Microsoft 365 for Students

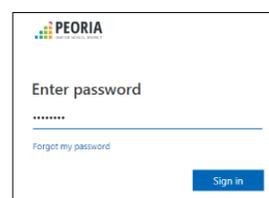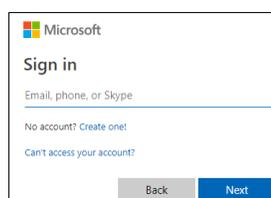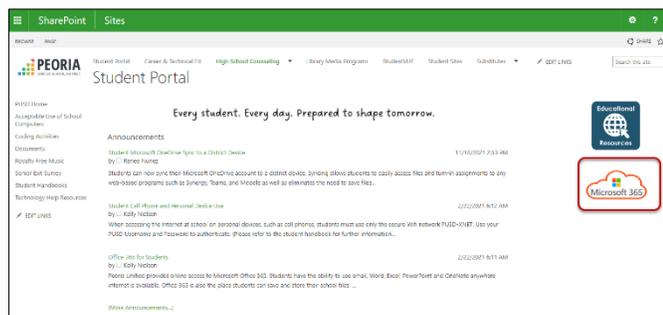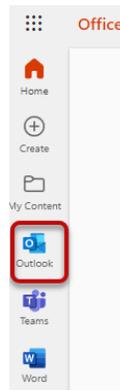## Contents

Accessing Student Email from W*ithin* the District

1. Open the **Chrome or Edge** browser.

2. Click the **Microsoft 365** icon on the right side of the Student Portal.

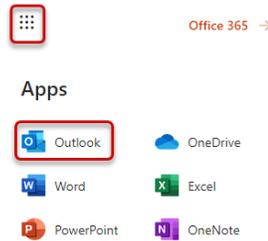3. If prompted, **sign in** using your school email address and school password.

   username@student.pusd11.net

4. On the left side menu, click the **Outlook** button to access email.

Note: If you do not see the Outlook tile, click the **app launcher**, and locate and click **Outlook** under *Apps*.

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 **Microsoft 365**.

3. **Sign in** using your email address and school password.
username@student.pusd11.net
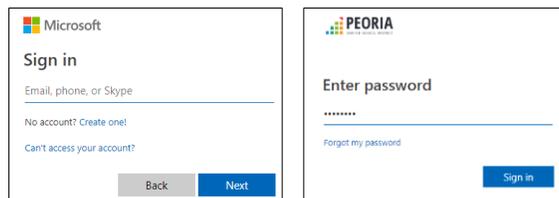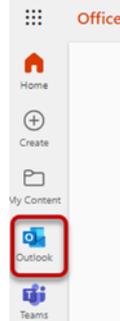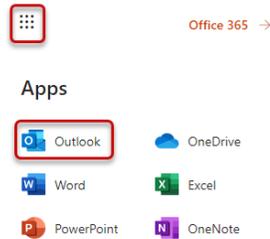
4. Click the **Outlook** button.

Note: If you do not see the Outlook icon, click the **app launcher**, and locate **Outlook** under *Apps* section.

Using Microsoft 365 Email (Outlook)

Use the menu on the left to navigate to:

- Inbox
- Drafts
- Sent Items
- Deleted Items
- Junk Email
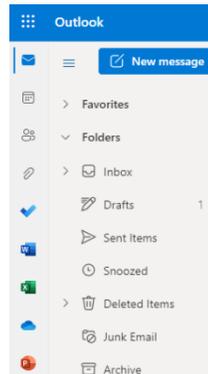
Composing a New Email Message

1. Click **New message** to send a new email.

2. Enter a recipient's **email address** or **search and select** a contact(s) in the *To* field.

3. Enter a subject in the *Subject* field.

4. Compose the message.

   Note: Use the formatting options as needed. They are located on the bottom menu.

