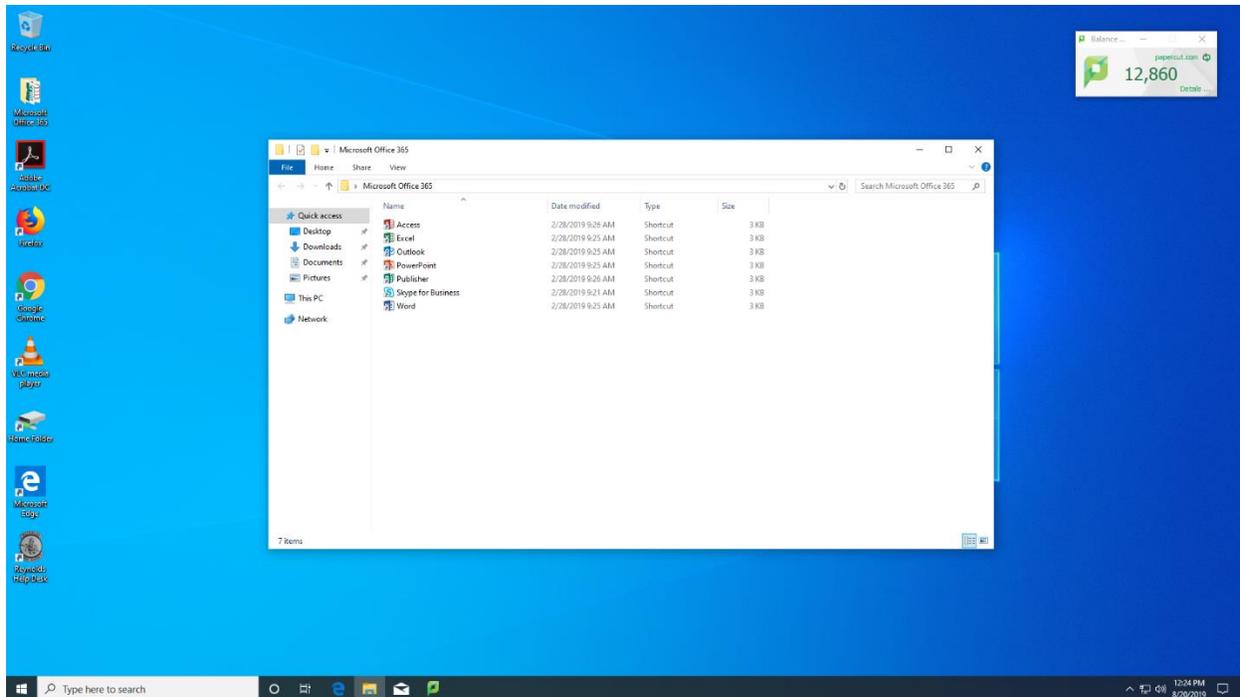


Microsoft Office 365 Setup Guide for 19-20 Schoolyear

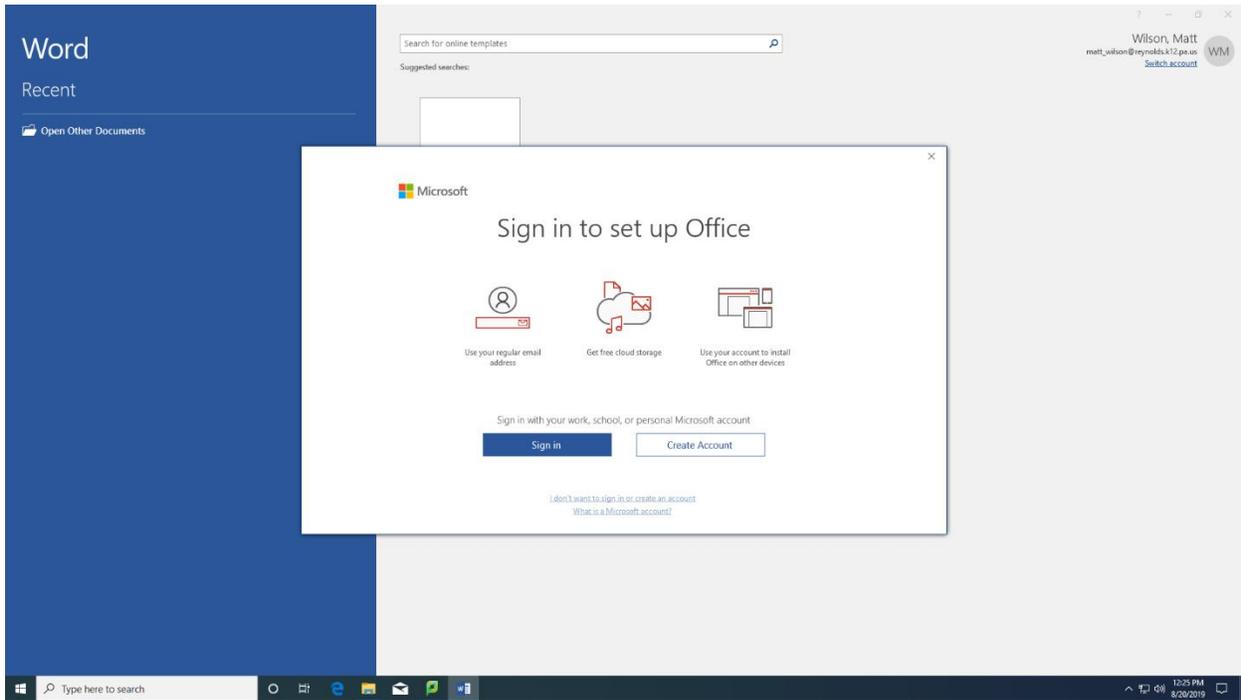
This year, we have Microsoft Office 365 available for teachers. You will receive the latest features for the office suite as they are released by Microsoft.

