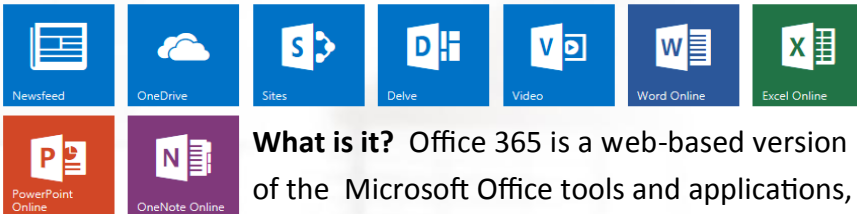




CHEAT SHEET



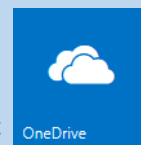
What is it? Office 365 is a web-based version of the Microsoft Office tools and applications, such as Word, Excel, and Power Point. O365 provides anytime, any device, anywhere access to Microsoft tools.

ACCESSING YOUR ACCOUNT

- Go to <https://login.microsoftonline.com>
Or
Go to your school's homepage and click on the O365 link on the right side of the page
- Username: school email address (abc@gcsd.k12.sc.us)
- Password:
 - *not required when logged onto a **school device**
 - *on a **personal device** - use the same password that you use to log onto your school computer.

Cloud-Based Storage Space

You have 1 terabyte of storage space which is a LOT of space! It is equivalent to 17,000 hours of music videos. Saving to your **One Drive for Business** allows you anytime, any device, anywhere access to your files.



Install Now

This option is for your HOME devices only. You have 5 licenses to install Microsoft Suite onto your personal devices.

TIPS AND TRICKS

- Office 365 features are compatible with Internet Explorer.
- Bookmark O365 to your favorites bar for quick access.
- You can work in the O365 web app versions of Microsoft tools on any computer without having Microsoft products installed directly on the computer. The O365 web app tools auto save with every keystroke.
- If your computer is equipped with MS 2013, you have the option to set up and sync a computer-based version of your One Drive for Business which provides both online and offline access to your saved files.
- Collaboration and document sharing are EASY with O365.
- When dragging files to the online version of One Drive for Business, you can drag up to 100 single files at a time. When dragging files to the computer-based version of One Drive for Business (with MS 2013), you can drag all files and folders at once. It will then sync to your online One Drive.
- When working in Microsoft Office 2013, you can save directly to you One Drive for Business by selecting "Save As" and "One Drive - Georgetown County School District."
- View video tutorials at <http://tinyurl.com/techtutorvideos>
- Remember: On a school device, O365 can ONLY be accessed by whoever is currently logged onto that device.
- **DISCLAIMER:** As with all district programs including email, GCSO One Drive for Business accounts are property of Georgetown County School District.
- Need more help? Your Instructional Technology Coach will gladly answer any questions!