



# Using OneDrive Online

## Microsoft Office 365

Store your documents in OneDrive, and Office 365 Online lets you view and edit your Office documents in your web browser. It's perfect for making quick updates (no need to start up an Office program) on just about any computer or tablet that's connected to the Web.


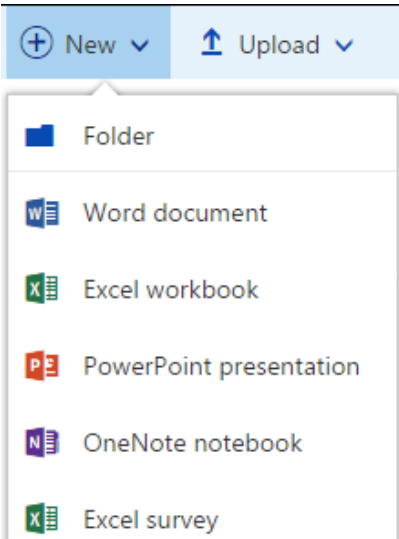
### Log into your Office 365 Account

1. Click on the <b>For Staff</b> tab from any Georgetown district website.	
2. Click on the <b>OneDrive</b> button from the Office 365 lineup.	
3. Enter your <b>full GISD email address</b> for your username and your <b>GID password</b> . Click on <b>Sign In</b> .	

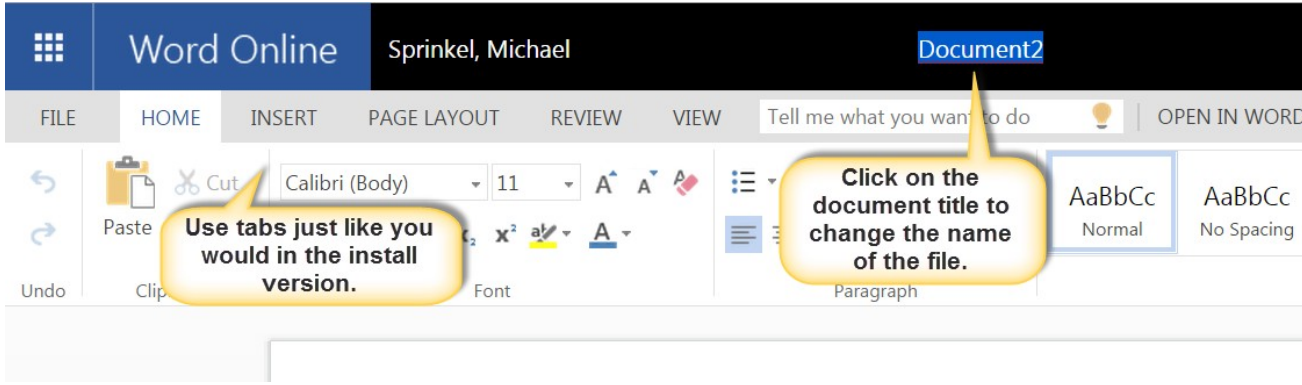
### Upload a File for Storage

1. Click on <b>Upload</b> and choose <b>Files</b> . You can also upload entire folders.	
2. Use the dialog box to <b>find the file you want to upload</b> . 3. Click on <b>Open</b> .	

## Create and Use a New Office Document

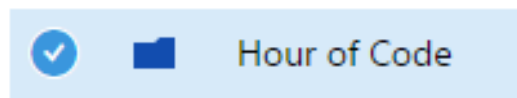
1. Click on <b>New</b> .	
2. <b>Select the type of document</b> you'd like to create (Word, Excel, PowerPoint, etc.)	
3. Use <b>tabs</b> just like you would in the install version. 4. Click on the document title to <b>change the name on the file</b> .	

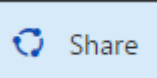

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## Share a File(s)

1. Click to the left of a file or files so a checkmark appears.



2. Click on **Share** at the top of the screen.



3. **Invite people or groups** by entering individuals/groups usernames or email addresses in the "Invite people" field. See "Share a Folder" below for **instructions on sharing with classes**.

4. Choose whether they **can edit** the document or just view it from the drop down menu.

5. **Optional:** Enter a personal message to be included in an email to those you invite to view the document. It is meant to explain the document or give instructions.

6. Choose if you want those you invite to **sign-in to use the document**. This is recommended.

**Invite people**

Get a link

Shared with

**Invite the groups and individuals to share the document.**

**Sharing defaults to Require sign-in. If you remove the check, anyone with the link to your document can access it (not recommended).**

All Forbes Middle School Staff # x  
Sprinkel, Michael x

**Choose whether they can edit the document or just view.**

Can edit ▾  
Can edit  
Can view

Team,  
We will be working with this document during the upcoming faculty meeting this Wednesday. Please preview it before arriving.

**Optional: Enter text to be included in an email to help explain the document to the invitee.**

Require sign-in


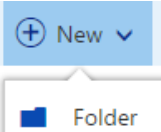
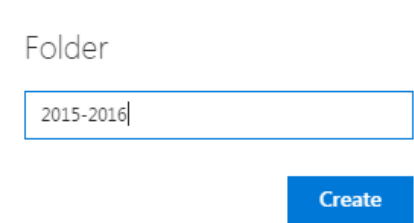

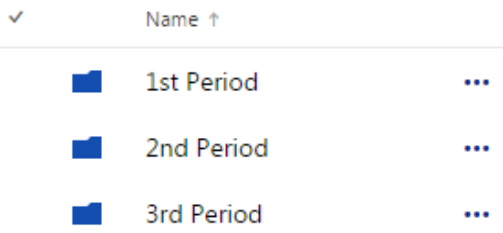
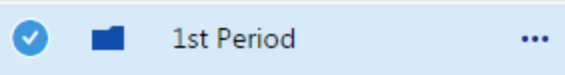
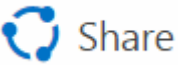
SHOW OPTIONS

**When everything is filled out, click on Share.**

Share Cancel

## Share a Folder

Be selective about sharing space in your OneDrive. Create **specific folders for particular needs**. For example, think ahead about the upcoming year and create folders for each of your new classes. You can also create folders for each unit of study to share with your team for planning and collaboration. The following example will be for a class period, but the same applies for sharing a folder with your team.

1. Click on <b>New</b> .	
2. Choose <b>New Folder</b> from the selection.	
3. <b>Title the folder 2015-2016</b> and click on <b>Create</b> .	
4. <b>Click on the title of the new folder (2015-2016)</b> to open the folder.	
5. Repeat steps 1 through 3 to <b>create new folders</b> inside this folder <b>for each of your new classes</b> .	
6. <b>Click to the left of the first folder you want to share</b> until the check appears.	
7. <b>Click on Share</b> at the top of the screen.	

8. You will fill out this screen as you did when sharing a document, but invitees will be able to either edit or view all contents of the folder. You may want to give view access to the class folder and edit rights to folders within. If you are a classroom teacher, **begin typing your last name** where it says “Enter Names.” **Scroll down** until you see your name with your classes. **Choose the class period** to be used with the folder you created.

