

Attention Students

Microsoft Office 365 is now available to all students. Office 365 provides you with 1 TB of storage that is available from anywhere in the world. Simply login to your Microsoft Office 365 account from the Novell Application Launcher (Office 365) while at school or from the Office 365 website when off campus.

It also gives you email access to your teachers and them to you.

Your login is as follows:

Your student number@st.escambiaschools.org (do NOT forget the 'st' part)

Your Novell password

At school, Office 365 is accessed via the link in the Application Launcher. When logging in, be sure to always select 'work, school or university' and **NOT** 'home' access. The 'login' link is in the upper right corner of the screen. When accessing from home you will still select the 'work, school or university' option. The address is:

www.office365.com

All Microsoft Office applications; Word, Excel, PowerPoint, etc. can be created online using Office 365 OneDrive. You DO NOT have to have Microsoft Office on the computer you are using. However, if you want to save any other files; Adobe for instance, to your OneDrive account, you will have to SYNC OneDrive to the computer you are using. Unfortunately, you will have to do this for each computer you use. Luckily, it doesn't take long to sync.

LET'S BEGIN

To 'sync' your OneDrive account to a computer, follow these steps.

- 1 – Login to Office 365
- 2 – Select the "OneDrive" link from the top and follow the prompts to 'get started'. **BE PATIENT, THIS MIGHT BE A BIT SLOW** (You must select "allow" and "allow and remember" from the bar that appears at the top)
- 3 – Select "sync"
- 4 – Select "sync now"
- 5 – Select "Ok".
- 6 – Select "sync now" again
- 7 – Login again to verify your account (use the same exact credentials as before)

Since you haven't saved any files to your OneDrive account yet, you will not see any files listed when you select "Show My Files". You can close window or leave it open at this point. You have now synced office 365 to the computer. Now any files you create using any application can be saved to your OneDrive account.

NOTE: If you do not see the SkyDrive Pro option when trying to save your work, you will need to login to Office 365/OneDrive and sync the computer using the steps outlined above.

AT THIS POINT YOU WILL BE CREATING A TEST DOCUMENTS

Finding the SkyDrive Pro save option isn't the same for all applications.

When using any Microsoft Office application, you will need to follows these steps.

- 1 – Open which ever Office application you are going to use, e.ge Word, Excel, etc.
- 2 – Sign into Office 365 via the login in the top right
- 3 – Enter your login information as show above
- 4 – Once you have logged in and completed your document, go to 'file' on the left
- 5 – Click save as
- 6 – Select the "OneDrive Escambia County School District" for the save location
- 7 – Click browse
- 8 – in the top left of the window that will open, you select SkyDrive Pro (you may have to scroll up to see it)
- 9 – Select save

You have now saved your document to your OneDrive account online and can access it from anywhere.

You will need to hit F5 to refresh to see your recently added files

When using an application other than Microsoft, you will need to follow these steps. I recommend opening 'notepad' or 'notepad++' and making your test document.

- 1 – Once your file has been created, select "save as" from the "file" menu on the left
- 2 – On the left side, select "Desktop"
- 3 – From the window that opens, select the folder that is your student number (**double click**)
- 4 – From there you should see the "SkyDrive Pro" folder. It's probably the last one (**double click**)
- 5 – Select save

You have now saved your file to your OneDrive account.

With Office 365, you can create any Office document you want without having to have Office installed on the computer. One great feature with using Office online is that you DO NOT have to save your work as it is automatically saved as you type. When you are done with the document, simply click on your email address link directly above the document and to the right of the application name.