

# Office 365

Access and Share Documents ANYWHERE on ANY Device

## To Access Your Account:

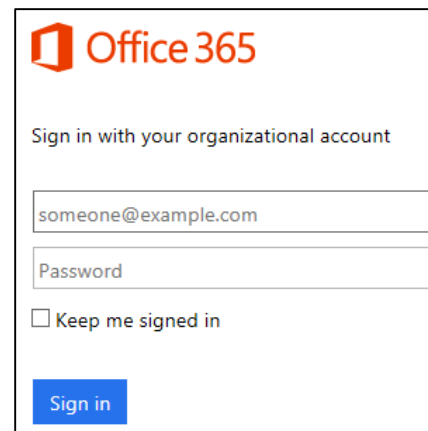
1. Open the Mifflin County School District Home page and click on the link to **Office 365**.



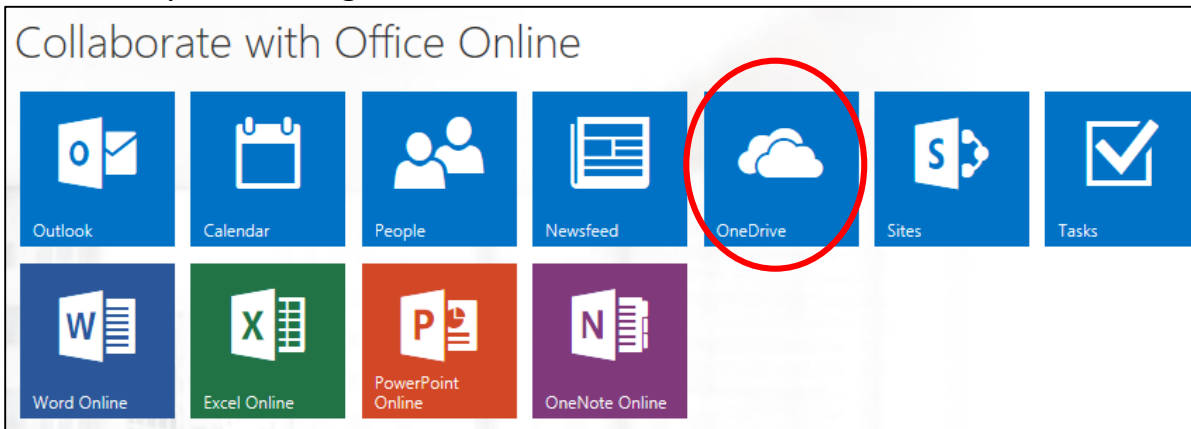
2. Log in to Office 365 using your **MCSD email address** and **DISTRICT password**.

\***ALL** faculty **AND** students (K-12) have access to Office 365.

\*Students that do NOT have access to MCSD email still have an email account. It is their **username followed by @mcsdk12.org**

A screenshot of the Office 365 sign-in page. It features the Office 365 logo at the top, followed by the text "Sign in with your organizational account". Below this are two input fields: one for the email address (containing "someone@example.com") and one for the password. There is a checkbox labeled "Keep me signed in" and a blue "Sign in" button at the bottom.

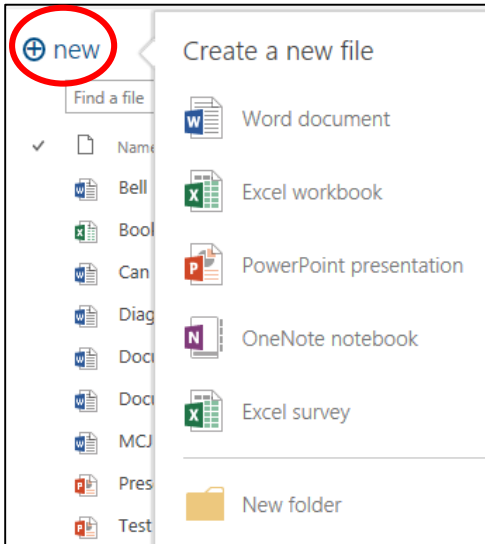
3. To view your existing documents, click on **OneDrive**.



