

# OFFICE 365 OVERVIEW

Basics: Microsoft Office 2013/2016 and Office 365 are basically the same Office Suite, including Word, Excel, Outlook, PowerPoint, Access (PC), OneDrive for Business, Publisher (PC), and OneNote. Office 365 is a cloud-based version of Office 2013/2016 that allows users to save all of their files to OneDrive for Business or OneNote. By saving to the cloud, users have the files available to them from any Internet-enabled computer, or mobile device. In addition, Office 365 refers to other productivity services that are enabled over the Internet (cloud services), such as Skype web conferencing and Exchange Online hosted email for business, and additional online storage with OneDrive. Office 365 works best with the latest version of Office, currently Office 2016, for PC and Mac.

Office 365 Information and tutorials can be found in the EdTech OneNote notebook linked here: <http://tinyurl.com/ChinoEdTech>. \*You may need to login with your work email address to access the notebook. Select Work Account to enter your password.

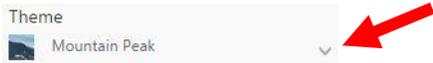


**Signing into Office 365:** The Office 365 portal is available from the Staff channel on the CVUSD and school websites in Schoolwires. (<https://login.microsoftonline.com>)

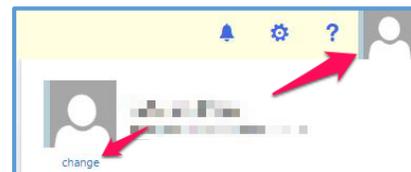
The organizational name is your CVUSD email account address: `firstname_lastname@chino.k12.ca.us`  
The password is your computer/email password.

After signing into Office 365 via the portal, you will see a ribbon across the top similar to this:



- **Software:** Install and manage software from this start page. To install, de-select "Make MSN your browser homepage", and click the **Install now** button and follow the prompts. You can install Microsoft Office 2016 on 5 different computers.
  - Below the "Install now" button, select "Other installs" to see the computers and operating systems that have Office installed on them and the date of the install.
  - If you have Office installed on five devices and need to install on another computer not listed, you will need to deactivate/uninstall Office on one of the listed computers.  
\*Installing Office 2016 on your smart phone or iPad/tablet does not take up one of your computer licenses.
- **Office 365 settings:** click on the gear icon on the right side between notifications bell and question mark, to open Office 365 settings.
- **Theme:** Choose your own theme/colors from drop-down 
- **Start page:** Choose the landing page in Office 365 that works best for you.
- **Notifications:** Determine whether you would like sound and/or notifications for new mail and reminders such as calendar events.
- **Password:** Visible, but disabled for Chino Valley USD. Passwords are maintained by Technology so that the password stays consistent across the different Technology systems.

**About Me:** To change the photo, click the generic person icon and then select "change" to browse for a personal picture, and click "Save".



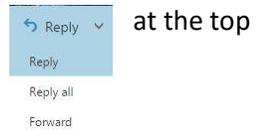
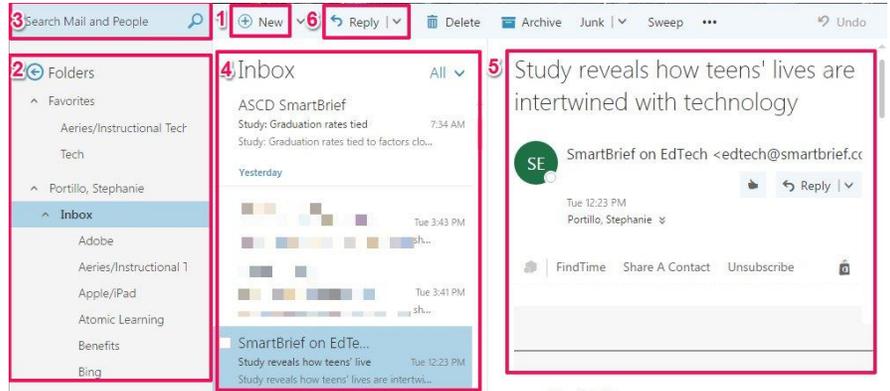
# OFFICE 365 OVERVIEW

**Availability via Skype for Business:** From the Mail, Calendar, and People web apps, your availability will show as a check mark  if you're signed in. If you're not signed in, click on your profile picture and select "Sign in to IM". In addition, your availability will show in any email sent next to your name. Availability is automatically determined based on events scheduled on your calendar. Availability also shows in email as you add recipients.

