Office 365 User Guide
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Office 365 Overview

What is Office 365?
Office 365 is a set of services offered from Microsoft. With Office 365, you will have access to all of the Microsoft Office applications to either use in your web browser, or to install on your computer. You will also get free cloud storage using OneDrive (up to 1 TB) and a selection of other Microsoft applications.

How is Office 365 different from Office 2013?
Office 2013 is the normal suite of Office applications (Word, Excel, etc.) that is installed on a computer. Office 365 gives you access to Office 2013, as well as Office Online and 1 TB of cloud storage.
Logging In

2) Enter your SC4 email address and press Enter (you will be redirected to enter your SC4 login)
3) Wait to be taken to a new login screen, where you will enter your SC4 username and password
4) After logging in, you will be greeted by the Office 365 homepage (pictured below)
Using Office through a Web Browser

Office does not have to be installed in order for you to use applications like Word and Excel. With Office 365, those applications can now be used inside your web browser through Office Online, which works similarly to Google Docs.

To use Office Online, just click on the application you would like to use from the “Office Online” section. Word Online, PowerPoint Online, and the rest of Office Online looks and functions almost identically to their Office 2013 counterparts.
Installing Office 2013

1) From the Office 365 homepage, click the Install Now button

2) Save the setup file, and then open it once it has finished downloading
3) Follow the on-screen instructions to finish installing Office 2013
**OneDrive**

OneDrive is a service from Microsoft that is used to store files in the cloud so they can be accessed anywhere, and shared with anyone that has a OneDrive account. With Office 365, every student gets one terabyte of storage. This means that your homework doesn’t need to be saved on a flash drive, or emailed to anybody. Simply upload your files, and get them later when you need them.

To get to OneDrive, click on the OneDrive button on the Office 365 homepage (See [Logging in](#)).

You will be greeted by the homepage of OneDrive, which shows all of the files you have stored. From here, you can upload and download files from your OneDrive.
Uploading files to OneDrive

To upload files to OneDrive, click on the Upload button pictured below

Then select the file you want to upload, and click Open

The file will then automatically be uploaded and saved to your OneDrive
Downloading Files from OneDrive

To download a file that is saved in your OneDrive, right click on the file and click Download.

Your web browser should ask whether you want to save the file, open it, or cancel the download. Click Save.
Sharing Files in OneDrive

Sharing your documents that are stored in OneDrive is great for group projects and collaborating. Each file saved in your OneDrive can be shared—entire folders can even be shared. By default, you will have a “Shared with Everyone” folder set up in your OneDrive. This makes it easy to share a file with multiple people by just dragging it into the folder. If you want something more secure, you can customize who gets to see each file or folder with share settings. To change sharing settings, click on the Sharing options listed next to the file name, shown in the pictures below.

From here, you can see who is currently able to see the file. To add people to the list of those who are allowed to view and edit the file, click “Invite people” on the left side of the pop-up window.
From the “Invite people” tab, you can begin typing the names of those you want to share the file with, or type their email address.

If you would rather generate a link that you can give to people you want to share a file with, instead of manually adding people, then click on the “Get a link” tab. You can generate two different links from here: a link that will allow someone to edit the file, or a link which will only allow them to view it.