

This tutorial is for using Office 365 online.

Log in to Office 365 by accessing the Great Falls Public Schools' website, selecting 'Parents & Students' and then 'Online Resources.' Click on the link to 'Office 365.' Remember that as a student, your username is your firstname.lastname.graduationyear@gfps.k12.mt.us. Your password will be identical to the one used at school to log in to a computer, Moodle, or Google Drive.

Once you are logged in, you can access your one terabyte of cloud-based storage in OneDrive or begin to create a Word document, Excel spreadsheet, Powerpoint presentation, or OneNote notebook online. 'Sites' are online SharePoints that we are not currently using. To begin working online, simply click the button to begin working online. The application will load in a new tab. There are limited options when working online, but you have most of your font options under the Home tab. Under the 'Insert' tab, there are options to insert pictures from your personal files as well as searching online pictures. While working online, the document will sync, or save, automatically to your one terabyte of storage space in OneDrive. However if you want to save the document in a location other than your OneDrive, click 'File' and 'Save as.' There are two options: to download a copy to your computer or download a PDF copy of the document you are working on. Also, similar to Google Drive, there is a 'Share' button in the top right which allows others to view and/or edit the same document you've created.

You also have the option to work in the full desktop version of each application. Once you are logged in to Office 365 and have begun an application, there is a button on the right side of the ribbon that says "Open in..." Clicking on that button will load the desktop version, allowing full functionality. A dialog box may pop up asking if you want to open the file. Click 'Yes.' Then a yellow ribbon will appear at the top indicating it is in a protected view. Click 'Enable editing.' As long as you began with signing into Office 365, when work is complete on the desktop version and you click save, it will sync with your OneDrive, allowing you to access it from different locations such as school or home.

If you want to work on an existing document already in your OneDrive, click the application 'OneDrive.' Click on the document name you wish to edit. In order to begin editing, you must click 'Edit Document' on the left side of the ribbon and select which option you want to use: 'Edit in Word' or 'Edit in Word Online.' Then you can begin working on the document.

To navigate back to Office 365 and other applications online, click on the top left icon with the dotted square will give you access to your OneDrive and online applications.

To log out, you need to click on your name at the top of the document towards the left side of the screen. Then your name in the top right corner has a drop down menu and you can select 'Sign out.'

This concludes the Office 365 online tutorial.