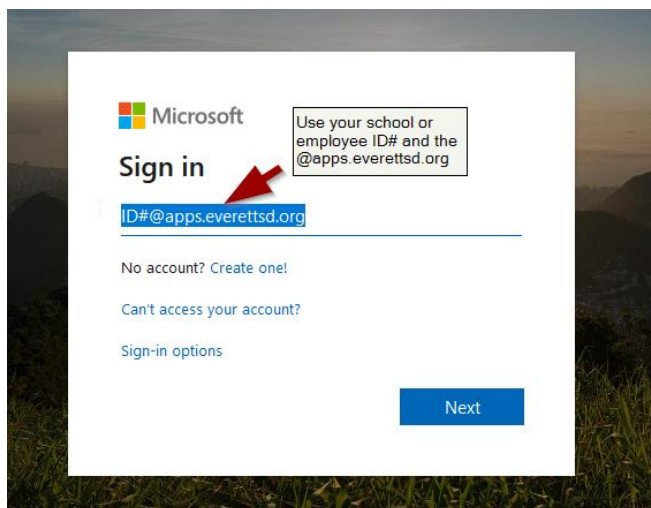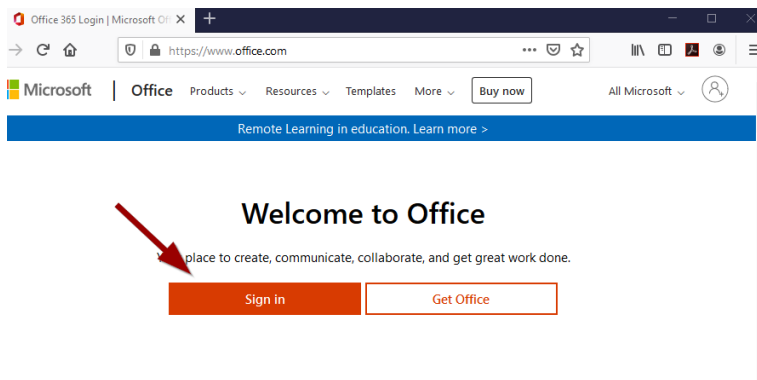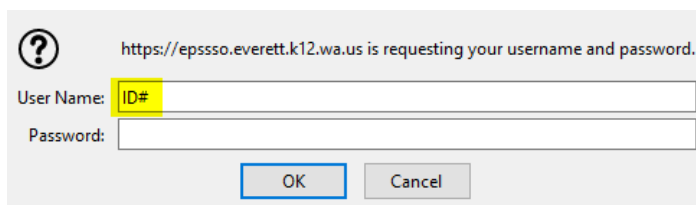# Using PowerPoint Online

Everett Public Schools can use PowerPoint Online with their Office 365 for Education account. Links to Everett's Office 365 can be found on the website but you can also simply type OFFICE.COM into the browser.
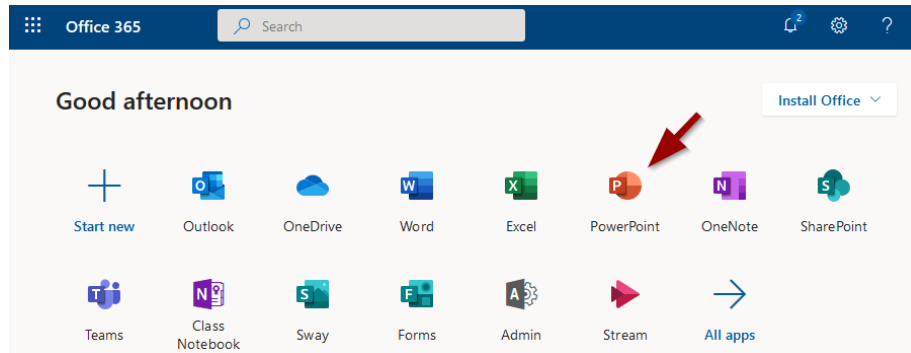
Sign in for students is with their apps account user name: ID#@apps.everettsd.org and their computer password.

Because students are at home – there is a second step to authenticate it is truly them. This step simply requires their ID# be entered and then their computer password.

Students entering the first time may be offered a tour. Once that is completed you will see PowerPoint Online as one of your applications
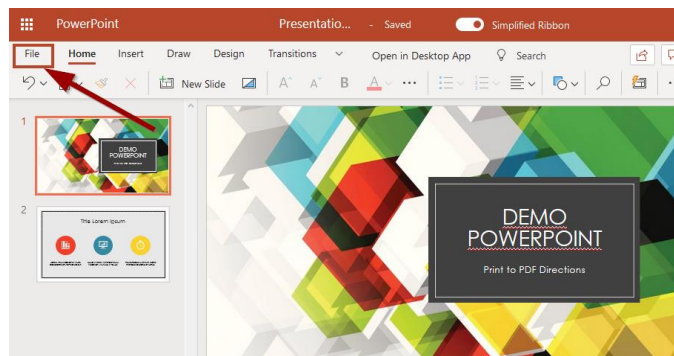

Reference Microsoft directly for information on how to use PowerPoint Online.

https://support.office.com/en-us/article/create-a-presentation-in-powerpoint-for-the-web-21360025-7eef-4173-9d7c-08281d55f64a

Once you complete your PowerPoint you can save it as a PDF.

Go to File

You can print any of the three options and it will create a PDF file.

1. If on a Windows device you can download the file and then submit
2. On a Chromebook you cannot Download but you can save to the students' Google Drive and share a link for your submission.