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

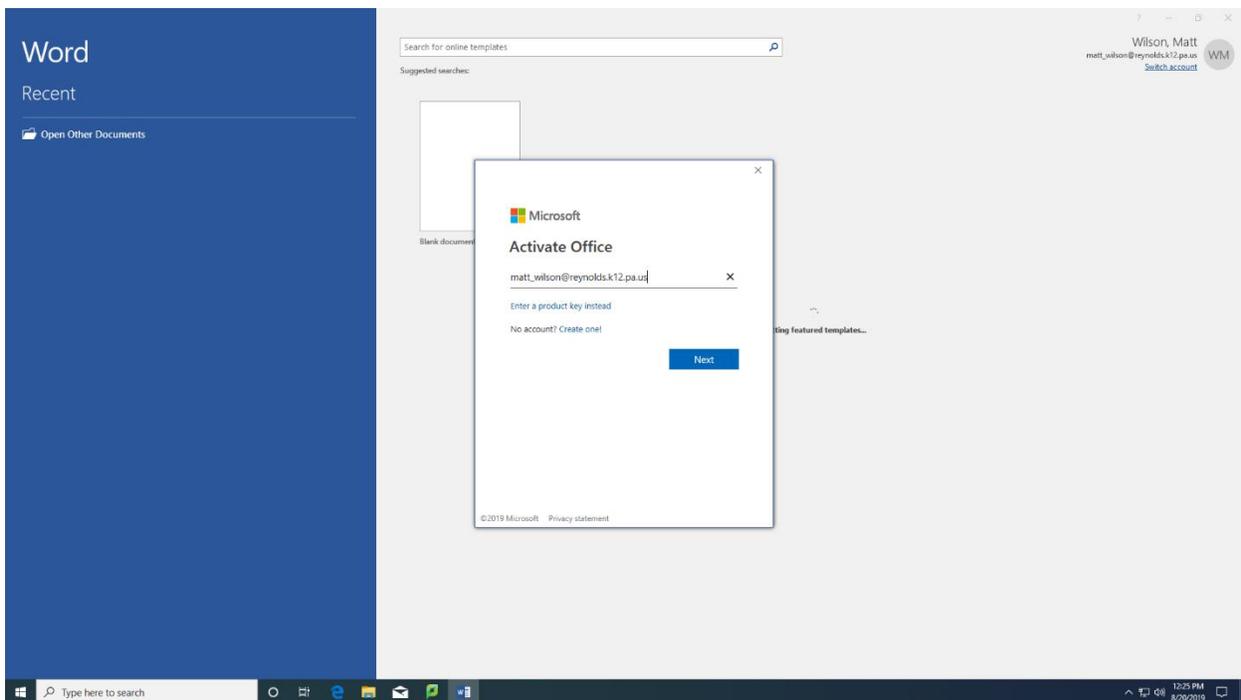


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2. Click the sign in button.

