

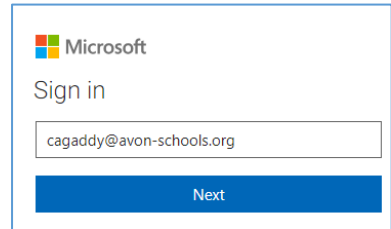
# Office 365 Overview

**Benefits:** access from anywhere, app for phone, huge storage capacity vs U drive, shared documents, multi user editing, can sync for easier access to files, Schoology [Microsoft-OneDrive-Assignments-App](#).

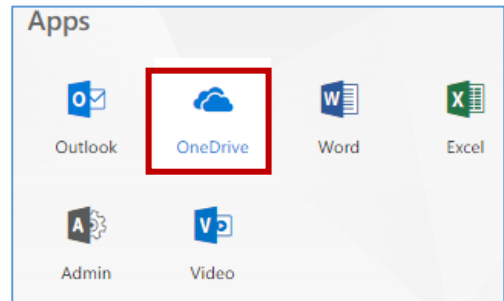
**SharePoint Benefits:** Central Site to Share: Calendar, documents, tasks, discussions, OneNote Notebook

## Logging In:

- ACSC District Home webpage: [Staff/Office 365 icon](#)
- Bookmark in favorite web browser – suggest document page instead of home page.
- Click on OneDrive
  - Login name: network username@avon-schools.org
  - Password: network password



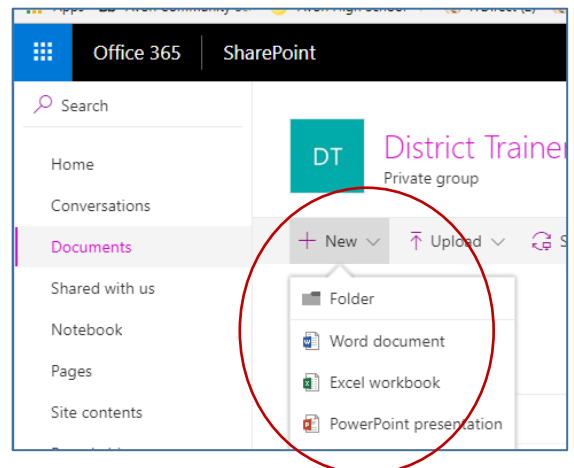
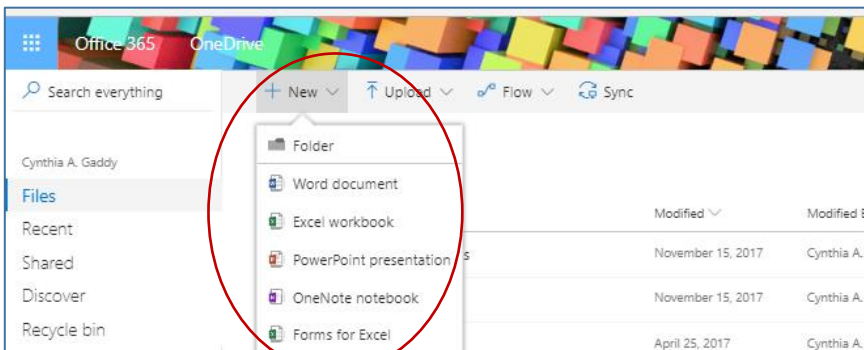
Click on the menu icon  on top left side if you don't see the OneDrive icon.



## Creating a Document:


In OneDrive, click on **Files**, **New**, and choose what program you want to use. Be sure to name your file.

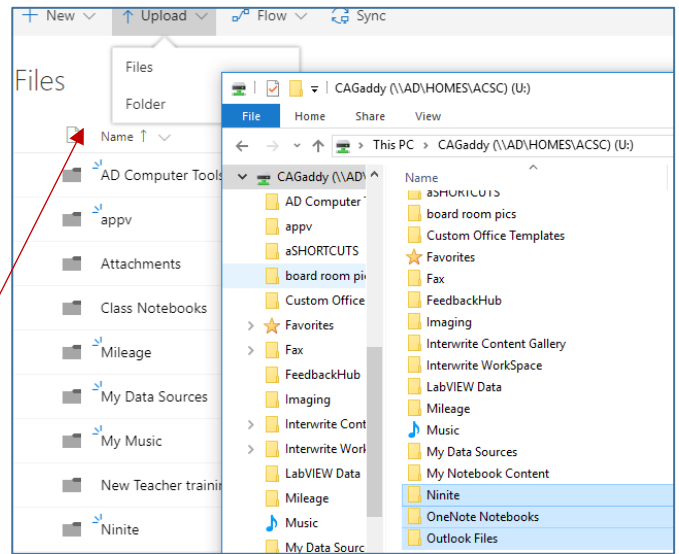
In SharePoint, click on **Documents**, **New**, and choose what program you want to use. Be sure to name your file