5. Use the top menu to **Send**, **Attach** or **Discard** the email.
6. Click the **ellipsis menu** for additional options.
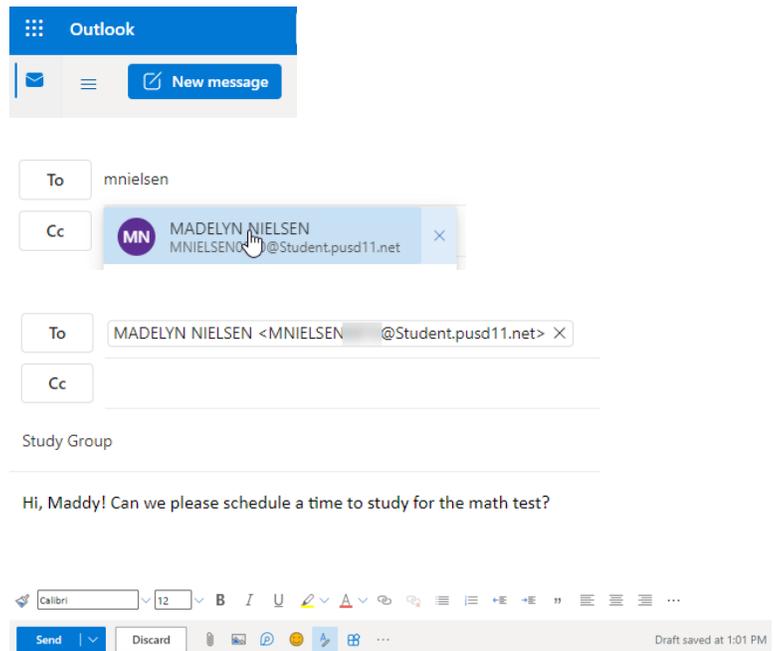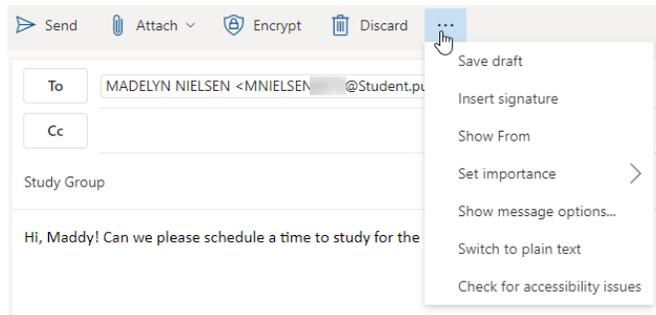
Using Office 365 Calendar

1. Click the **App launcher** in the upper left corner and select **Outlook**.
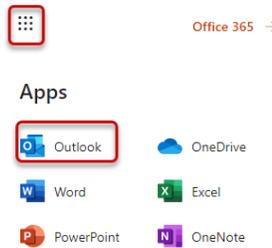
2. Click the **Calendar** icon in the Outlook sidebar menu.

3. Click the **New event** button to create an event.

4. Complete the event information and click **Save**.
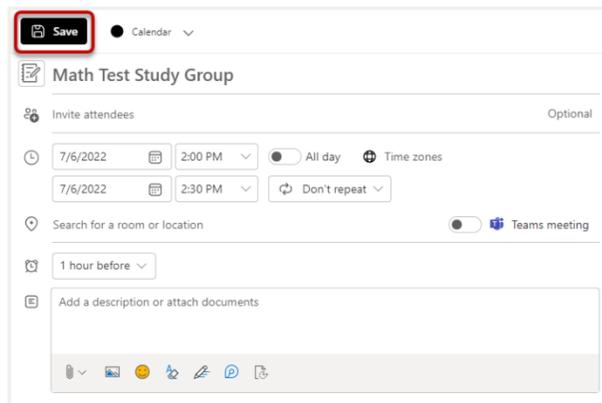
Calendar Views

1. Click the **drop-down arrow** to change the view from Day, Work week, Week, or Month.
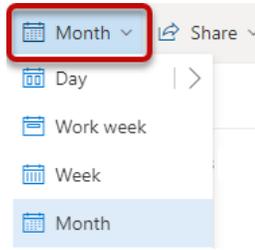
2. To return to email click the **mail (envelope) icon** in the Outlook sidebar menu.
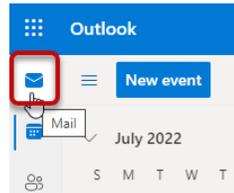
Using Microsoft 365 OneDrive

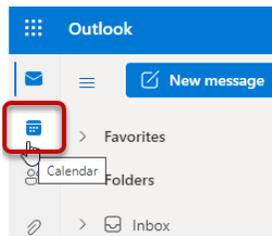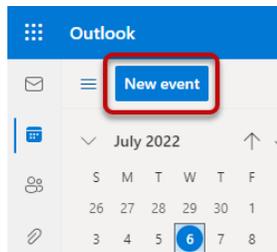Microsoft 365 OneDrive is the place to store your files and share your work. OneDrive is easily accessible from anywhere with Internet access.