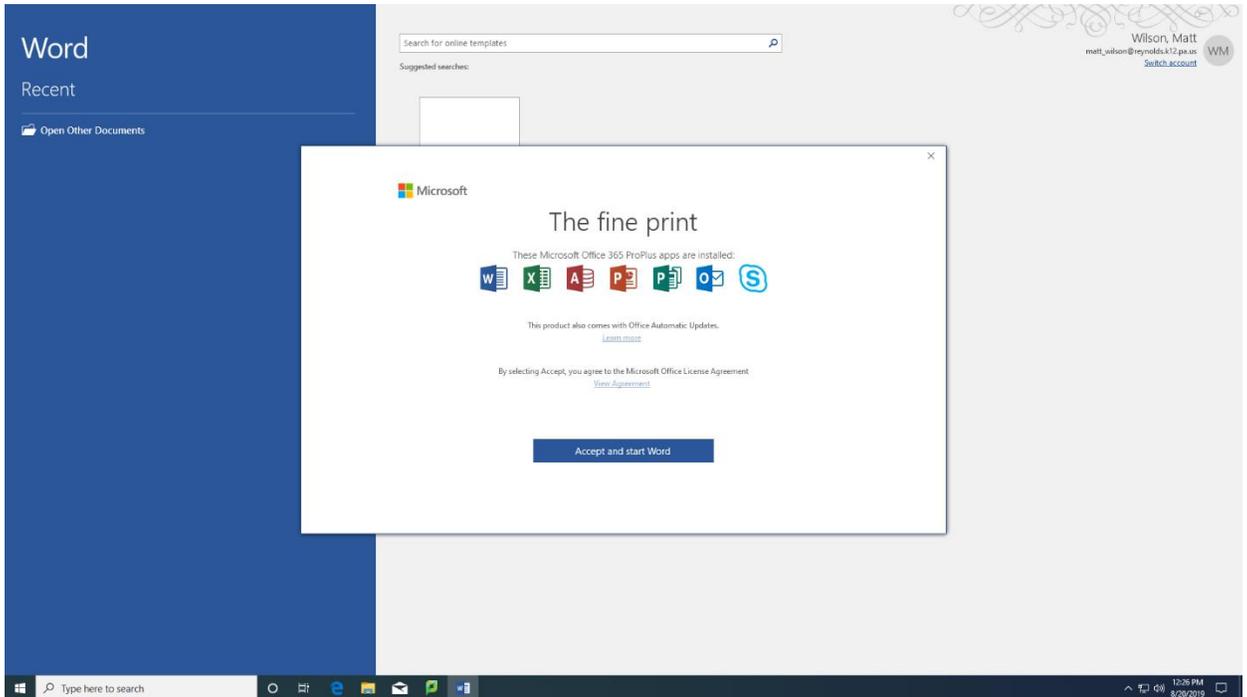


3. Type your email address with the following format: `firstname_lastname@reynolds.k12.pa.us`

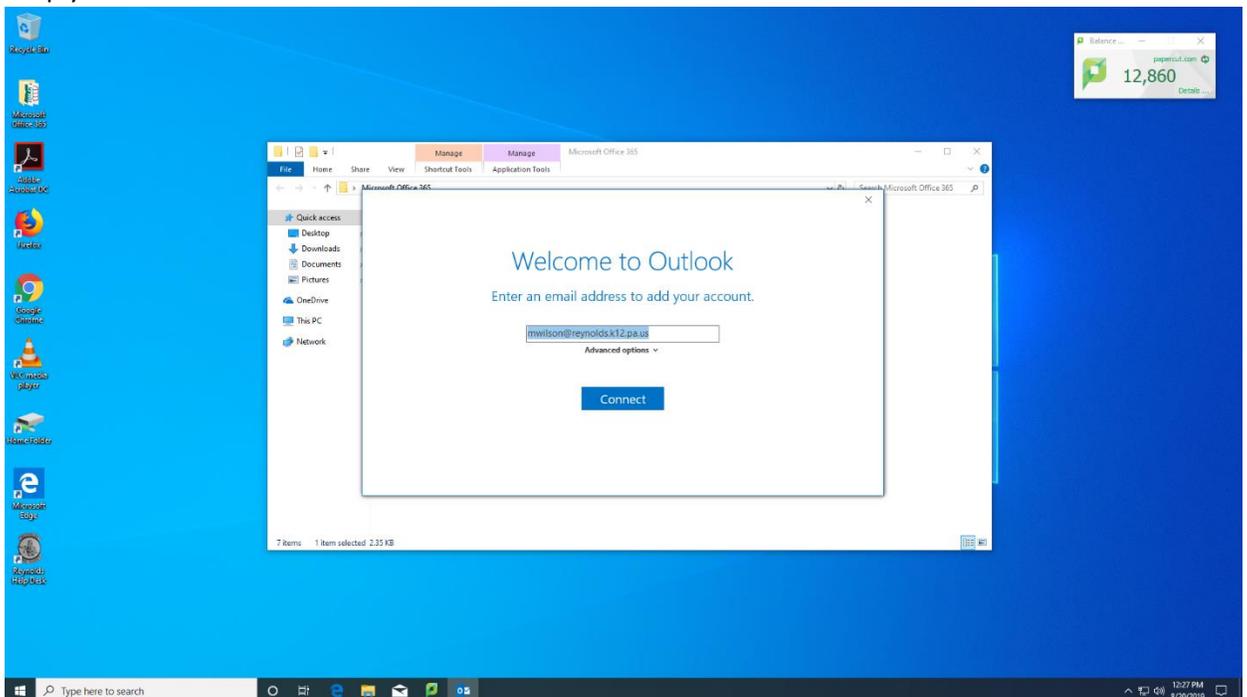


4. Use the same password you do for signing into your computer. It