

Outlook Email & OneDrive Online Files

Office 365 for Students

Login

1. In a web browser like Internet Explorer or Chrome, go to **http://portal.office.com**
2. In the first box, type your Georgetown ISD student email address:
YourComputerUsername@students.georgetownisd.org
3. In the second box, type your **computer password**.
4. **Do not** check the **Keep me signed in** box if you are using a shared device, such as a school computer or school iPad.
5. Click the **Sign in** button.



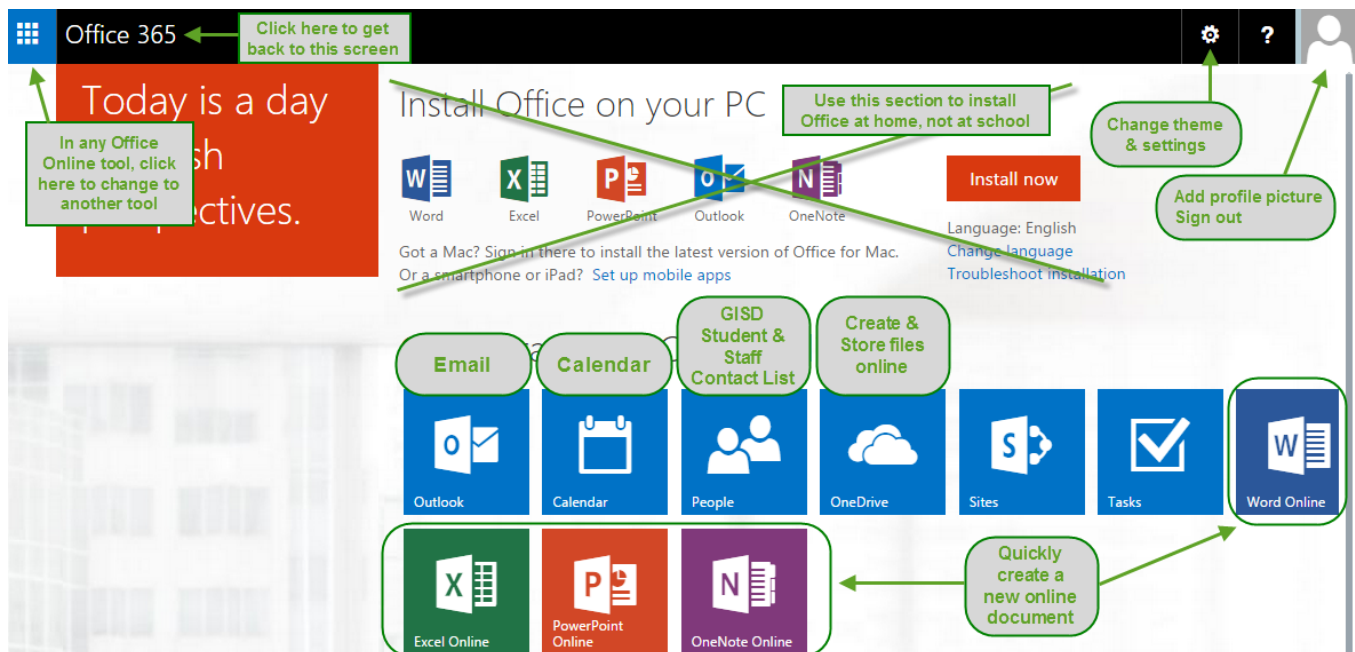
Sign in with your organizational account

 Keep me signed in

Tour of the Office 365 Portal

When you login, you will see the Office 365 Portal page.