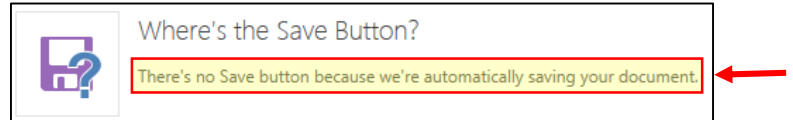
4. All of your OneDrive documents will be listed here.

## To Create a New Document:

1. Click on **NEW** at the top and choose the type of document you want to create. It will open an **ONLINE** version automatically.



One **MAJOR** difference between working on an **ONLINE version** versus working on a typical Microsoft Word document is that the **ONLINE version AUTOMATICALLY SAVES** as you type. You do **NOT** go to File and Save.

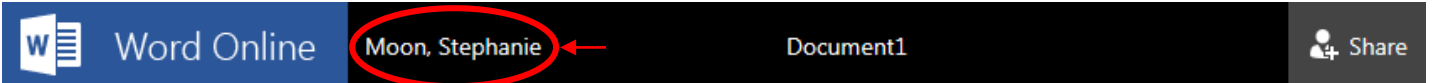


At the bottom of the document, you will see that the document is shown as **SAVED**. As you are typing it may change for a second to **SAVING** and then go right back to showing it as **SAVED**.

2. To change the title of the document, click once on the **TITLE** at the top of the page. It will highlight allowing you to erase the title and type your own. When you are finished typing, click in the body of your document or just press **Enter**.



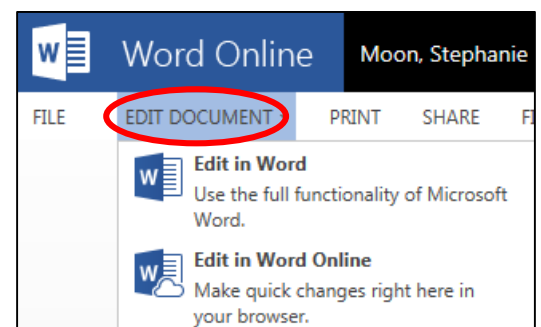
3. When you are finished with your document, click on **YOUR NAME** to go back to OneDrive where you will see a list of all of your documents saved to Office 365.



## To Open and Edit an Existing Document:

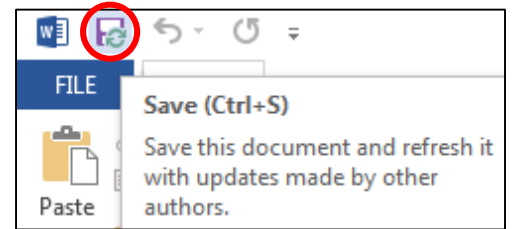
1. Click on the **TITLE** of the document to open it.

2. Click the drop down arrow next to **EDIT DOCUMENT**. You then have the option to edit the document online or just in Microsoft Word.

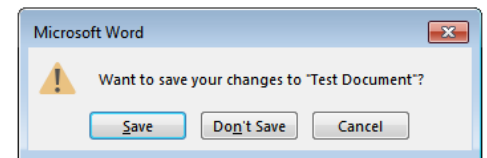


3. If you choose to **EDIT IN WORD ONLINE**, it works the same way as when you created a NEW document. It will **AUTOMATICALLY save** as you are working. You do **NOT** go to File and Save.

4. If you choose to edit it with Microsoft Word, click on **EDIT IN WORD**. The document will open Microsoft Word on your computer. When working with Microsoft Word (not ONLINE), it does **NOT** automatically save. You must press the **SAVE** icon or go to **File and Save**. Saving also refreshes the screen allowing you to see changes that others have made if the document is shared.

