

OFFICE 365

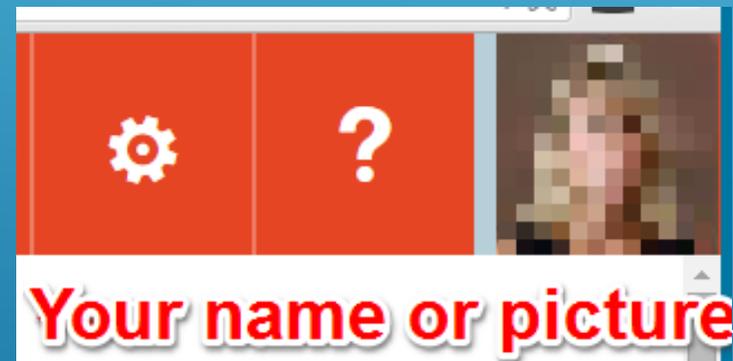
FREE Microsoft Office, online storage, and more

OBJECTIVES

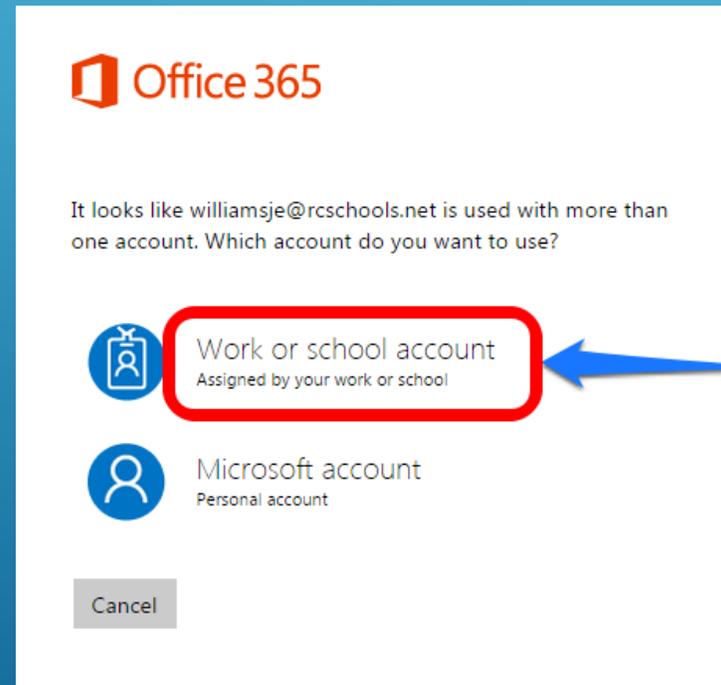
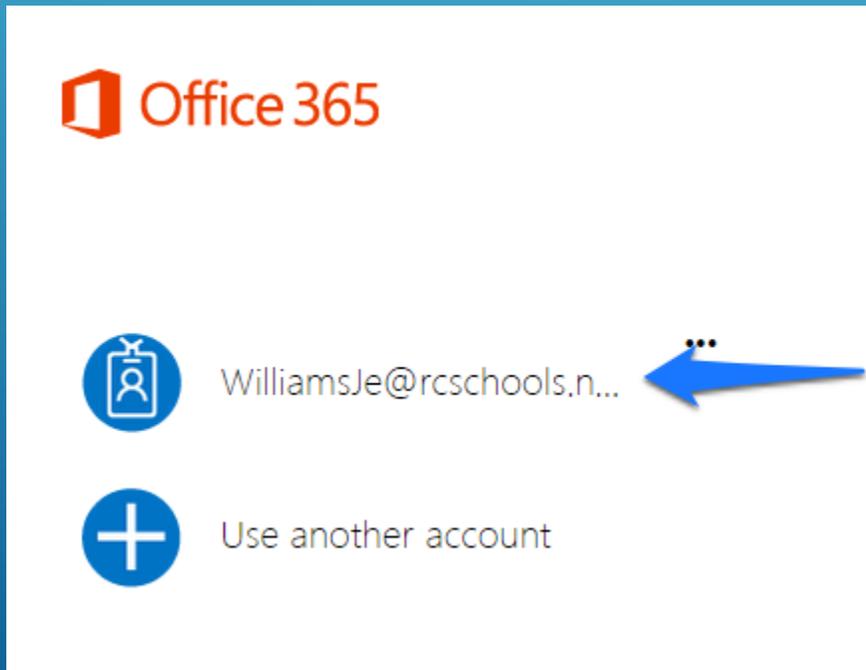
- ▶ **FREE Microsoft Office and Cloud Storage**
 - ▶ **Single Sign On**
 - ▶ **Appropriate Use (NOT private)**
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Single Sign On