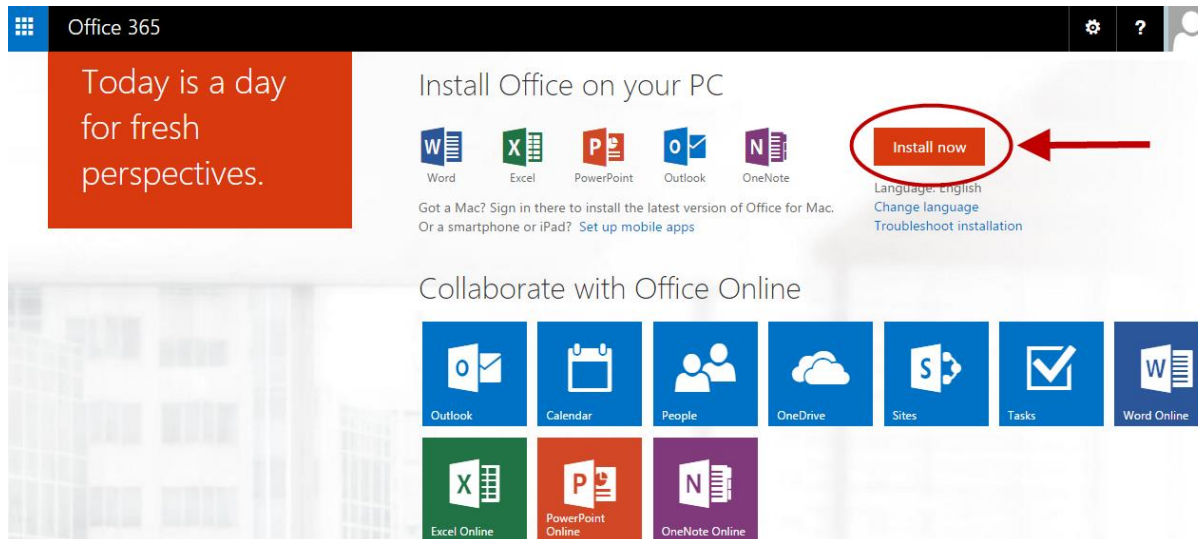
- Click Office 365 in the top left corner to return to this page from any other screen.
- Use the tiles in the middle of the page or the links at the top of the page to navigate to an Office 365 program.



Install Office 2013 at Home for Free

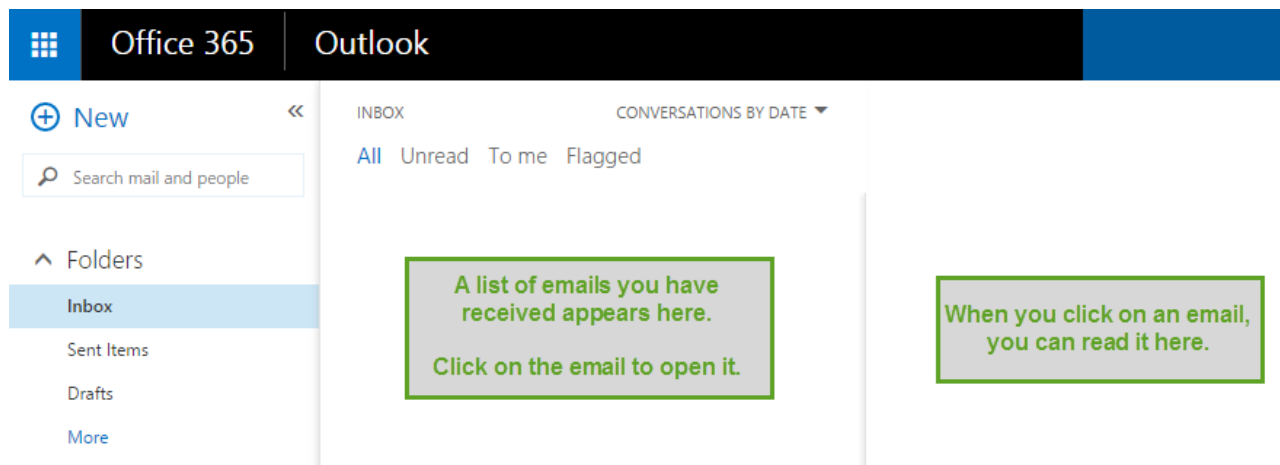
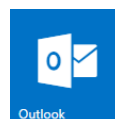
Your Office 365 account allows you to install Office on your personal PC or Mac computer. You may install it on up to 5 personal computers.

While you are using your personal computer, click the **Install now** button to install Office.



Outlook Email Tour

1. Click on the **Outlook** button to open your email.



2. **Inbox** contains all the emails you have received.
3. **Sent Items** contains emails you have sent.
4. **Drafts** contains emails you started typing but have not sent.

Outlook: Send an Email

1. Click the **+New** button.
2. On the right side of the screen, your new email opens.



To: _____ +

Cc: _____

Subject: _____

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3. In the **To:** field, type the email address of the person you want to send it to.
4. If you are sending the email to a Georgetown ISD student or teacher, **start typing the person's last name** and then click **Search contents and directory**.

