

Tips and Tricks for Using Office365 at School

1. *Make sure OneDrive is setup on your classroom computer.*

- a. Click on the start button in the lower left-hand corner of your screen
- b. Type OneDrive in the Search field
- c. Click on Microsoft OneDrive
- d. A pop-up window will come up, click on RUN
- e. Let OneDrive set itself up
- f. After a few minutes you will see another pop-up that says, "Set up OneDrive"
- g. Please enter your firstname.lastname@tasd.net
- h. The next screen will ask for your password. Your password is the same password you use to login to the T ASD computers. (The password will change as you change your network login password.)
- i. Click Next
- j. Click Next again
- k. It will start to download all of your files. You can click on the Open my OneDrive to see them all magically appear.

2. *Be sure to Save to your OneDrive*

- a. When saving a file, click on Save As
- b. Then, I like to Browse to make sure I am saving to the correct spot.
- c. Once I click on Browse, I click on OneDrive—Tunkhannock Area School District
- d. Then name our file and Save.

3. *Sharing a file while on your School Computer*

- a. Open a web browser (I like to use Chrome, but Internet Explorer will work as well)
- b. Go to www.tasd.net
- c. Click on the Office365 link
- d. Login to Office365
- e. Click on OneDrive
- f. Select the file that you would like to Share by clicking in the circle to the left of the file name. When selected, a check will be placed in the circle and it will turn blue. Then at the top of the page, click on Share
- g. Next you will be asked to enter the name or email address of the person you would like to share the file with.
- h. Then click Send

Tips and Tricks for using Office365 at Home

1. Login to Office365 and Access your Files

- a. Open a web browser (I like to use Chrome, but Internet Explorer will work as well)
- b. Go to www.tasd.net
- c. Click on the Office365 link
- d. Login to Office365
 - i. Username: email address
 - ii. Password: password that you use to login to the computer at school
- e. Click on OneDrive

2. Installing OneDrive

- a. Google OneDrive
- b. Then click on Download and follow the steps.
- c. When asked for the account information be sure to use the login information you use for Office365.

3. Installing Office apps

- a. Click on the Install Office apps in the top right-hand corner of the screen.
- b. Follow the steps to install

4. Editing a File at Home

- a. Once you are in OneDrive, Open the file that you would like to edit
- b. At the top, right side of the file, you will see Edit Document
- c. Click on the down arrow next to Edit Document
- d. If at all possible, I would recommend selecting Edit in Browser
- e. This will guarantee that the changes you have made to the file will be visible to you at school the next day. By editing in the browser, your file will automatically save as you work.
- f. If you need to edit in Word, PowerPoint, or Excel, and you have downloaded OneDrive onto your home computer you should be able to save your file and it should sync to your OneDrive. If you do not want to download OneDrive on your home computer, I would recommend that you Save the File to your Desktop at home and then drag it or upload the file to the OneDrive once you have finished working on it.

5. Sharing a File

- a. Same as you would share a file at school.

6. Attaching a file from your OneDrive to an email message

- a. The easiest way that I have found to add a file from your OneDrive at home as an attachment, is to first save the file to the Desktop of your Computer and then attach it as you would any other file.