is the same for your Microsoft account.

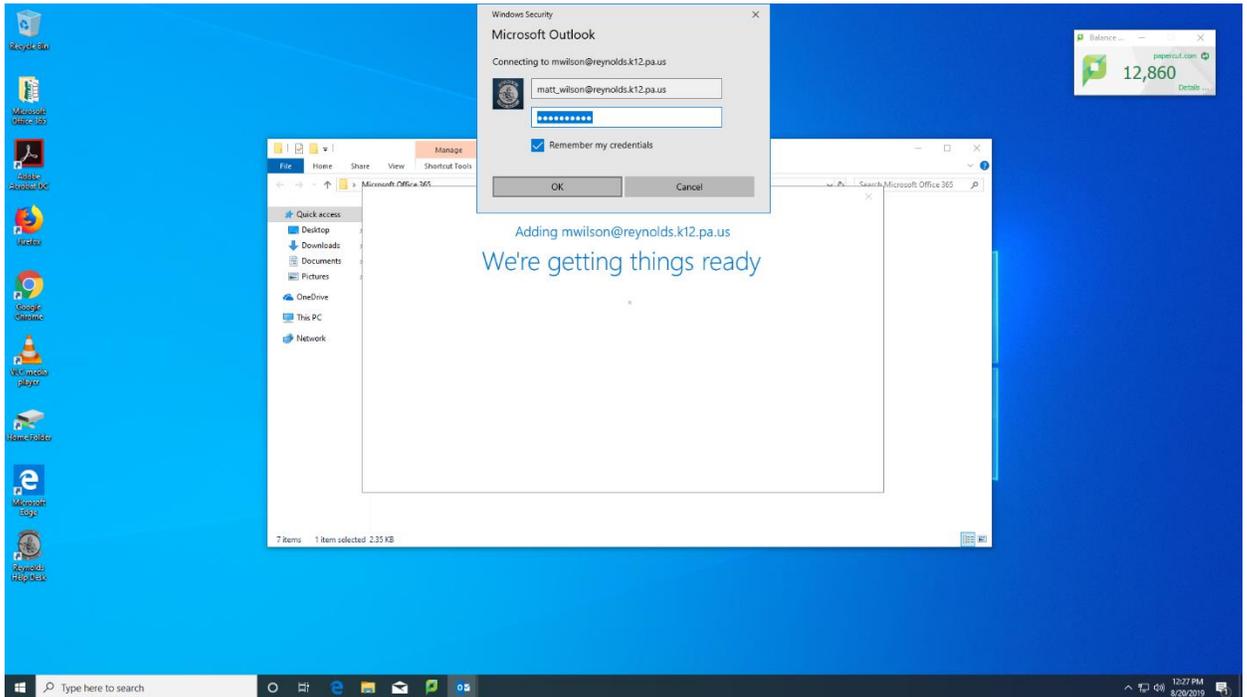
5. Accept the additional prompts, and you are now able begin using Word. Changes made to documents will auto-save to your OneDrive folder. (more on this later)



