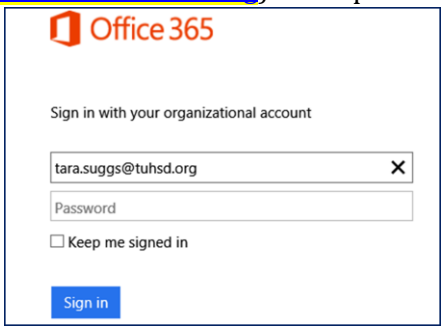
TUHSD Tech Quick Guide: Office 365 – OneDrive (for Staff)

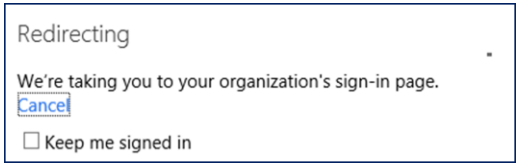
Logging onto Office 365

1. To access email, double-click on the Office 365 icon on the school computer desktop.
Or go to https://login.microsoftonline.com.

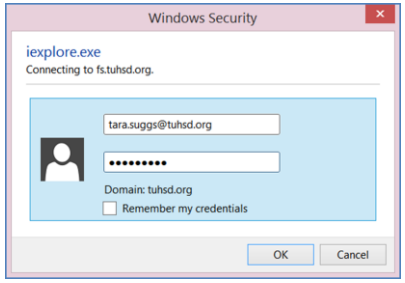
2. Type your full email address (first.lastname@tuhsd.org). Then press **Enter**.



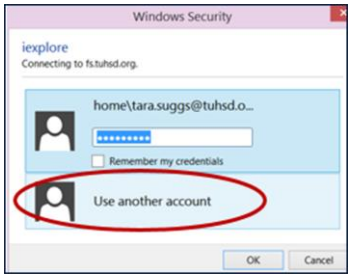
3. Wait to be redirected to the district login window.



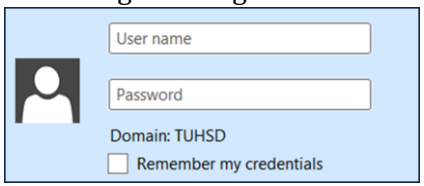
4. Type your username (or full email address again) and your district computer password. Click **OK** when finished.



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



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



Office 365: OneDrive

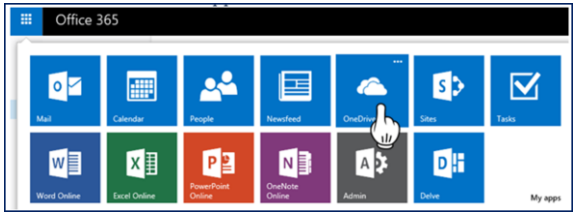
OneDrive is Microsoft's online file storage and Office Web Apps portal. Users may save files from a storage device onto OneDrive through Office 365 or through the OneDrive Pro client available on district computers running Windows 8.

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

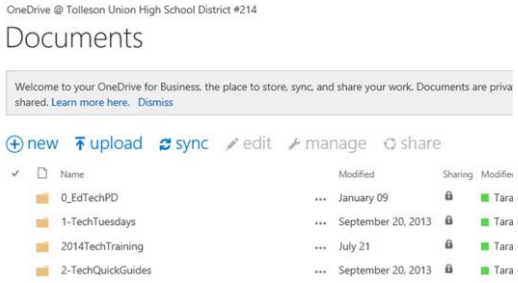
1. Click on the Office 365 web app menu icon on the top-left corner of the page.

2. Click on the OneDrive app.



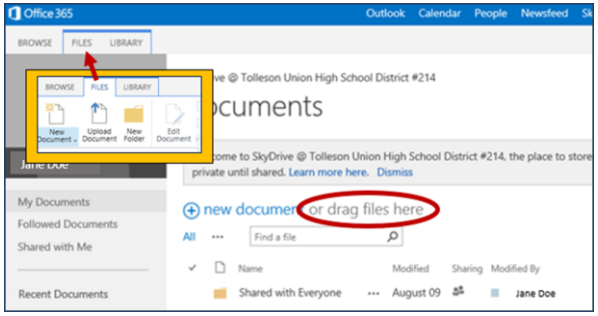
TUHSD Tech Quick Guide: Office 365 – OneDrive (for Staff)

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**.