Accessing OneDrive

1. Open the **Chrome or Edge** browser.

2. Click the **Microsoft 365** icon on the right side of the Student Portal.
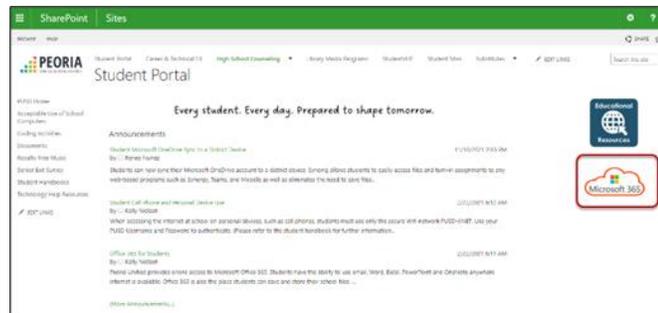
3. **Sign in** using your school email address and school password. username@student.pusd11.net
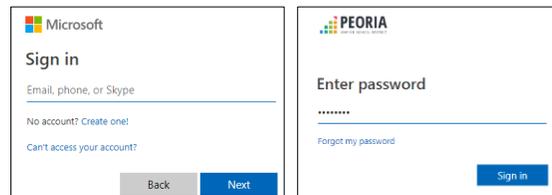
4. Click the **App Launcher.**

5. Then click the **OneDrive** button.

Creating a File or Folder

1. From the **OneDrive** *My files* area, click **New** to create a new folder or new document.
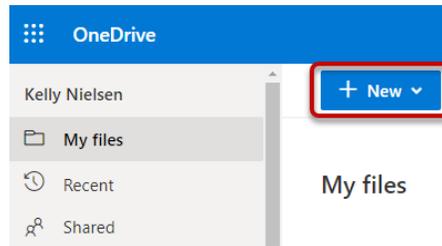
2. Select the *type of file* you wish to create or click **Folder** to create a new folder.
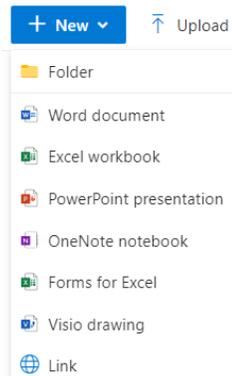
3. To name a new file, (Word, Excel, PowerPoint, etc.), click on the word document, book, presentation, etc. in the title bar.
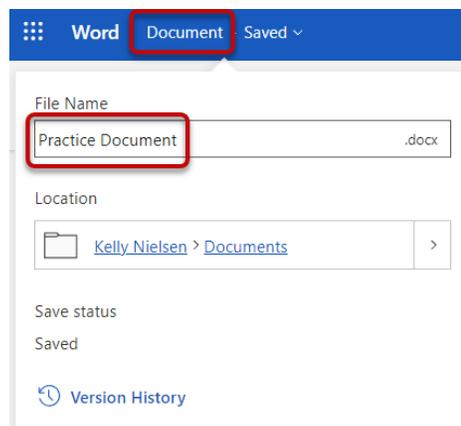
4. A dialogue box will open. Name the file. Then click anywhere on the page to view and save the changes.

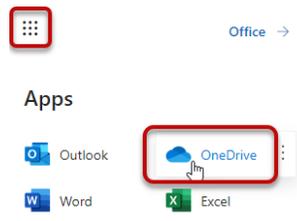   NOTE: IN the web apps, there is no Save button. Documents and other files are saved automatically.

   NOTE: You can see when your file is being autosaved in the title bar at the top of the page.
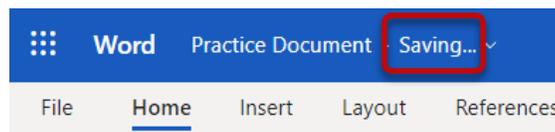
5. To close a document or file, click the '**x**' on the browser tab.