Results from the GISD address book will appear.
Click on the correct person.

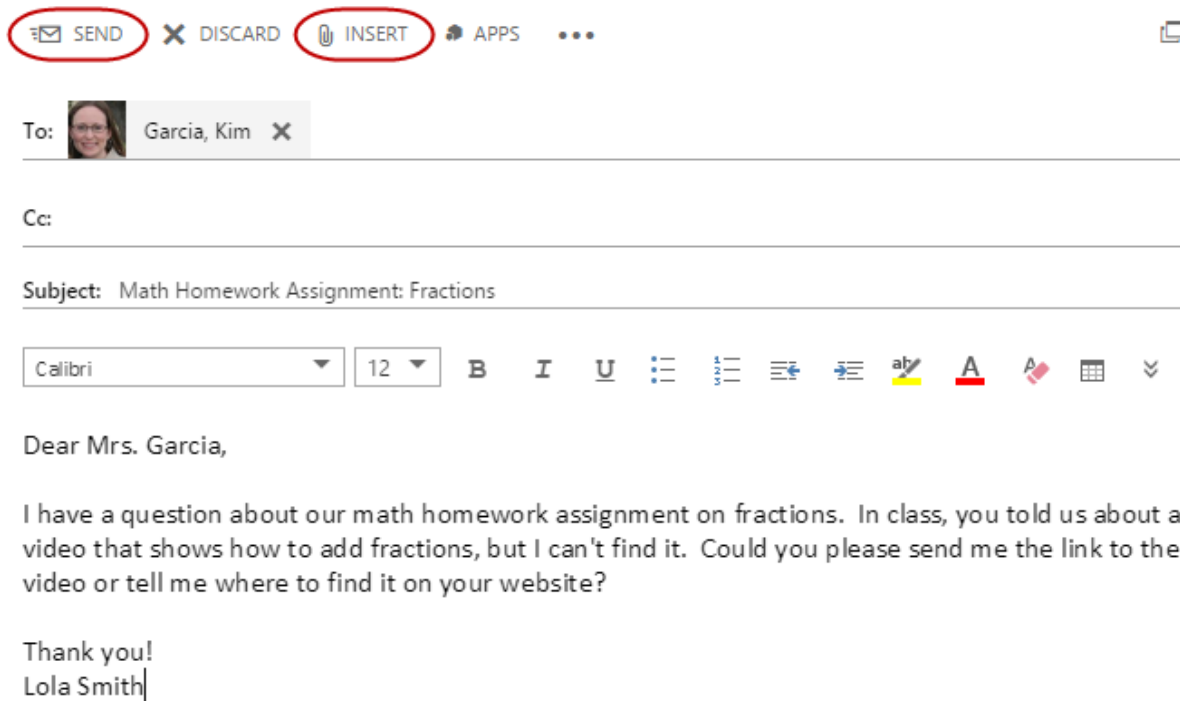
To: gar
Cc:

5. In the **Cc:** field, type the email address or search the GISD address book of the **person you want to receive a copy on this email**. This person is not the primary recipient of the email.

6. In the **Subject:** field, type the subject of the email. Be sure to be specific. It helps the email recipient know why you have emailed.

To: Garcia, Kim X
Cc: _____
Subject: Math Homework Assignment: Fractions|

7. In the **blank space** below the Subject and formatting menu, **type your email**.
Be sure to include a greeting and a closing and to use proper grammar and punctuation.
8. Use the **formatting menu** to change the font face, size, style, or color, and to add bullets or numbering.
9. Click the **Insert** button at the top to attach a document or a picture to your email.
10. Click the **Send** button at the top to send the email.



