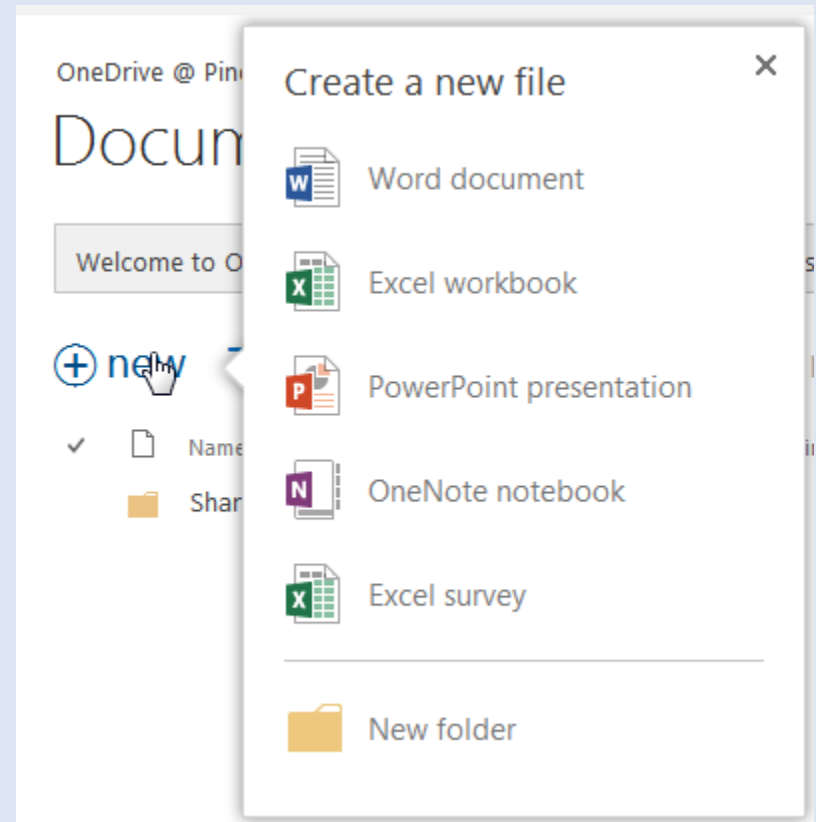


Using Office 365

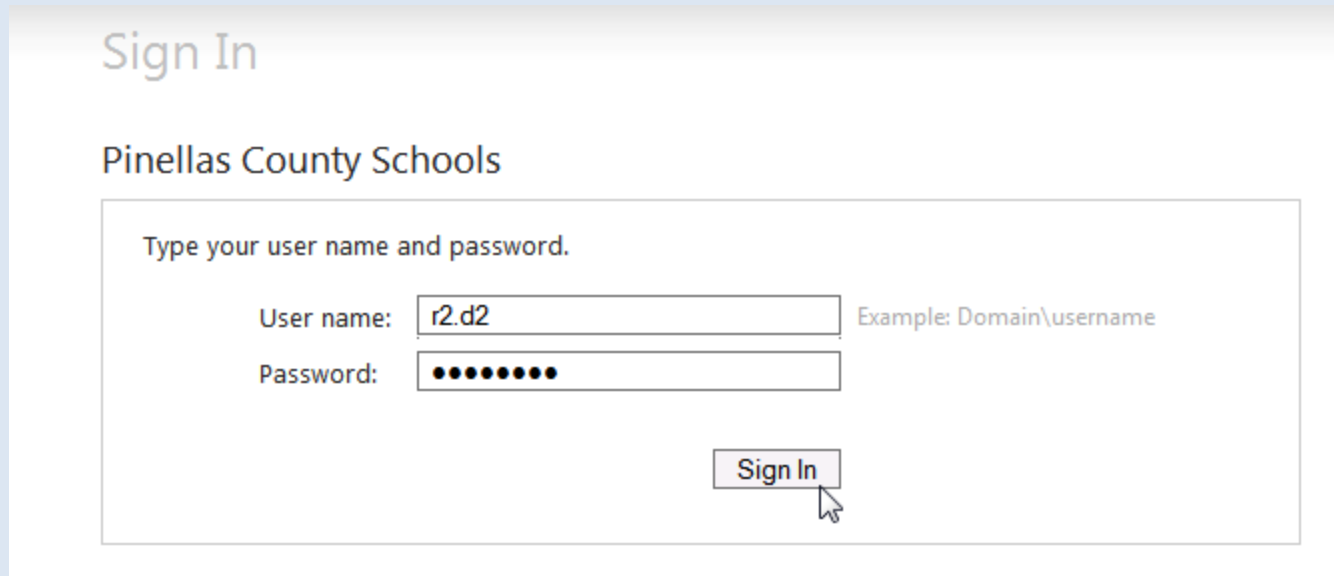
OneDrive

- With the new PCSB student email accounts, students also have access to OneDrive
- This provides students a way to create Word, Excel, PowerPoint, OneNote, and Excel Survey documents for FREE!