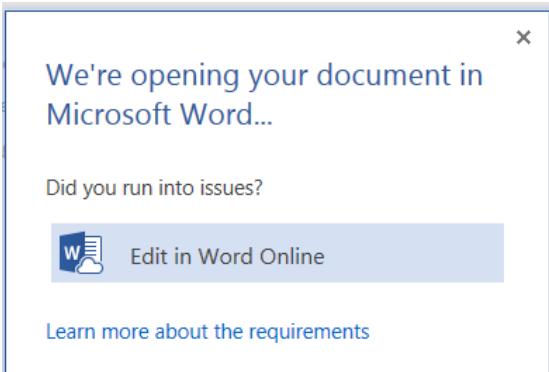


5. When you are finished and have pressed SAVE, just click the “x” to close the document. If you forget to press Save, you will be prompted to save the changes. Make your selection. ALL changes will be updated on the ONLINE version of the document.



\*\*NOTE: If you are editing in Microsoft Word (not online), you can save a copy of the document to your Z: drive by going to File and Save As. Choose COMPUTER and navigate to the folder you want to save to. This NEW COPY of the document will have NOTHING to do with the online Office 365.

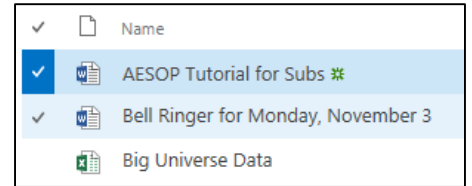
6. If you click back to Office 365 (the Internet site), you may see a dialogue box that says:



You can either click the “x” and then click on your name at the top of the page to return to the list of your documents in OneDrive or you can click “Edit in Word Online”. If you edit, the screen will refresh and you will see any changes that you saved while working in Microsoft Word (not online).

## To Delete an Existing Document:

1. Hover your mouse in front of the document name. A grayed-out checkmark will appear. Click once to select the document. A blue box with a checkmark indicates that the document is selected. You can select as many documents at once as you want by placing checkmarks beside the document titles.



\*\*NOTE: To remove a checkmark, click the checkmark again.

2. Click on **MANAGE** and choose **DELETE** in the drop down menu.



\*\*NOTE: You get more options in Manage if you only have ONE document selected.

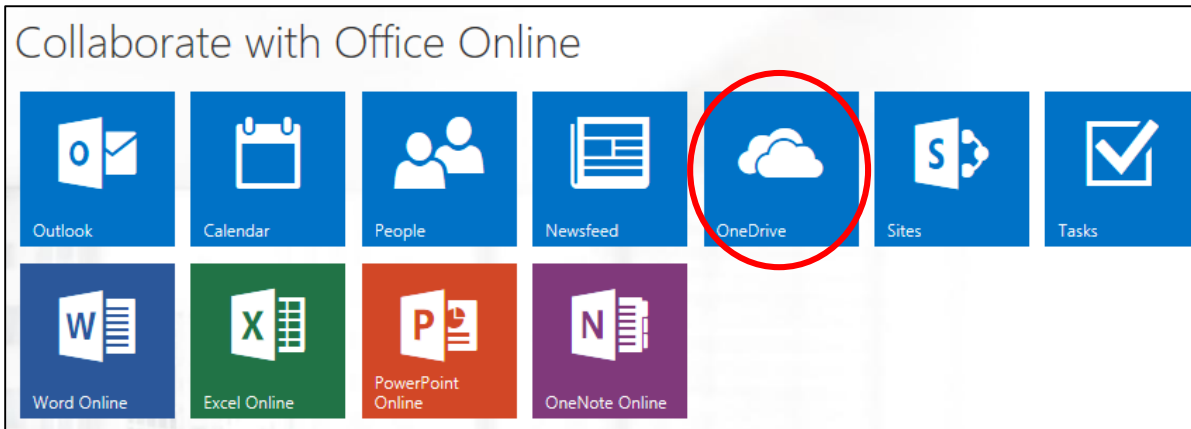
\*\*NOTE: Edit, Manage, and Share are grayed-out until you select a document. The checkmark selection will allow you to use these tools.

