



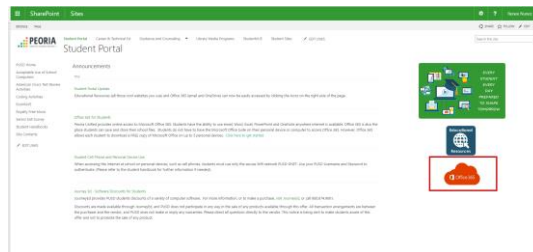
Microsoft Office 365 for Students

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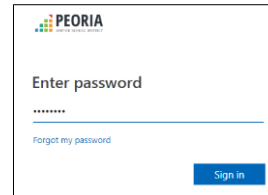
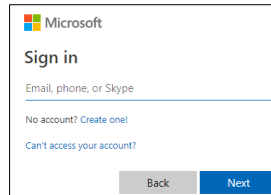
Accessing Student Email from within the District

1. Open any internet browser.
2. Click the **Office 365** icon on the right side of the Student Portal.

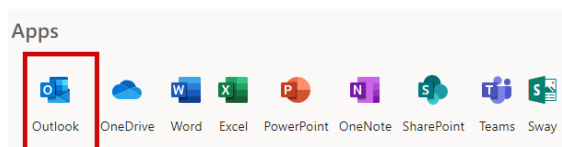


3. Sign in using your school email address and school password.

username@student.pusd11.net

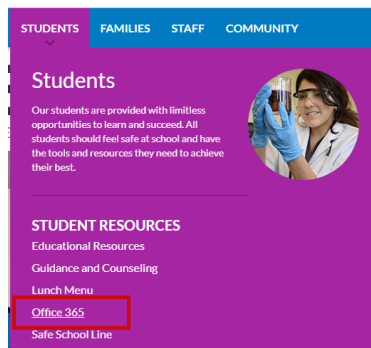


4. Click the **Outlook** tile to access email.



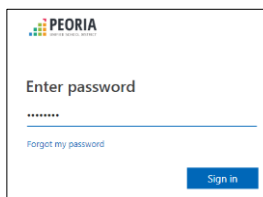
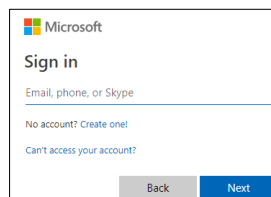
Accessing Student Email from Outside the District

1. Go to the **Peoria Unified School District** public homepage; peoriaunified.org
2. Hover over the **Students** tab then click **Office 365**.

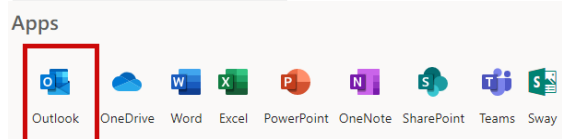


3. Sign in using your email address and school password.

username@student.pusd11.net



4. Click the **Outlook** tile to access email.

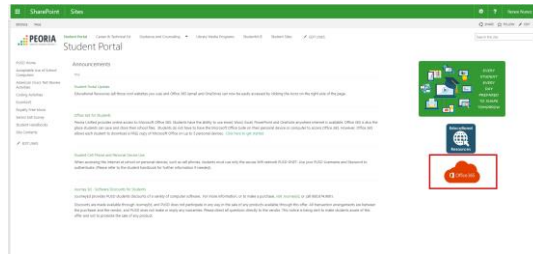


Using Office 365 OneDrive

Office 365 OneDrive is the place to store your files and share your work.