To access OneDrive

- [Click here to go to your PCS email log in](#)



Sign In

Pinellas County Schools

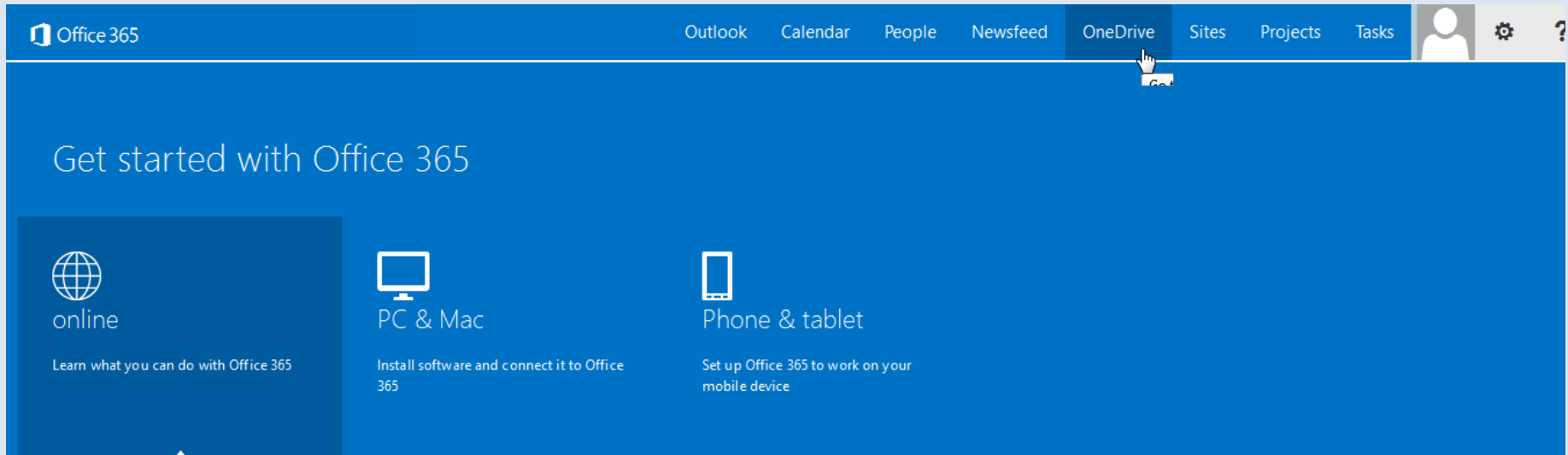
Type your user name and password.

User name: Example: Domain\username

Password:

