MOUNT SINAI UNION FREE SCHOOL DISTRICT
118 North Country Road
Mount Sinai, New York 11766

Microsoft Office 365 Staff Information

http://www.microsoftonline.com

With a Mount Sinai issued Microsoft Office 365 account, teachers have access to the following:
- Office in the cloud - includes online versions of Word, Excel, PowerPoint and OneNote.
- OneDrive - 1 TB of cloud storage for files, documents, music, pictures, etc. that is accessible from any computer with internet access.
- Option to download Microsoft Office software, for free, on up to five computers. (See the *How to Download Office 365* directions if you are interested in learning more about this.)

LOGIN INFORMATION

1. To access Microsoft Office 365, go to: http://www.microsoftonline.com   *or*
   Go to the ES, MS, or HS website and click the Faculty Resources page listed under Faculty.
   Click the *Microsoft Office 365* link and then click the link titled, *Click here to login to Office 365 Online*.
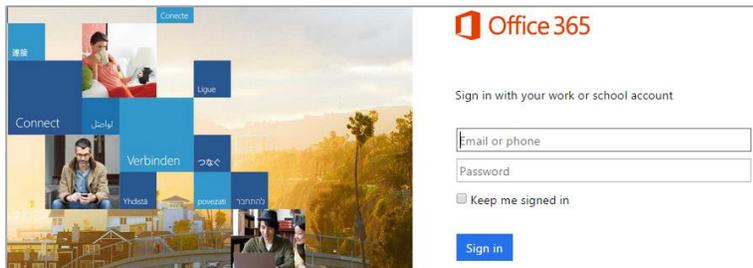
2. Sign in with the following:

   Username: C*urrent Mt. Sinai network username followed by @mtsinai.k12.ny.us*
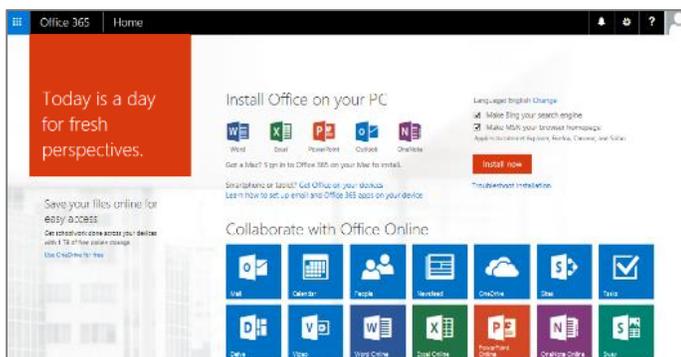   For example, John Doe's username would be jdoe@mtsinai.k12.ny.us.
   Password**:** *Current Mt. Sinai network password*
   This is the same password you use when logging in to our school computers.

3. Once you login, you will be brought to a page that looks similar to this:

Office 365 Online makes it easy to access and share files from anywhere with an internet connection, from almost any device. You do not need to download anything, just click and use the software right away to view, create, and edit files on the go. To get started, click the desired icon under the *Collaborate with Office Online* section.

Using Office Online is very similar to using the downloaded version of the software that you are already used to. For example,
If you click **Word Online**, you will be first prompted to create a *New blank document*. Once you create a new document, an online version of Microsoft Word will appear. It will look very similar to the downloaded version.

Tips for using Office Online:
- Name your file right away (by default it is named 'Document')
- All files are automatically saved to OneDrive
- It is easiest to create a *new* file in OneDrive so that you can automatically save the file in the correct folder
- **File Menu – Save As** to save the file to your computer
- **File Menu – Share** to email the file to another teacher or students for group projects. Select the 'Recipients can edit' options of your choice.
- To open a file that you already created, use **OneDrive**. Click *Documents* to view all files you saved to OneDrive. If someone shared a file with you, click the *Shared with Me* option.
- When you open a file in OneDrive, you need to go to the **Edit Document Menu** and choose to **Edit it in Word Online**.
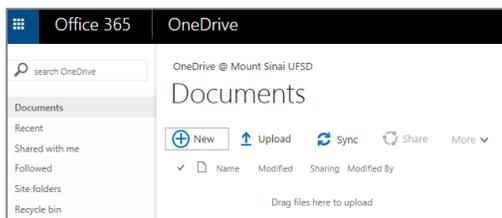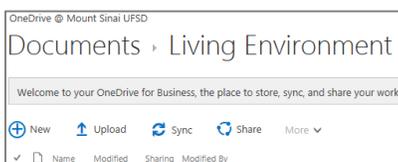
ONEDRIVE

- With OneDrive, you can easily create a new online Word document, PowerPoint, etc.
- You can use OneDrive's 1 TB of cloud storage to save your school documents and access them from any computer with internet access.
- Eliminates the need for using USB drives or emailing file attachments to/from school and home.