Outlook: Email Monitoring by Gaggle

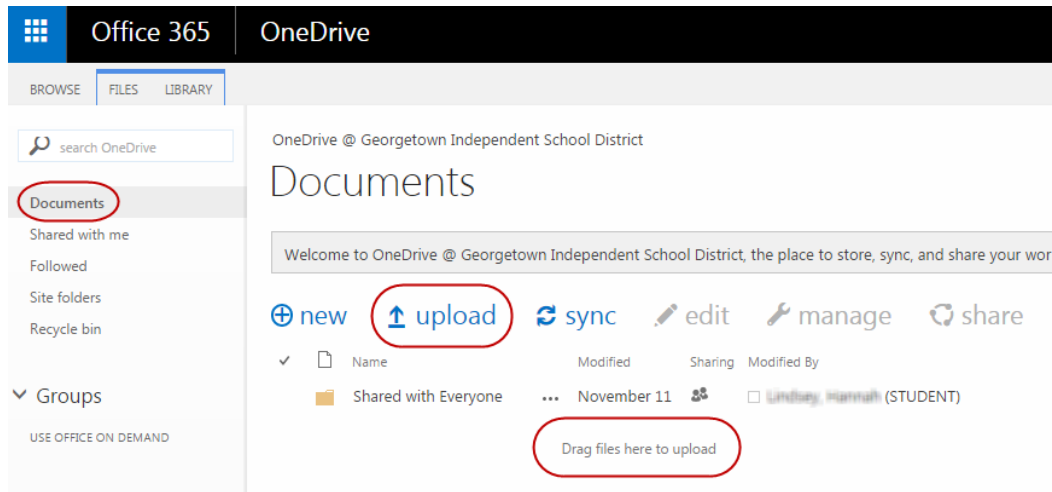
Georgetown ISD uses Gaggle's Safety Management for Office 365 to monitor and filter student email. Gaggle's safety features include a blocked words list, an anti-pornography scanner, and a team of Gaggle representatives working to keep students safe while using email.

Gaggle archives student emails for at least one year after they are sent.

Georgetown ISD expects students to follow the Technology Responsible Use Policy for Students while using Office 365.

OneDrive Tour

1. Click on the **OneDrive** button to open your OneDrive online file storage.



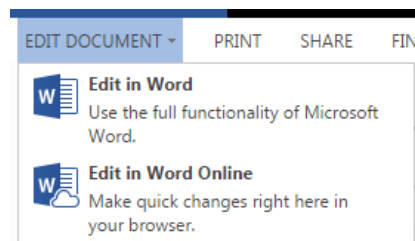
2. **Documents** contains all the documents you have created or saved in your OneDrive.
3. To upload a document into your OneDrive, click the **Upload** button and browse for the file, or drag the files onto the area labeled **Drag files here to upload**.

OneDrive: Create a New Document or Folder

<ol style="list-style-type: none"> 1. To create a new document or folder, click the +New button. 	
<ol style="list-style-type: none"> 2. From the menu, choose the type of document or folder you want. 	
<ol style="list-style-type: none"> 3. If you are creating a new document, give the document a file name. Click on the word Document at the top of the screen and type the file name you would like to give the document. 4. Edit and format your document. Your changes are saved automatically. 	
<ol style="list-style-type: none"> 5. To exit your document and go back to your OneDrive, click on your name at the top left side of the screen. 	

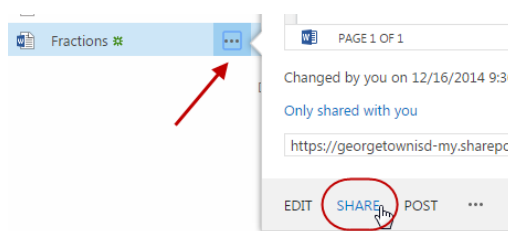
OneDrive: Edit an Existing OneDrive Document

1. Click on the **document's name** to open it.
2. To edit the document, in the top left corner, click **EDIT DOCUMENT**.
3. Then choose whether you would like to edit the document in the **full version of Word** (or other Office program) that is installed on your computer, or **edit in Word (or other Office program) Online**.
4. If you chose **Edit in Word** (or other Office program), the **full version of the Office program will launch** on your computer. **You must click the Save button to save changes you make to the document.** When you are finished editing, **close the Office program.**
5. If you chose **Edit in Word Online**, your changes are saved automatically.

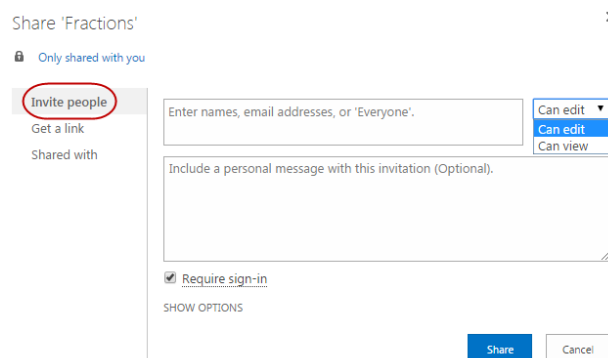


OneDrive: Share a New Document or Folder

1. To share a document or folder with someone, click the **three dots** after the document or folder name.
2. Click **Share**.



