

Using OneDrive

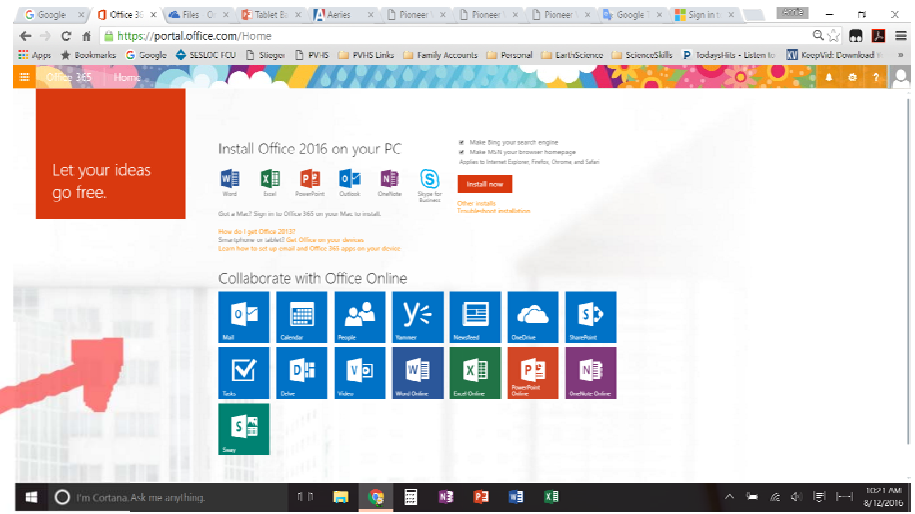
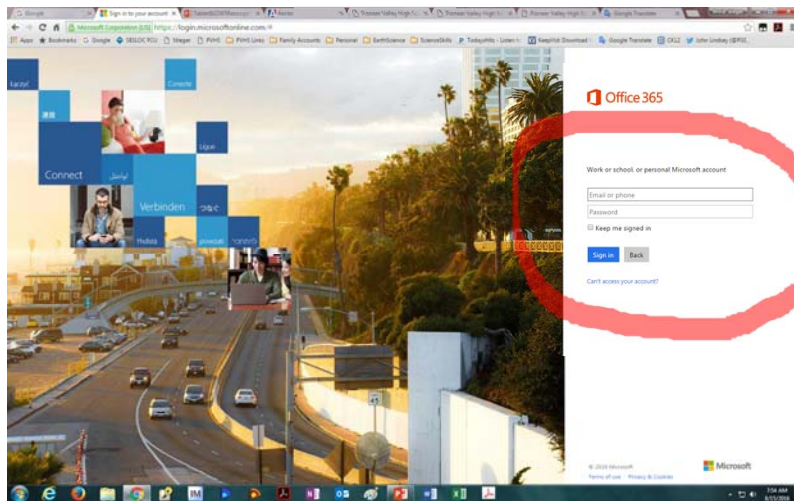
Office 365

- Can be linked from **school website** (www.pvhspanthers.org) and selecting the "email/office 365" button.

The screenshot shows the Pioneer Valley High School website. The main header includes the school logo and name, along with navigation links for Home, Directions, Parent Info, Contact, Staff Only, Search, District Site, and District Schools. Below the header, there's a section titled "Home of the Panthers" with the school's address and phone numbers. A prominent yellow banner states "ID cards will be distributed Monday, August 8th...10th graders at 10 AM, 11th". The main content area is divided into several sections: "Latest News" with a link to the "Link Crawl 2016-17 Annual Program Orientation", "This Week At A Glance", "School Events" for 8/15/2016 (Back to School Meeting) and 8/17/2016 (Senior Picture Retakes), "Sports Events" for 8/15/2016 (Chico vs. Corning) and 8/19/2016 (Vernonia Back Dance), and "Organizations Events" for 8/15/2016 (Senior Day Rally) and 8/17/2016 (Senior Day Rally). A sidebar on the left contains a search bar and various menu categories like Information, Academics, Activities, Athletics, Parents, Resources, and Student Services. On the right, there are several promotional boxes for "WebSite Tour Now Available", "Apply Online!", "Aeries", and "PLATO". A yellow circle highlights the "WebSite Tour Now Available" button in the sidebar.

