

OFFICE 365

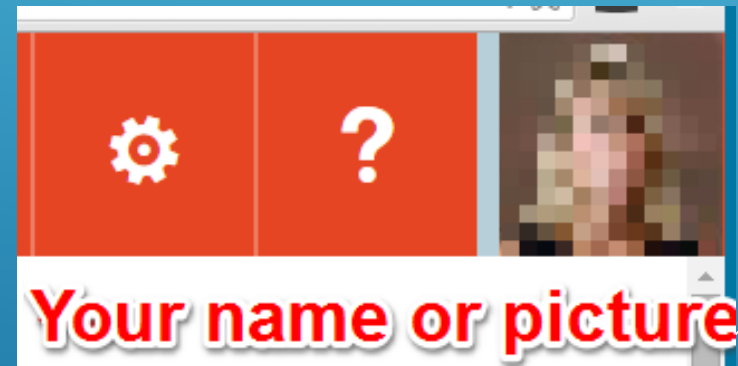
FREE Microsoft Office, online storage, and more

OBJECTIVES

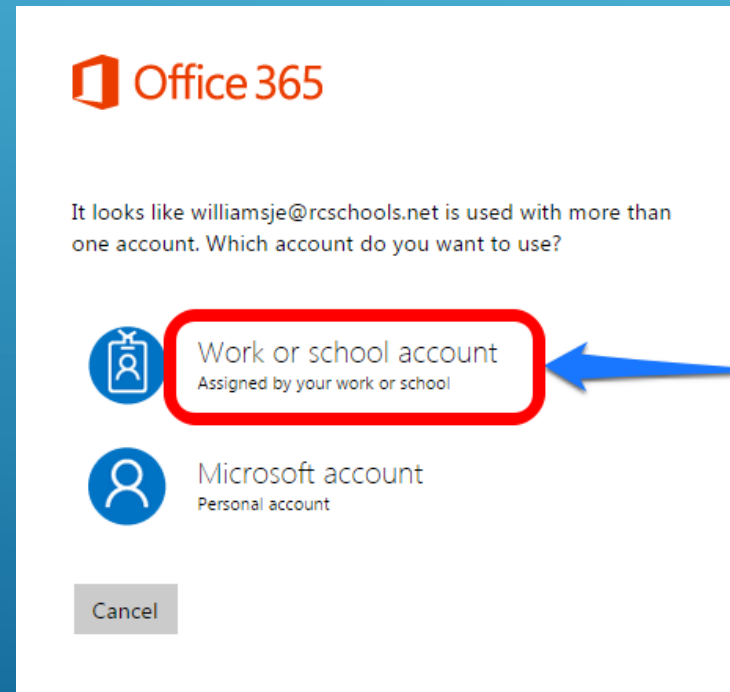
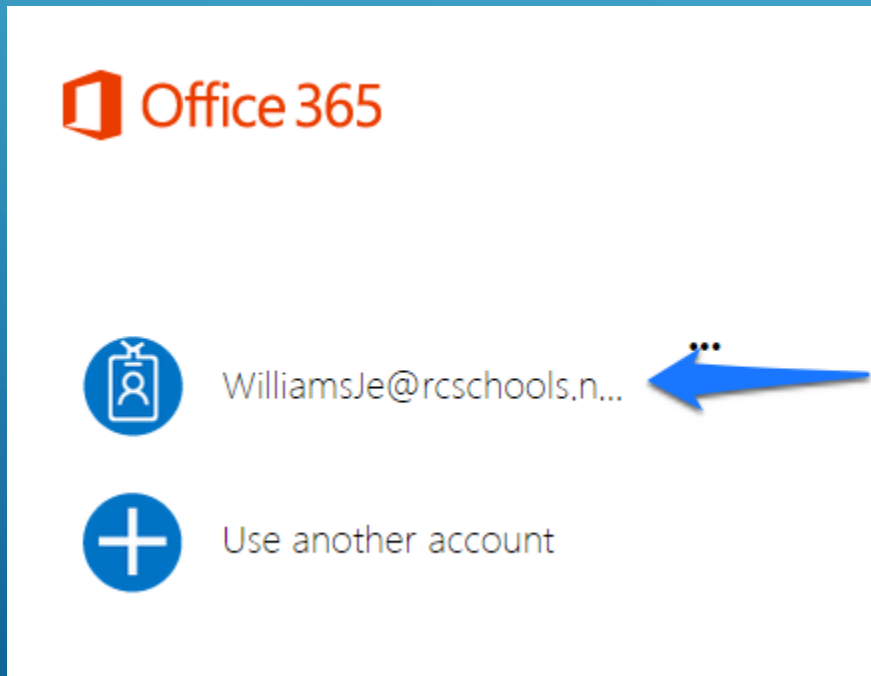
- ▶ **FREE Microsoft Office and Cloud Storage**
 - ▶ **Single Sign On**
 - ▶ **Appropriate Use (NOT private)**
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- A series of several parallel white lines of varying lengths and slopes, located in the bottom right corner of the slide, creating a modern, abstract graphic element.