Accessing OneDrive

1. Open any internet browser.
2. Click the **Office 365** icon on the right side of the Student Portal.

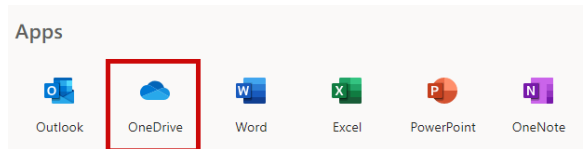


3. Sign in using your school email address and school password.

username@student.pusd11.net

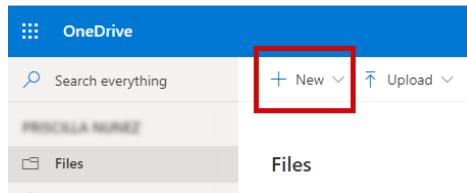


4. Click the **OneDrive** tile to access email.

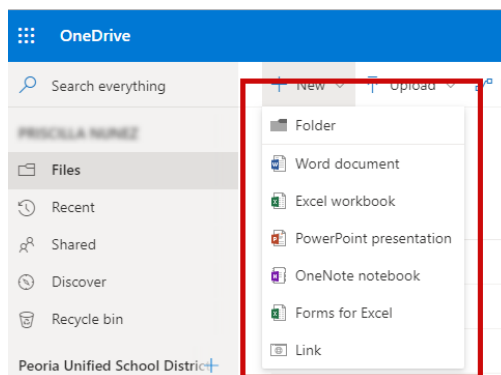


Creating a File or Folder

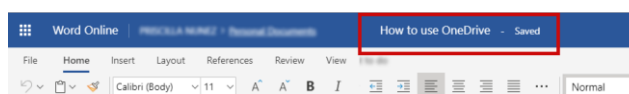
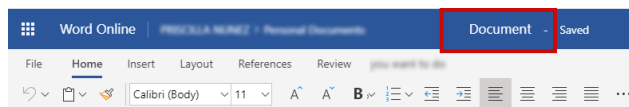
1. From the **OneDrive Files** area, click **New** to create a new folder or new document.



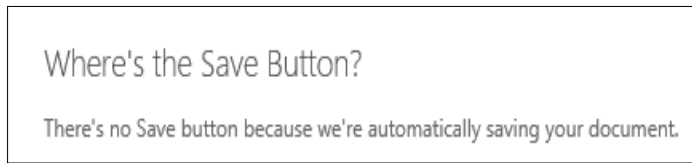
2. Select the **type of file** you wish to create or click **Folder** to create a new folder.



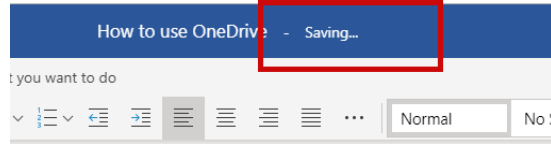
3. To name a new document, click on the word **Document** in the title bar and name the document. Then click anywhere on the page to view and save the changes.



Note: In the Web Apps, there is **no save button**; your document is saved automatically.

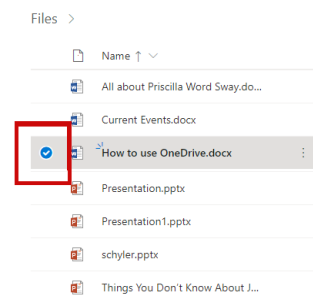


You can see when your file is being auto saved in the title bar at the top of the page.

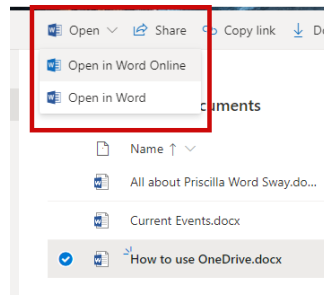


Opening and Editing a Document

1. From the Files section of your OneDrive, place a **checkmark** in front of the document you want to open.



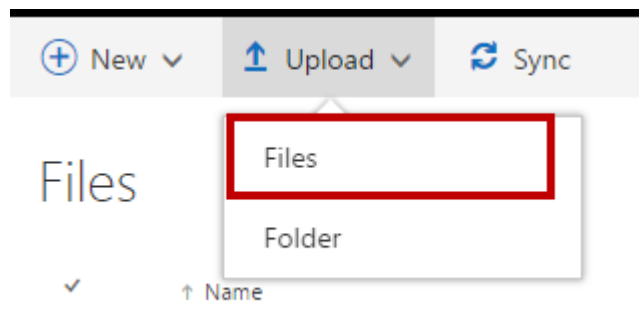
2. Use the drop-down arrow next to **Open** to choose between **Open in Word Online** and **Open in Word**.