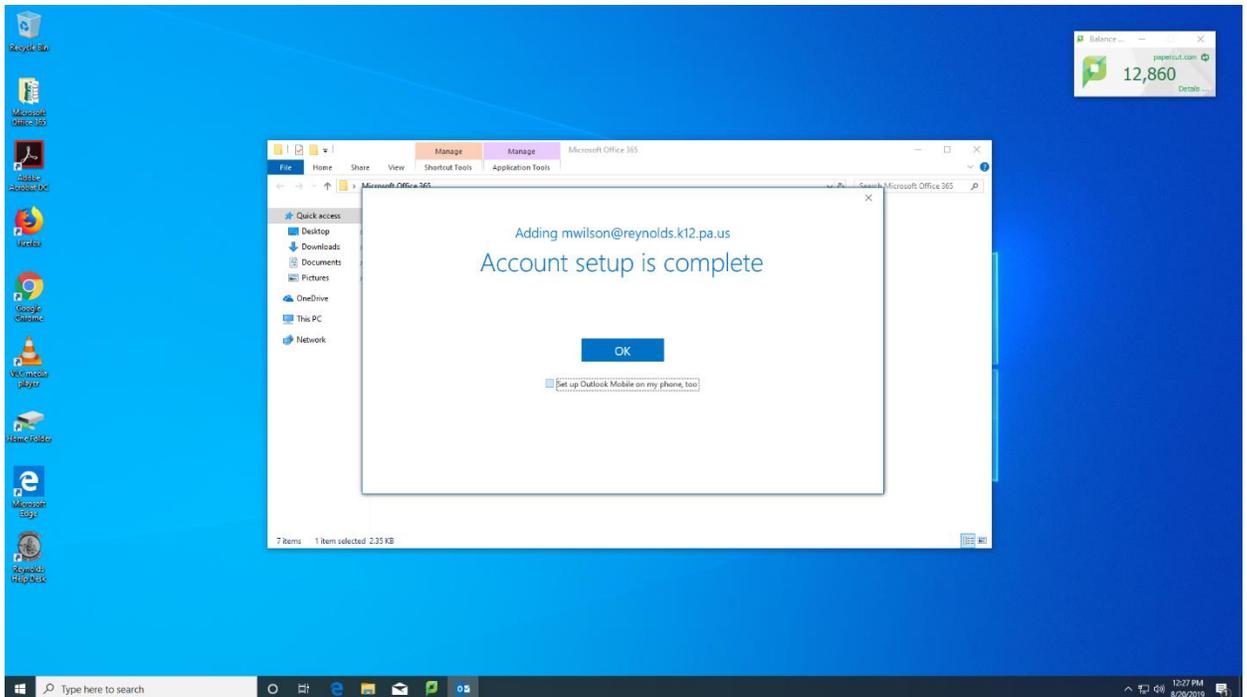
6. Now please open Outlook. Your email address should already be populated, allowing you to simply click Connect.