Office 365

- Can be directly opened using the "login.microsoftonline.com"

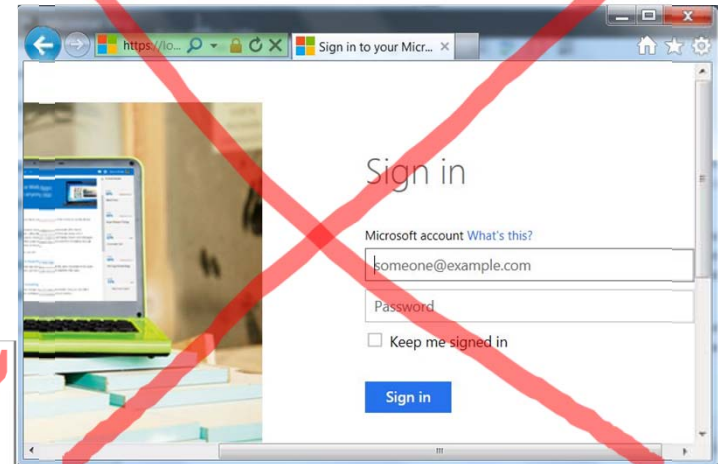
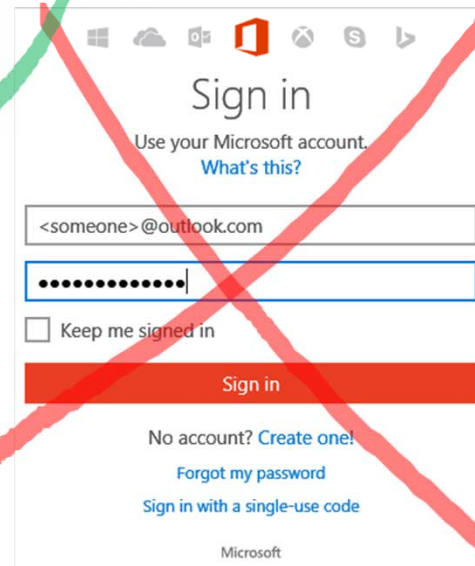


- You need to download and install Office 2016.
 - If you already have Office 2013 installed, you do not need to install 2016.

Office 365



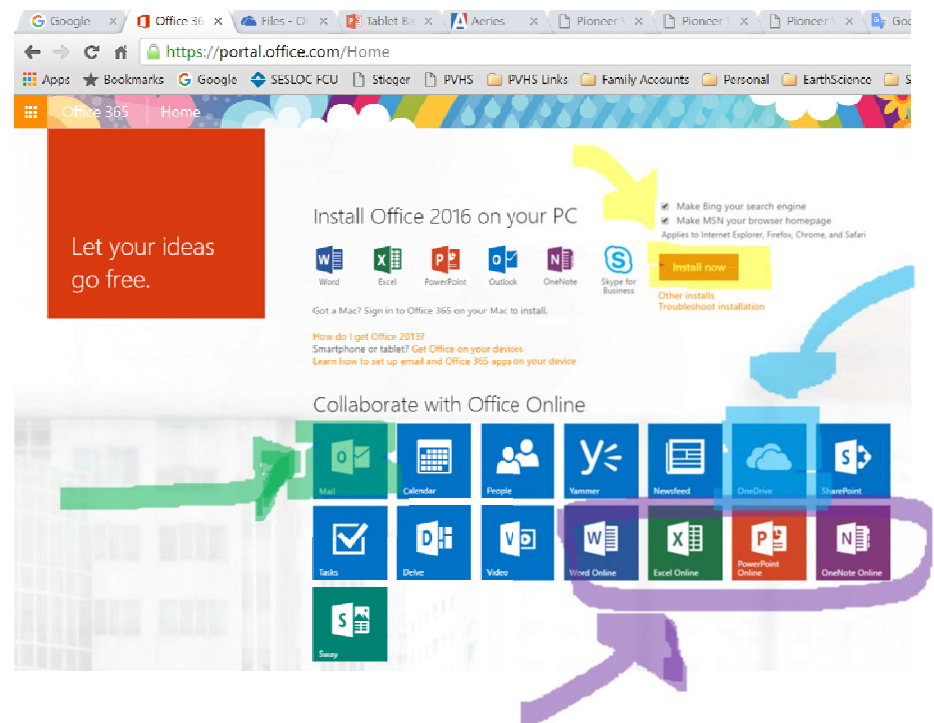
Remember to always choose "work or school account"; never choose "personal account"