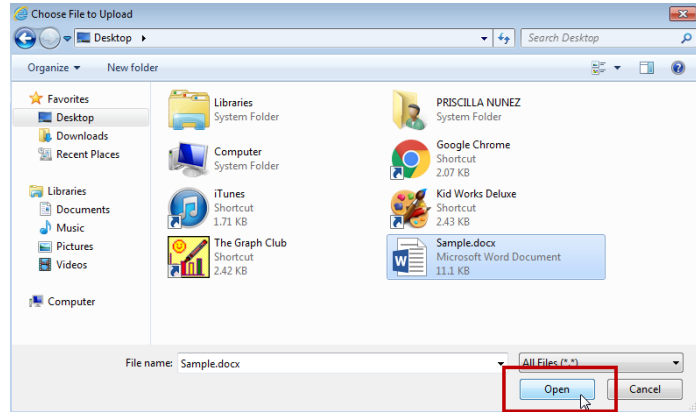
Note: If the device you are working on does not have the Word program installed, then the Word Online option will be the only option listed.

Uploading a Document

1. From the files section of your OneDrive, click **Upload** then click **Files** in the menu bar.



- Browse to locate the file.
- Click to select the file then click **Open**.

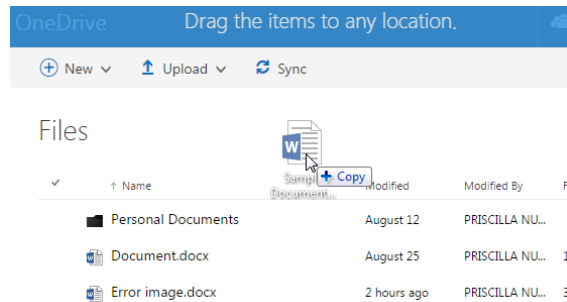


- The file will be uploaded to your OneDrive files area.



You can also use the drag and drop method to upload a file to your OneDrive files.

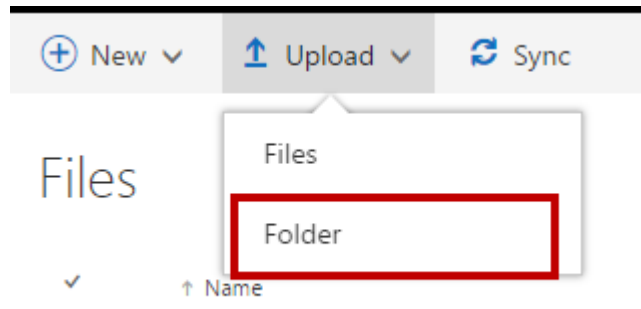
- Drag a file from its current location to the OneDrive folder in which you want the file to be uploaded.



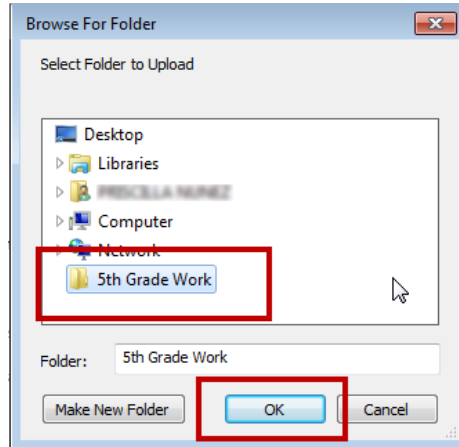
Uploading Folders

Folders can only be uploaded when using the Chrome Internet browser.