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

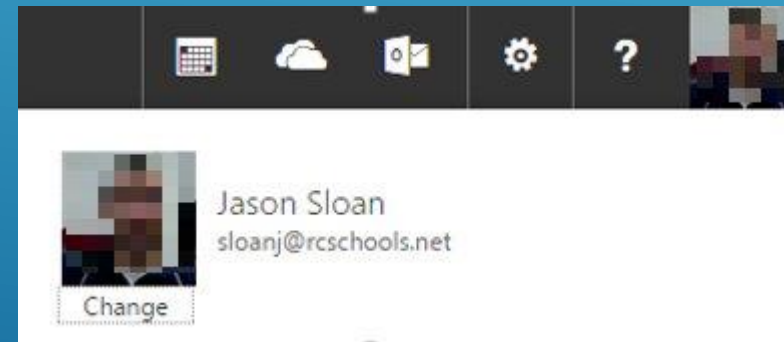
- ▶ What is a corporate account?
 - ▶ Not a personal account
 - ▶ Not private
- ▶ School officials can access your account at any time
 - ▶ It is monitored and filtered

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
- 
- Several white lines of varying lengths and orientations are positioned in the bottom right corner of the slide, creating a modern, abstract graphic element.

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

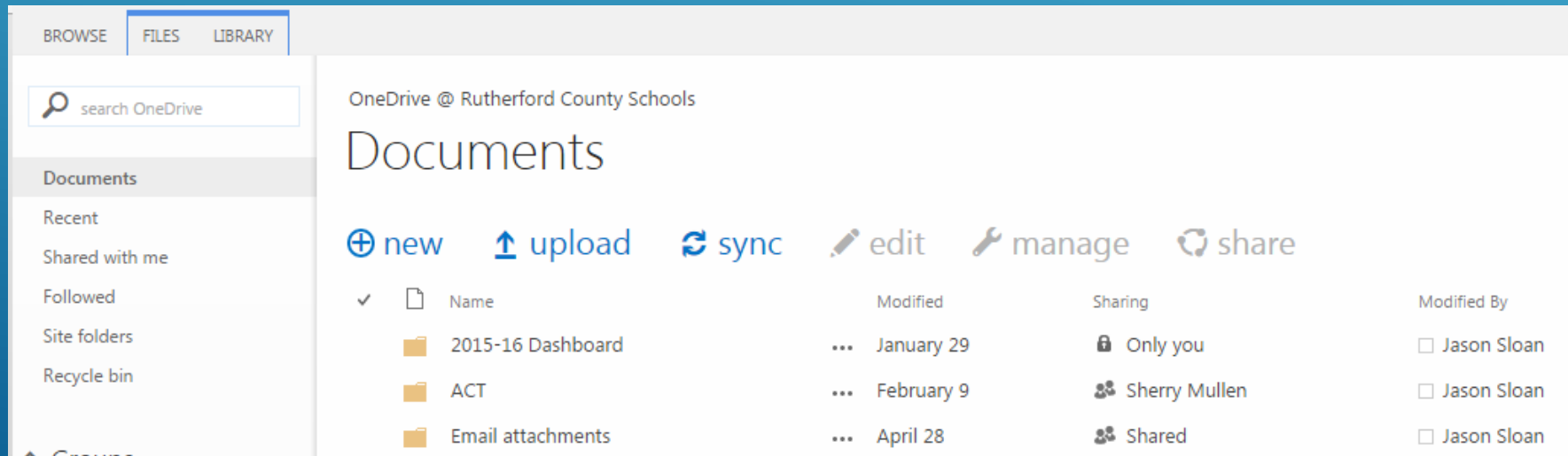


INAPPROPRIATE CONTENT