These images show the personal account for office 365. You will not be able to log in this way.

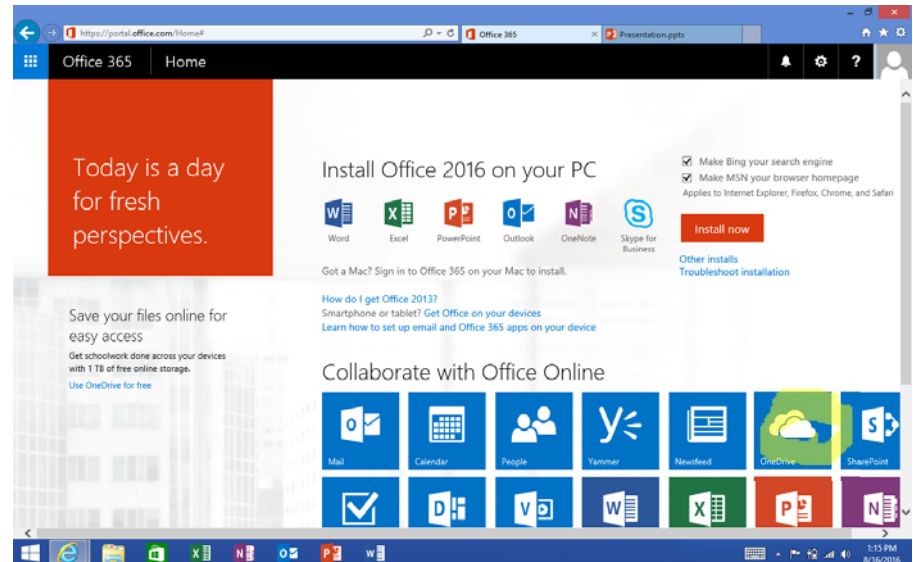
Office 365

- Within Office 365, this is your homepage.
 - You can **install office** on your tablet
 - You can **check your school email**
 - You can **open/create files**
 - You can **use online versions of Word, Excel, PowerPoint or OneNote** to edit OneDrive files