**Deleting or Renaming a Document:** Click on 3 dots to right of document and choose delete or rename.

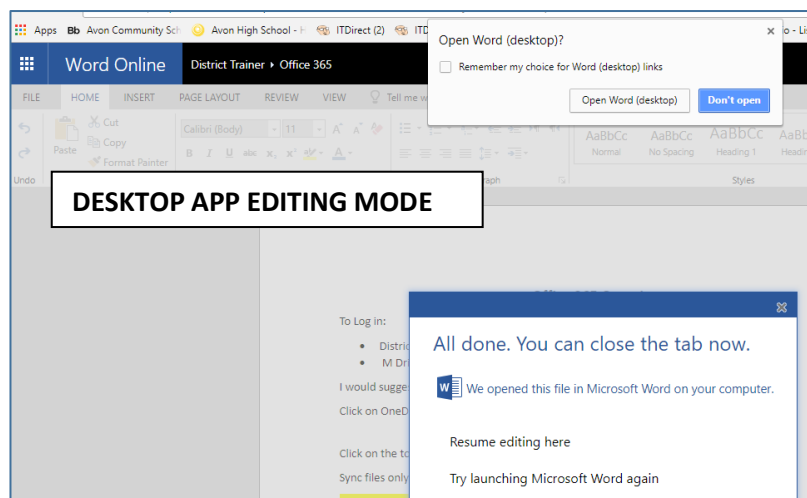
## Uploading Documents:

- In OneDrive, click on Documents (left side)/Upload/browse to file.
  - You can also drag and drop files from any drive.
    - Open file explorer  (manila folder on task bar).
    - Highlight all the files and drag them into your OneDrive to the files section (drag them to Name).
    - Be careful not to drag them into an existing folder in OneDrive.

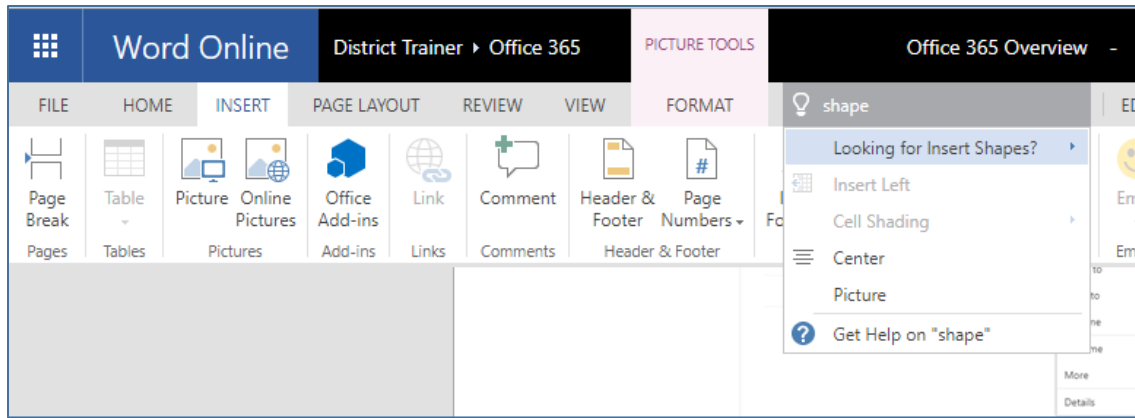


## Edit an existing document:

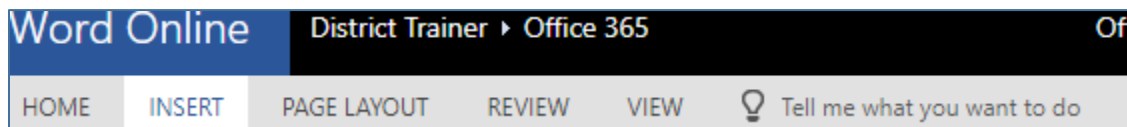
- **ONLINE MODE:** If you are logged into OneDrive and you click on a document, you are editing in live mode and changes are saved as you edit.
  - If the document doesn't look quite right (pictures or symbols are not in proper location) or you need to access features that are not available in "online" mode, you can click on "open in desktop app".
    - Excel is usually easier to edit in "online mode" especially if you need to move cells.
    - The document will open in the desktop word app and you can edit in that mode instead.
    - If you open in desktop app, you must click save to upload the changes.
      - When you are done editing, you can close out the message "All done. You can close this file now".
- **SYNCED MODE:** If you **ARE SYNCED**, you can access through File Explorer  and you are still editing in live mode but it may prompt you to save when you close out.
  - **SHAREPOINT FILES:** Multiple users can edit at the same time from file explorer (synced mode). A message on top right toolbar will pop up that indicated that a particular user is also editing the same document. Click the save icon  from time to time to refresh the page so both of you can see the changes as you are working.
  - You may also get a popup that says there are different edited versions and it will allow you to click and see the changes and decide which ones to keep.