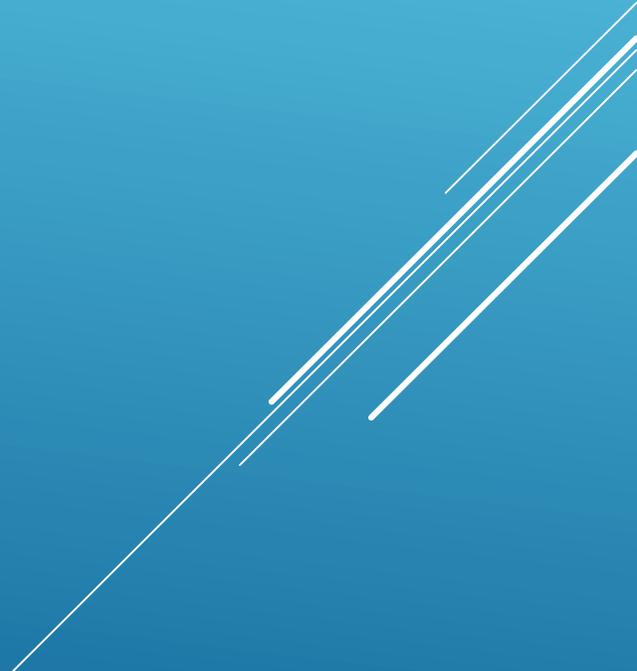
- ▶ When you log into the computer you are logged into your Office 365 account
 - ▶ Applies at school only (use Google Chrome)
- ▶ Always log off the computer
- ▶ Never share your account
- ▶ Why is this so important?



- ▶ Your Office 365 login is your username@student.rcschools.net
 - ▶ jdoue1234@student.rcschools.net
- ▶ To access your Office 365 account
 - ▶ https://rcschools-my.sharepoint.com
 - ▶ Select your username
 - ▶ Select Work or School account- This is NOT a personal account



CORPORATE ACCOUNT

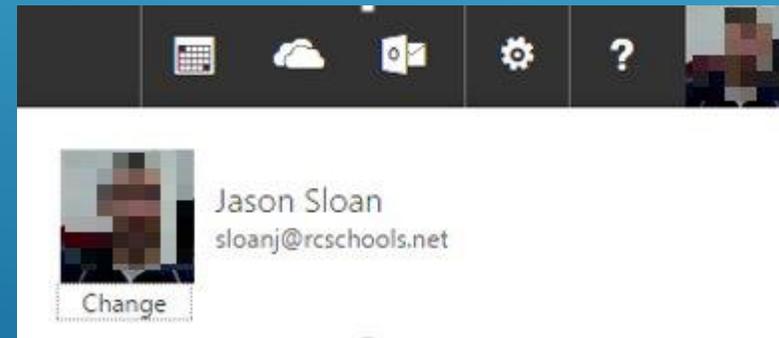
- ▶ What is a corporate account?
 - ▶ Not a personal account
 - ▶ Not private
 - ▶ School officials can access your account at any time
 - ▶ It is monitored and filtered
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APPROPRIATE USAGE