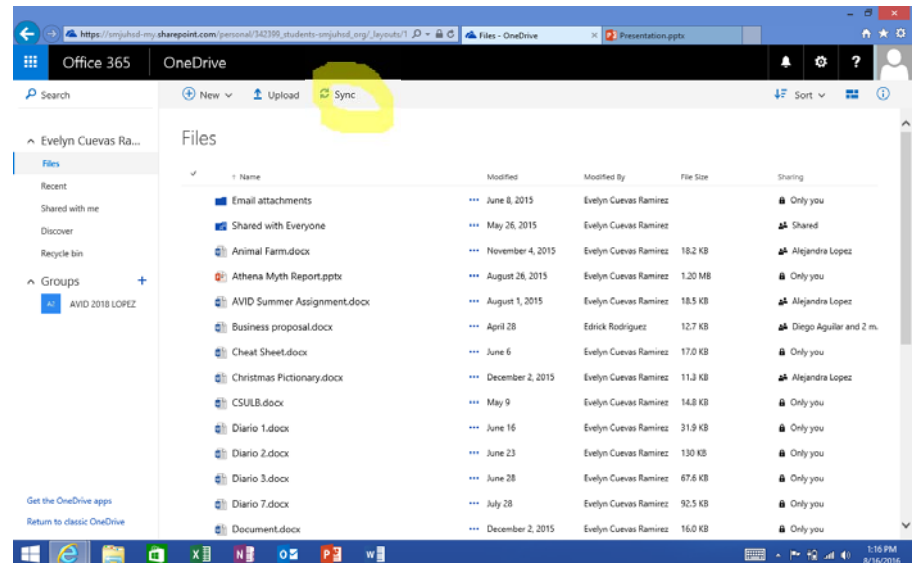
Using OneDrive

- One Drive is the name for Microsoft's cloud storage.
 - It works similarly to Google Drive or iCloud.
- Before using OneDrive the first time, you will need to set it up.
 - Click (or long press) on "OneDrive".



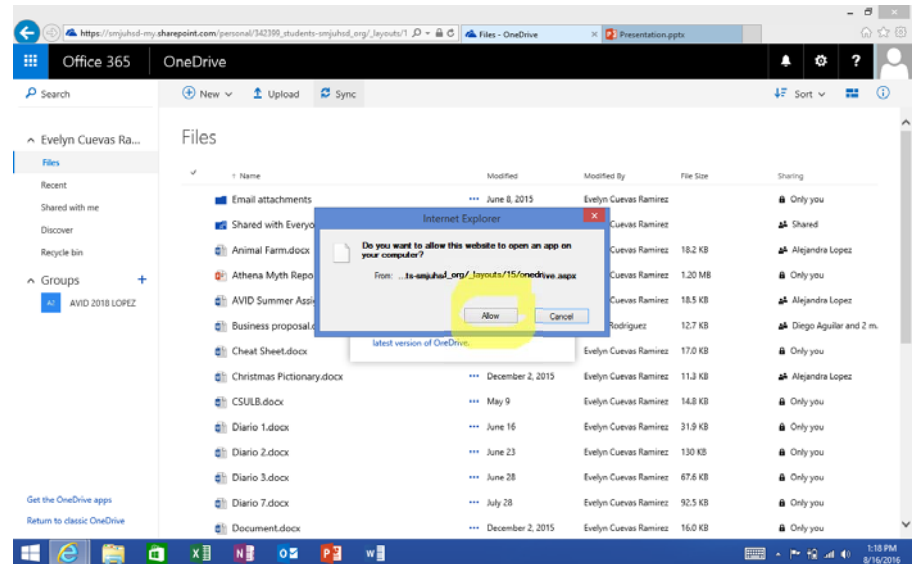
Syncing OneDrive

- Along the top there are three choices: new, upload, sync.
- Choose **sync**.



