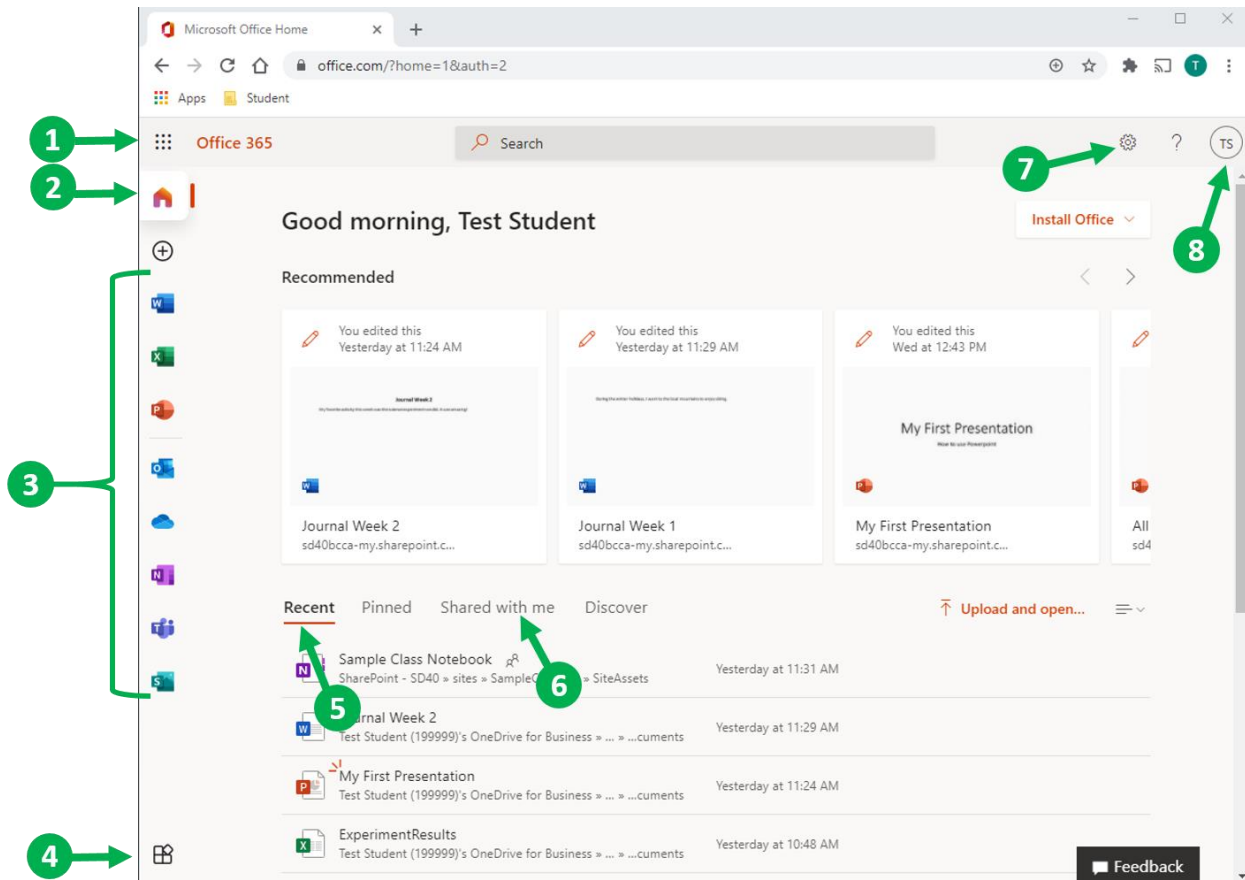











If you go to the office 365 portal <https://portal.office.com> and login using your **school account**, you will have access to a number of apps and information. Here is how to navigate the **Office 365 Home page**:



1	App Launcher	You can access you main Apps from the App Launcher. This App Launcher will appear in all the Microsoft Office 365 Apps
2	Home Page	Click on the Home page to go back to this main landing page of Office 365
3	Main Apps	You can access your most important apps directly from the side menu More details on the next page!
4	All Apps	Click on this icon to see all of the apps you have access to from Office 365
5	Recent	List of the recent files you created or modified
6	Shared with me	List of the files shared with you by your teacher or other SD40 members
7	Settings	Click on the wheel to access a few settings (Themes, Password change etc)
8	Account	View your Office 365 profile and Sign out

