

# Office 365

Avon Community School Corporation

## Brief Overview

Office 365 gives both students and staff online “cloud” storage accessible from anywhere they have an internet connection. What is the “cloud”? The cloud is online data storage that is made available via a network. This network is stored outside Avon Schools. Both students and staff have access to the Microsoft Office Suite through Office 365.

## Access at School or From Home

1. Open your internet browser and go to ACSC District Page: Student or Staff Links, Click on [Office 365 icon](#)
2. Once the Office 365 appears:
  - a. Staff: enter your school email and network password
  - b. Students: Enter your email address ([studentID@students.avon-schools.org](mailto:studentID@students.avon-schools.org)) and network password
3. Click on One Drive

## First Time Access to Office 365

The first time logging in to Office 365 it will automatically perform the setup process. This process could take up to 20 minutes. Once started you do not need to stay logged in for the process the complete.

## Syncing your OneDrive to your Computer – DO NOT SYNC to a Stream – the hard drive is too small

The sync process allows you to save directly to OneDrive from your **Favorites** folder. Once here, you can upload files/folders from your computer or share documents with others.

## Shared Documents

When someone shares a file with you, it will be found in the **Shared with Me** folder in the left hand column. Sharing allows real time collaboration on any document between staff and students.

In Office 365 a list of documents shows the file name and when it was last modified, if it is shared with others, and who was the last person to modify the document.

There are many great features in Office 365 to improve communication, collaboration, and productivity between students and staff.

Shared files are best edited on-line instead of desktop mode so you don't lock someone out of the document, or lose changes if multiple members are editing at the same time.