



MS Office 365

User Guide



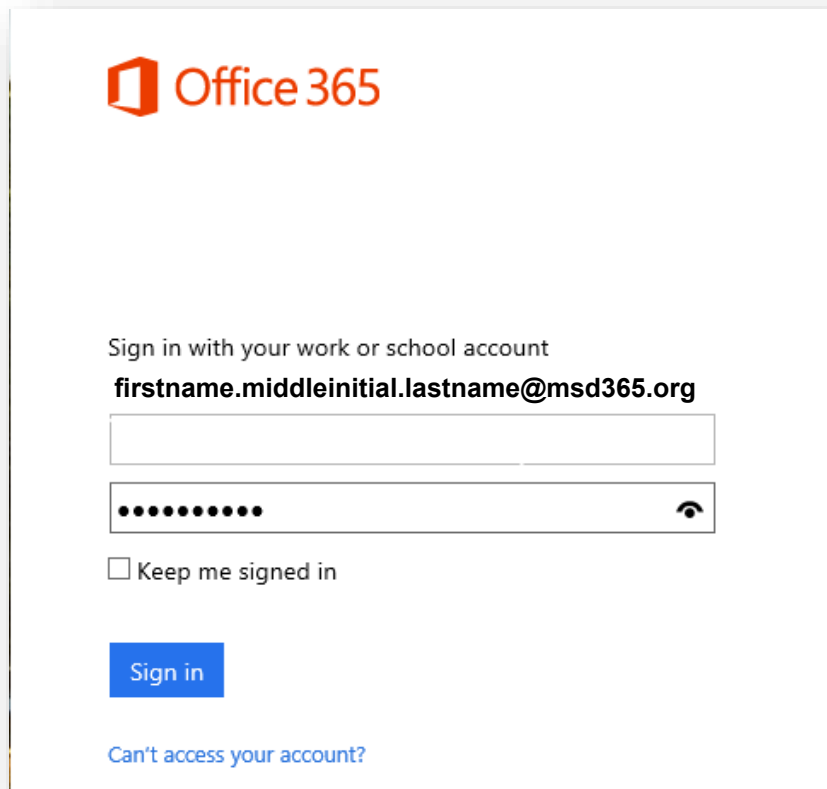
Helpdesk

MEDFORD SCHOOL DISTRICT 549C

Office 365 - initial user guide

SIGNING IN

- Sign in to Office 365 on your computer or tablet by opening a web browser and browsing to: <https://portal.office.com>
- Type your User name [firstname.middleinitial.lastname@msd365.org] and password, then click Sign in
 - The first time you sign in, you will use the temporary password that you received in your MSD network account.
 - The next time you change your MSD network logon password, your passwords will sync and match from that point forward.



Office 365

Sign in with your work or school account

firstname.middleinitial.lastname@msd365.org

.....

Keep me signed in

Sign in

[Can't access your account?](#)

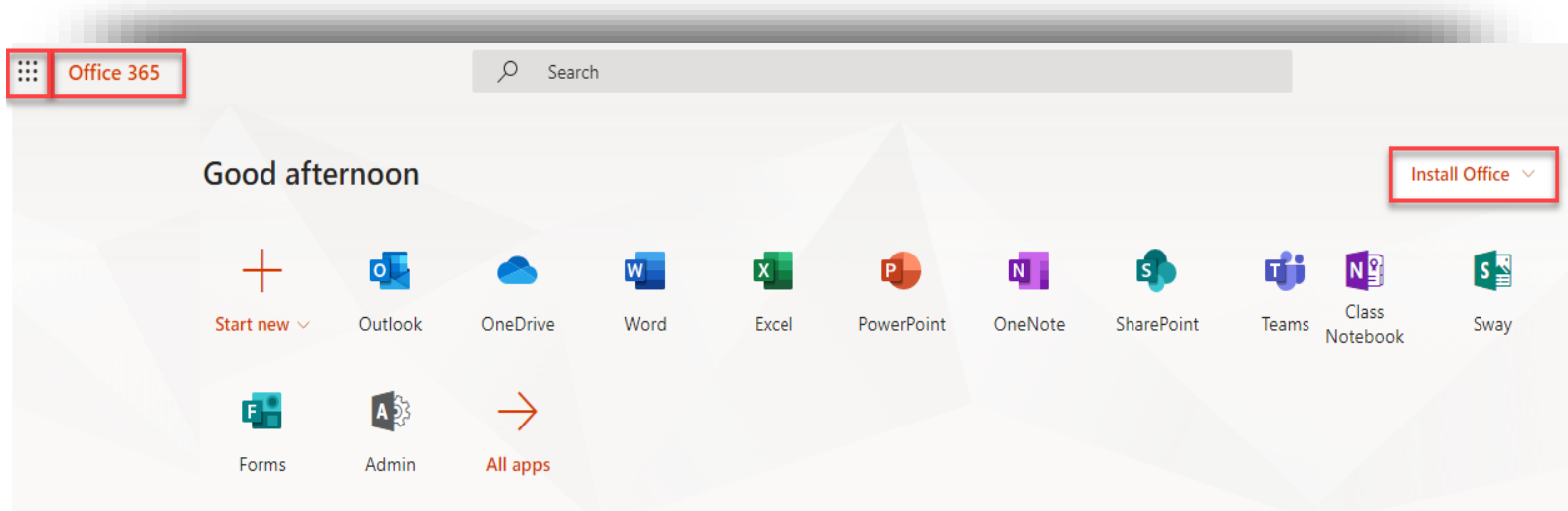
SIGNING OUT

- To sign out of Office 365, click on the image placeholder in the upper right-hand corner and select Sign out.

USING OFFICE 365

There are 4 screens to be familiar with:

- The home screen: This is the first window you get when you log on. After that initial logon, you can click on the phrase 'Office 365' to get back to this window.
- My apps dropdown: When you click on the grid in the upper left-hand corner of the window, you are presented with the different online apps available to you (without downloading anything).
- Office 365 settings: Access your account settings here, including managing your installs of Office, changing your account theme and changing your start page.
- Mail / Outlook screen: This is the default page that loads after your initial logon.



THE HOME SCREEN

- This page is where you can download Office 365. You initiate the download by clicking on the white 'Install Office' button.
 - You never need to download Office 365 on your work computer. This download is for personal computers.
 - Every current staff member and student are given 5 copies of Office. These installs remain active as long as you are employed by the Medford School District or are a student in the district.
 - Manage your installs of Office 365 by accessing the settings (see below).

MY APPS DROPDOWN

- When you click on the grid in the upper left-hand corner of the window, you are presented with the different online apps available to you (without downloading anything).
 - Email, calendar, Word, Excel and PowerPoint are a few of the online apps you have available.
 - This dropdown opens up when you click on the grid in the upper left-hand corner of the window. The apps shown in this dropdown are also present on the home screen.

OFFICE 365 SETTINGS

- Access your account settings by clicking on the gear button, located in the upper right-hand corner of the window and clicking on 'Office 365 settings'.
 - Software: Another way to download Office is from this window.
 - You can also deactivate installs of Office from here. Deactivating turns Office into an install that can only open files in Read-Only format (doesn't allow saving).
 - Theme: Change your background of the Office 365 portal.
 - Start Page: Set which app / page you want as your default page for the portal. Email is the initial default.
 - Set notifications for reminders / mail.

MAIL / OUTLOOK SCREEN

- This is the default page that will load up when you log in to the Office 365 portal. You can change this in Settings (see above).

For more information, please visit <https://support.office.com/en-US/learn/office365-for-business>