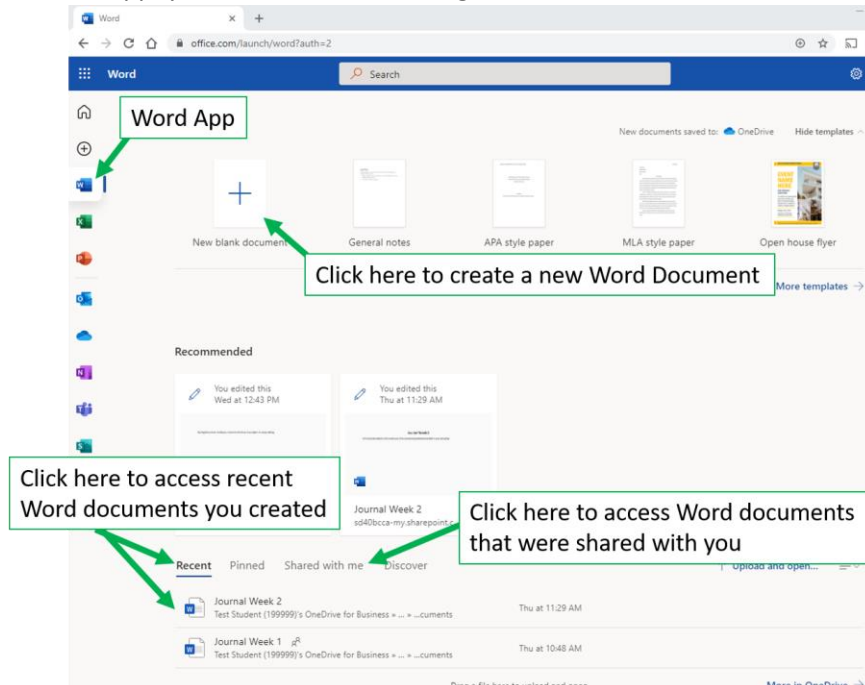
Short Description of the Main Apps Accessible from Office 365

App Icon	App Name	Description
	Word	Text documents
	Excel	Spreadsheets
	PowerPoint	Presentations
	Outlook	Email and Calendar
	OneDrive	Files Storage
	OneNote	Note Taking and Class Notebooks
	Teams	Classroom platform and Calendar
	Sway	Simplified Presentations
	Stream	Creating Videos

Let's look at a few of the Office 365 apps in more details below.

1. Word Documents

If you click on the Word App, you will see the following:



Word App

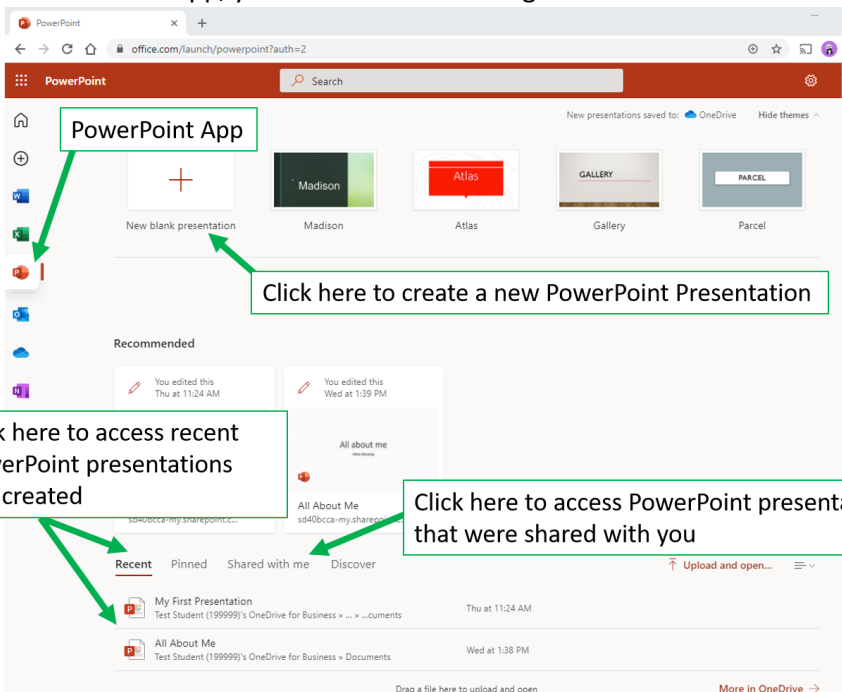
Click here to create a new Word Document

