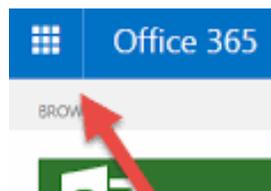


How to access Microsoft OFFICE 365 if you are a Mobile County Public School student

1. Make sure that you have a **student login** and **password** to use the computers at your school.
2. In August 2018, all student logins and passwords were changed. To gain access to computers and digital resources, every student had to log on to the network at a school computer using their new student login and new password. They were then required to change their password. If you have not done this, please see your teacher for instructions. Do NOT go to Mr. Holt or Ms. Rigsby for assistance without first speaking to your teacher.
3. Once you have your login and password information, log into the computer and allow it a few moments to bring up the desktop.
4. Open your Internet browser (Chrome or Mozilla Firefox) and type in the following web address and press enter: **365.mcpss.com**
5. A blue screen with a login and a password field should appear. It will say "Mobile County Public School System."
6. In the **LOGIN** or "**USER ID**" field, type in your login followed by the domain name (@emailaddress.com). For example, if my login is **bobcat111**, I will type **bobcat111@stu.mcpss.com** into the user ID field.
7. Then, enter your password and press enter or click "sign in."
8. Once you have successfully signed into **Microsoft OFFICE 365**, look for the **waffle shaped icon** on the far left of the browser window. This is the **APP LAUNCHER**. It should be to the **LEFT** of the words **Office 365**. See the image below with the arrow:



9. If you would like to **download the software** to one of five devices (phone, laptop, etc.), **CLICK Office 365** and **follow the prompts**. If you prefer to **type your paper in the browser**, **CLICK** the app launcher, and look for the square that says **WORD**, and click on this square. On my desktop, it is in the middle of the fourth row.
10. When you open **WORD**, the screen should display several small white documents with titles below the images such as "New Blank Document," "General Notes," "APA Style Paper, etc.)
11. Look for the image that says "**MLA STYLE PAPER**" and click on this document (also known as a **TEMPLATE**).
12. Once the document is open, highlight the words "**[YOUR NAME]**" with your mouse, and type your first and last name. Highlight **[INSTRUCTOR]**, and type **Mr. McRae**. For **[COURSE]**, type **English 12**. The date should have the day **BEFORE** the month, as in **26 September 2018**. Be sure to remove the brackets from around the words.
13. Highlight the title and type Reflective Essay: Introduction (or, later, "Rough Draft" or "Final Draft" will replace "Introduction.")
14. From there, you will type your introduction (rough/final drafts) and delete the nonsense words that are there to take up space.
15. Please note, before you type too much of your introduction, click on the word **FILE** in the upper left hand corner and, in the drop-down menu, click "**SAVE AS**." You should **rename** the file "**YourFirstName YourLastName Reflective Essay**" and save it to the "**OneDrive – MCPS**" folder.
16. If you are ready to **print**, click on **FILE** and, in the drop-down menu, click **PRINT**. You should print your document from the printer named "**CIRCULATION**," but make sure that it has paper.
17. You should also email a link to yourself and the teacher. Click **SHARE** in the upper-right-hand corner and type your email address and my email address (**jmcr@a@mcpss.com**).
18. Finally, **SAVE** your work (click **Ctrl key** AND the "**S**" **key** at the same time) before you log out of OFFICE 365 and close out your Windows session.
19. **NOTE:** All Mobile County Public School students have access to **Google's G-Suite** of applications, as well as the **Adobe Creative Cloud** applications. The procedures to access these applications are very similar to steps 1 to 9, except the relevant sites would be www.google.com and www.adobe.com.