TUHSD Quick Guide: Office 365 – Email, Web Apps, and OneDrive
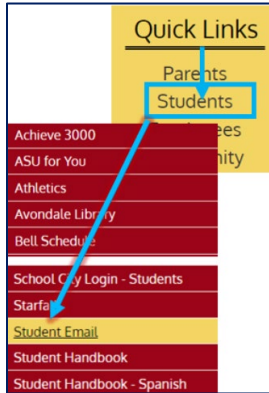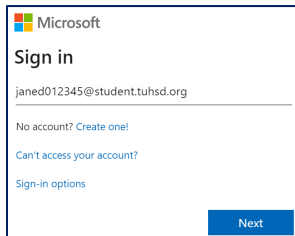
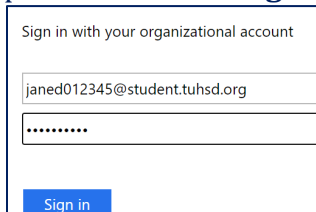Log onto Office 365 through the desktop icon , the district website, or here.

From the district website, locate the **Quick Links** section, tap on or place your cursor over the **Students** link, select the **Student Email** link.
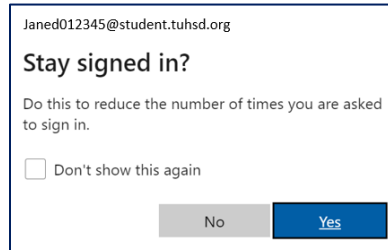
1. Enter your full student email address and click **Next**.

2. Enter your school computer/email password. Select **Sign in**.

3. Select **Yes**.

Janed012345@student.tuhsd.org

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No   Yes

- - - - - - - - - - - - - - - - -

Microsoft Office 365 is TUHSD's email and web app suite. All work created in Office 365 may be saved, accessed, and shared online when saved in OneDrive.
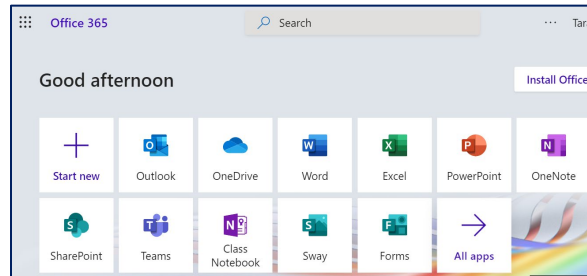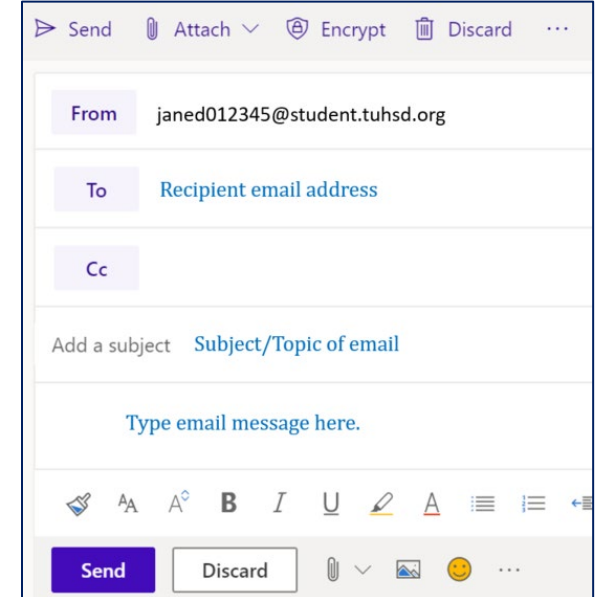
Outlook Email

1. To access the email page, select **Outlook** from the home page.
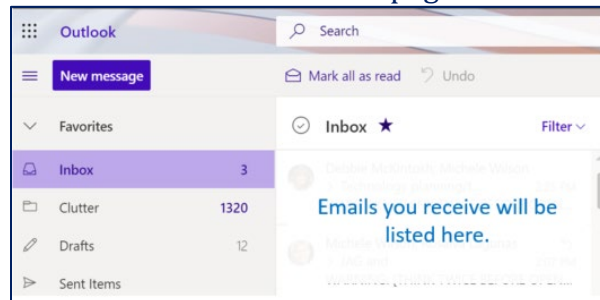
2. To draft an email, select **New message**.