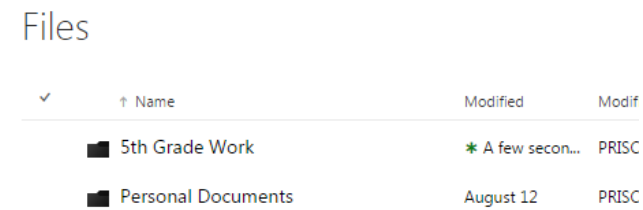
- From the OneDrive file view, click **Upload** then click **Folder**.



- Browse to locate the folder and click to select it.
- Then click **OK**.

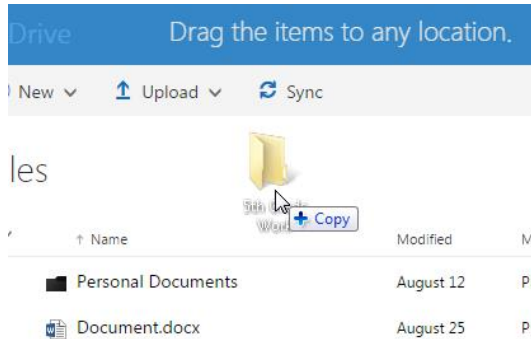


- The folder will be located in your OneDrive for Business files.



You can also use a drag and drop method to upload a folder to your OneDrive files.

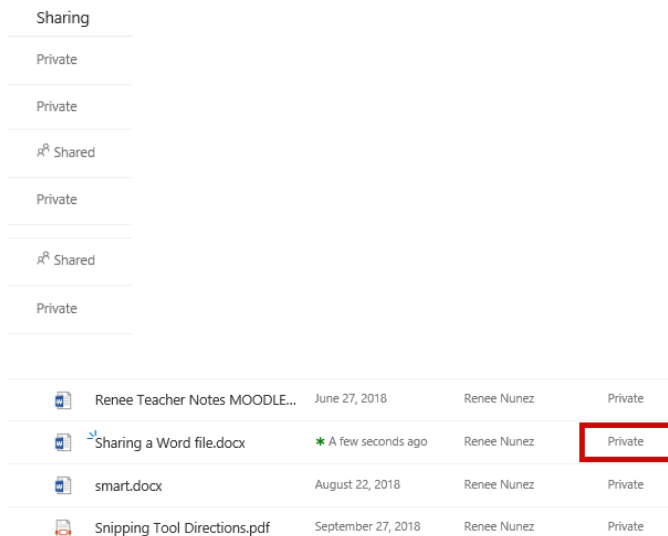
- Drag a folder from its current location to the OneDrive files area in which you want the folder to be uploaded.



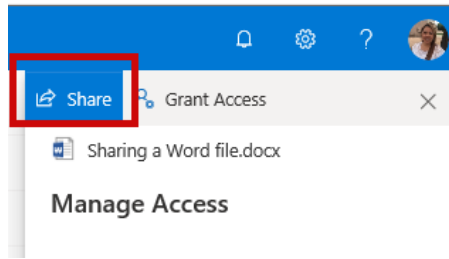
Sharing Files and Folders

Files or folders that are listed as **Private** can only be viewed and accessed by you, the owner. Files or folders that are listed as **Shared** and have an icon of two people have been shared and other users are able to view, edit, and/or share the items.

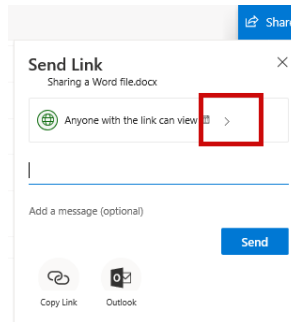
- From the OneDrive files window, click on the word **Private** to expand the document's menu.