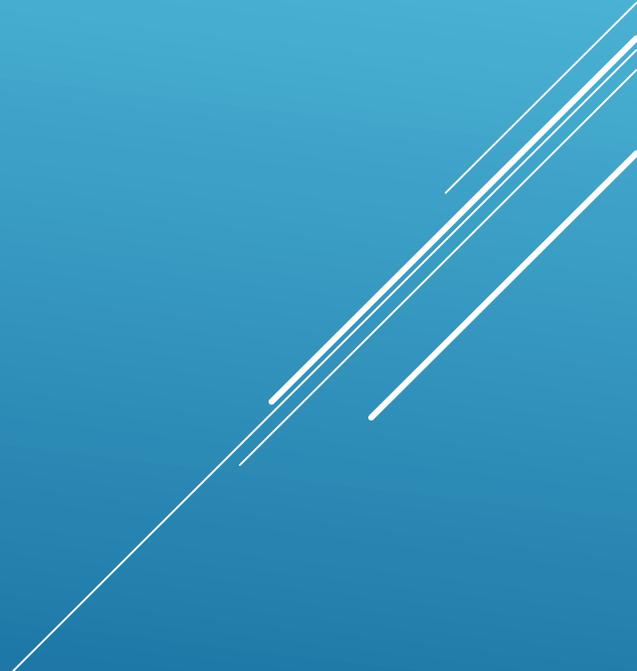
- ▶ Teachers and classmates (pertaining to classes)
 - ▶ Guidance counselors
 - ▶ Universities and colleges
 - ▶ Coaches, club sponsors
 - ▶ Accounts remain active until you graduate or leave the system
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DISCIPLINARY ACTION

- ▶ Inappropriate use will result in disciplinary action
 - ▶ Words, content, and topics are monitored
 - ▶ You can change your profile pic, must be appropriate
 - ▶ This is not your Facebook, Instagram, or Twitter account

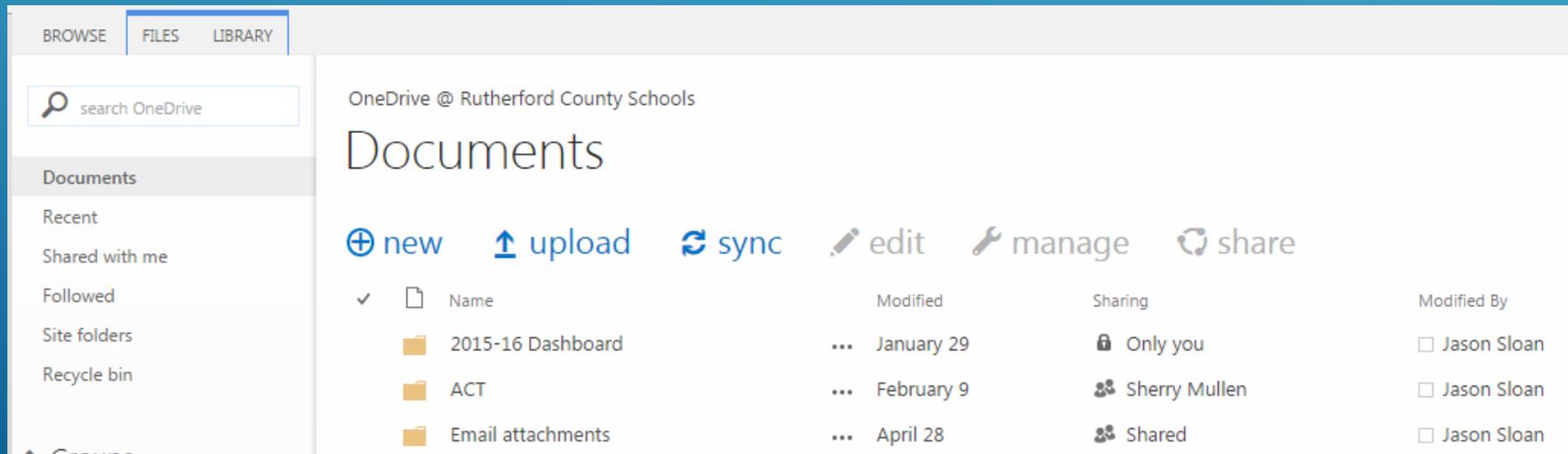


INAPPROPRIATE CONTENT

- ▶ If you do get something
 - ▶ Inappropriate
 - ▶ Uncomfortable
 - ▶ Report to a school official immediately
 - ▶ Email help@rcschools.net
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ONEDRIVE

- ▶ Cloud storage
 - ▶ It is monitored for content
- Once your files are in the cloud, they are always accessible. Even at home.



