Student Access—Office 365, Office 2013

CVUSD

The Office 365 accounts for grade 3-12 students of Chino Valley Unified were released in the past week. Office 365 presents a technology that will enable collaboration and communication among students and educators. It's a game-changer!

HOW DO I GET IN?

- Visit your school's website and hover/click the **Student** dropdown menu.

- Choose **Office 365 Portal for Students.**

- Read the Acceptable Use Policy.

- Click the hyperlink for **login.microsoftonline** at the bottom. (Clicking means you agree to the Acceptable Use Policy.)

- This is the "portal"...enter your username **District Username** followed by **@stu.chino.k12.ca.us** (lowercase letters).

- Your password **District Password** (Secondary students: first letter MUST be uppercase, second letter lowercase).

- Click **Sign In.**

- On the next page choose the **Pacific Time Zone** from the dropdown menu.
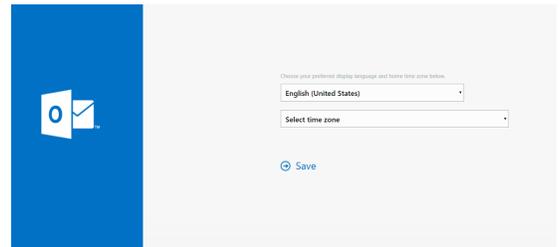
- **Save.**

- You are taken to your **Outlook** page, where you can send/receive email to/from other CVUSD accounts.

- To download the off-line version of Office2013 on your personal device, your computer must be using Windows 7 or higher (pc) or Mac 10.6 or higher. Click the **gear** icon in the upper right corner, then choose **Office 365 Settings.**
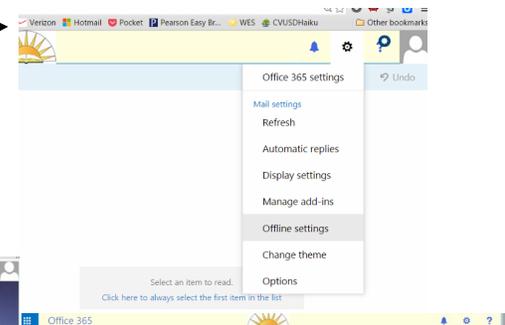
- From this page you click **Install and manage software** from under the Software section.
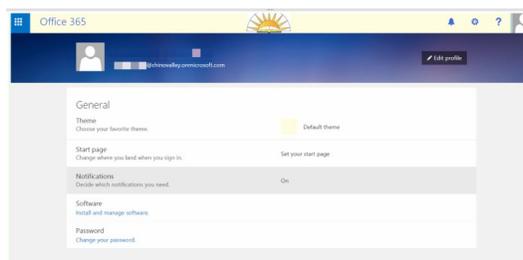
- On the next page, scroll down the bottom where you will see an **Install** button. Click.

- Depending upon the browser you are using (Chrome, Firefox, Edge, Internet Explorer), what you see will vary, but Microsoft installs a small file that you will need to click to install the whole Office 2013.

- It may appear on your screen at the bottom (Chrome)

- ...or on your screen as a pop-up (Firefox)

- ...or in your downloads folder (any)

- Click on the small install file ("Run" or "Open" or something similar) and move through the steps that allow the files to load. You will see a progress bar as well as a brief tutorial (watch it).

Back in Office 365 (online), if you click the "waffle" icon you will see the various on-line apps inside tiles.

Remember OneDrive is your cloud, where everything you create within Office365 is automatically saved. You can also choose to save things created offline in your OneDrive, as well.

Click on the cloud (OneDrive) and you will see a note about SharePoint. Just click **No.**