2. A new menu window will open on the right. Click **Share**.



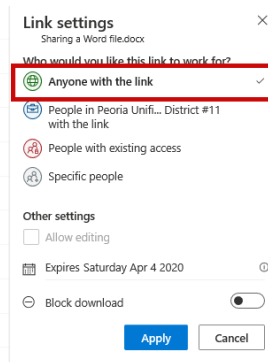
3. Click the **right arrow** to set the Links Settings.



Anyone with the link allows you to share the file to people in and outside of the district.

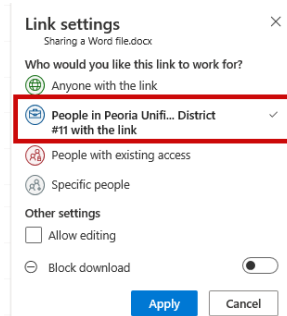
Editing is restricted.

You can set the link to expire on a certain date and you can block others from downloading a copy of your file.

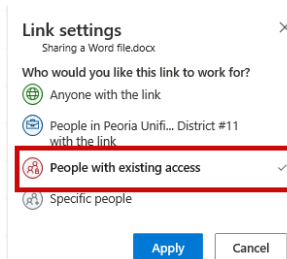


People in Peoria Unified School District will allow you to share a link to other students and staff. The link will require students and staff to sign in with their district credentials.

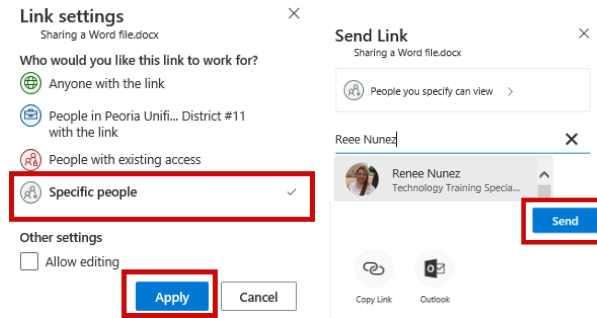
Editing can be allowed, and you can block others from downloading a copy of your file.



People with existing access allows you to resend a link to previous shared people.



Specific people allows you share the file by entering a users' email address or by searching the Peoria Unified Directory. Click Send to automatically send an email to the email address you entered.



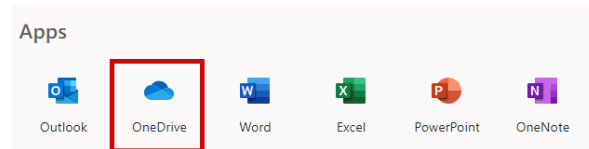
Upload Files to Websites by Linking Your OneDrive

Students will need to link their OneDrive accounts to the Quick Access toolbar for files to be available when working in websites such as Synergy, Moodle, Edmodo, Turn It In, etc.

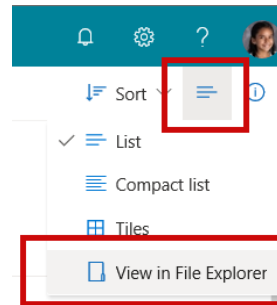
1. Using **Internet Explorer**, log into Office 365.



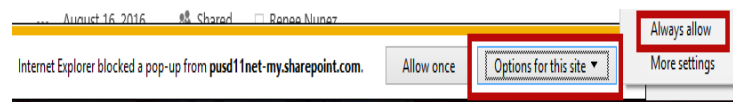
2. Open **OneDrive**.



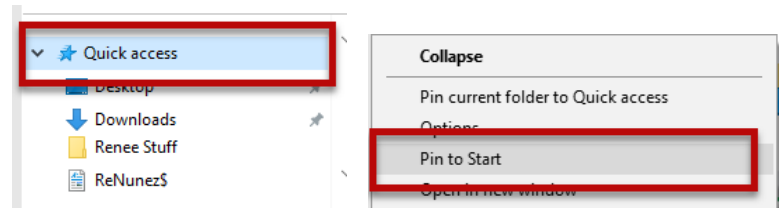
3. Click the menu button in the upper right corner of the page. Select **View in File Explorer**.