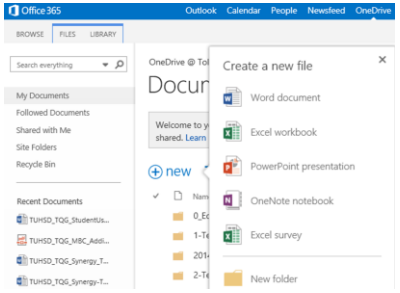
2. You may also drag and drop files directly onto the **drag files here** section of the page. Entire folders may not be dragged here.

OneDrive Web Apps

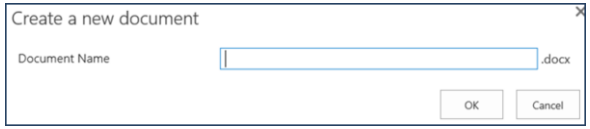
Through Office 365 and OneDrive, users may create basic Word, PowerPoint, Excel, or OneNote documents directly on the web browser.

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

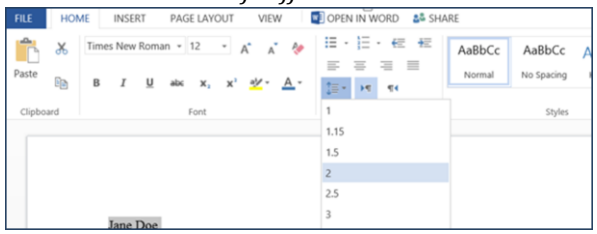
2. Select the type of document you wish to create.



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

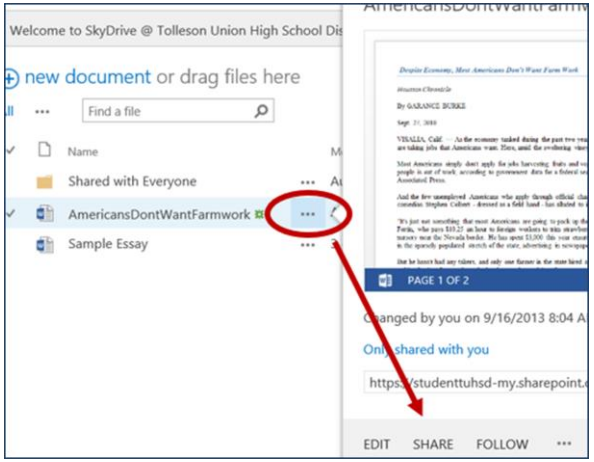
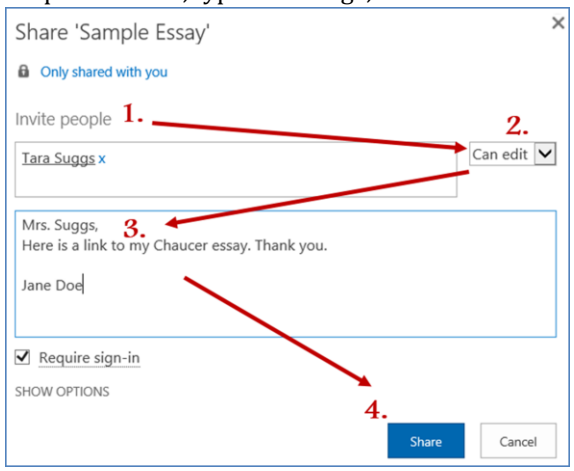


4. Wait for the Web App to load. Then you may work directly in the browser. Save your document when finished (Excel and OneNote save automatically). *You may also open and edit documents in Microsoft Office.*



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.