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

ONEDRIVE

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

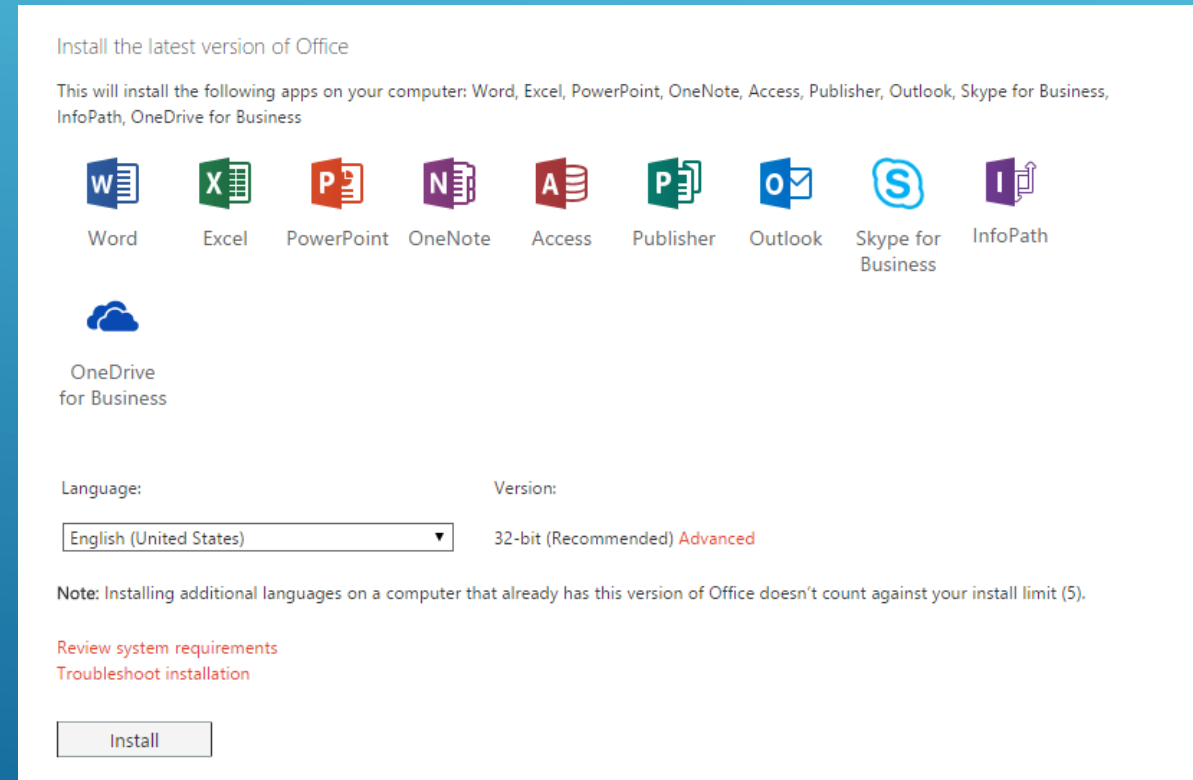


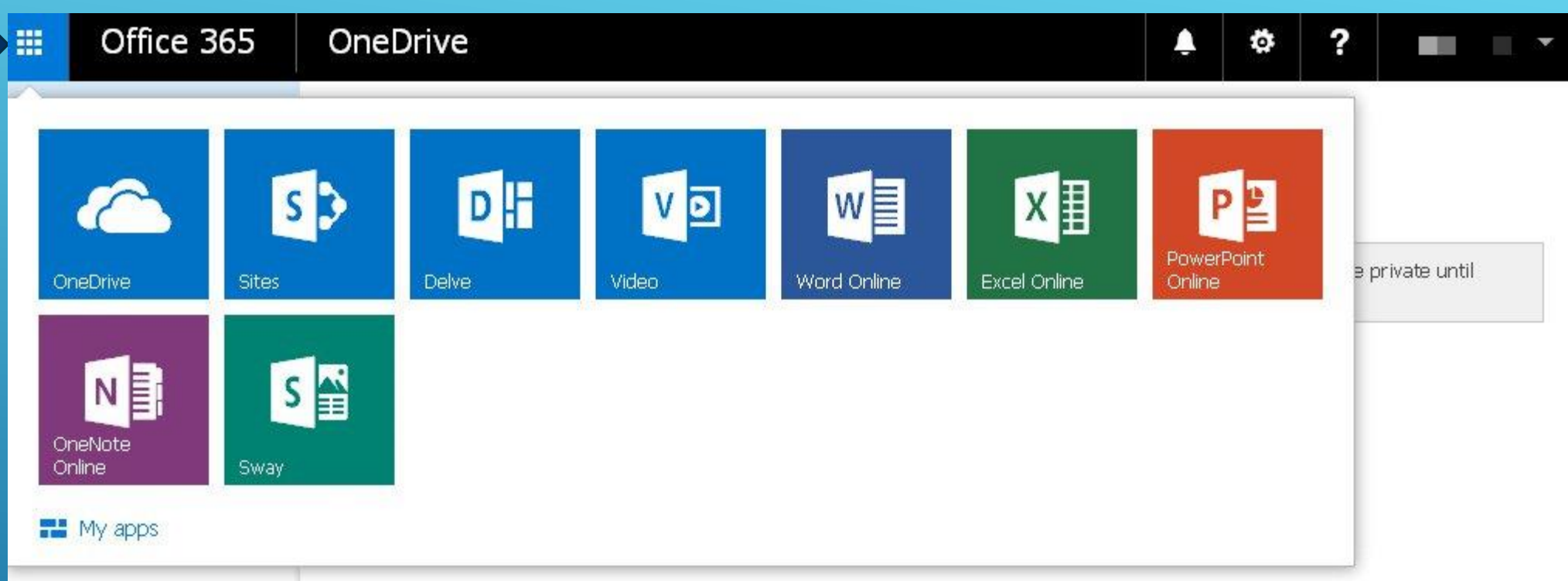
OFFICE 365 IMPORTANT FEATURES

What can you do in office 365

FREE MICROSOFT OFFICE

- Download Microsoft office on five devices