## To Save an Existing Document from Your Z: drive to OneDrive:

There are 3 ways to save a document to OneDrive.

### Option #1: Dragging a Document

1. Log into Office 365 and click on **OneDrive** to see a list of your documents.



2. At the bottom of your list of documents, there is a line that says “**Drag files here to upload**”.

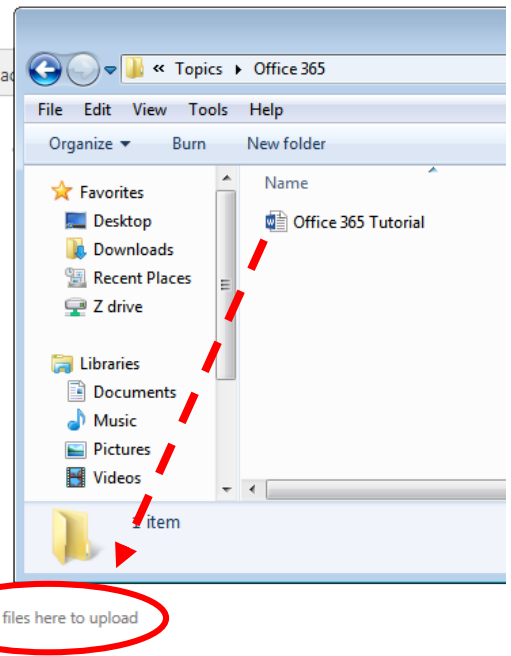
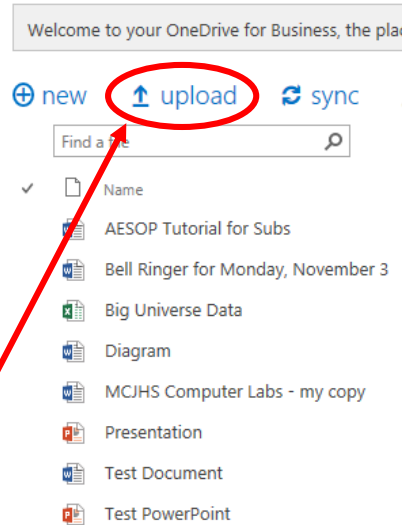
3. Go to **Start – Computer** to open your Z: drive (or click on the yellow folder in the bottom left corner of your screen).



4. Navigate to find the document you want to upload.

5. Click ONCE on the document and drag it to the area on Office 365 that says “**Drag files here to upload**”.

## Documents



### Option #2: Uploading

1. Log into Office 365 and click on OneDrive to see a list of your documents.

2. Click on the Upload button at the top.

3. In the dialog box that appears, navigate to find your document and double-click it.

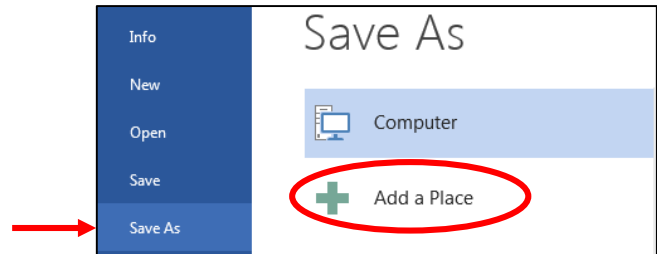
### Option #3: Saving Directly from Microsoft Word (not online):

**\*\*NOTE: This is the most time consuming and hardest option.**

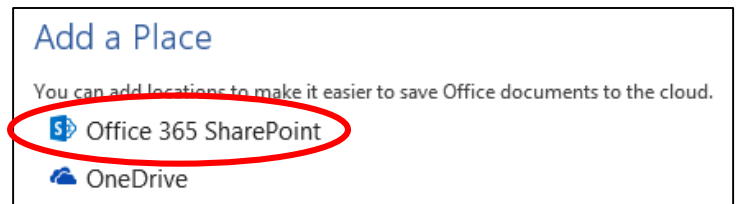
1. Open your Microsoft Word document.