Sample below of feature that is not an option in online mode (insert shapes) – must open in desktop app mode.



If you want to use a feature you don't see as an option in toolbar, type a phrase in "Tell me what you want to do".




**Shared Documents:** Click on "Shared" in left navigation/click on shared with me/click on 3 dots and download if you want to save with a different name and then make changes without affecting author's original document. You will get a read only error if author only gave you read permissions. **READ ONLY** You don't have permission to edit this file

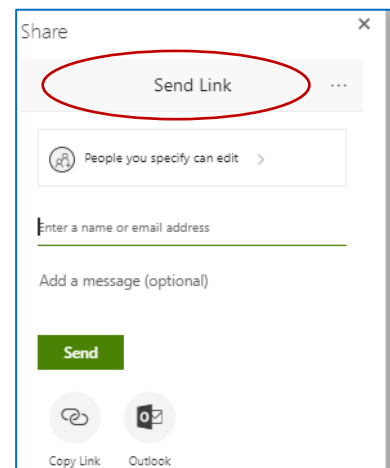
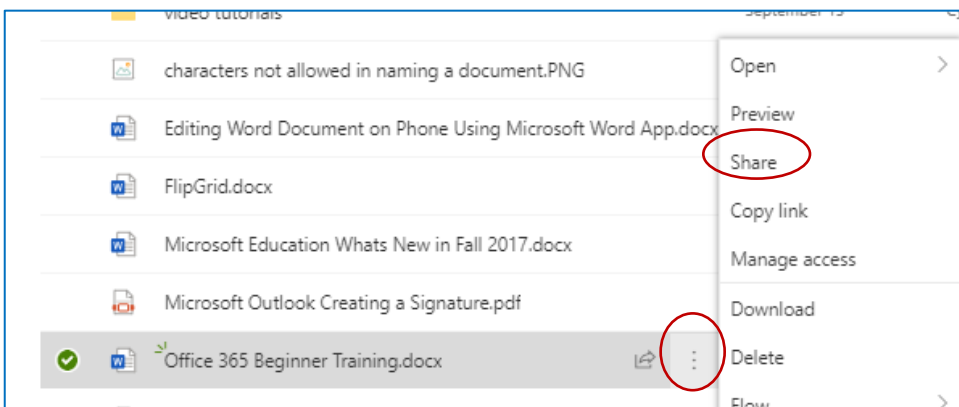
### Share a Document:

#### OneDrive Live Mode

- In OneDrive, open the document and click  on top right. Type last name and search.

Or.....


- In OneDrive (Documents or Files) click on 3 dots  to right of document and choose share. Type last name and search.
  - Be sure to change the options if you want users to view only – default is editing rights.
  - Click SEND or click copy link if you wish to send a link instead.

