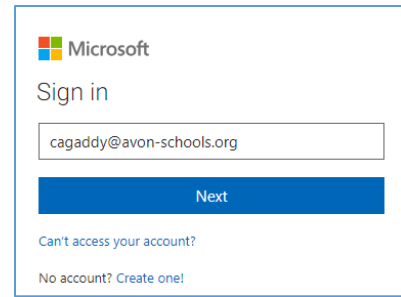


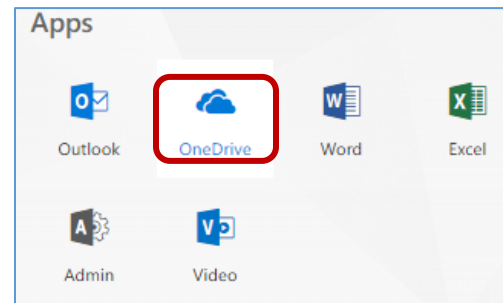
Office 365 Overview

To Log in:

- District Home Page/[Staff](#)/Office 365 icon to login
- M Drive/[Office 365 link](#)
- I would suggest bookmarking the site on your web browser.
- Click on OneDrive
 - Login name: [username@avon-schools.org](#)
 - Password: same as your network password

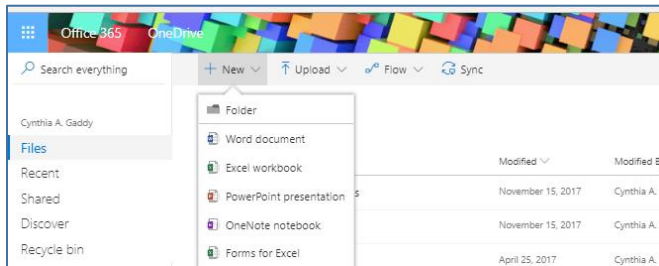


Click on the top left side "waffle"  to access the office 365 menu if you don't see the OneDrive icon.

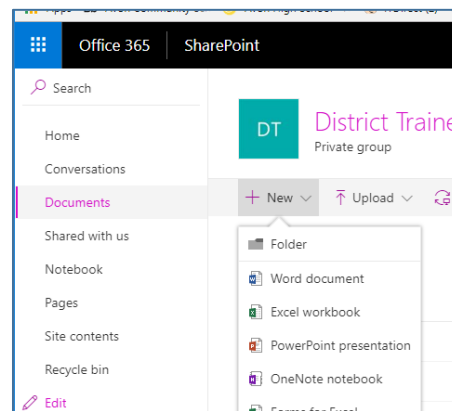


Creating a document:

In OneDrive, click on **Files**, **New**, and choose what program you want to use.

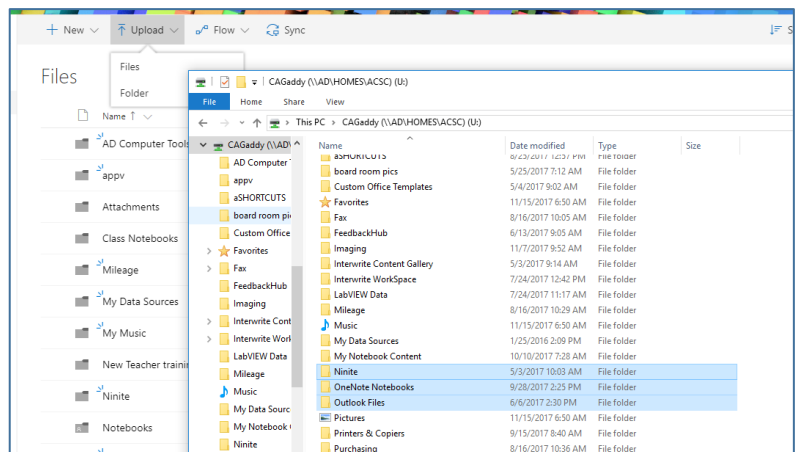


In Sharepoint, click on **Documents**, **New**, and choose what program you want to use.



