Business?

You can view OneDrive for Business in **Mobile view** or **PC view**.



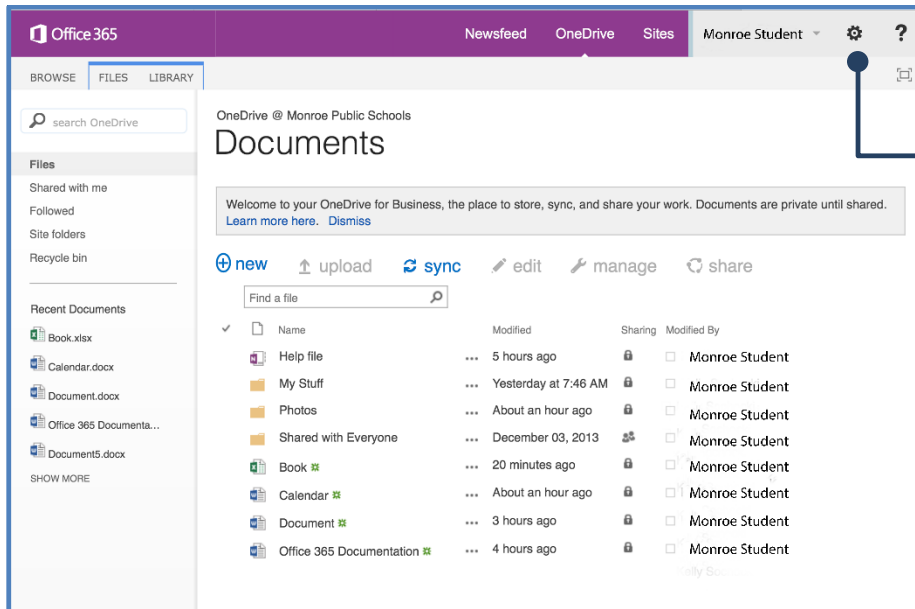
Mobile View Screen from your iPad or mobile device

To switch from **Mobile view to PC view**

1. In a site or library, select the **More (...)** in the lower right corner of the screen.
2. Select **Switch to PC view**.

How do I switch between PC view and Mobile view on OneDrive for Business?

You can view OneDrive for Business in **PC view** or **Mobile view**.



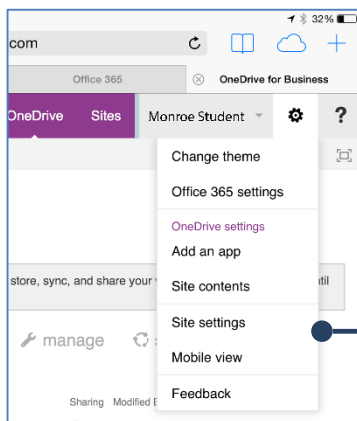
Tap Settings ⚙️ to display the drop down menu then tap switch to mobile view.

Pc View from your iPad or mobile device

To switch from PC view to mobile view:

If you are in **pc view** and want to return to **mobile view**, at the top right of the page:

1. Select ⚙️ **Settings**.
2. In the drop down menu select **Mobile view**.




Select switch to mobile view

If you cannot log on to Office 365 from your web browser.

Office 365 is designed to work with the following software: The current or immediately previous version of Internet Explorer or Firefox, or the latest version of Chrome or Safari. You can try following these first steps.

- Log on with another browser, such as Safari, Internet Explorer, Firefox.
- Clear cache and delete cookies.

1. Click the Chrome menu  on the browser toolbar.
2. Select **More Tools**.
3. Select **Clear browsing data**.
4. In the dialog that appears, select the checkboxes for the types of information that you want to remove.
5. Use the menu at the top to select the amount of data that you want to delete. Select **beginning of time** to delete everything.
6. Click **Clear browsing data**.

Still having issues?

For any questions or concerns please contact Support via the web portal or calling 3150.