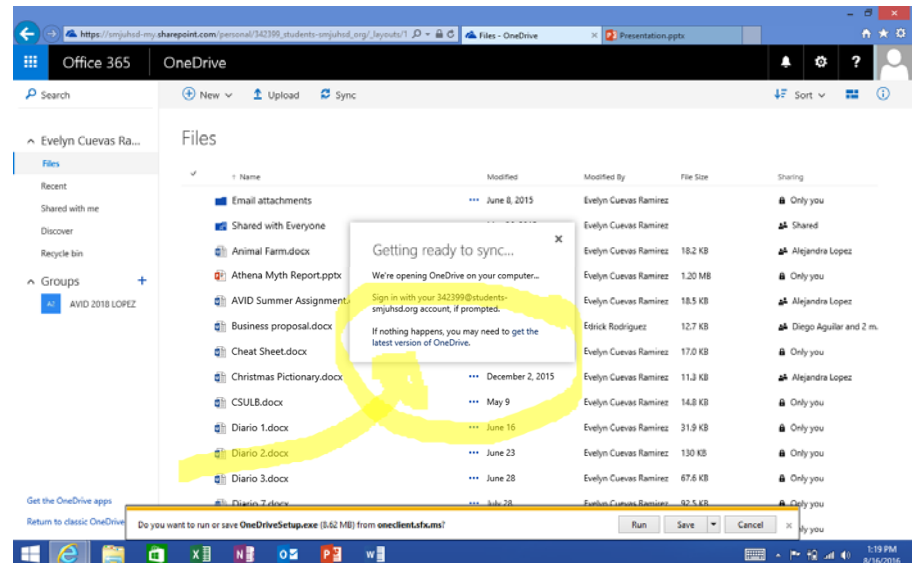
Syncing OneDrive

- If you get a pop up window choose **Allow**



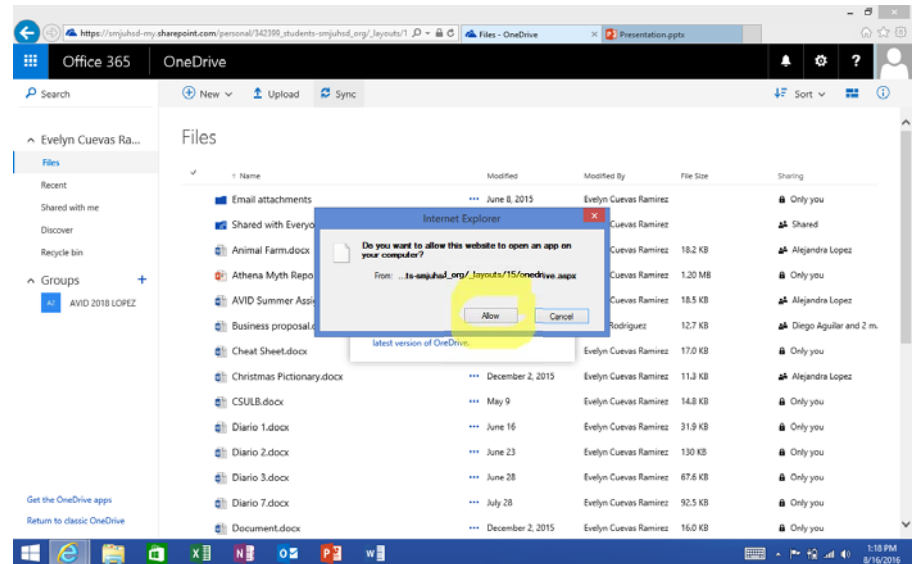
Syncing OneDrive

- If you get this popup menu AND nothing happens, you need to update your OneDrive so **click the link provided**.