2. Go to **File and Save As...**

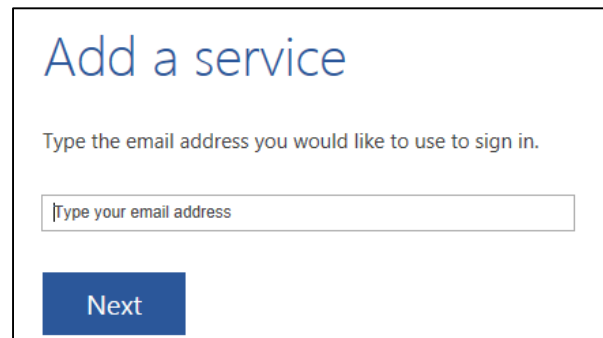
3. Click **Add a Place**



4. Click on **Office 365 SharePoint**



5. Type your email address in the dialog box and press **Next**.



6. Type your password and press Sign In. This connects your OneDrive account to your saving options. Now when you go to File – Save As, you will see **OneDrive – Mifflin County SD** as an option. This connection will remain until you log off. If you save another document to OneDrive, you will be able to begin at step 7.



User ID:  
sjd13@mcsdk12.org

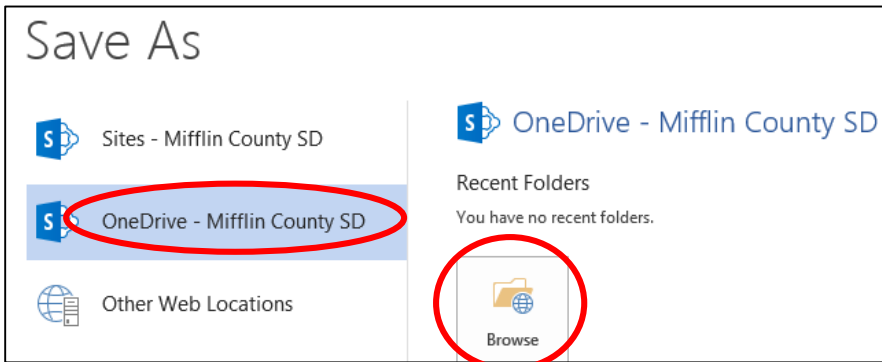
Password:  
[ ]