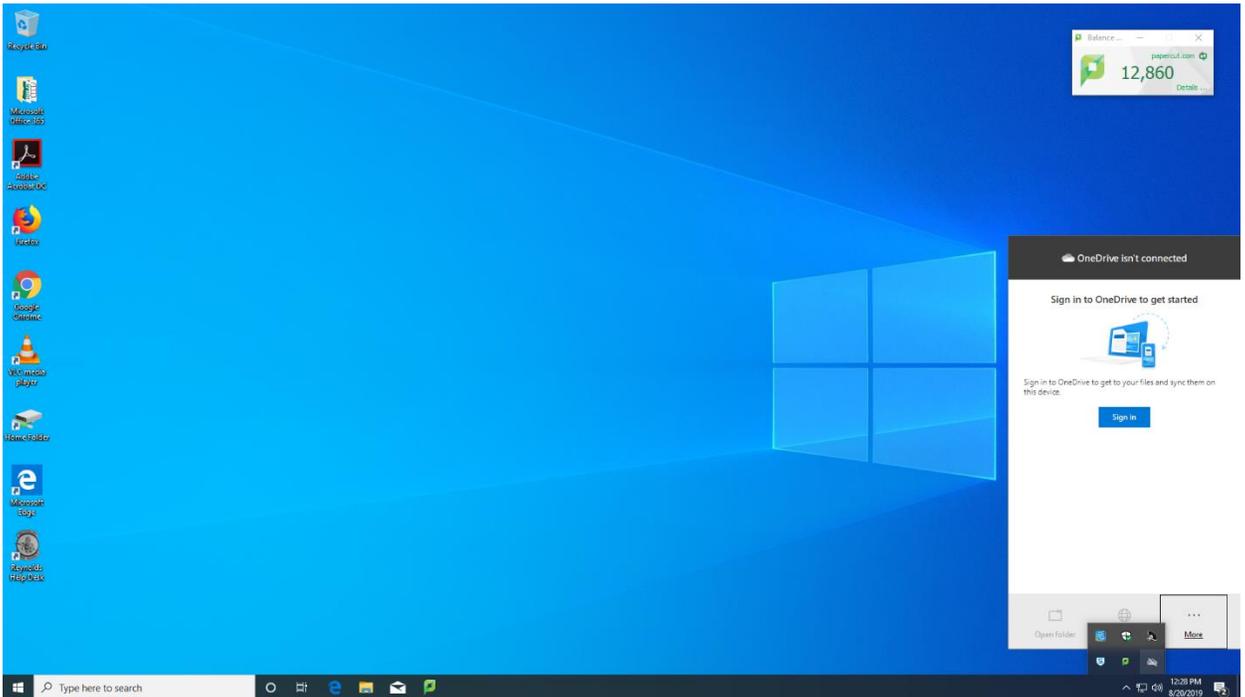
7. Type the same password you did before, and don't forget to check the box to remember your credentials. Otherwise Outlook will ask for your password every time you open it.