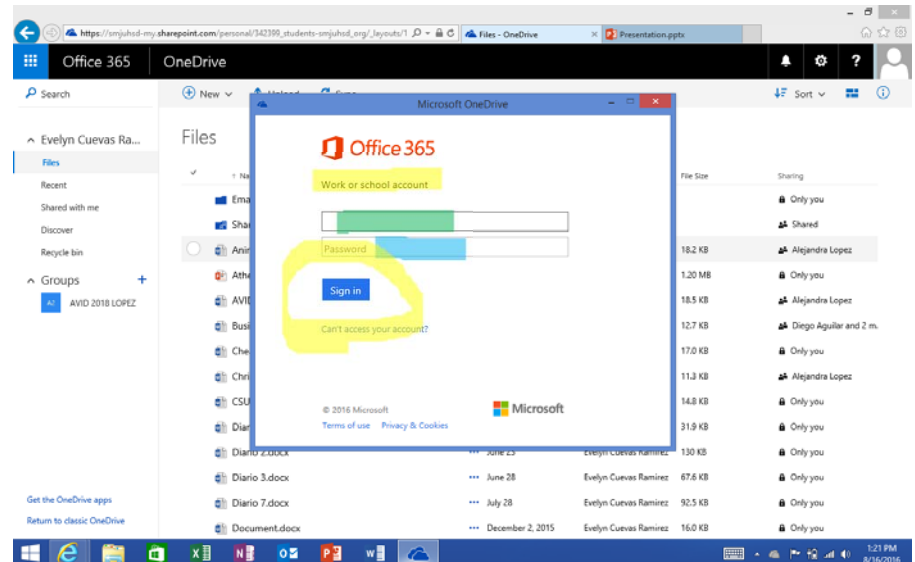
Syncing OneDrive

- If you get a pop up window choose **Allow**



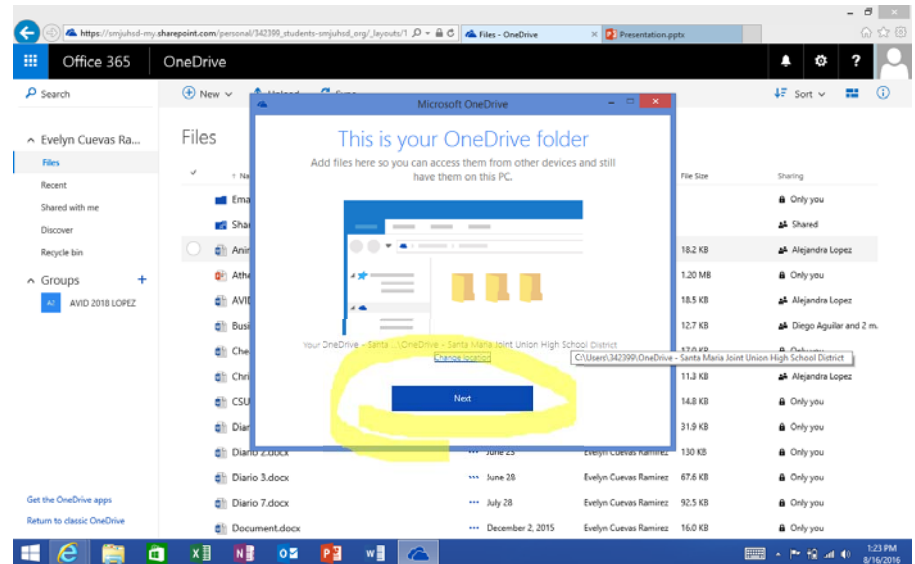
Syncing OneDrive

- You will need to login in to your **school account.**
- **Email:**
<123456>@students-smjuhsd.org
- **Password:**
Ab123456



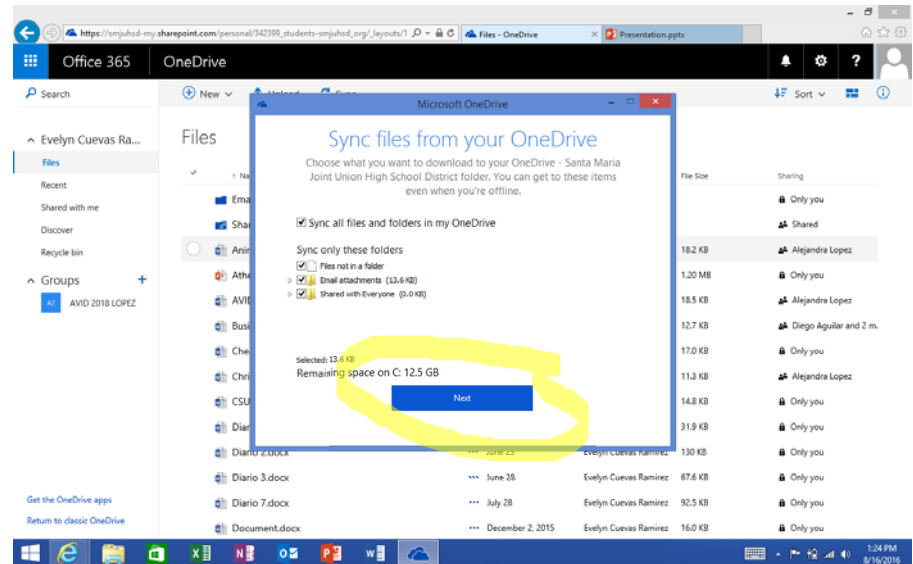
Syncing OneDrive

- At this screen, choose **next**.



