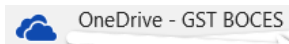


How do I save a file to Office 365 OneDrive for Business?

OneDrive for Business is a cloud-based storage area. All Microsoft servers are located in the United States, making your data safer than if it would be if it was stored internationally.

Since it is cloud-based, you can access your data from any device that has an internet connection.

1. If you are using a **browser app** (online), your data automatically saves to your OneDrive for Business.
2. If you are using the full **version** of a program (permanently loaded on a computer), follow these steps:
 - Select FILE
 - Select SAVE if it was previously saved to OneDrive
 - Select SAVE AS if you are saving it for the first time.
 - Select your storage location as



How do I open a file saved to OneDrive for Business?

1. Follow the steps to open Office 365.
2. Once you are on the 365 homepage, open OneDrive cloud and your file will be listed. This is similar to the H:drive you use at school.
3. There is a OneDrive App for your phone, too!

What important things do I need to know about my school email and Office 365 account?

- GSTBOCES and the Elmira City School District own your email account. It is for school use only! It is NOT a personal account.
- GSTBOCES and ECSD can access this account, turn it on and off, etc. since they are the owners and allowing you to use it.
- NEVER use your email to sign up for games, social messaging sites, shopping, etc. These are personal uses that violate your acceptable use policy that you agree to each year so that you can use technology at school.
- DO use your email to contact your teachers, to collaborate on school work with classmates, to apply for colleges, etc.
- If you have any doubts about whether or not you should use your school email, DON'T! Wait and ask a teacher or administrator.
- You will be using your email, your cloud, and many other features of Office 365 a lot! Teachers have been trained in this and are eager to use it to help you learn more and learn better.
- All school rules, policies, and behavioral expectations are in force when using any Office 365 product, including and especially email!
- Above all, be a responsible 21st Century learner and use appropriate **DIGITAL CITIZENSHIP** skills.

Elmira City Schools Office 365 Information



Elmira City School students in grades 7-12 now have

free access

to the Microsoft Office Online Business Suite of 2016 Software. This includes:

- *A school email account and calendar tool via Microsoft Outlook*
- *Microsoft Word*
- *Microsoft Excel*
- *Microsoft PowerPoint*
- *Microsoft OneNote*
- *OneDrive for Business*
- *Yammer*
- *Sway*

Students can both access these apps online and download full versions of the programs on their personal devices.

How do I open Office 365?

1. Open a web browser (Internet Explorer, Google, Edge, etc.) and go to the following web address:
<https://portal.office.com>
or
2. Go to: **www.elmiracitieschools.com** webpage and select the <For Parents and Students> tab to bring up a menu of programs and select Office 365.



How do I log in to Office 365?

Enter your email into the sign in area.

last(name)-first(name)@el.gstbores.org



Sign in with your organizational account

Last-first@el.gstbores.org

Password

Keep me signed in

Sign in

Do NOT enter a password

Is anything different if I log in to my account from home?

Yes, there is. If you log in from any computer not connected to your school's network, you will get an extra security window that looks something like this:

A screenshot of an 'Authentication Required' dialog box. The text reads: 'The server https://fs.gstbores.org:443 requires a username and password.' Below this are two input fields: 'User Name: orwell-george' and 'Password: [masked]'. At the bottom are 'Log In' and 'Cancel' buttons.

Use the same user name and password that you use to access a computer at school. (This is NOT your email)

How do I install Office 365 on my personal devices?

Every student has 5 PC and 5 tablet/cell phone licenses that enables them to download full versions of Office 365 on personal hardware.

For PC installation, select from the Office 365 Homepage.

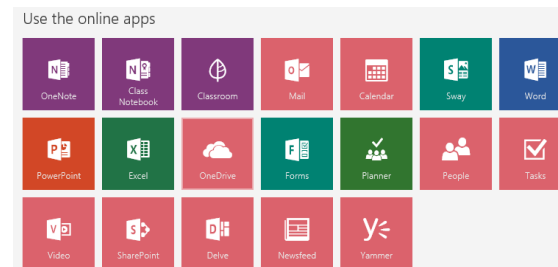
Install Office 2016

To install any Office 365 app on a table or cellular device, go to the App Store and search for the Microsoft App you want and download it from there (Word, etc.).

You can use online versions of Microsoft programs without downloading the full version.

How do I use an Office 365 program on line?

All you need to do is click on one of the tiles from the main screen, and the program you want to use will open in a new browser window.



What happens if I am in an Office 365 program and I want to open another program or go back to the homepage?

The top of each page has a small 9-square icon (called the waffle). Just click on this and a list of all Office 365 programs will appear on the screen. Just select the program that you would like to open and it will open in a new window. Click on the Words "Office 365" to return to the home page.