OFFICE 365 IMPORTANT FEATURES

What can you do in office 365

A series of several parallel white lines of varying lengths and positions, all slanted diagonally from the bottom-left towards the top-right, located on the right side of the slide.

FREE MICROSOFT OFFICE

- ▶ Download Microsoft office on five devices

Install the latest version of Office

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, InfoPath, OneDrive for Business



Word Excel PowerPoint OneNote Access Publisher Outlook Skype for Business InfoPath

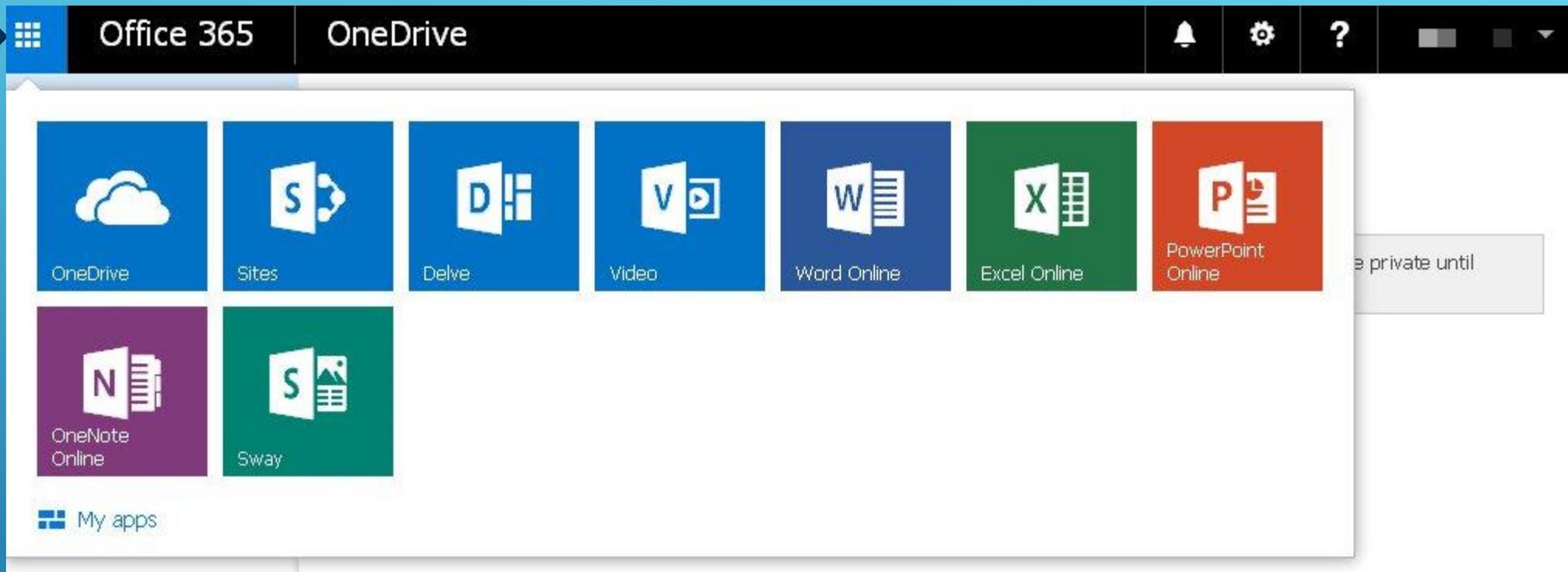


OneDrive for Business

Language: Version: 32-bit (Recommended) **Advanced**

Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

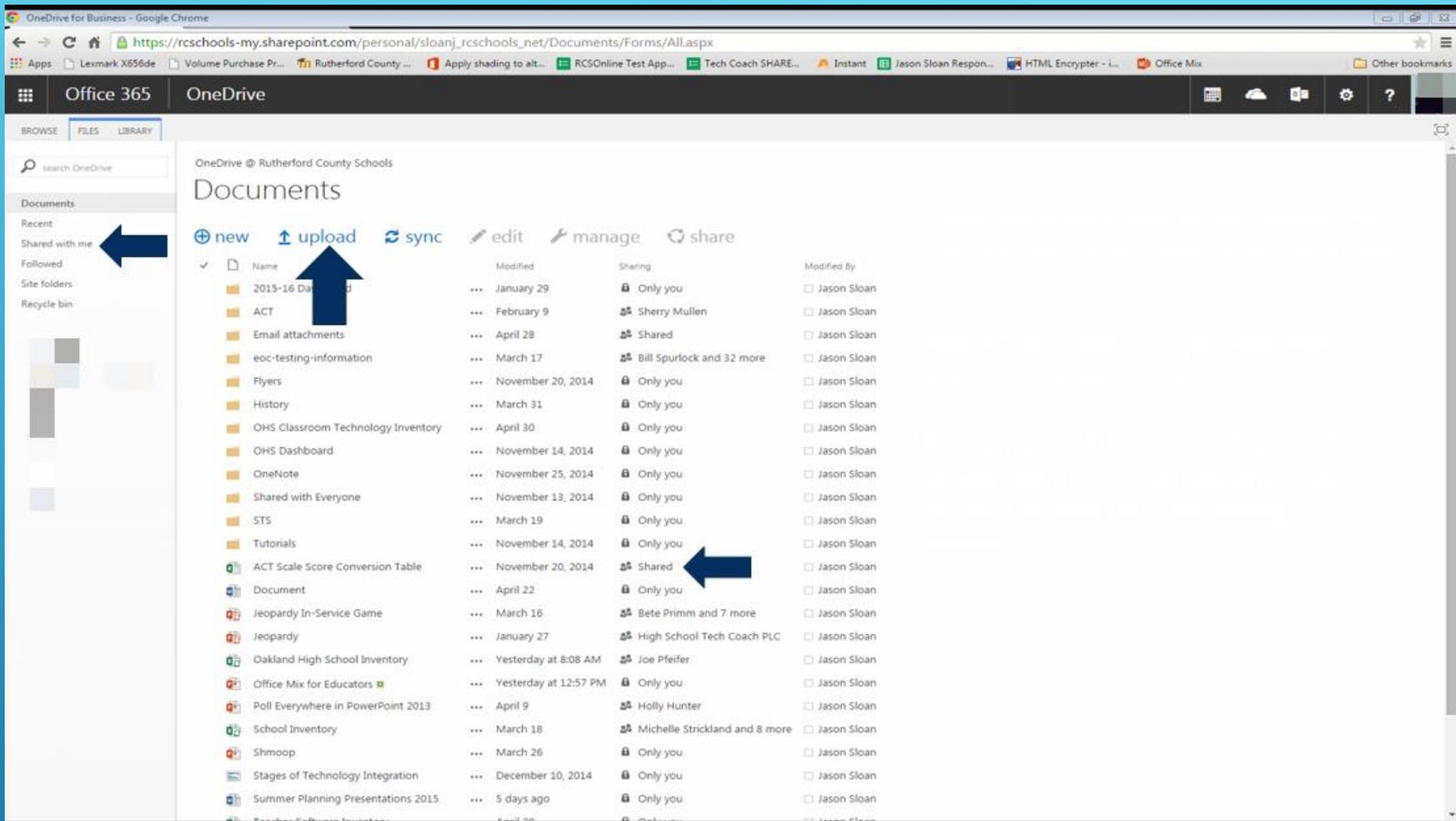
[Review system requirements](#)
[Troubleshoot installation](#)