■ Available ■ Busy ■ Do not disturb ■ Be right back ■ Appear away

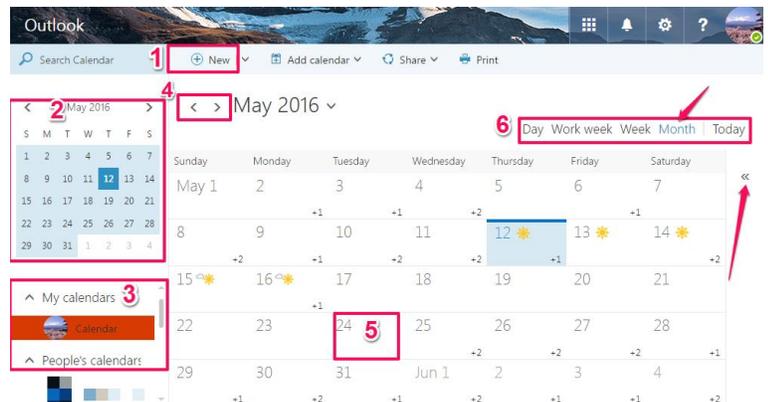
## Outlook Overview and Sections:

1. Create a new message by clicking "New"
2. Folder list: list of all subfolders in your Outlook account
3. Search window: type to search by name, topic, or phrase
4. List of Messages in current folder: choose to see all messages, unread messages, and messages with attachments, flags, or specific categories. Conversations may have more than one message which are shown in date order with newest on top.
5. Reading pane: contains the conversations from the messages you selected.
6. Respond to any message in the conversation by using the Reply options of a message.



## Calendar Overview and Sections:

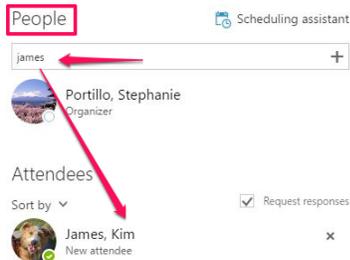
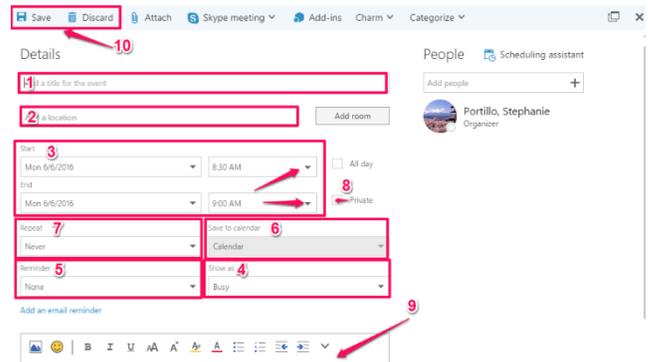
1. Create a new message by clicking "New".
2. Navigate around your calendar by using monthly calendar in the left margin.
3. View multiple calendars at the same time, by choosing multiple calendars. Calendars will have different color designations.
4. Navigate to another area or jump from day to day by using the arrows to jump to that day, week, or month. Choices depend on the view (day/week/month) you have selected.
5. Main calendar window: double click any white space in this window to create a new calendar event. If viewing in monthly format, the specific daily events will be listed in the right margin if you click the double arrow to expand that window.
6. View selection: Day, Work week, Week, Month (Choice in blue is selected).
7. Share or print your calendar from the ribbon across the top.



# OFFICE 365 OVERVIEW

## Creating an appointment in Office 365 Calendar:

1. Type a description of the appointment.
2. Add the location of appointment
3. Select the start/end date and time from pull-down menu.
4. Determine "Show as" to show availability in Skype for Business.
5. Set reminder time prior to appointment.
6. Choose which calendar the appointment is scheduled on, if you have multiple calendars.
7. Set-up repeating appointments, if applicable.
8. Mark appointment as Private, if you do not want others you have shared your calendar to see the details.
9. Notes: add additional information such as addresses, directions, etc.
10. Save or Discard the appointment as needed.



Note: A meeting is an appointment that you invite other people to attend. After selecting 'New Event', turn the event/appointment into an invitation by entering names of people you want to invite under People. Their names will be added to the Attendees field below. You will see the availability of the people you are inviting based on their calendar availability.