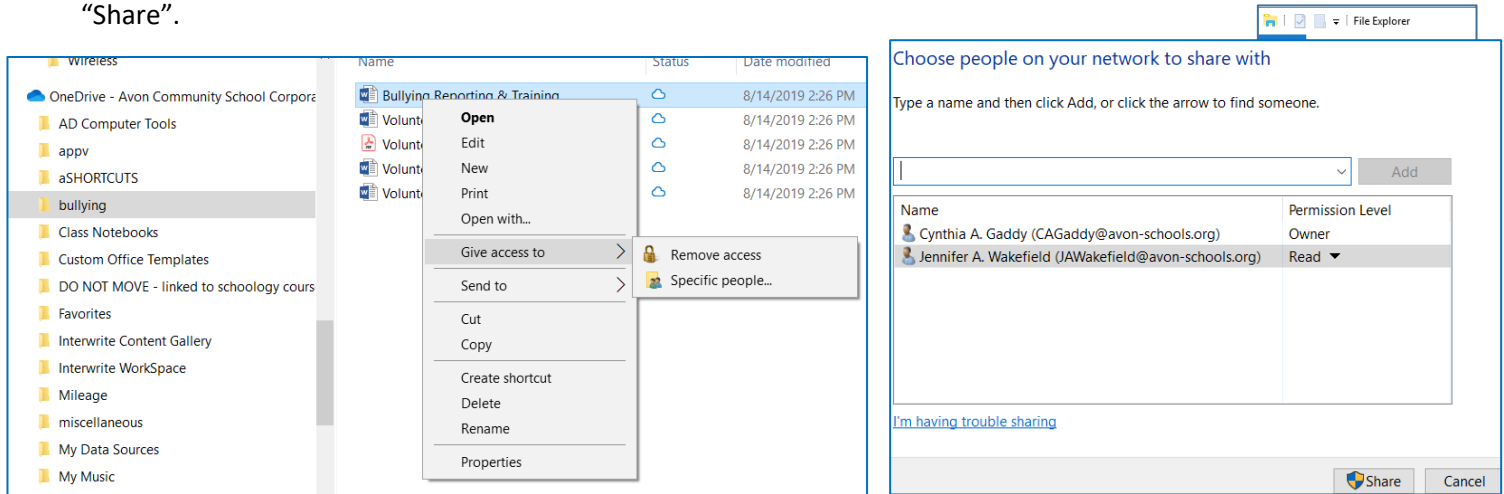


## Share a document:

### Synced OneDrive Files

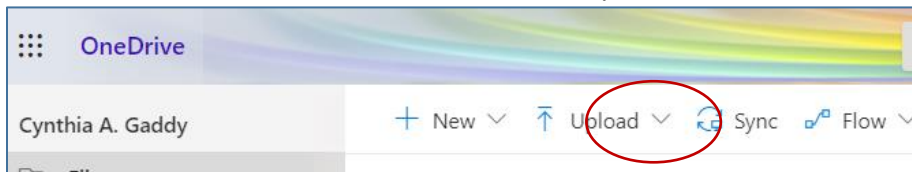
- Attach any of your files in Outlook message (only sends current version – no updates).  
Or.....

Click on File Explorer  on bottom task bar, right click on document and choose “Give Access Specific People”, type the first and middle initial and last name, click “Add”, choose permissions: read or read/write or remove, click “Share”.

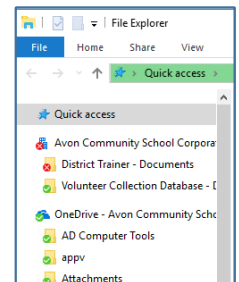
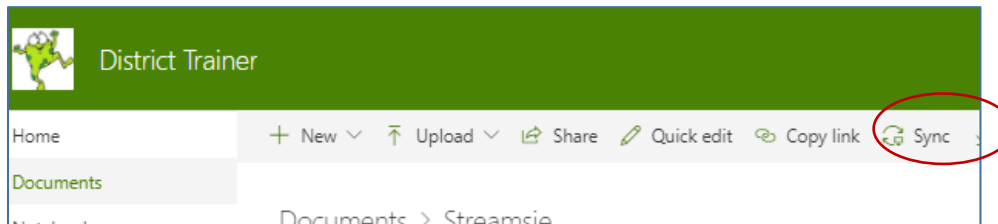


## Sync Files to your Desktop Computer and School Laptop:

- You need to be in the **file** section of **OneDrive** to sync



- You need to be in the **document** section of **SharePoint** to sync

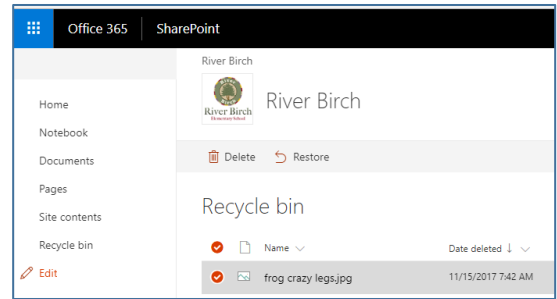


**Easy File Access:** Once you sync you can access files through File Explorer – One Drive- Avon Community Schools without having to log into office 365 each time you want to open or work on a file