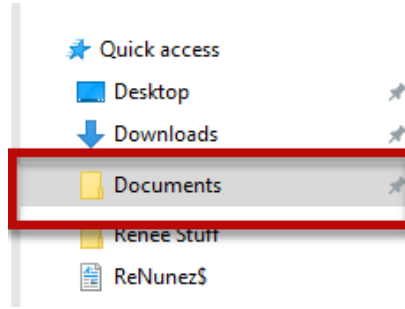
4. At the bottom of the screen, click the drop-down arrow next to **Options for this site** and select **Always allow**.



5. The File Explorer window will open. Right-click on **Quick access**, and then click **Pin current folder to Quick access**.



- The OneDrive folder, titled **Documents**, will be displayed in the Quick access area in the File Explorer folder on that computer. You can now quickly locate files that are stored in your OneDrive and upload them to websites.



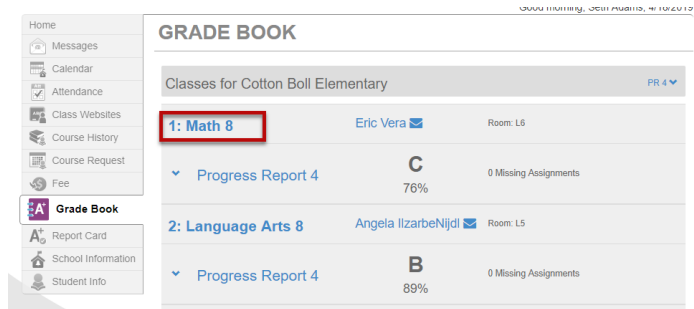
IMPORTANT: Do not rename the Documents folder. Renaming the folder will break the link to your OneDrive and all files and folders will be deleted.

NOTE: If the Documents folder is renamed [click here](#) for restoring your OneDrive.

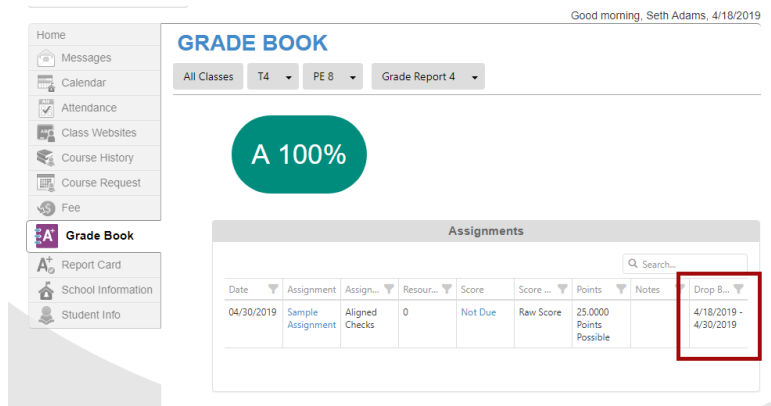
Uploading OneDrive Files into Synergy Digital Drop Box

This can only be done **AFTER** OneDrive has been linked to the computer you are currently using.

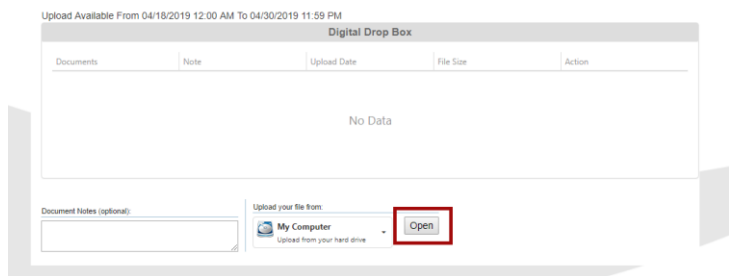
- Open **StudentVue**, click the gradebook tab.
- Select the **course title** for the class.



