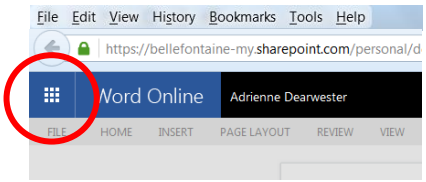
Bellefontaine City Schools: Basics for Office 365
Set Up and Basic Use for Students

There are three apps you will use most often in Office 365. This guide will cover Outlook Mail, OneDrive and Word. Calendar is described briefly.

The first thing to keep in mind is that the "waffle button" is similar to a home function. It will allow you to choose from the variety of apps to which you have rights. The "waffle button" is in the upper left hand quadrant of the screen, just below the toolbar. It is a blue square with nine white squares centered in the middle.



Setting Up:

Open Outlook Mail, click on the gear in the upper right corner .

a. Choose **Options** in the menu in the left column → **General** → **Region and time zone.** Set the time zone for your location. [BHS = Eastern Time (U.S. and Canada)]
b. Click on **Mail** in the menu in the left column. Then choose **Reply settings** → **Reply**. Choose to **Reply** rather than **Reply all**.
c. Click on **Layout** in the menu in the left column. Then, choose **Reading pane**, of the three options choose the one that feels most comfortable.

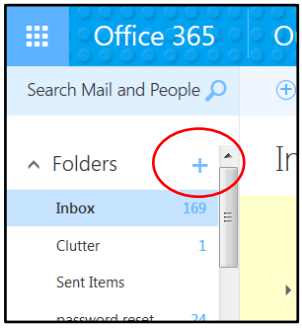
Open OneDrive

a. Choose to be **Social**
b. Click through all the default settings
c. Your account may take up to a day to fully activate.
d. If the icons are still greyed out, still read "setting up" or normal functions are unavailable AT LEAST 24 HOURS after your initial set up, have your teacher send an email to "HelpDesk" or visit the tech office in the atrium.

Outlook Mail

1. Reply to an email by clicking **Reply** in the upper right corner of the email the toolbar above the message or right click on a message.
    a. Chose **Reply**, **Reply All**, or **Forward**.
2. Begin a new message with the New button.

3. If you hover over a message, the following options will appear.
    a. Trash can – delete email
    b. Envelope – mark as read/unread
    c. Flag – add email to list of tasks (Tasks are similar to to-do lists.)
    d. Tack – pins the email to the top of the inbox
4. Folders
    a. Add new folders by clicking on the plus sign in the left column (to the right of the word "Folders."
    b. Click and drag emails to each folder or right click and choose **Move**.



See 4a.

OneDrive – cloud space to save files which can be retrieved from any location with internet access

1. Add a new file directly to OneDrive by clicking on

    a. Add a folder, Word document, Excel file, PowerPoint presentation or Excel survey.
2. Some file types cannot be saved directly to OneDrive, but they can be stored in OneDrive.
    a. Save the file to the computer (Desktop or My Documents).
    b. Shrink the size of the OneDrive screen (Restore Down).
    c. Click and drag the file from its current location into OneDrive.
3. Clicking the three dots at the end of the file name inside OneDrive gives you more options.
    a. Open, Share, Rename, Delete, Copy to, Move to, Download, Open in Word, Open in Word Online
    b. When opening a document, opening in Word Online will not give you all the options typically seen in Word, however, it saves automatically. (See **Word/Word Online**.)
4. Sharing files can allow others to edit your document (with proper rights). Use with care. Sharing a document and offering editing rights also gives the recipient the opportunity to change your copy of the file.