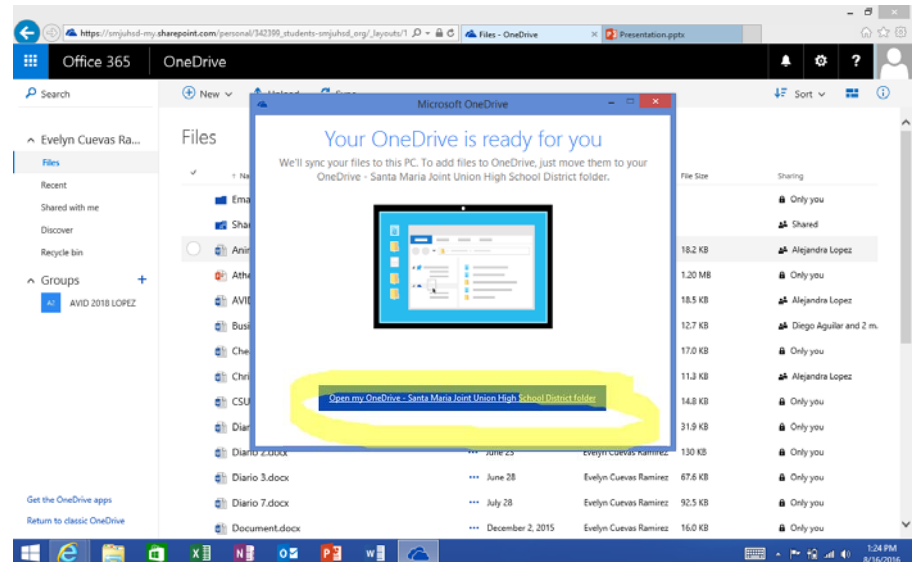
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- At this screen, choose **next**.



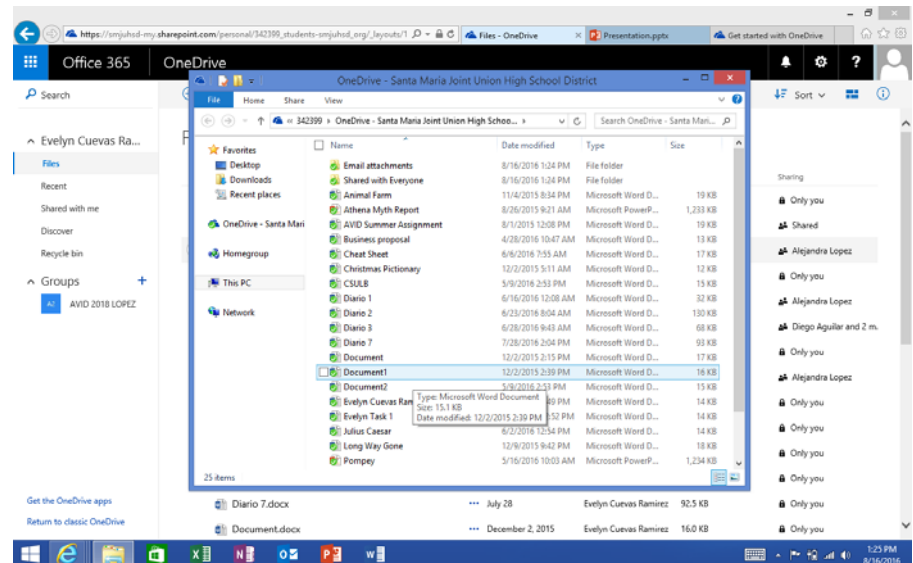
Syncing OneDrive

- At this screen, choose “**open my OneDrive...**”.