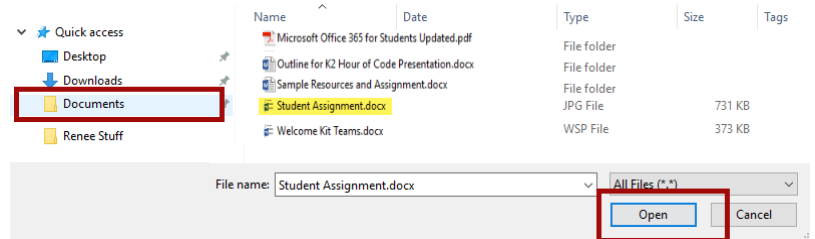
- To upload a file, click the **date link** in the Drop Box column.



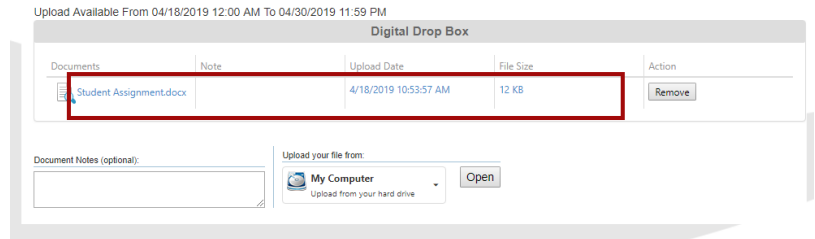
- Click **Open**.



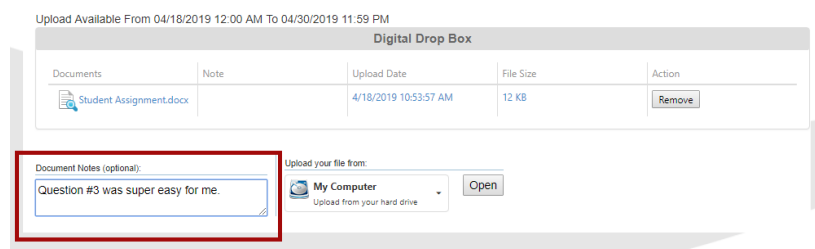
5. Click **Documents** in the left menu of the Quick access navigation pane.
6. Click the **file** you wish to upload.
7. Click **Open**.



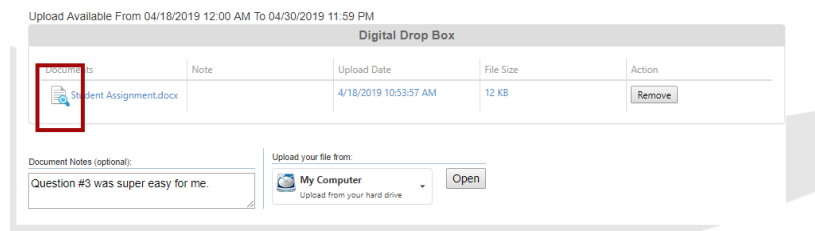
The file is now uploaded to the Digital Drop Box.



You can also write a note for your teacher in the Documents Notes section if you prefer.



If feedback was given on the assignment, you can review comments by clicking on the **icon** and not the file name.

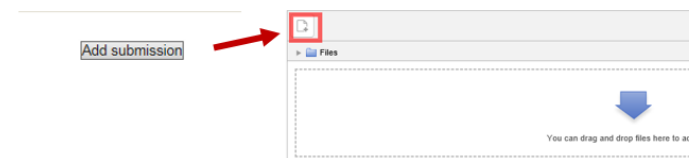


Uploading OneDrive Files into Moodle & Edmodo

1. Once you have linked your OneDrive to a device, you can access your OneDrive files from the File Explorer folder on your taskbar.
2. Select the **upload file** option in Moodle or Edmodo.