Opening and Editing a Document

Option 1:

1. From the *My files* section of your OneDrive, place a **checkmark** in front of the document you want to open.
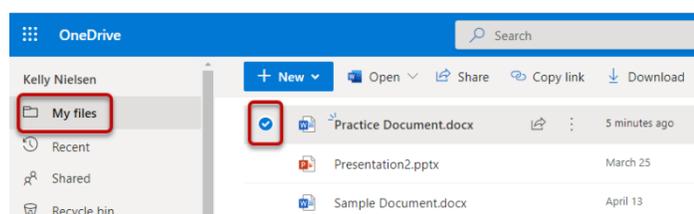
2. Use the *Open drop-down arrow* to choose between **Open in browser** and **Open in App**.
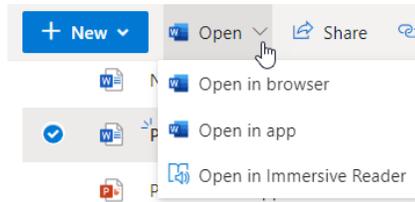
   NOTE: If the device you are working on does not have the program installed, the *Open in browser* option will be the only option listed.

Option 2:
1. From the *My files* section of your OneDrive, click on the **title** of the document.
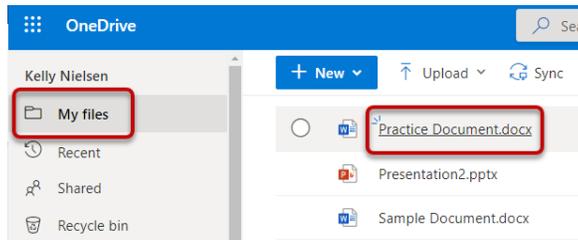
2. Use the *Editing drop-down arrow* to choose between Editing, Reviewing, Viewing, and Open in the Desktop App.
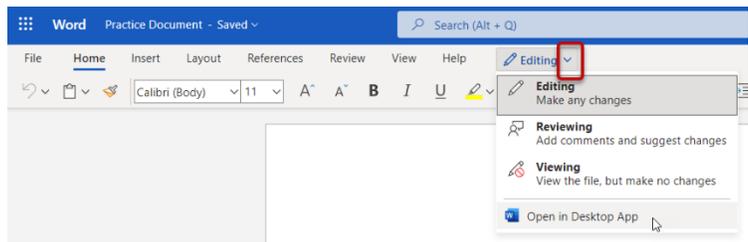
   NOTE: If the device you are working on does not have the program installed, the **Open in Desktop App** will not be available.

Uploading a Document

Option 1 (File Upload):
1. From the *My files* section of your OneDrive, click the **Upload down arrow,** then click **Files.**

2. **Browse** to locate the file.
3. Click to select the file(s).
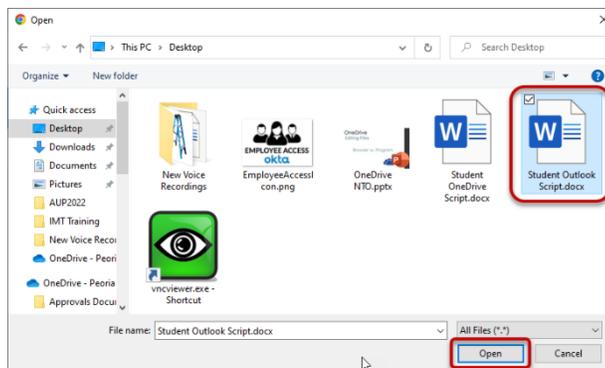
4. Then click **Open**.

NOTE: A notification in the upper right corner will show the status of the upload.
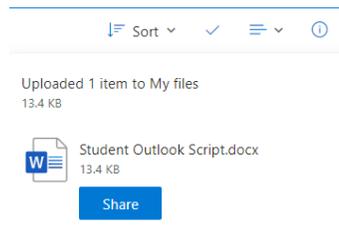
The file will be uploaded to your My Files area in your OneDrive.

