Microsoft Office 365 Setup Guide for 19-20 Schoolyear

This year, we have Microsoft Office 365 available for teachers. You will receive the latest features for the office suite as they are released by Microsoft.

1. First, please open the Microsoft Office 365 folder on your desktop and double start Word.



Reynolds Technology Department

2. Click the sign in button.

Word	Search for online templates	Wilson, Matt
Word	Suggested searches:	Switch account
Recent		
Open Other Documents		
	×	1
	Microsoft	
	Sign in to set up Office	
	Use your regular email Get free cloud storage Use your account to install	
	address Office on other devices	
	Sign in with your work, school, or personal Microsoft account	
	Sign in Create Account	
	Ldont Liviant to sign in or, create an account What is a Microsoft account?	
		J
. Q Type here to search Q III Q		∧ ¶⊐ da) 1225 PM
		8/20/2019

3. Type your email address with the following format: firstname_lastname@reynolds.k12.pa.us

Word	Search for online templates	Wilson, Matt matt_wilson@reynolds.k12.pa.us
	Suggested searches:	Switch account
Recent		
- operional Jotunions		
	x	
	Microsoft	
	Blank document Activate Office	
	matt_wilson@reynolds.k12.pa.us ×	
	Enter a product key instead	
	No account? Create one! ting featured templates	
	Next	
	©2019 Microsoft Privacy statement	
📫 🔎 Type here to search O 🖽 🤮 🚍		∧ ∰ ↔) 1225 PM 8/20/2019

4. Use the same password you do for signing into your computer. It is the same for your Microsoft account.

5. Accept the additional prompts, and you are now able begin using Word. Changes made to documents will auto-save to your OneDrive folder. (more on this later)



6. Now please open Outlook. Your email address should already be populated, allowing you to simply click Connect.

Royal Ra		P latance × papercalate © 12,860 Detais
Lander Accessed for United United Construction Constructi	Image: Name Name <th></th>	
koved koved koved λογο λο		^ 12 00 12278M

7. Type the same password you did before, and don't forget to check the box to remember your credentials. Otherwise Outlook will ask for your password every time you open it.

Execution Menored M	Image Image Image Sure Image Sure	Window Security X Microsoft Outlook Connecting to mwillion@reymolds.k12.pa.us matt_willion@reymolds.k12.pa.us Remember my credentials OK Cancel Adding mwillison@reymolds.k12.pa.us Me're getting things ready	X X X X 	Renormalization of the second se
age Agesta	7 Rens 1 hen obedaaf 23512		Ex	
F Dype here to search	o # 😁 🗮 🕿 💋 📴			^ 12:27 PM \$/20/2019 ₹

8. Uncheck the box to set up Outlook mobile on your phone. If you don't, a browser window will open that asks for you phone number to continue setting up Outlook mobile on your phone. Accessing Outlook on your phone is completely optional.

		F	stance – × papercut.com © 12,860 Detaile
	Image Manage Manage Manage Image Manage Manage Manage Manage <th>x All Canada Microsoft Office 316 P</th> <th></th>	x All Canada Microsoft Office 316 P	
And	7 Rens 1 Nem selected 2.3518		1277PM

9. Left click the up arrow in your system tray, which is located in the bottom right of your screen. Left click on the gray cloud icon, then sign in.



- 10. Use the same email address and password as before to sign in.
- 11. Accept the additional prompts, and open your OneDrive folder.



12. Now anytime you have File Explorer open, you can access your OneDrive folder in the left pane. Please note you are using File Explorer anytime you open a folder. Documents that are copied here will be synced to the cloud. You will be able to access them anywhere, just like your email.



13. Please right click on the blue cloud icon, located in your system tray. Then select Settings.

14. Under the settings tab, check the box for Files on Demand. This will save space on your computer, and any device you access OneDrive on. Checking this box will be necessary on each device.

a a a a a a a a a a a a a a a a a a a				P Balance X
Line and Concession				12,860 Detais
		Microsoft OneDrive	×	
		Settings Account Backup Network Office About General Start OneDrive automatically when I sign in to Windows Wautamatically pause sync when this device is on a metared network		
Score/s		Notifications Warm me before removing files from the doud Notify me when sync is auto-paused Pleas Ch-Demand		
player		More space and download files as you use them bloce info		
iteme fictor		OK Canal		
Ryach Report				
				122/ 014
P Type here to search	O EF 😇 📄 😭 🗾 🚺			^ 👒 🏳 🖤 8/20/2019 🖥

You are now signed in, and may fully utilize your Office 365 account. Each user has 1TB of space to save files, but I recommend copying only what you really need to OneDrive. Please take this time to clean out your Home Folder and delete files that are no longer needed.