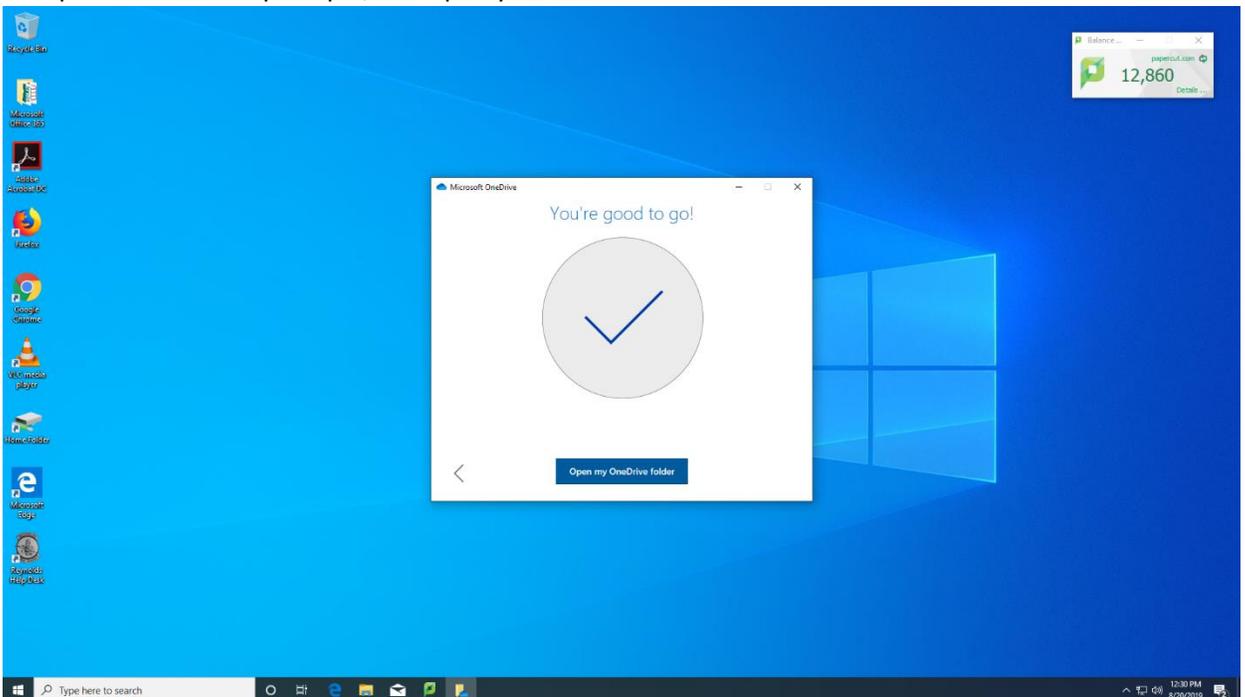
8. Uncheck the box to set up Outlook mobile on your phone. If you don't, a browser window will open that asks for you phone number to continue setting up Outlook mobile on your phone. Accessing Outlook on your phone is completely optional.



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.