Uploading Documents:

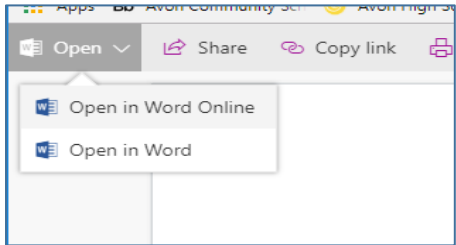
- Upload – click on Documents (left side)/Upload/browse to file on desktop or U drive or thumbdrive.
 - If you have a lot of files that you want to move like your entire U drive – you can drag and drop.
 - Open file explorer (bottom left waffle – file explorer)
 - U drive – highlight the files and drag them into your one drive into the files section
 - Be careful not to drag them into an existing folder



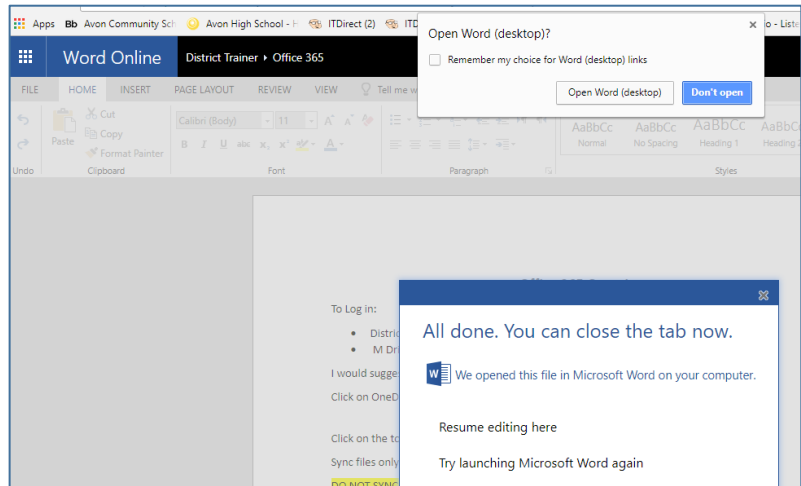
Edit an existing document: You must open to edit

- Click on Open – always choose “**open in word online**” so it constantly saves and others are able to edit at the same time....unless you need the fancy features of the desktop mode.

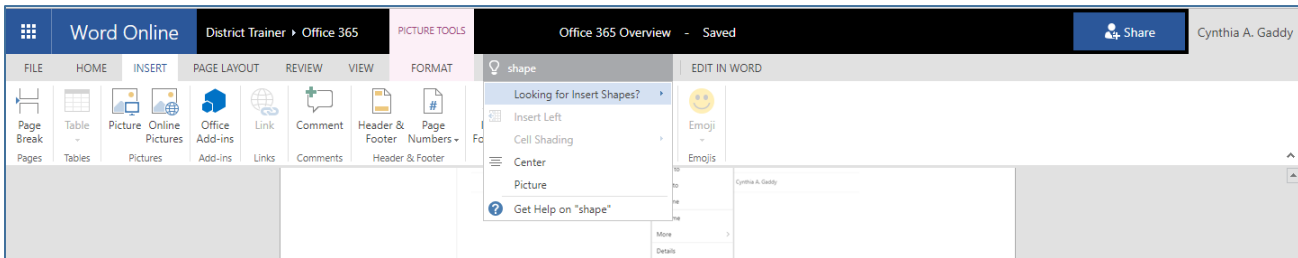
ONLINE EDITING MODE



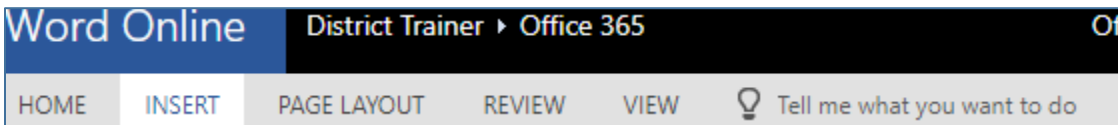
DESKTOP EDITING MODE



Sample below of feature that is not part of online creation – you have to open in desktop mode (inserting a shape)