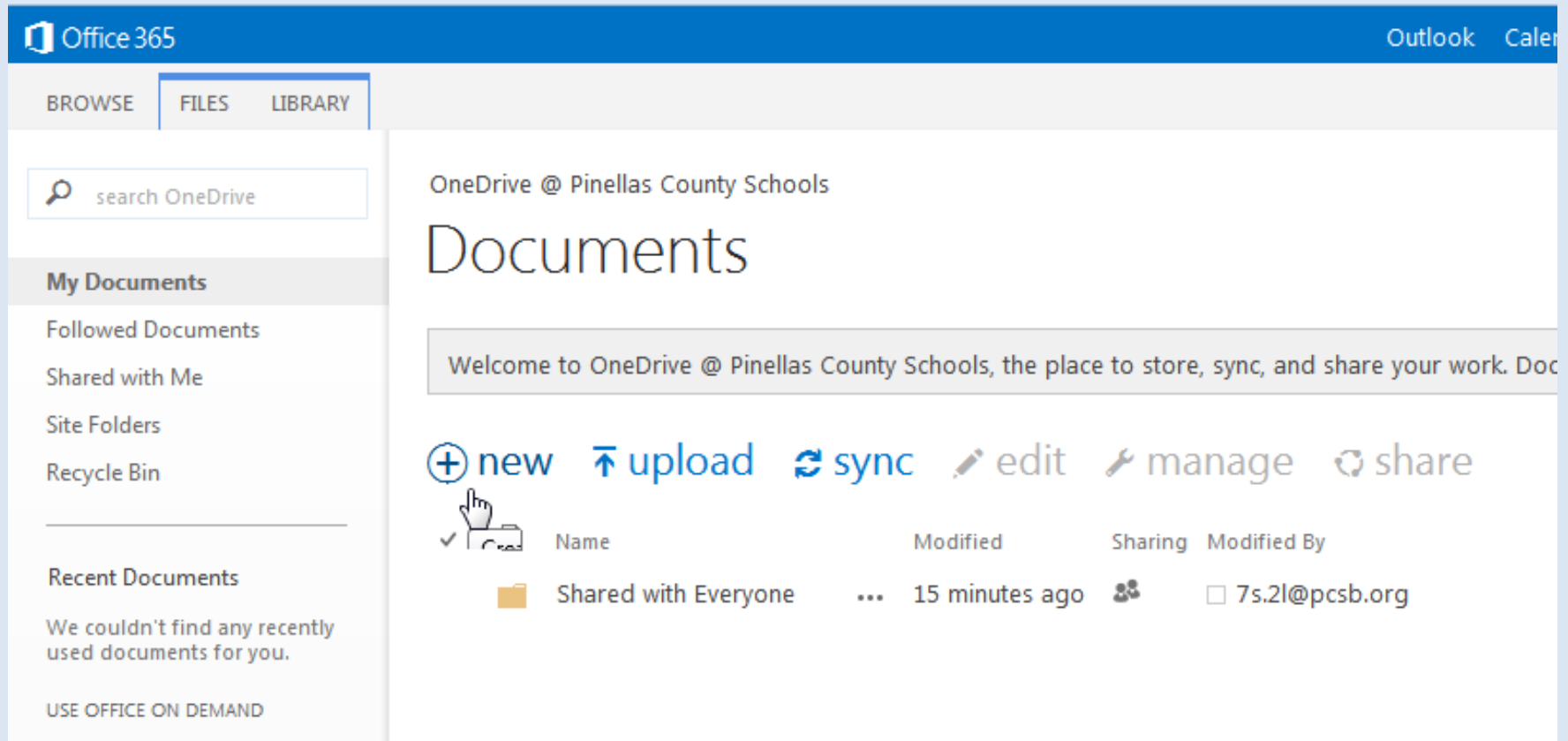
- Log in with your PCS domain name and password
 - Example: r2.d2; s.12345678

Click OneDrive on the top navigation bar






- OneDrive is a storage place for your documents
- You can save all documents here, similar to saving on your computer, and they will be available by logging into your account from any computer

You can create or upload documents



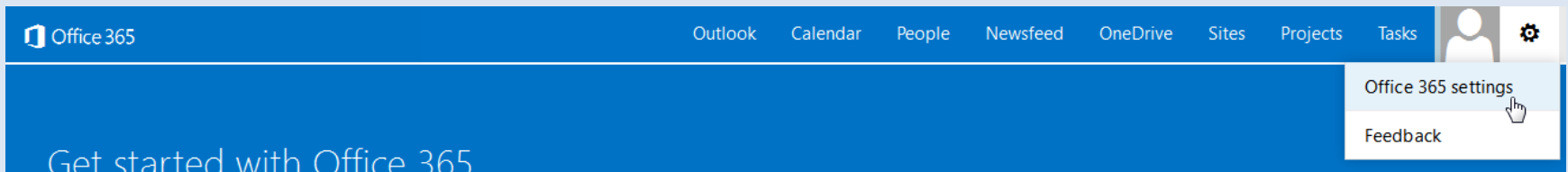
The screenshot shows the Office 365 OneDrive interface for 'Pinellas County Schools'. The top navigation bar includes 'Office 365', 'Outlook', and 'Calendar'. Below this, there are tabs for 'BROWSE', 'FILES', and 'LIBRARY'. A search bar is present with the text 'search OneDrive'. The left sidebar contains 'My Documents' with sub-items: 'Followed Documents', 'Shared with Me', 'Site Folders', and 'Recycle Bin'. Below this is 'Recent Documents' with a message: 'We couldn't find any recently used documents for you.' and 'USE OFFICE ON DEMAND'. The main content area shows 'OneDrive @ Pinellas County Schools' and 'Documents'. A welcome message reads: 'Welcome to OneDrive @ Pinellas County Schools, the place to store, sync, and share your work. Documents'. Below the message are action buttons: '+ new', 'upload', 'sync', 'edit', 'manage', and 'share'. A table below these buttons shows a document entry:

✓ 	Name	Modified	Sharing	Modified By
	 Shared with Everyone	15 minutes ago		<input type="checkbox"/> 7s.2l@pcsb.org