New message

3. Enter the email address of the person you wish to send your email.

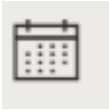4. Add a subject/topic of the email.

5. Type your message.

▷ Send   🔗 Attach ⌄   🔒 Encrypt   🗑 Discard   ⋯

From   janed012345@student.tuhsd.org

To   Recipient email address

Cc

Add a subject   Subject/Topic of email

Type email message here.

Send   Discard

6. To attach a file to your email, select the paper clip icon 🔗 or select Attach.

🔗 Attach

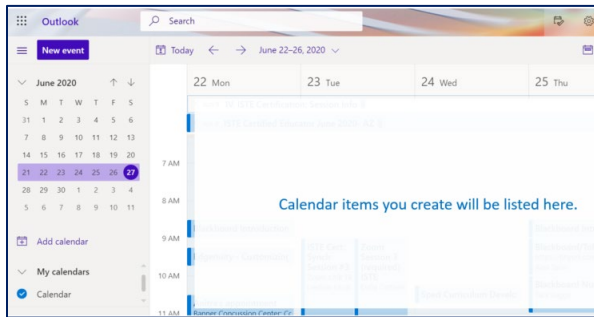7. When you are ready to send your email. Click **Send**. ▷ Send or
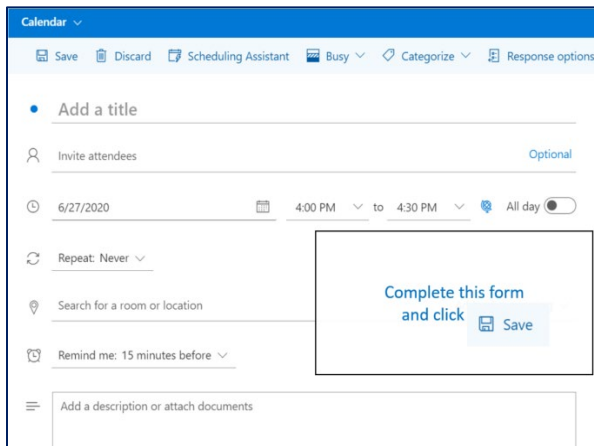
Send

Outlook Calendar

To access your calendar, select the Calendar icon on the bottom-left corner of the screen.

1. Select **New event** to create a new calendar item.

2. Complete the event form and click **Save**. The event will appear on your calendar.
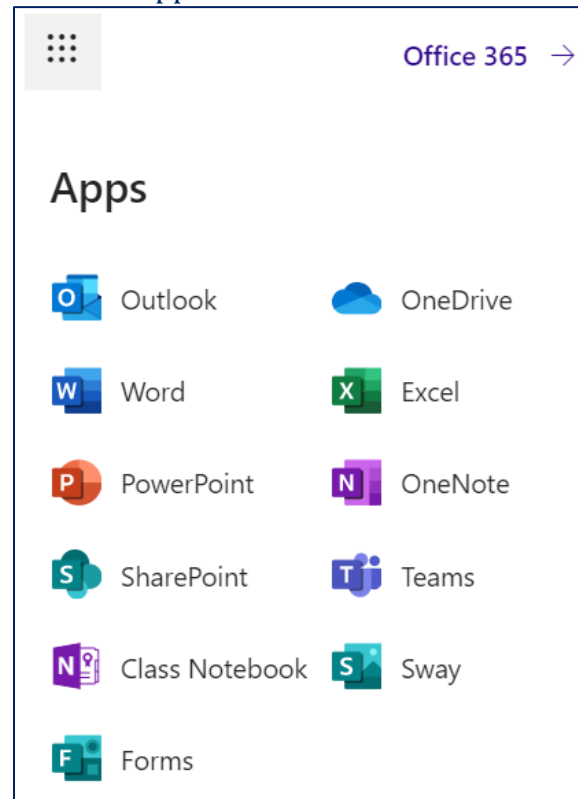

Web Apps

To select a web app, click/tap on the App Launcher on the top-left corner of the screen.
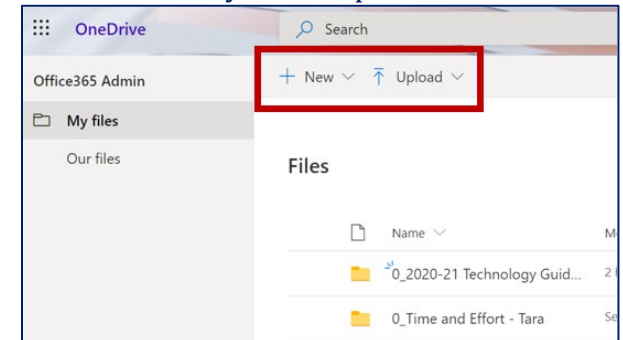
Select an app from the list.