Keep me signed in

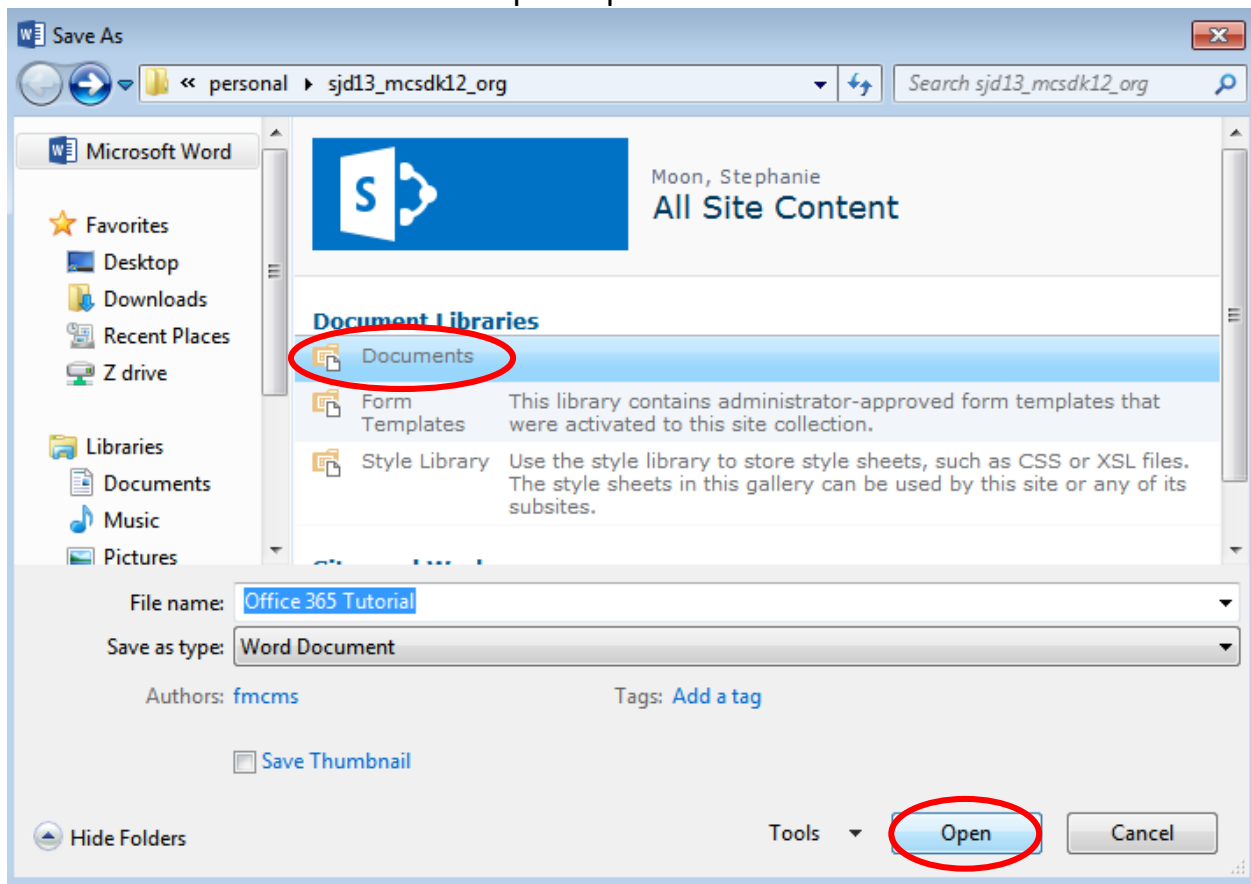
Sign in

7. After you select **OneDrive Mifflin County SD**, double-click **BROWSE**.

**\*\*NOTE: Do NOT choose SITES. This will make the document accessible to everyone in MCSD.**

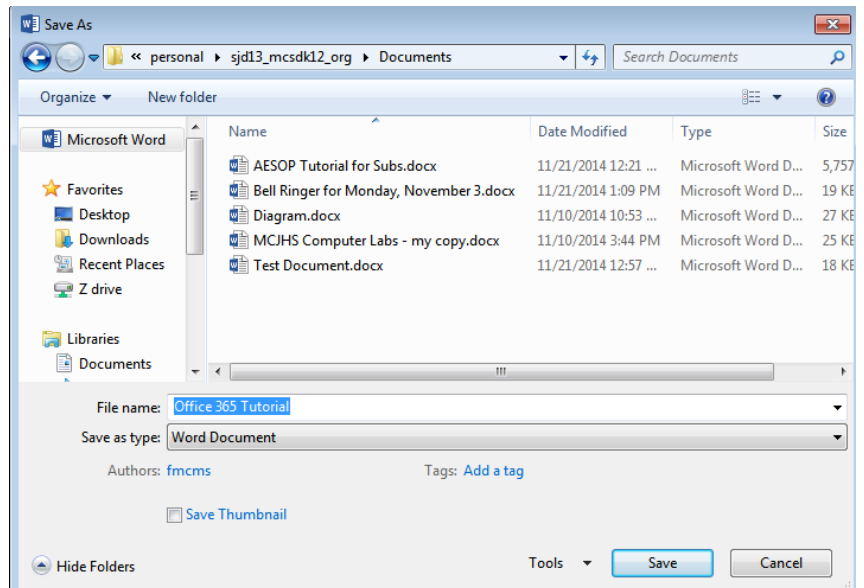


10. Click on **Documents** on the top and press **OPEN**.



11. Name your document and press **Save**.

12. Notice that your Save icon now has the green arrows. This means that any time you press save, it is automatically saving to Office 365.