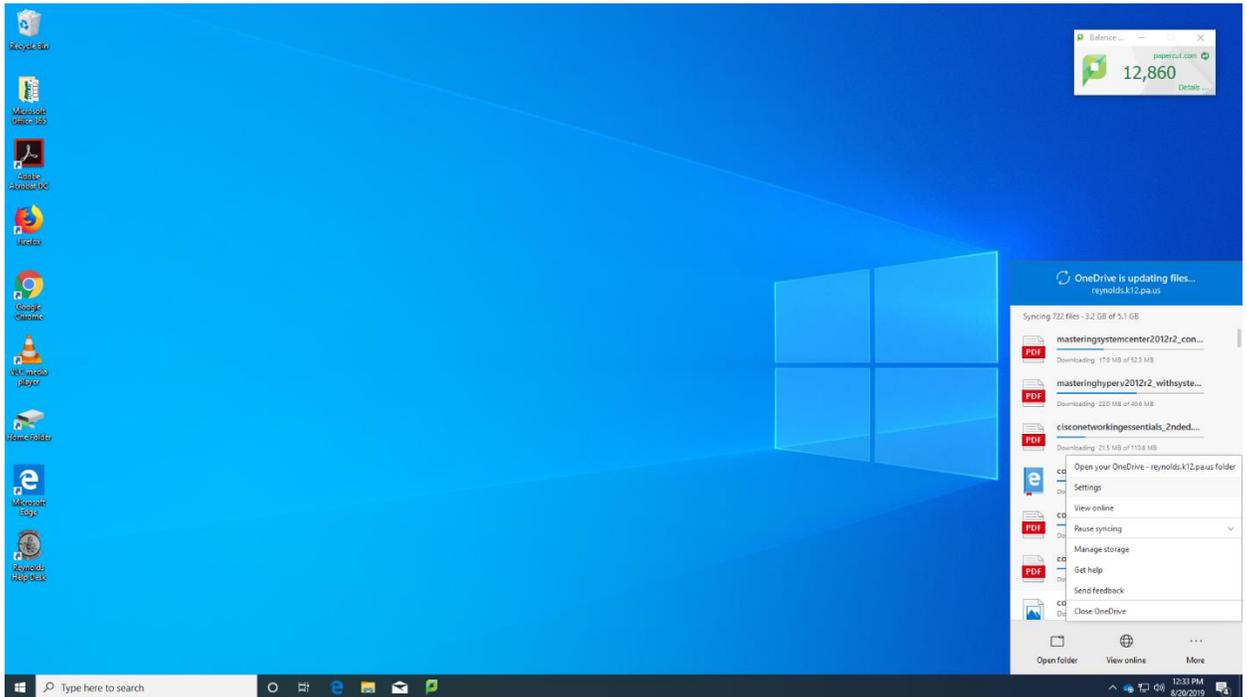


10. Use the same email address and password as before to sign in.
11. Accept the additional prompts, and open your OneDrive folder.

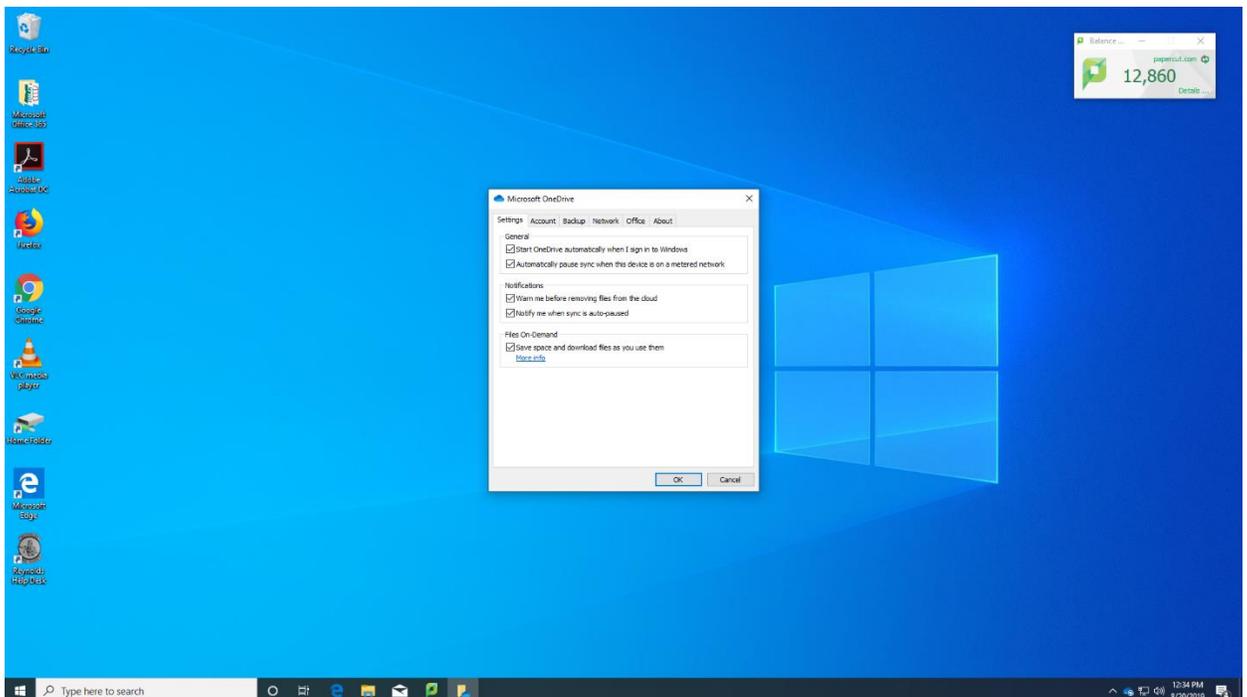


12. Now anytime you have File Explorer open, you can access your OneDrive folder in the left pane. Please note you are using File Explorer anytime you open a folder. Documents that are copied here will be synced to the cloud. You will be able to access them anywhere, just like your email.

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.



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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.