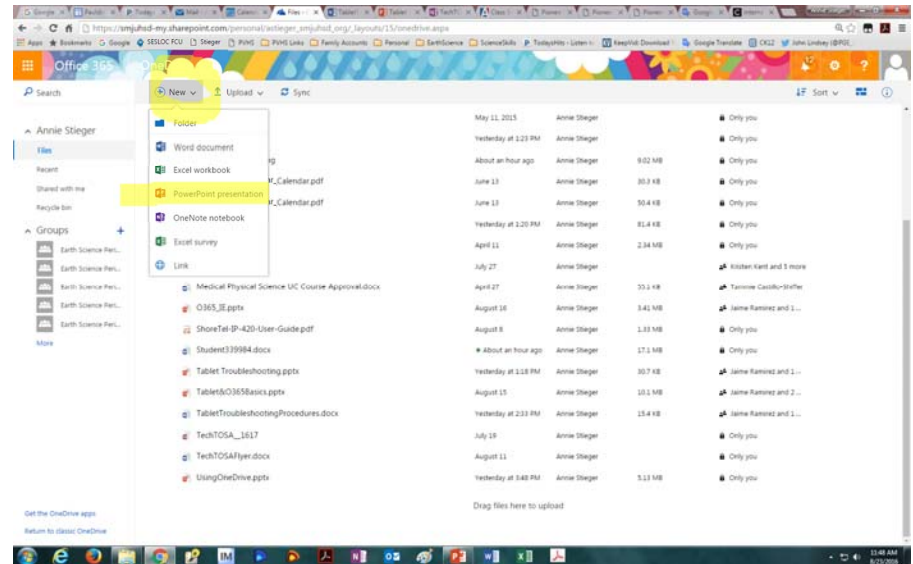
Syncing OneDrive

- Lastly, there should appear a pop up window showing that all your OneDrive files are now saved on your tablet.



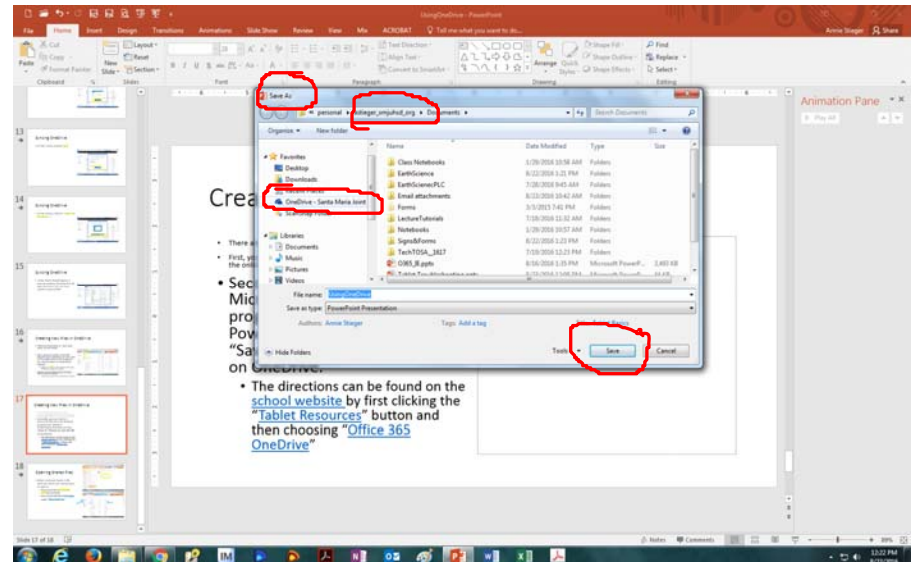
Creating New Files in OneDrive

- There are two ways to save your work on the cloud.
- First, you can create a new file directly from OneDrive or from one of the online Microsoft programs (ex. Word Online or PowerPoint Online)
 - Click on “new” then choose the type of file you want to create
- Secondly, you can create a Microsoft file from the desktop program (ex. Word or PowerPoint) and then use the “Save as” feature to save the file on OneDrive.
 - The directions can be found on the school website by first clicking the “Tablet Resources” button and then choosing “Office 365 OneDrive”



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Opening Shared Files

- When someone shares a file with you, there are several ways to open it.
 - You can use the **link from the email** you received.
 - You can look directly in **One Drive** under **“Shared with Me”**