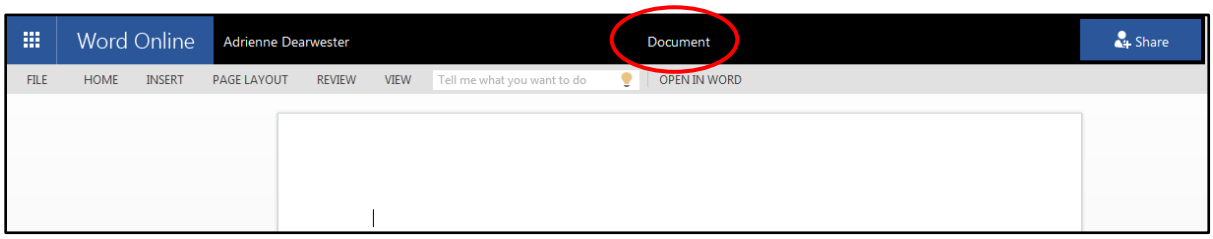
Word/Word Online

NOTES to keep in mind

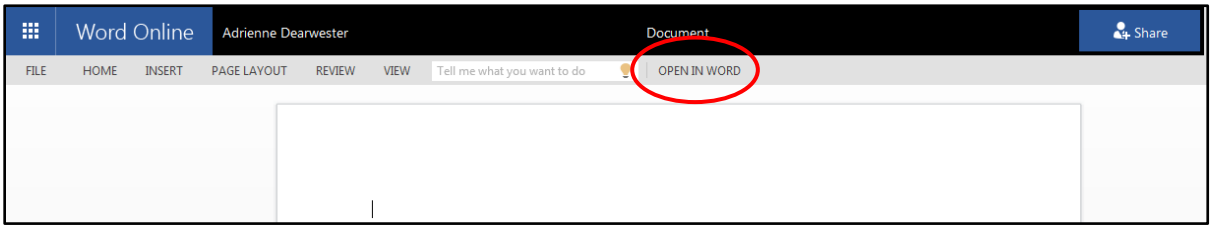
- Office 365 gives you the Microsoft Office suite on any compatible device with an Internet connection.
- You must log into Office 365 to open these applications.

1. Word and Word Online have similar features, but Word Online is a streamlined version and so is not as robust as Word on your desktop.

2. To save a file to OneDrive from the desktop version of Word, users must sign into Word in the upper right hand corner just as they would from the online version using portal.office.com.
    a. Click **File → Save As**
    b. Choose OneDrive – Bellefontaine City Schools
    c. Choose a recently used folder or browse for a new location
3. If you begin and end a document online, everything saves automatically.
    a. The file generally saves as a generic file name. Click on the generic file name in the black bar and rename it directly from the document or find the file while in OneDrive, click the 3 dots and choose **Rename**.



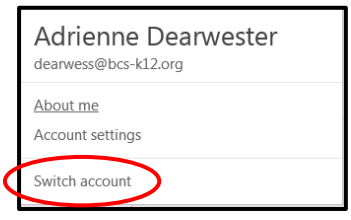
4. If a feature isn't available in Word Online, click **OPEN IN WORD** and Office 365 will sync the two documents periodically.

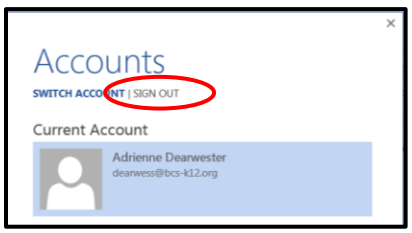


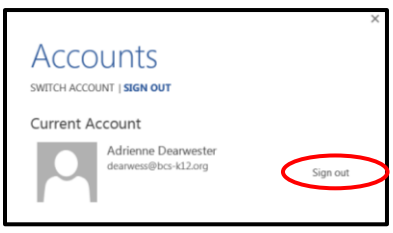
5. A sync can be forced when working in Word on the desktop by clicking on the icon of a floppy disk or following the steps on item 2 of this section.

Closing Up

- Remember to Sign out of Office 365 online by clicking in the upper right hand corner on the image you selected or the default silhouette.
- If you logged in to Word on the desktop, you must click on your icon (could be a silhouette of a person or a picture you uploaded), click **Switch Account**, **SIGN OUT**, **Sign Out**, and **Yes** (as shown below).