OneDrive

OneDrive is Microsoft's online storage space. When files are saved in OneDrive, they can be accessed from any computer/device with a web browser.
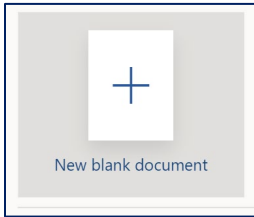
1. Select OneDrive from the App Launcher.
2. Select **New** to create a new file or select **Upload** to add a file from another location on your computer.
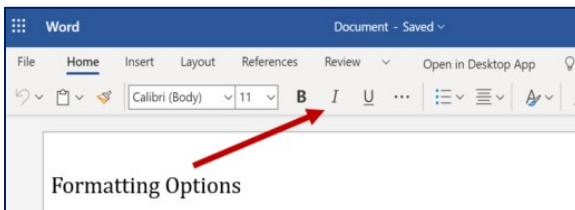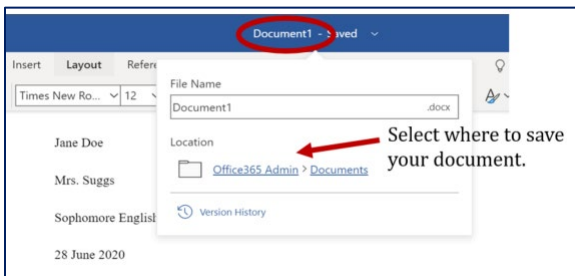
Word

1. Select Word from the App Launcher.
2. Select New blank document or use a template.
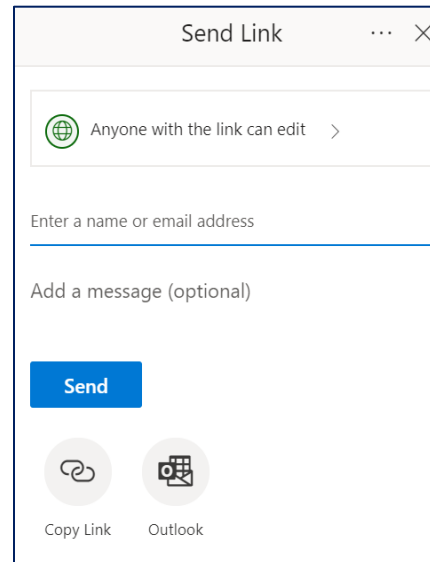

New blank document

3. Begin typing on the page. Use the formatting tools in the top ribbon as needed.


Formatting Options

4. Name and save your work by clicking on Document on the top of the screen and select a location to save your work.

Select where to save your document.

5. To share your document, select the share icon on the top-right corner of the page.
6. Type the recipient's name or email, add a message or description, and click **Send**.

Send Link

Anyone with the link can edit >

Enter a name or email address

Add a message (optional)

Send

Copy Link   Outlook

*For more options, click on **Anyone with the link can edit**.*

Anyone with the link can edit >
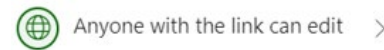
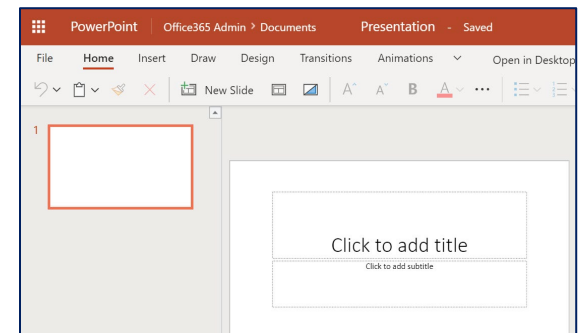## PowerPoint

1. Select PowerPoint from the App Launcher.
2. Select **New blank presentation** or use a template.
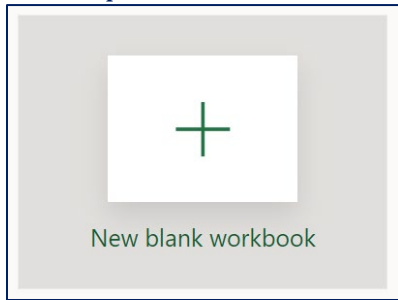

New blank presentation
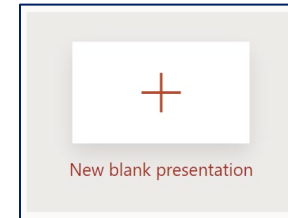
3. Begin creating the presentation. Like Word documents, you may use the formatting tools and share your presentation with others. Be sure to save your work.