Click here to access recent Word documents you created

Click here to access Word documents that were shared with you

2. PowerPoint Presentations

If you click on the PowerPoint App, you will see the following:

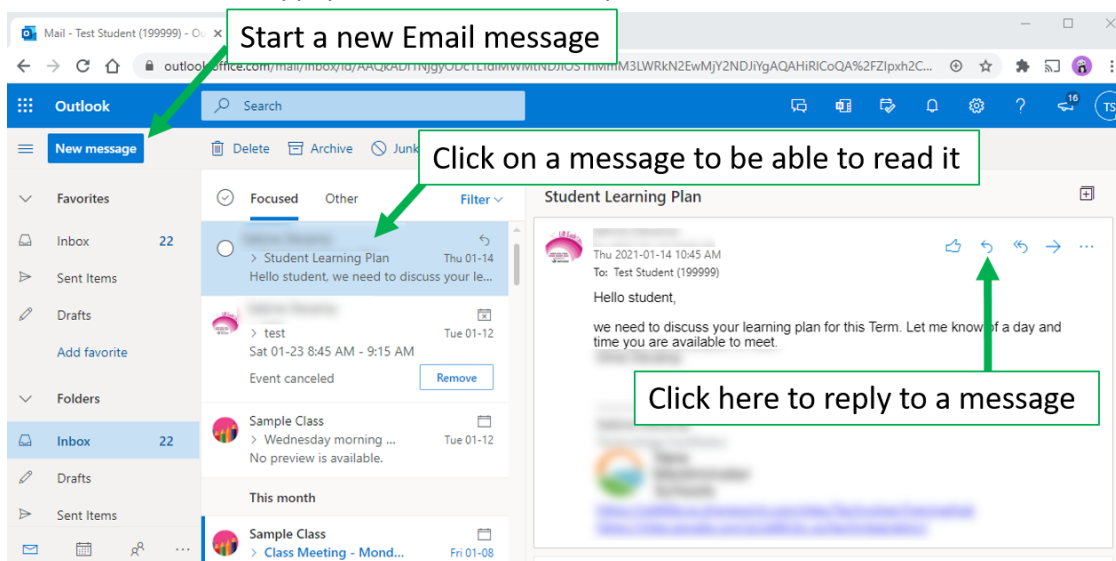


The screenshot shows the PowerPoint App interface. Annotations include:

- PowerPoint App**: Points to the app icon in the left sidebar.
- Click here to create a new PowerPoint Presentation**: Points to the 'New blank presentation' button.
- Click here to access recent PowerPoint presentations you created**: Points to the 'Recent' tab in the bottom navigation bar.
- Click here to access PowerPoint presentations that were shared with you**: Points to the 'Shared with me' tab in the bottom navigation bar.

3. Outlook Presentations

If you click on the Outlook App, you will have access to your email inbox:

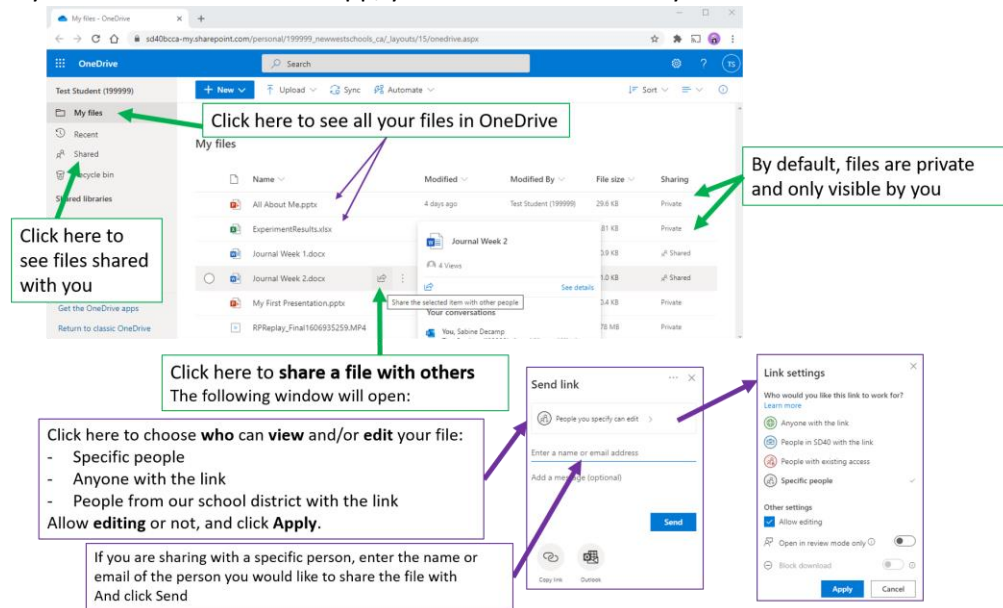


The screenshot shows the Outlook App interface. Annotations include:

- Start a new Email message**: Points to the 'New message' button in the top left.
- Click on a message to be able to read it**: Points to a message in the inbox list.
- Click here to reply to a message**: Points to the 'Reply' button in the message action bar.

4. OneDrive

If you click on the OnDrive App, you will see all the files you created or that were shared with you:



Click here to see all your files in OneDrive

Click here to see files shared with you

By default, files are private and only visible by you

Click here to share a file with others
The following window will open:

Click here to choose who can view and/or edit your file:

- Specific people
- Anyone with the link
- People from our school district with the link

Allow editing or not, and click Apply.

If you are sharing with a specific person, enter the name or email of the person you would like to share the file with And click Send

Send link

Link settings

Who would you like this link to work for?
Learn more

- Anyone with the link
- People in S40 with the link
- People with existing access
- Specific people

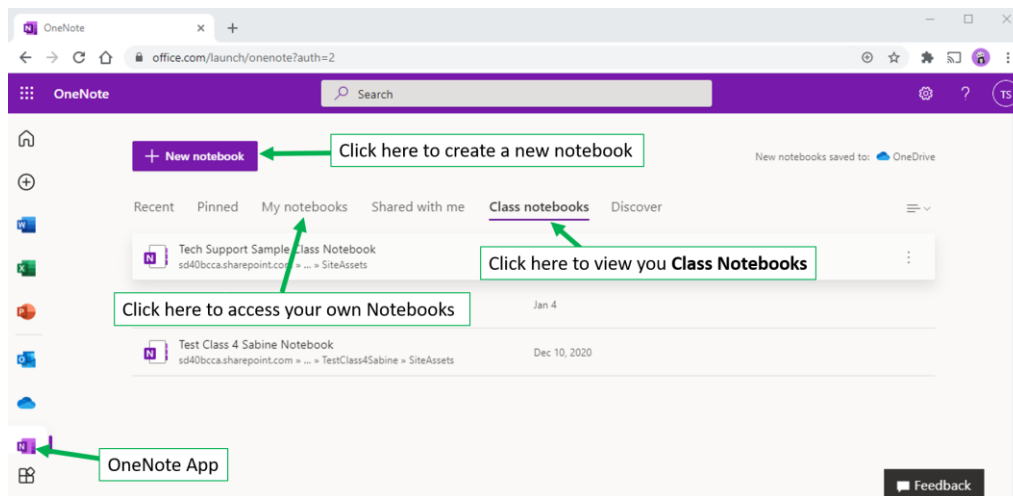
Other settings

- ☒ Allow editing
- ☐ Open in review mode only
- ☐ Block download

Apply Cancel

5. OneNote

If you click on the OneNote App, you will be able to create your own Notebooks or access your Class Notebooks:



Click here to create a new notebook

Click here to view your Class Notebooks

Click here to access your own Notebooks

OneNote App

6. Teams

If you click on the Teams App, you will be able to access your Online Classrooms.

[Here is a video](#) explaining Teams in more details.