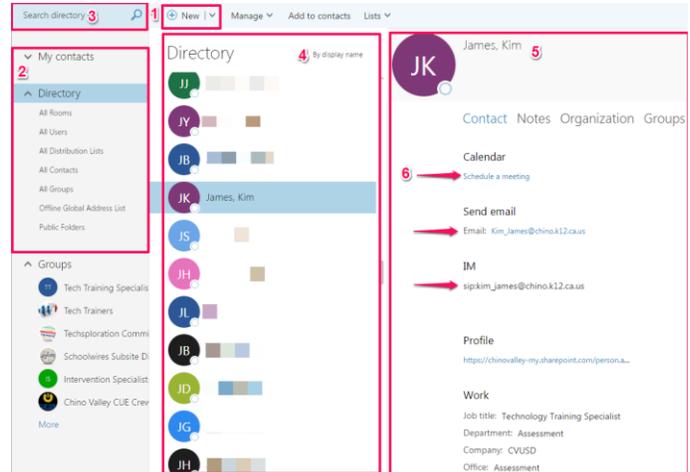
## Office 365 Start Page:

- Click  Office 365 in the top left corner of the portal.
- The new window will allow you to create and collaborate with Office Online:
  - Outlook, Calendar, People, Yammer, Newsfeed, OneDrive, SharePoint, Video, and Tasks from the portal.
  - Word Online, Excel Online, PowerPoint Online, or OneNote Online, and Sway
  - These choices allow users to create and edit Office files from the Office 365 portal without having the software downloaded on a specific computer.
  - All files are synced with the user's Office 365 account storage – OneDrive for Business – for use at other computers.

# OFFICE 365 OVERVIEW

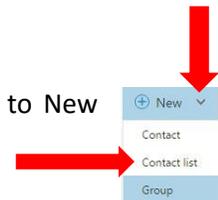
**People:** (same as Contacts in prior versions of Office)

1. Create a new contact by clicking  New .
2. Locations where you can find people/contact information.
3. Search window for people/contacts. (Search for staff by last name followed by a comma for faster results)
4. Alphabetical list of people/contacts
5. People/contact card for the selected person.
6. Actions that can be done directly from the people/contact card include: (schedule a meeting, send an email, or send a Skype Instant Message if recipient is signed in).



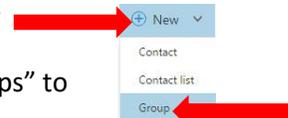
## **People (continued):**

Contact lists (formerly Distribution lists) are set up by selecting the arrow next to New and then “Contact list”



Groups in Office 365 allows you to quickly create a space to collaborate with a group, committee, or team. Groups are found in the left margin under **Directory**.

To create a group, select arrow next to New, and then select “Group.”



Please click the following link and scroll down to (or search for) “Groups” to

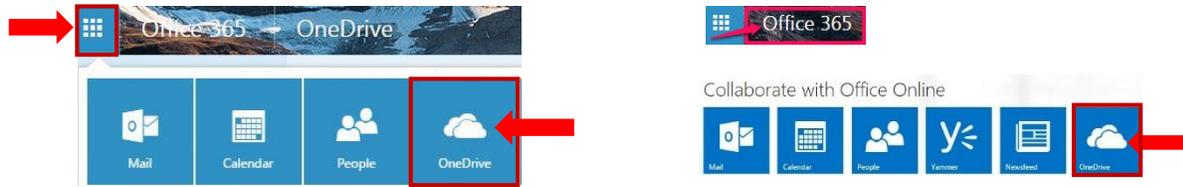
see a detailed handout: ([Office 365 Groups](#)) see a detailed handout: ([EdTech OneNote Notebook](#))

## **OneDrive Overview:**

OneDrive for Business allows users to save files to a cloud drive that is available on any device that can access the Internet. Each user has 1 TB of storage! To move files from your computer to OneDrive in Office 365, simply drag files or folders (no more than 3 folders at a time), and drop them into OneDrive in the portal. **Important! Please make sure file names do NOT have symbols, and that the file names are not too long. See OneDrive FAQs here: <http://tinyurl.com/OneDriveFAQs>. (You may have to paste the link into your browser.)**

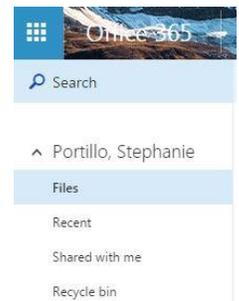
# OFFICE 365 OVERVIEW

OneDrive software is available with Office 2013 or later on your desktop, or via the Office 365 portal. From the Office 365 portal, click on OneDrive from the tile icon in the upper-left corner, or select OneDrive from the Office 365 start page.

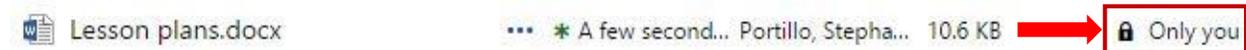


When the OneDrive window opens, you can find file libraries in the left margin. Choices include: Files, Recent, Shared with me, Discover, and Recycle bin.

OneDrive syncs automatically when Office 365 and your computer have Internet access. However, you can sync OneDrive manually by clicking on the Sync button next to the Upload button in the file viewing window.