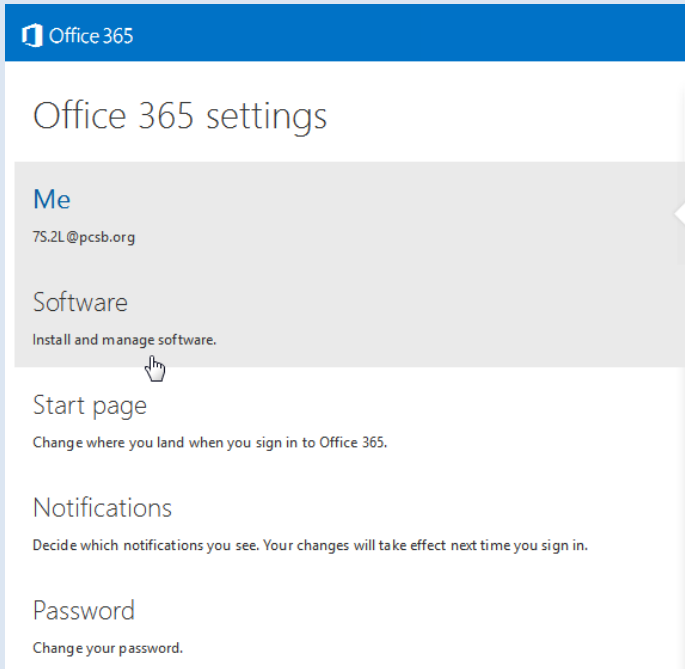
- Click **new** to create a new document
- Click **upload** to upload an existing document

Student version of Microsoft Office

- You can also download a *free student version* of Microsoft Office from your Office 365 account
- Click the Setting icon and select Office 365 settings



Click Software



Office 365

Office 365 settings

Me
75.2L@pcsb.org

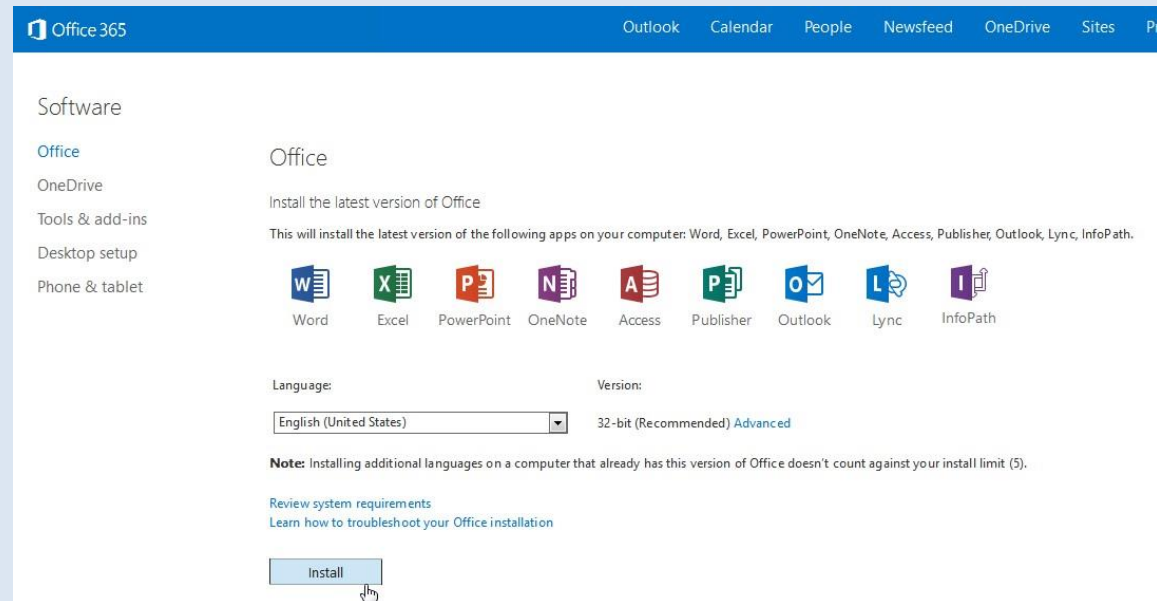
Software
Install and manage software.

Start page
Change where you land when you sign in to Office 365.

Notifications
Decide which notifications you see. Your changes will take effect next time you sign in.

Password
Change your password.

Click Install



Office 365

Outlook Calendar People Newsfeed OneDrive Sites Pr

Software

Office
OneDrive
Tools & add-ins
Desktop setup
Phone & tablet

Office

Install the latest version of Office

This will install the latest version of the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.

Word Excel PowerPoint OneNote Access Publisher Outlook Lync InfoPath

Language: English (United States) Version: 32-bit (Recommended) [Advanced](#)

Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

[Review system requirements](#)
[Learn how to troubleshoot your Office installation](#)

Install

Follow the installation instructions.