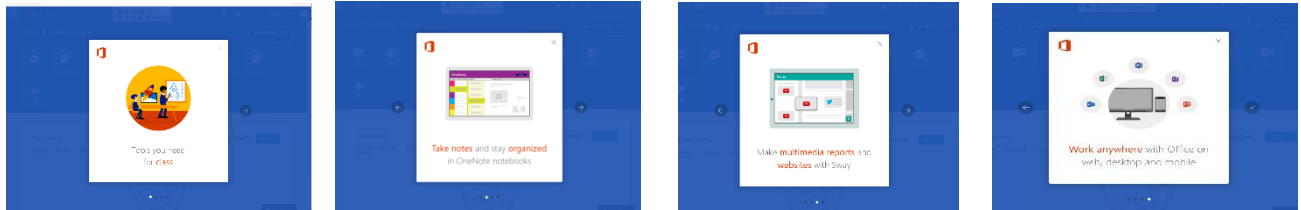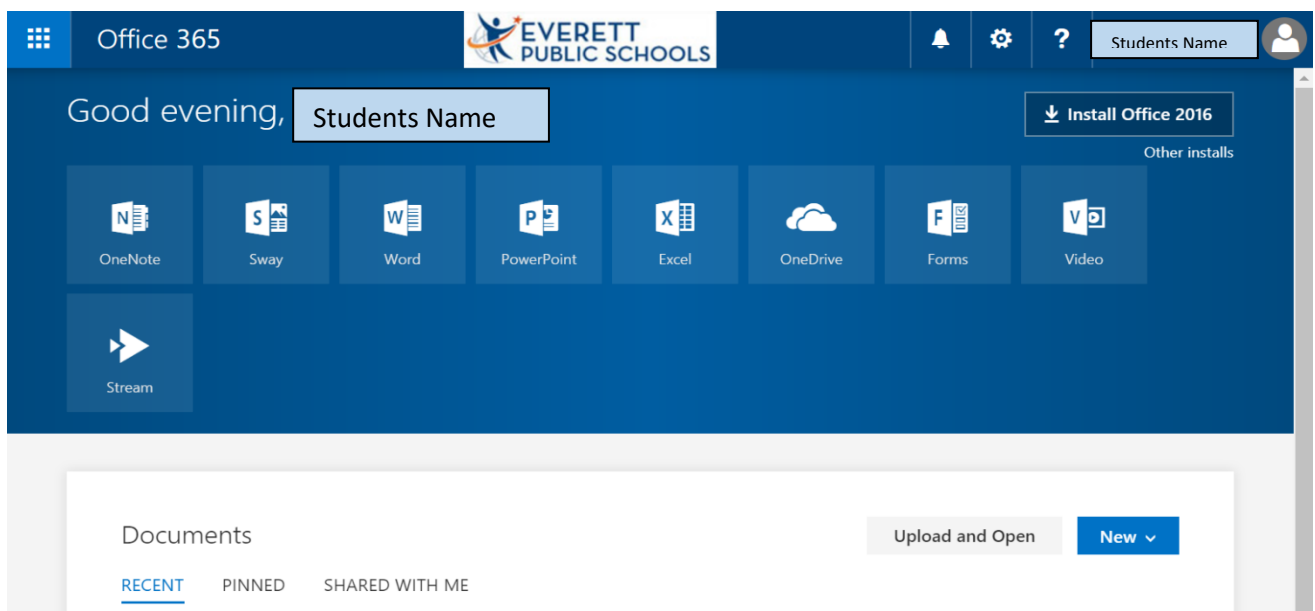# INFORMATION AND NETWORK SERVICES

Introducing Office 365 for students

Upon first log in – you will see four screens of introduction.

All log ins after initial log in will be to your Office 365 dashboard.


Option for installation on other home/personal devices. Not required for use of school computers.

Installation of the client version of the current Office suite is available to students and staff while they are members of the organization. From personal device log in to Office 365 account and follow the install directions. (Available for Macs as well). Microsoft support will need to assist you with issues of software on personal devices.

After leaving the organization, the software goes inactive. Files remain active but purchase of the Office Suite is required for editing those files.