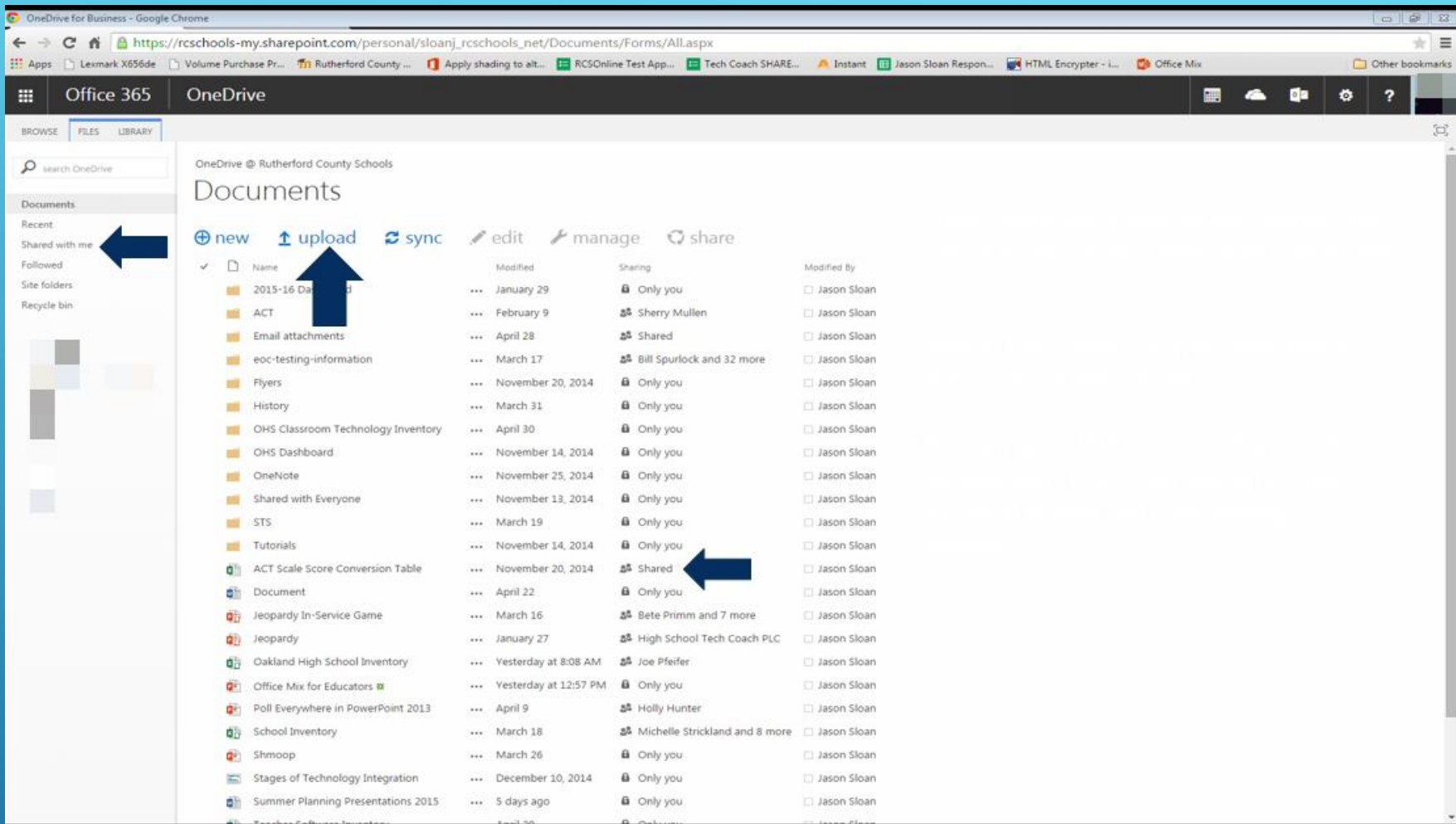




Create New Office files

- Word, Power Point, Excel, One Note

Create Presentation using Sway

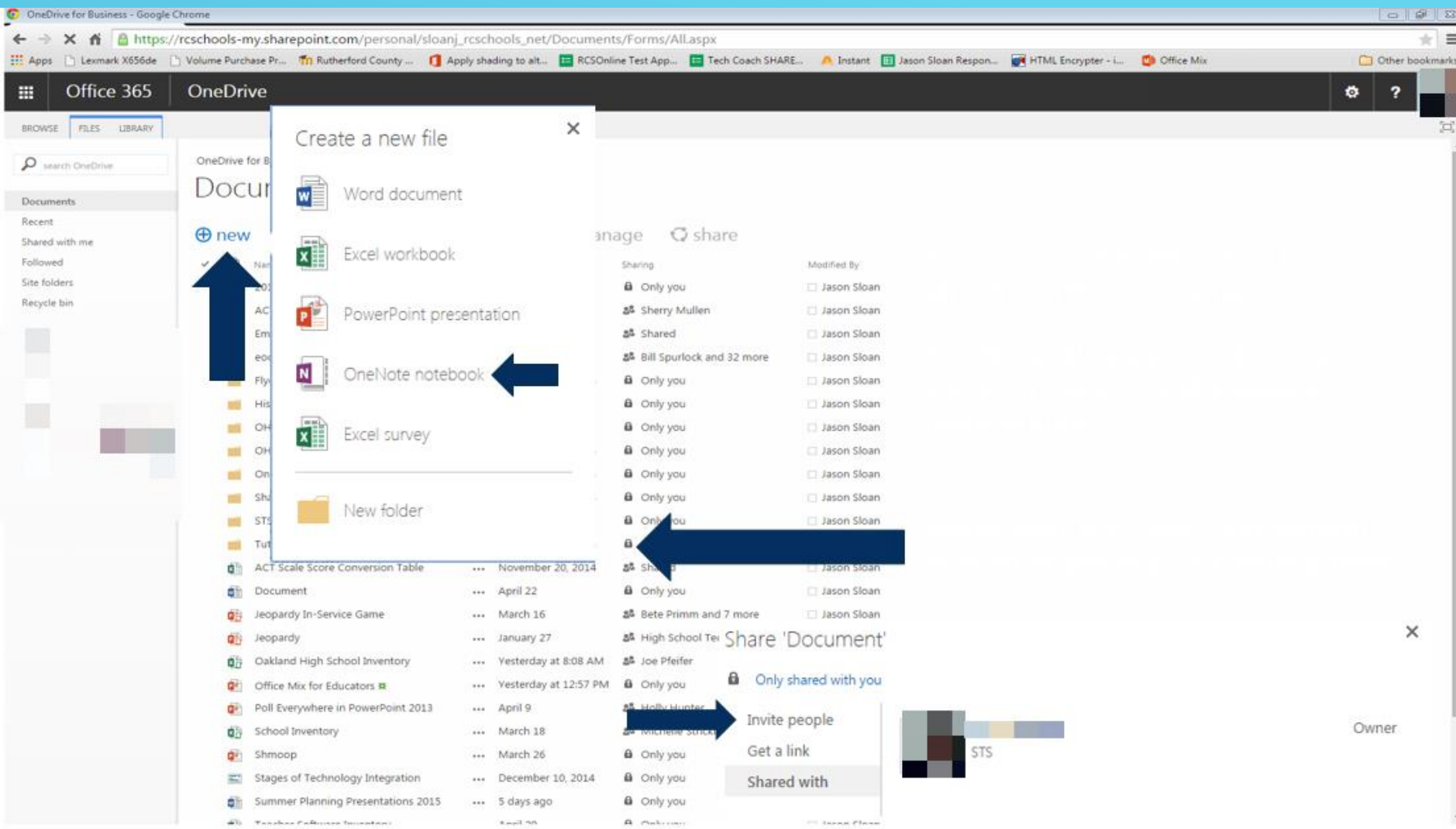


Share files with people and have them share files with you.

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**