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 (first.lastname@tuhsd.org). Then press Enter. Office 365 Sign in with your organizational account × tara.suggs@tuhsd.org Password Keep me signed in

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



4. Type your username (or full email address again) and your district computer password. Click **OK** when finished.

Windows Security ×			
iexplore.ex	e		
onnecting to	fs.tuhsd.org.		
	tara sugge@tubed.org		
	turusuygse turusiong		
M	•••••		
	Domain: tuhsd.org		
	Remember my credentials		
	OK Court		

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

P	home\tara.suggs@	tuhsd.o	
P	Use another accou	nt	

Type your username (or full email address) and password again to log in.

User name
Password
 Domain: TUHSD
Remember my credentials

Office 365: OneDrive

OneDrive is Microsoft's online file storage and Office Web Apps portal. Users may save files from a storage device onto OneDrive through Office 365 or through the OneDrive Pro client available on district computers running Windows 8.

For those who do not have access to Office programs on personal devices, users may create Word, PowerPoint, Excel, OneNote, and Excel Survey documents directly on an internet browser through Office 365's OneDrive page.

Verifying OneDrive Access

1. Click on the Office 365 web app menu icon on the top-left corner of the page.



2. Click on the OneDrive app.

III Office 3	65					
N ail	Calendar	Recipie	Newsfeed	 OneDriv	Stes	Tasks
Word Online	Excel Online	PowerPoint Online	OneNote Online	Admin	Delve	My apps

TUHSD TECH QUICK GUIDE: OFFICE 365 - ONEDRIVE (for Staff)

Once in OneDrive, the **My Documents** page will appear. Every user will have a **Shared with Everyone** folder. Files saved here may be viewed by anyone in the district. Files saved outside of this folder are automatically made private unless they are intentionally shared with others.



Uploading Documents to OneDrive

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

ve @ Tolleson Union High School District #214
tome to SkyDrive @ Tolleson Union High School District #214, the place to stor private until shared. Learn more here. Dismiss
new documer or drag files here All Find a file
V D Name Modified Sharing Modified By

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.

1. To create a document, click on ⊕ new document.

2. Select the type of document you wish to create.

Office 365	Outlook	Calendar People Newsfeed OneDrive
BROWSE FILES LIBRARY		
Search everything 👻 🔎	OneDrive @ Tol	Create a new file
My Documents	Docur	Word document
Followed Documents		
Shared with Me	Welcome to y	Excel workbook
Site Folders	Shared. Com	
Recycle Bin	🕀 new 🔇	PowerPoint presentation
Recent Documents	🗸 🗋 Nam	OneNote notebook
TUHSD_TQG_StudentUs	📫 0_Ec	
TUHSD_TQG_MBC_Addi	📫 1-Te	Excel survey
TUHSD_TQG_Synergy_T	201.	
TUHSD_TQG_Synergy-T	📫 2-Te	New folder

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.

