

Office 365 Overview

Accessing Office 365

1. Log in at <https://portal.office.com/>
2. You need to login with using the long form of your school email address username@wcasd.k12.pa.us. Your password should be the same as you use to login to the network.



Sign in with your work or school account

Keep me signed in

Sign in

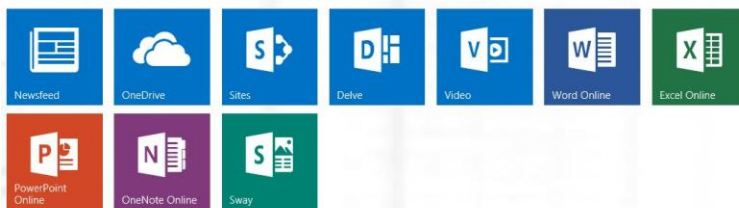
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The menu for the different functions in Office 365 is located in the upper left hand corner of the page.



For WCASD you will see

Collaborate with Office Online



Newsfeed:

OneDrive: Storage location for documents created in 365 and other documents you may upload

Sites:

Delve: Not active for us

Video: Not active for us

Word Online: Version of Word available online

Excel Online: Version of Excel available online

PowerPoint Online: Version of PowerPoint available online

OneNote Online: Version of OneNote available online

Sway: Easy way to create and share interactive, web-based projects

Class Notebook: Version of OneNote available online that contains sections created specifically for use in the curriculum

Create a Document in Office 365

1. Open one of the Office Applications
2. Click New
3. This document will automatically save into your OneDrive
4. If you wish to Share this document Click **Share** at the top right
5. Complete the information in the graphic below.
 - a. Invite people to view or edit the document by adding the email.
 - b. Create a sharable link that will allow others to View or Edit the document
 - c. Check who the document is Shared With and/or change permissions for the contributors

Share 'Document2'

Only shared with you

Invite people
Get a link
Shared with

Can edit

Include a personal message with this invitation (Optional).

Require sign-in

SHOW OPTIONS

Share Cancel

Upload a Document in Office 365

1. Select **OneDrive**
2. Click **Upload** and Select desired file or drag and drop any files into **OneDrive**

Important Notice - Please note that Office 365 allows you to download a copy of Office 2016 onto 5 computers. Your school computer uses 1 license. Microsoft does track the number of machines Office is installed on. When teacher or student leaves the district Office 2016 must be removed from any computers on which it was installed.