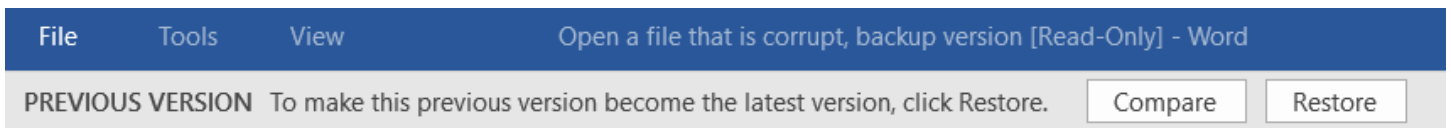
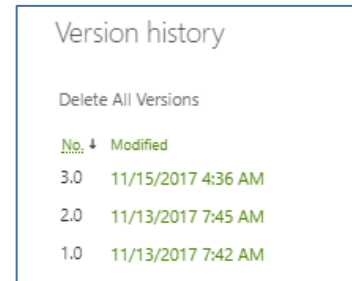
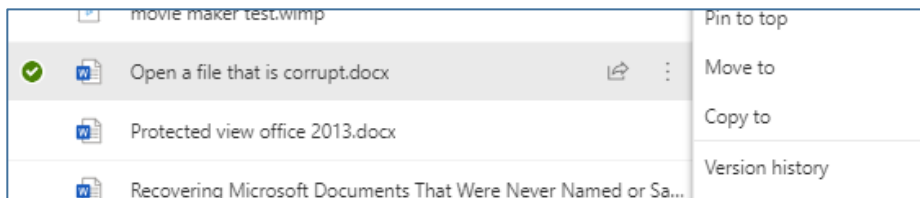
## Recover a Deleted File or Restore Previous

### Version:



- **RECOVER DELETED:** Click on recycle bin (UNLESS you empty the recycle bin)/find the file/right click on the file/select restore.

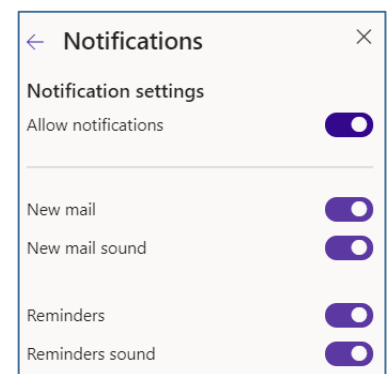
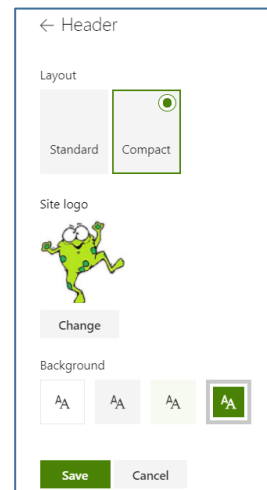


- **PREVIOUS VERSION:** Click on 3 dots to right of your file/click on Version history/Click on any of the dates/click Open Word (desktop)/click on compare or restore.





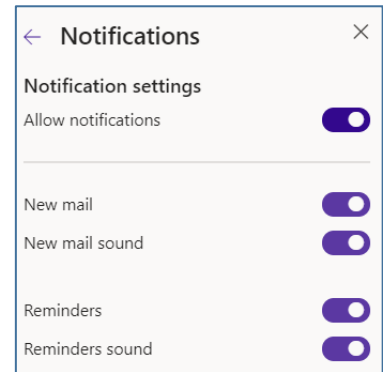
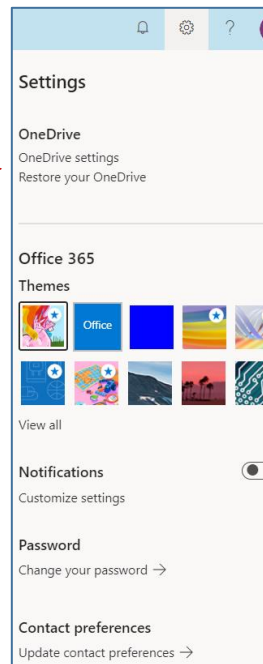
## Personalize a SharePoint Site:

- Click on the gear icon  on top right
- Click Change the Look
- THEMES: Choose a color scheme by clicking on it.
- HEADER: Change the logo and/or background of your header
- NOTIFICATIONS: Click on bell icon  on top right. Click on Notification Settings on bottom right. Toggle off notifications if you don't want to hear or see Outlook reminders and email.



## Personalize Your OneDrive:

- Click on the gear icon  on top right
- Click View All or click left arrow if you don't see Settings options pictured to the right. 
- THEMES: Choose a theme by clicking on it.
- NOTIFICATIONS: Customize Settings/Toggle off notifications if you don't want to hear or see Outlook reminders and email.
- Change your password: can't edit
- **Password: You cannot change your password here – it is synced to network credentials**
- Contact Preferences: can't edit



## File Sorting Options:

- On top right toolbar click on sort and choose your preference.
- You can also resort any time by clicking on any file heading.
- If you click on Modified column you can sort older to newer or newer to older (the individual files will never appear above the folders even if they are more recent).
- You can sort by List, Compact List or Tiles by clicking on 