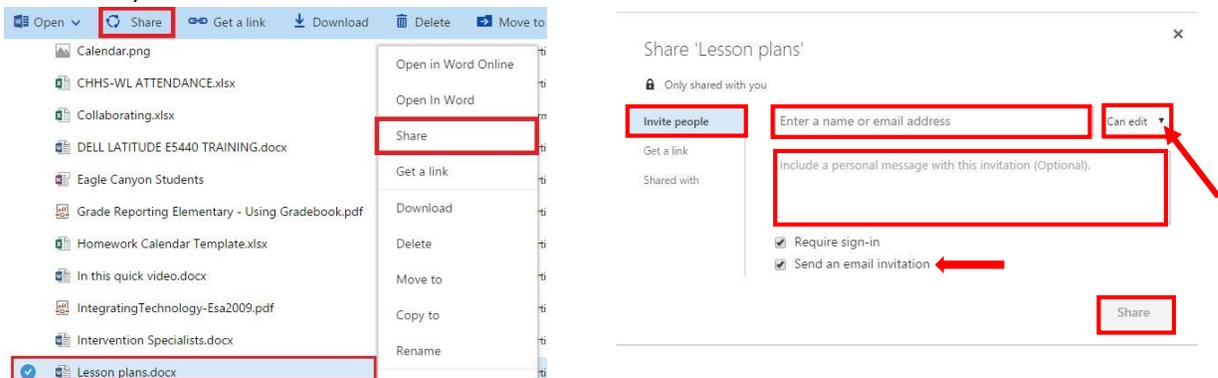


Files in your OneDrive are private until shared with others.



To share a file from OneDrive:

- Right-click on file, or select the ellipses (...) to the right of the file
- Click "Share" to open pop-up window. (You may also select the Share from the top of page as seen below.)

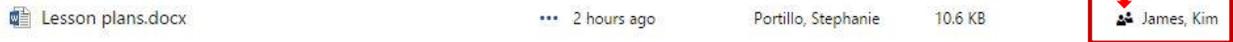


Type the email address into the "Enter a name or email address" area.

- Select the desired permission (view or edit) from the drop-down menu for each person with whom you are sharing the file. You can adjust permissions later if necessary.
- You may type an optional message to be sent to all people with whom you are sharing the file. If you do not want to send an email, de-select "Send an email invitation." (The file will be in the recipients "Shared with me" file library.) Click "Share" at bottom right when ready to share.

# OFFICE 365 OVERVIEW

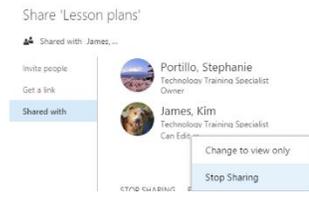
- In the file library, the icon for that file will change from the lock  to the people icon. 



- On the left, 'Get a link' allows you to create a link to the file you would like to send. Choose the type of link (Restricted link, View link, etc.,) from the arrow drop-down. 



- You can stop the sharing or change viewing permissions on any file by going back to "Share" and then selecting "Shared with" from the left margin. Select the name of the person you want to stop sharing with, and then click 'Stop Sharing'.



**Remember:** Only files saved/edited via the Office 365 portal are automatically synced between computers. If you download a document from OneDrive to use the full version of Office, you must save the copy to OneDrive to have the most recent version available on another computer. Most files created or edited with the full version of Office are stored on your hard drive in "Documents," unless you have saved the document elsewhere. If you have OneDrive for Business software installed on your computer, you may save files there to sync as well. Either way, **please save your files to OneDrive in Office 365, or OneDrive for Business installed on your computer. Doing so will allow you to access files from any device that has an Internet connection.**

## OneNote Overview:



OneNote is a digital 3-ring notebook with sections and pages that can be accessed from multiple devices. All notebooks are updated/synced when connected to the Internet. Gather all of your information (meeting minutes, lesson plans, Word, pdf, PowerPoint and Excel files, audio, image, and video files, etc.,) in ONE PLACE and find it quickly with powerful search capabilities. You can even search text in .pdfs and images! Users can take handwritten or typed notes, draw, and add screen clippings. Class/Staff notebooks can also be created from Office 365. They are organized into three parts:

- Collaboration Space** -- a notebook for everyone in your group to share, organize, and collaborate.
- Content Library** -- a read-only notebook where staff leaders/teachers can share information with staff members/students.
- Private Notebooks** -- a private notebook shared between the staff leader/teacher and each individual staff member/student. Staff leaders/teachers can access every staff member/student notebook, while staff members/students can see only their own.

## Links to Additional Resources: (copy and paste url)

<http://www.chino.k12.ca.us/technology>   <http://tinyurl.com/ChinoEdTech>  
<http://tinyurl.com/onenotenotebook>   <http://onenoteforteachers.com>