Note: On shared home computers, the person installing will want to log out to disconnect office products from their 365 account.
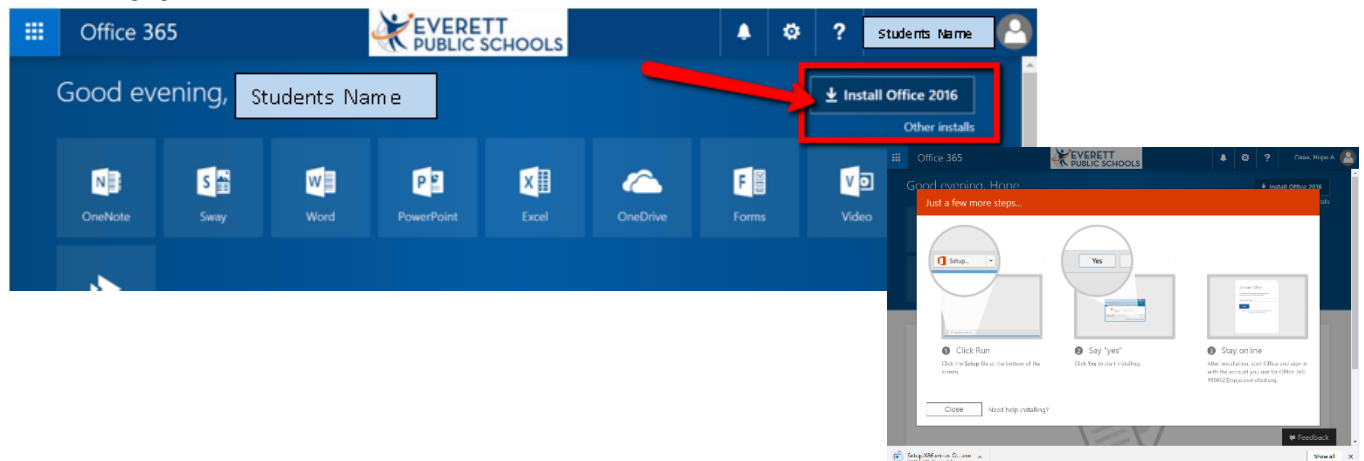
Students have the Office Online products available to them. Anywhere they can get to the internet, they have access.

One Drive – One Drive is a Microsoft online file storage. It has a lot of space for each individual in the district. It provides internet access to materials created by students and staff which can be accessed from anywhere, any time.
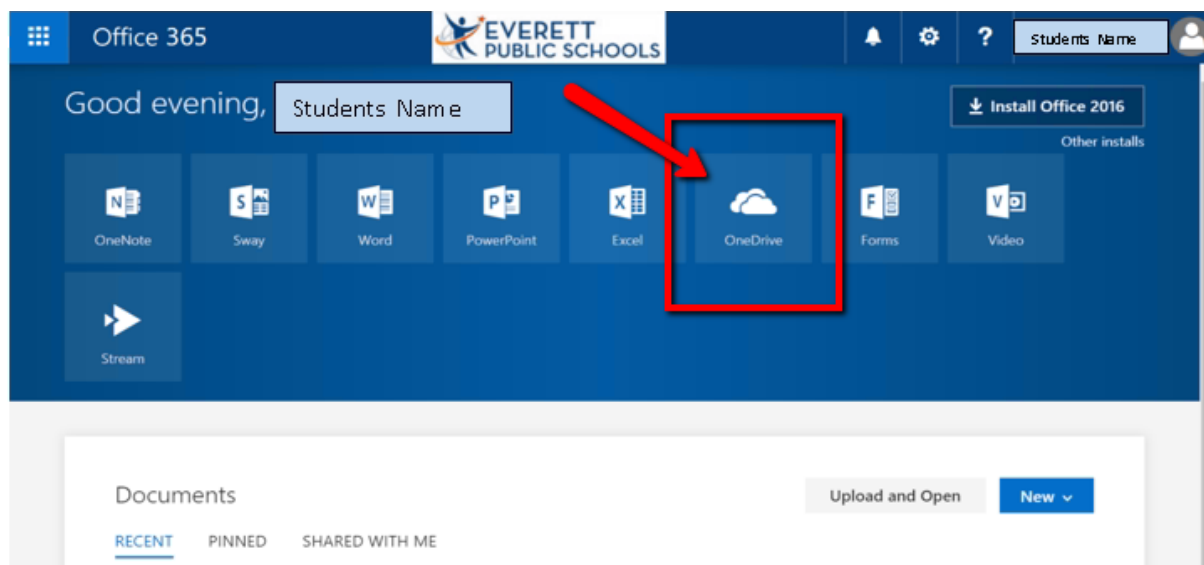
Best practices in using One Drive:

1. Set up folders right away.
2. Create file types (Word, Excel, PowerPoint, OneNote Notebooks) within a clearly labeled folder in One Drive

3. When working with others on shared documents, consider creating share folders. This is helpful to others when navigating their Shared with Me rather than a series of individual files.

There are many tools in the Office 365 toolkit to explore and learn over time. Included here are some introductory guides.

- OneNote
- Sway
- Word Online
- PowerPoint Online
- Excel Online
- OneDrive
- Forms
- Video
- Stream