Moodle (Add Submission > Add File)

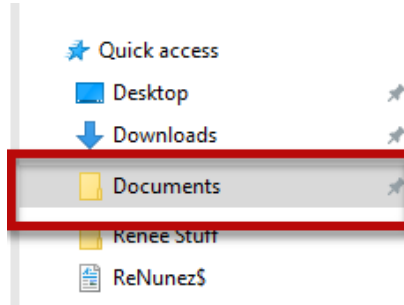


Edmodo

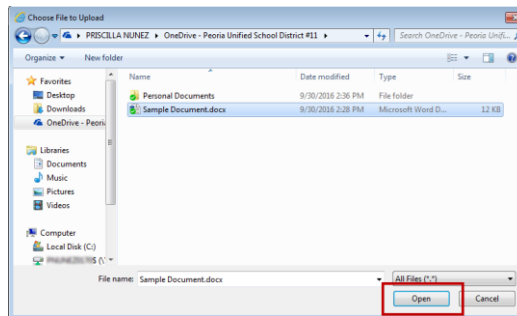
(Turn In > Attach Files)



3. Click the **browse** option to open the File Explorer and then click **Documents** from the Quick Access section.

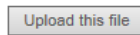


4. Click to select the file to upload and then click **Open**.

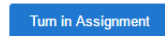


5. Click the button to complete the **upload**.

Moodle

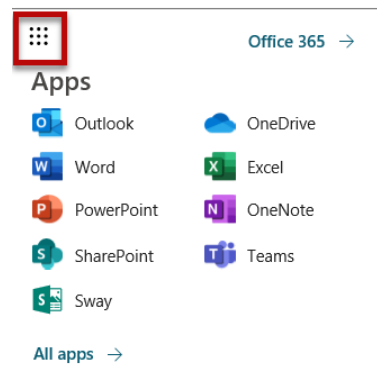


Edmodo

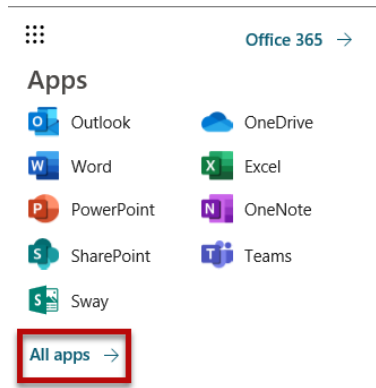


Using Office 365 Calendar

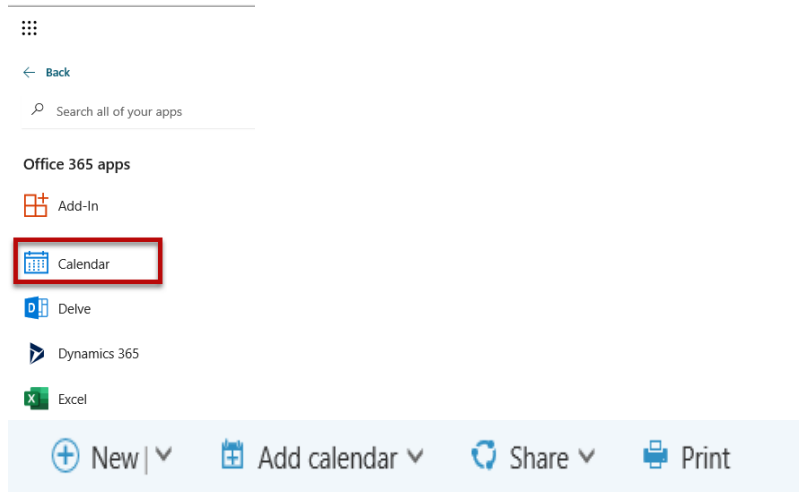
1. Click the **App Switcher** in the upper left corner (nine square boxes).



2. Click the **All apps** link at the bottom.



3. Select **Calendar**.



Using the top menu bar, you can add new events, add a secondary calendar, share your calendar, preview other months, and change the view from monthly to daily or weekly.