



MOUNT SINAI UNION FREE SCHOOL DISTRICT
118 North Country Road
Mount Sinai, New York 11766



Microsoft Office 365 Student Information

<http://www.office.com>

With a Mount Sinai issued Microsoft Office 365 account, students have access to the following:

- Office in the cloud - includes online versions of Word, Excel, PowerPoint and OneNote.
- OneDrive - 1 TB of cloud storage for files, documents, music, pictures, etc. that is accessible from any computer with internet access.
- Option to download Microsoft Office software, for free, on up to five computers. (See the *How to Download Office 365* directions if you are interested in learning more about this.)

LOGIN INFORMATION

1. To sign in to Microsoft Office 365, go to: <http://www.office.com> or
Go to the District website and click the Microsoft Office 365 link listed under the Students menu.

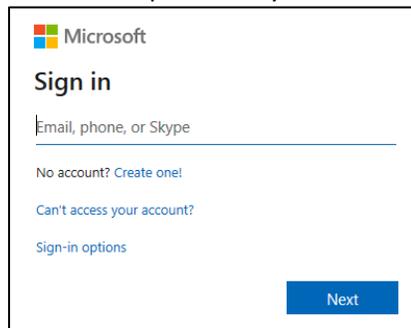
2. Sign in with the following:

Username: *Current Mt. Sinai computer username followed by @mtsinai.k12.ny.us*

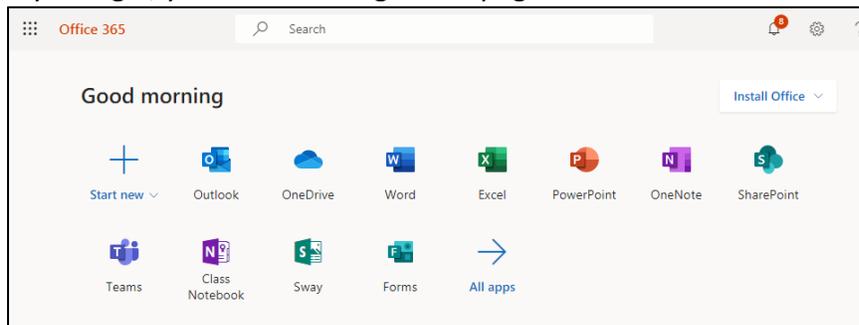
For example, John Doe's username would be jodoe@mtsinai.k12.ny.us.

Password: *Current Mt. Sinai computer password*

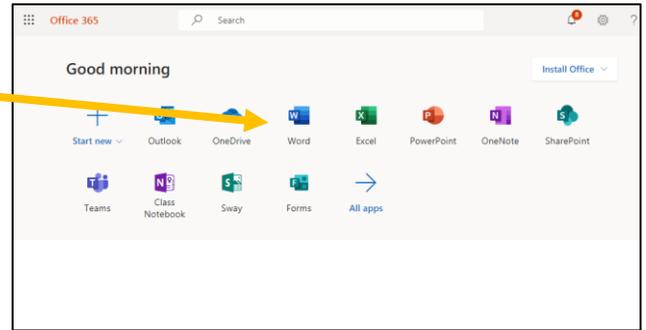
This is the same password you use when logging in to our school computers.



3. Once you login, you will be brought to a page that looks similar to this:



To get started, click the program that you want to use.



Using Office Online is very similar to using the downloaded version of the software that you are already used to.

For example,

If you click **Word Online**, you will be first prompted to create a *New blank document*. Once you create a new document, an online version of Microsoft Word will appear. It will look very similar to the downloaded version.

Tips for using Office Online:

- Name your file right away (by default it is named 'Document')
- All files are automatically saved to OneDrive
- **File Menu – Save As** to save the file to OneDrive or to download it onto your computer
- **File Menu – Share** to email the file to your teacher or classmates for group projects. Select the 'Recipients can edit' options of your choice.
- To open a file, go to the program that you created it in (such as Word) or find the file in OneDrive.
- If someone shared a file with you, go to OneDrive and click the *Shared* option to find the file.

ONEDRIVE



- With OneDrive, you can easily create a new online Word document, PowerPoint, etc.
- Students can use OneDrive's 1 TB of cloud storage to save their school documents and access them from any computer with internet access.
- Eliminates the need for students using USB drives or emailing file attachments to/from school and home.

UPLOADING FILES

There are two ways to upload existing Microsoft Office files, PDFs, images, etc. to your OneDrive cloud storage:

1. Go to OneDrive (if you have a specific folder you want to upload to, open that folder)
2. Click Upload. Browse and locate your file to upload.

SHARING DOCUMENTS AND FOLDERS

Shared documents allow students to work collaboratively in a single file when working on group projects. Even with multiple students having the same file open at once, all changes are updated in real time.

You can also share an entire folder with others. For example, you can use a shared folder to submit assignments to your teacher or your teacher may share a folder with you that contains all of the class handouts.

1. Go to OneDrive
2. Find the file or folder you want to share and click the SHARE button



3. Type in the email addresses that you want to share this with.

By default, the file will be 'editable' by anyone that you shared it with. To change access to 'view only', click 'Anyone with the link can view' and uncheck the option to 'allow editing'. Click APPLY when done. The file or folder has now been shared.