CREATING FOLDERS

Just like your K: drive, you can create folders within your OneDrive. This way all of your files for a specific class can be kept all together.

1. Go to OneDrive
2. Click Documents
3. Click New – choose New Folder
4. Type in a folder name and click Create

Now when you want to create a document for that class, make sure you open the class folder first and then go to *New* to choose the type of file that you want to make.

If the file is saved in the wrong location within OneDrive, you can easily drag and drop it into your correct folder.

When you are ready to work on file for a specific class, it is best to use OneDrive to create your new document. That way all new files will be saved within your specific class folder. OneDrive will allow you to create a new Word document, PowerPoint, etc.

1. Go to OneDrive
2. Click **Documents**
3. Open the folder that you want to save the file to *(see above for directions on creating folders if you haven't done that yet)*
4. Click **New** – choose the type of file you want
5. The online version of Microsoft Word (or whatever program you chose) will now display
6. **First**, rename your file. Click on *Document* and type in a new name.
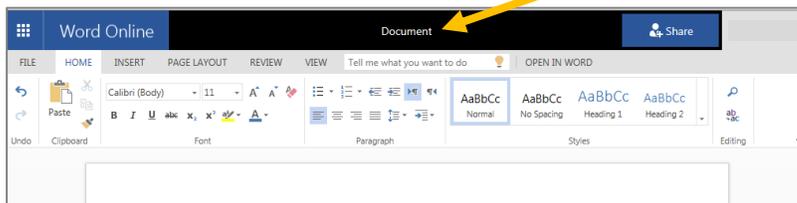
   When you work in the Office Online, it constantly autosaves your file.
7. You can now begin using the web version the same way that you would as the downloaded desktop version.
8. When you are finished working, simply close the file window or move on to your next task. Your file will be safely saved within the specific folder you created it in.

There are two ways to upload existing Microsoft Office files, PDfs, images, etc. to your OneDrive cloud storage:
1. Go to OneDrive
2. Click Documents
3. Open the folder you want to save the file to
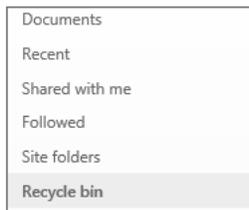4. Click Upload. Browse and locate your file to upload.

OR
1. Go to OneDrive
2. Click Documents
3. Open the folder you want to save the file to
4. Locate the file in your computer's hard drive and drag and drop it into your OneDrive folder.

1. Go to OneDrive
2. Find the file you want to delete
3. Select the file so it is highlighted in blue
4. Click *More* and choose delete

Deleted files are placed in the Recycle Bin. After 90 days (or if they are deleted again), they will be put into the Second-Stage Recycle Bin where they will be kept for another 90 days before being permanently deleted.

Shared documents allow teachers or students to work collaboratively in a single file when working on group projects. Even with multiple users having the same file open at once, all changes are updated in real time.

You can also share an entire folder with others. For example, you can use a shared folder to distribute all of your class handouts with your students or your students could use a shared folder to submit assignments to you.

1. Go to OneDrive
2. Click Documents
3. Select the file or folder you want to share so that it is highlighted in blue
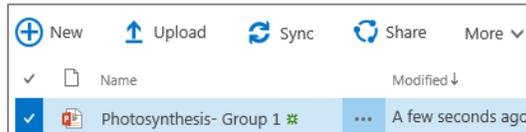
4. Click Share
5. Choose the *Invite People* option and type in the Office 365 username of the teacher(s) or student(s) you want to share the file with.

Be sure to select either the 'can edit' or 'can view' option depending on your reason for sharing the file.

BACK TO THE OFFICE 365 HOMEPAGE

You can always get back to the Office 365 homepage by clicking the Office 365 button.

Click the *waffle* button to quickly choose the Office app that you want to access.

SETTINGS MENU

Allows you to manage Office 365 settings and keep track of your software downloads.

1. Click the **Settings** button
2. General settings such as changing your password and theme can be found here.