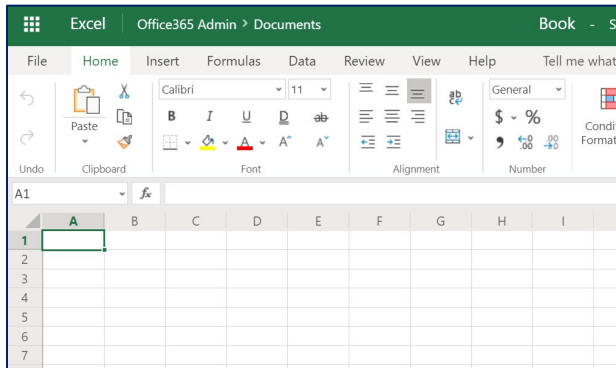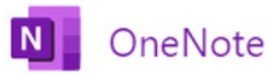Click to add title
Click to add subtitle

Excel

1. Select Excel from the App Launcher.
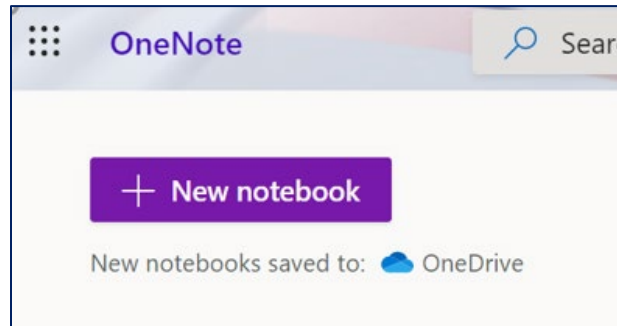2. Select **New blank workbook** or use a template.

3. Begin creating the spreadsheet. Like Word and PowerPoint, you may use the formatting tools and share your workbook with others. Be sure to save your work.
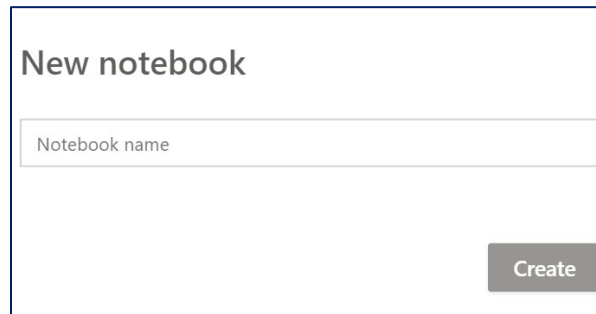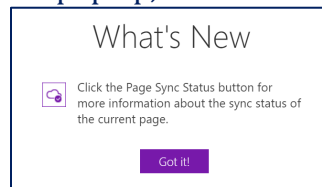

OneNote

1. Select OneNote from the App Launcher.
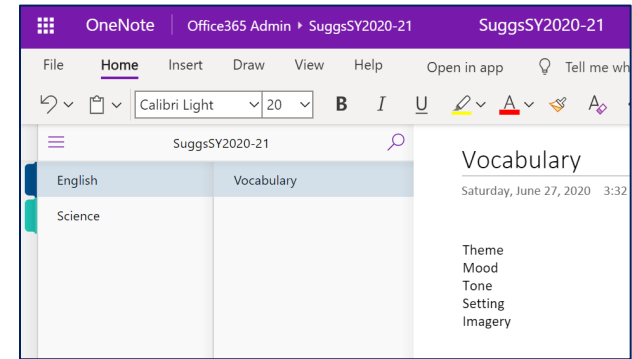2. Select **New notebook**.

3. Type the name of the new notebook and click **Create**.

4. Additional tips may appear. If they do pop up, click **Got it**!

OneNote can be used as a multi-subject online notebook. Just add tabs and pages where you need them. Notes save automatically when online.

Sway

Sway is another type of presentation app with a look and feel of a webpage with slideshow options.

1. Select Sway from the App Launcher.
2. Select **New blank Sway**.