


COMPUTER USE AT TMS

2017-2018

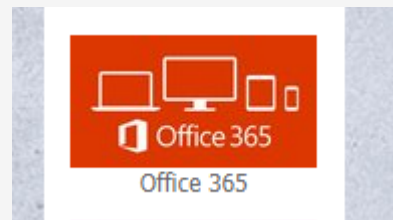
*Every TMS student has a **username** and an **email address***

- The username is used to log in to the school computers.
 - The email address is used to log in to Office365.
 - The password for both is your lunch number + zeros (enough to make your number 8 digits total).
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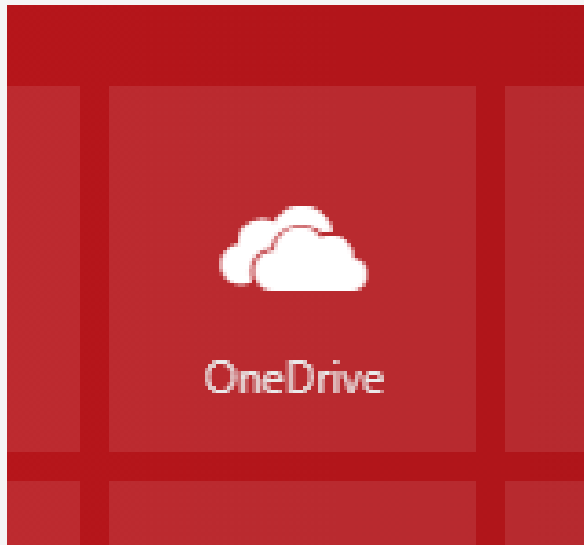
What is Office365?



- Think of it as your online toolkit for school.
- You can create documents and presentations.
- You can share them with teachers, and even work together with classmates.
- You can email your teachers.

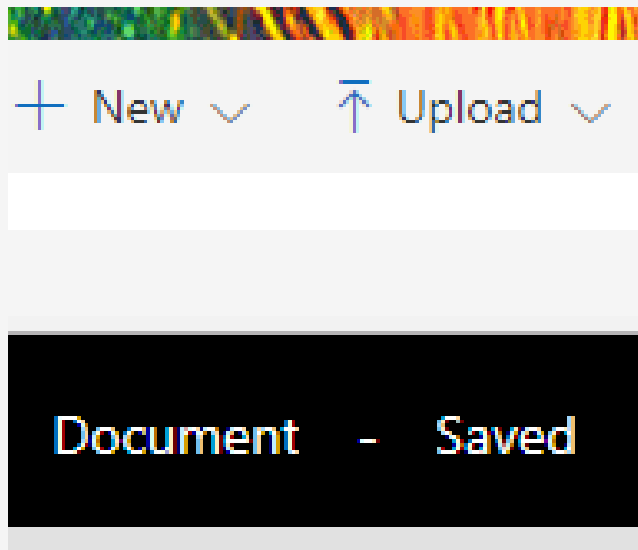


The first time you log in to Office365



- It will take a minute for everything to set up properly.
- Click the cloud (OneDrive) first.
- You might see boxes with messages; just read them and click next, or close the box.
- You may see a message that says “wait while we get things set up”. Wait for it to say ready, then click the blue arrow.

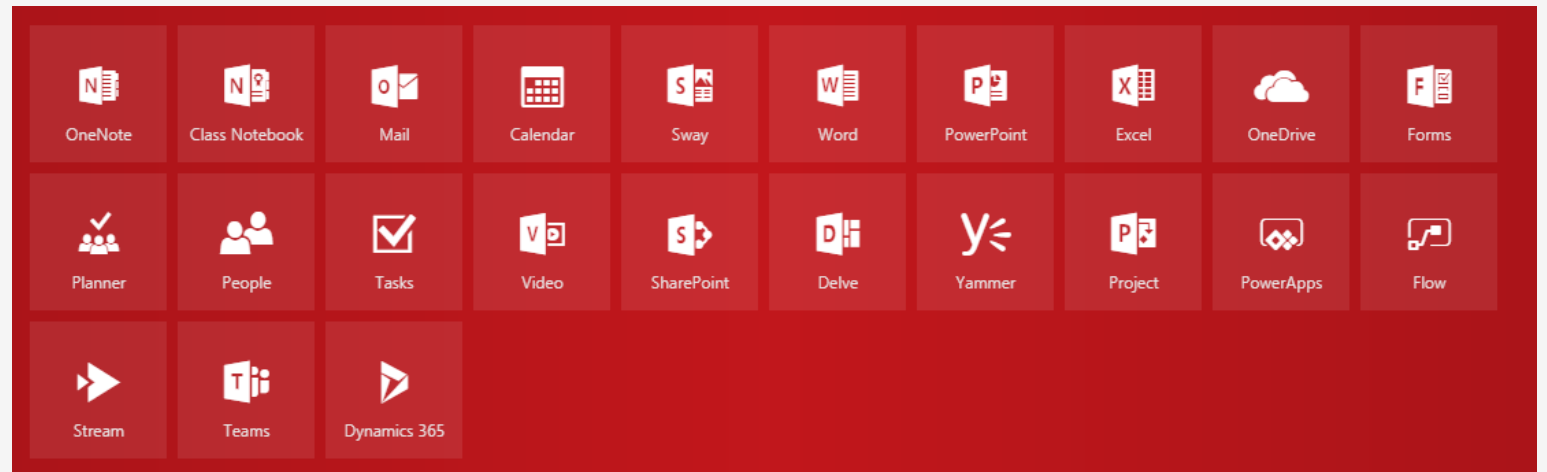
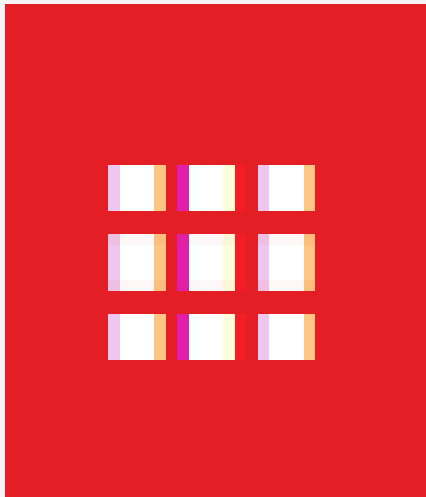
Create a document



- Click new and choose document.
- OneDrive saves automatically so you never lose your work. But it's a good idea to change the name of your document so you can find it later. Click the word "Document" in the black bar at the top to change the name.

When in doubt, click the waffle

- This is what your waffle looks like.
- Clicking it shows you all your tiles (apps you can use).

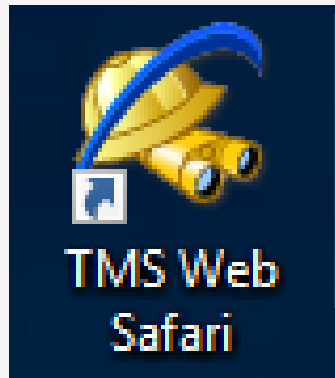


Office365 Mail



- The first time you click the mail tile, you may be asked to choose your language and time zone.
- Leave language on English (Duh)
- Our time zone is Eastern (U.S. and Canada)
- Then click Save.

TMS Web Safari



- Just type a keyword, title, or author in to the search box.
- Look to see if the book is available.
- If it is, note the call number – this is how we find it on the shelf.



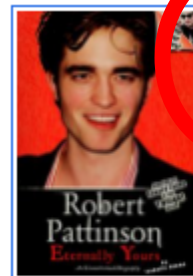
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