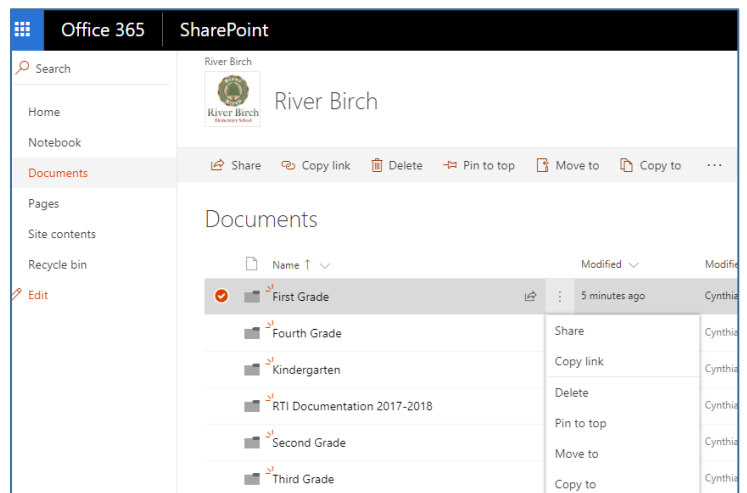
If you want to use a feature you don't see as an option in toolbar, type a phrase in "Tell me what you want to do".



- If you try to open a document in browser mode or desktop mode and another person has it downloaded to desktop – you will get a warning that it is a "READ ONLY DOCUMENT". That means you can only read the content because someone else is editing. If you need to make changes, wait and try again later.

Share a document:

- Open the document and click on share on top right
- Click on 3 dots to right of document and choose share
 - Be sure to change the options if you want users to view only – it defaults to edit mode



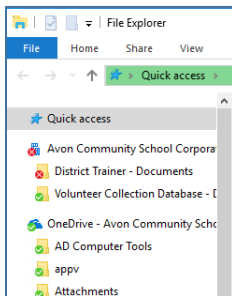
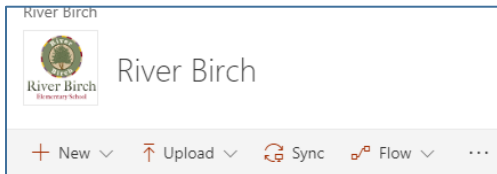
Sync Files to your Desktop Computer and at Home:

DO NOT SYNC on streams – it will fill up your hard drive

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

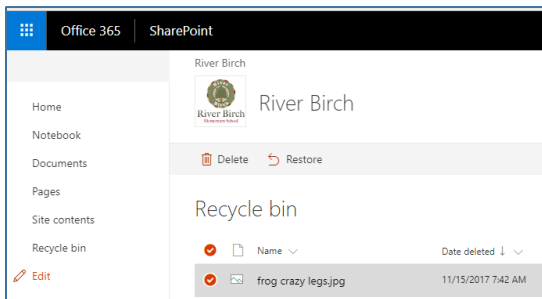


- You need to be in the **document** section of **Sharepoint** to sync

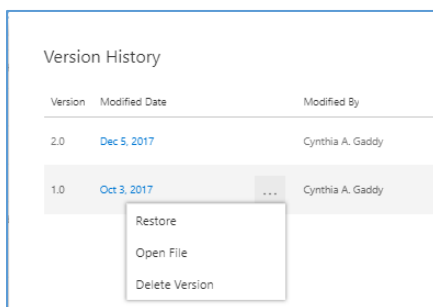


Easy File Access: Once you sync you can access files through File Explorer – One Drive- Avon Community Schools without having to log into office 365 each time you want to open or work on a file.

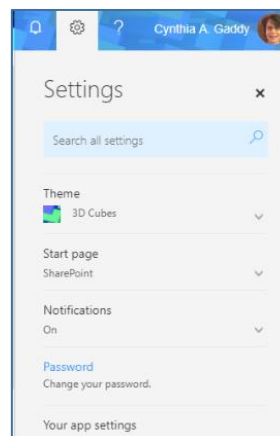
Recover a Deleted File or Restore Previous Version:



- 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 Files/Click on 3 dots/Version History/Click on version you want to restore/right click on the 3 dots/select restore.



Personalize your OneDrive



- Click on the gear
 - Theme
 - Start Page
 - Notifications