**\*\*NOTE: You are now ONLY saving to Office 365. You are NOT saving to your regular Word document in your Z: Drive. Any information added from this point on will ONLY be saved in Office 365 (the online version).**

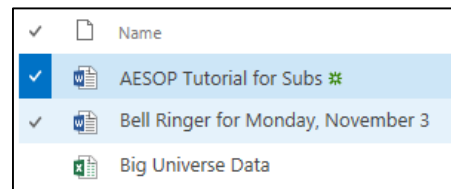
## To Share a Document:

There are TWO locations where you can share a document.

### From the OneDrive Document List View:

1. Place a checkmark beside the document name.

**\*\*NOTE: You can only share ONE document at a time.**



2. Click on **SHARE** at the top.

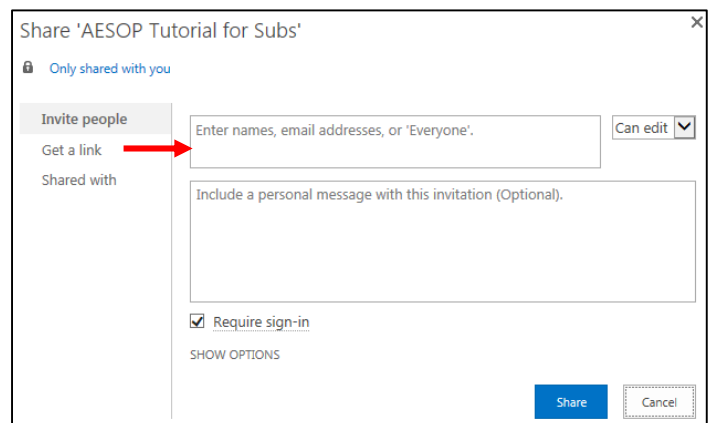


3. Type at least the first 3 letters of the person's **LAST name** in the search box. It will automatically begin searching. Click on the name in the drop down box.

**\*\*NOTE: The search may take a few seconds to load.**

**\*\*NOTE: You can enter an email address instead of searching by name.**

**\*\*NOTE: 'Everyone' will make the document either public to everyone at MCSD or anyone with access to Office 365. You can choose.**

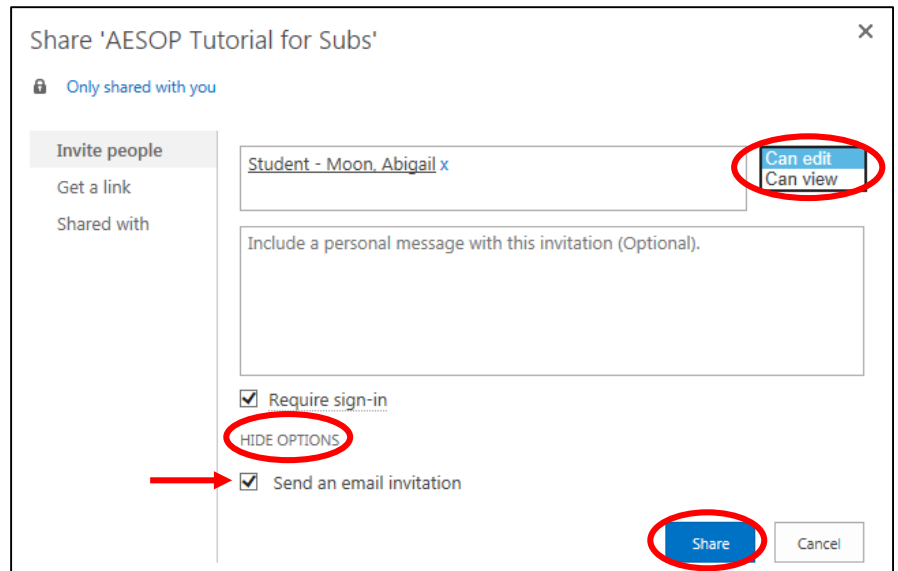


4. Click on the person's name and choose whether recipients can **edit** or just **view** the document.

**\*\*NOTE:** You can add as many names as you want.

5. You can also choose to send an email invitation. The default is to send the email, however, you can remove this option by clicking **SHOW OPTIONS** and remove the checkmark next to **"Send an email invitation"**.