Create New Office files

- Word, Power Point, Excel, One Note

Create Presentation using Sway

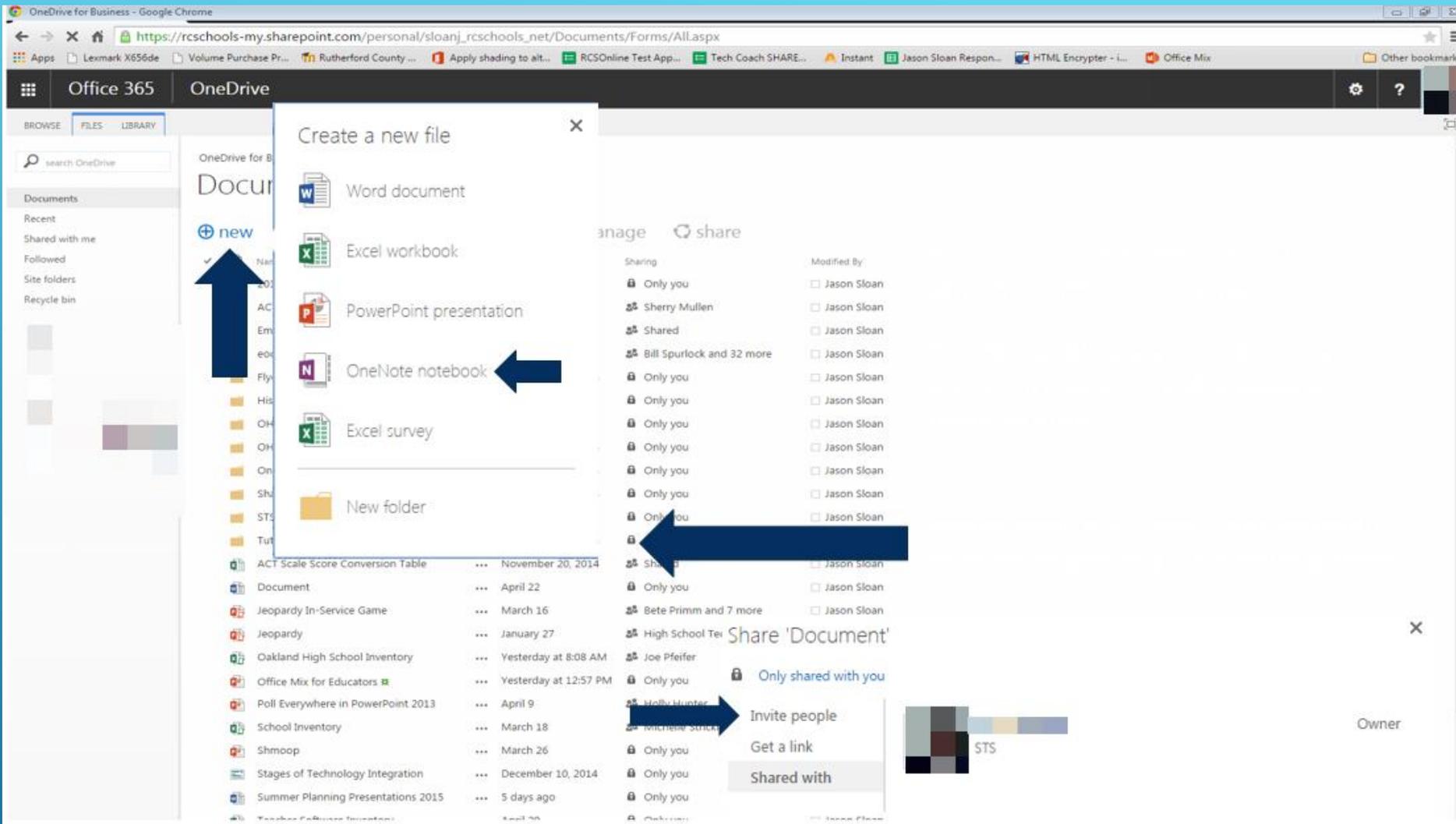


Share files with people and have them share files with you.

Remember! When you share a file as can edit the recipient can change anything in the file.

The Version History of a file can be restored by the owner of the file.

Once your files are in the cloud, they are always accessible. Even at home.



Create and edit Office files from directly within your email

OneNote allows you to take notes using any device and supports writing

Share your files with your teacher instead of printing or emailing them