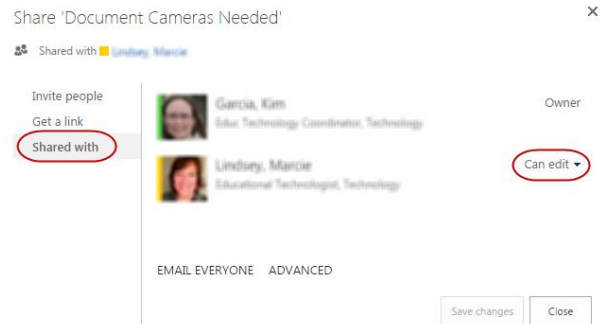
3. **Invite people** should be selected.
4. In the **first box**, enter the **email address** of the person/people you want to share the file with, or type the person's **last name** to search the Georgetown ISD address book.
5. To the on the right, click the drop-down menu to select whether this person should have **Can edit** or **Can view** access to the file.
6. It is a good idea to **keep the Require sign-in box checked**.
7. Click the **Share** button.
8. The person/people will receive an email that you shared a document or folder with them. They will also see the document or folder in their **Shared with me** section.



- If you need a reminder of whom this document or folder is shared with, click the **three dots** after the document or folder name, click **Share**, and click **Shared with**.

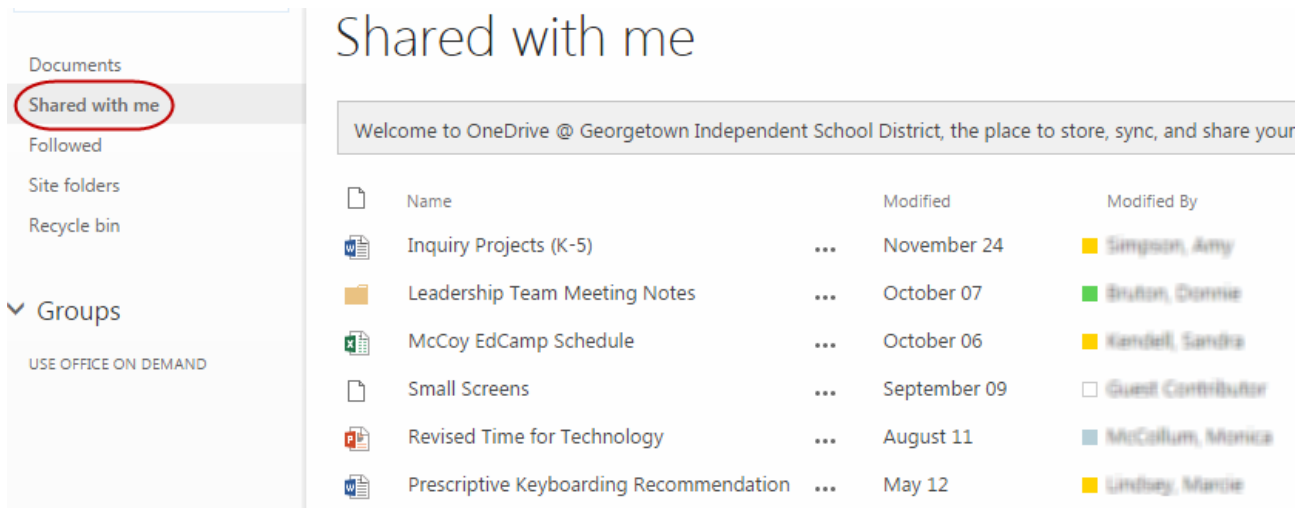
On the right, you can see what access each person has. You are the owner. Others will have **Can edit** or **Can view** access. Click the drop-down menu to change their level of access or to **Stop sharing**.

- If you made changes, click the **Save changes** button.



OneDrive: Shared with me

When someone shares a document or folder with you, it appears in your **Shared with me** section.



Sign Out

- In the top right corner of the screen, click on **your picture or the person icon**.
- Click **Sign out**.