6. When you are finished, press **SHARE**.



**\*\*NOTE:** It may take a few minutes before people can see documents shared with them.

**\*\*NOTE:** You may need to refresh your browser in order to see them.

### **From the Actual Document:**

1. Click on **SHARE** in the top right corner of the document.



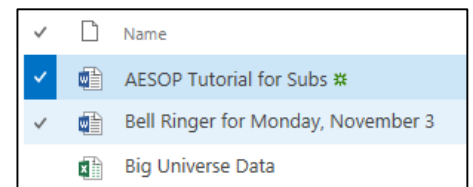
2. The same dialog box will appear. Follow steps #3 through #7 above.

### **To Share a Document Using a Web Link:**

#### **From the OneDrive Document List View:**

1. In the OneDrive Document List, place a checkmark beside the document name you want to share.

**\*\*NOTE:** You can only share ONE document at a time.



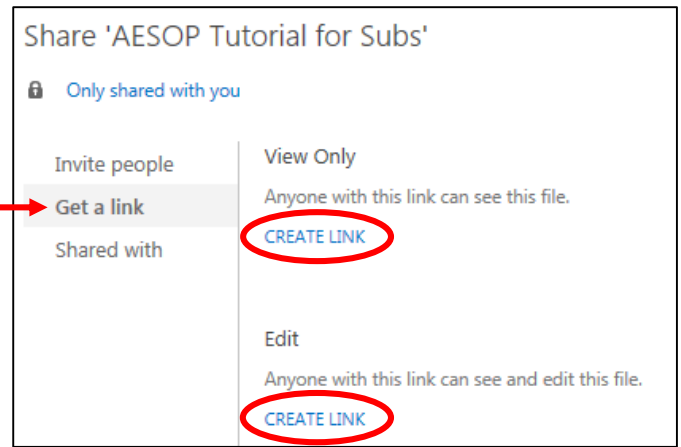
2. Click on **SHARE** at the top.





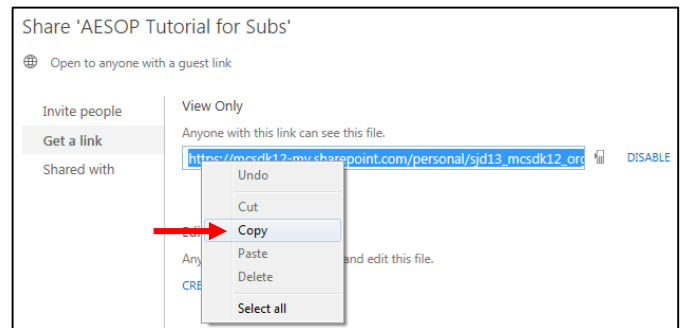
3. Click on the tab **Get a Link**.

- **VIEW ONLY** means that anyone with the link will be able to see the file. They will not be able to edit the document.
- **EDIT** means that anyone with the link will be able to manipulate the document.



4. Click **CREATE LINK**.

5. Right click on the address once and choose **COPY**. You can paste the web link in an email to share with others. Or paste the link in a URL Shortener to decrease the length of the address. Once it is shortened, it will be easy for users to just type the web address in a web browser.



## To View Documents Shared with You:

1. Click on **Shared with me** in the top left corner of the screen.

2. A list of shared documents will be shown.

3. Once you open a document, you will notice the name at the top will be the name of the person who created the document. To get back to YOUR OneDrive, click the **BACK** button in the top left corner.

