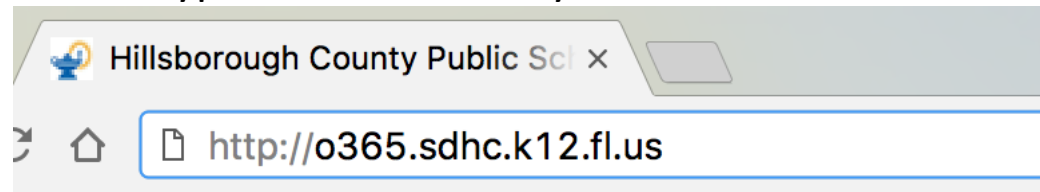


Use Office 365

1. How do I access Office 365?

Type this URL directly into the browser:



OR

Use this handy QR code:



2. How do I login to Office 365? Login: student number@hcps.net (i.e. 139582@hcps.net)
Password: Edsby Password



Sign in with your organizational account

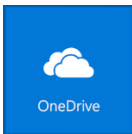
Sign in

Log in with your student number or employee number and your standard district password.

3. Where do I go to work once I am logged into Office 365?



4. Click on the white square tiles (we call this the “Waffle”)



5. Then click on OneDrive (we call this the “Cloud”)

6. How do I create a document or upload a previously created document?

+ New ▾ ↶ Upload

7. Click on New to create a Word Document, PowerPoint Presentation, or Excel Spreadsheet. Click on Upload to upload any of files already saved, PDF, or MP4 files.
8. How do I find a document or presentation that I am working on with another student? Find your name on the left side of the screen and then click on Shared with me.