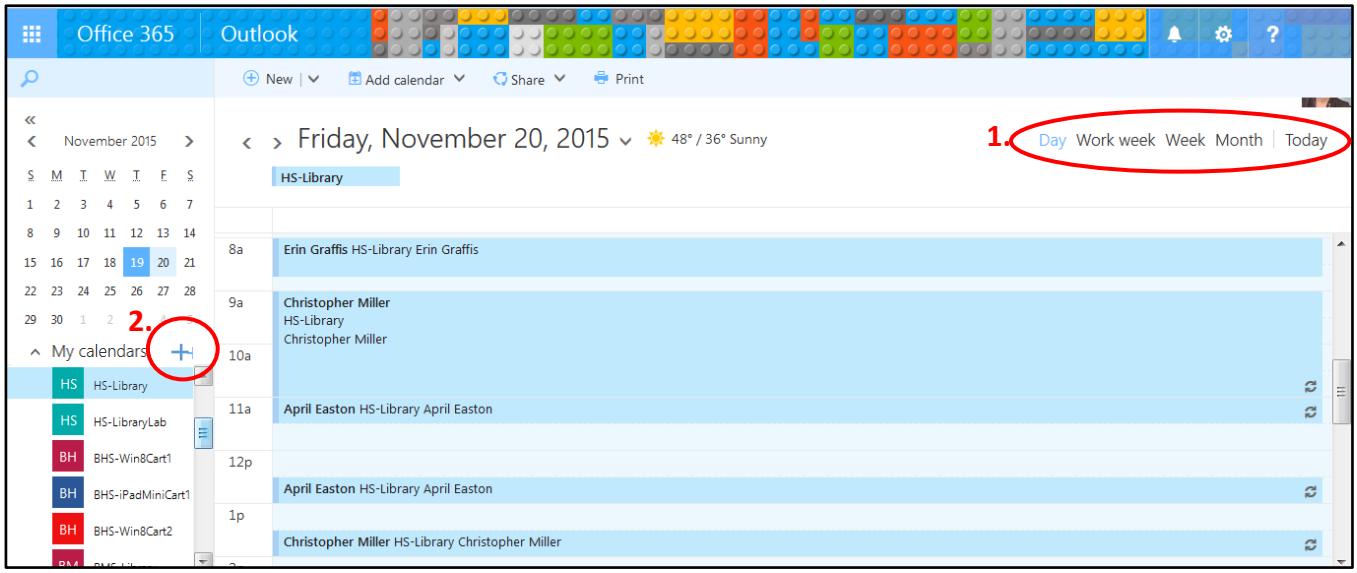
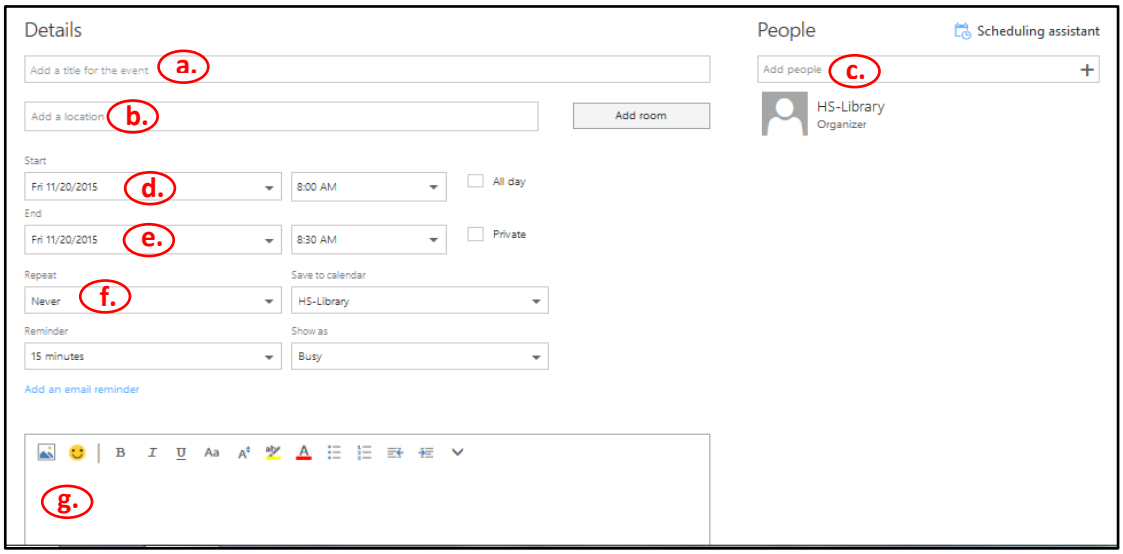






Calendar

1. View your calendar or the calendar of any people or locations associated with BCS by day, week or month.
2. Click the blue plus sign in the left column (to the right of “Calendar”) to view another calendar and add it to your list of calendars.



3. To add an event to the calendar click on the New button.
    a. Title of event
    b. Use the **Add room** option to reserve a physical space in one of the buildings on campus.
    c. Click on the plus sign in the **Add people** field to add a person or a mobile cart of devices to an event.
    d. Enter the date and time of the beginning of the event.
    e. Enter the ending date and time of the event.
    f. If the event repeats in any way, use this field to set how often it repeats.
    g. Use this space to enter extra information or directions for the people attending the event.