Option 2 (Drag and Drop):

1. Locate the file from its current location.
2. **Click, hold, and drag** the file(s) to the white space in the *My files* section of the page.
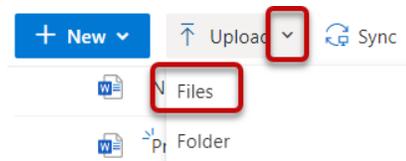3. A blue dash line box will appear. This indicates the location to which the file will upload.
4. **Release** the mouse to add the file.
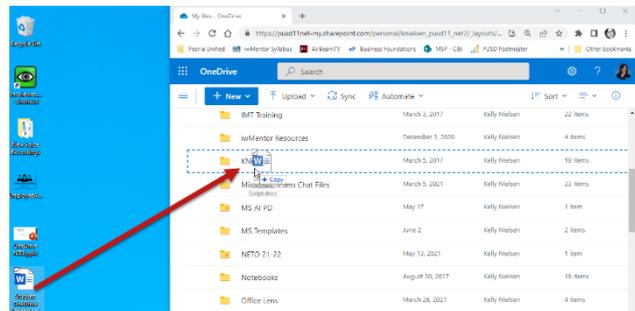
NOTE: If you drop a file on top of a folder, it will be uploaded to the folder.

Uploading Folders

IMPORTANT: Folders can only be uploaded when using the Chrome or Edge browsers.

Option 1 (Folder Upload):

1. From the OneDrive *My files* view, click the **Upload drop-down arrow**.

2. Click **Folder.**

3. **Locate and select** the folder to upload.
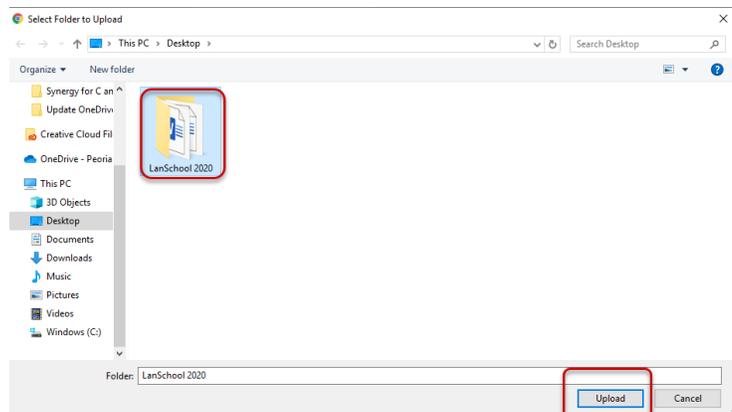
4. Click **Upload.**

5. Click **Upload** again, if prompted.
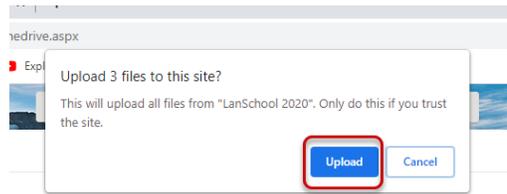
NOTE: An upload status notification will appear in the upper right corner.

6. When the upload is complete, a notification will appear. This indicates the folder and the number of items in the folder that were successfully uploaded.
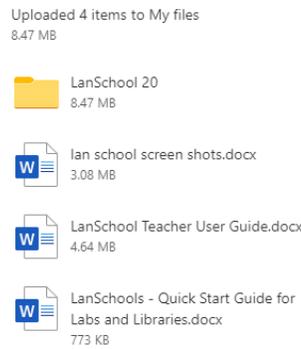
7. The folder will be located in *My files* in OneDrive.
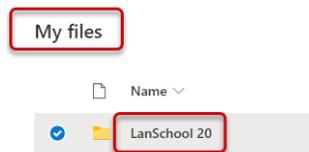
Option 2 (Drag and Drop):

1. **Locate** the folder(s) from its current location, such as your desktop.
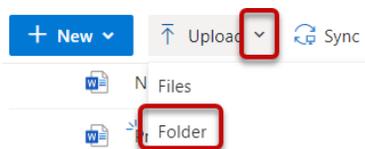2. **Click, hold, and drag** the folder(s) to the white space in the *My files* section of the page.
3. When the screen displays a blue dashed line across the top, release the mouse to add the folder(s).
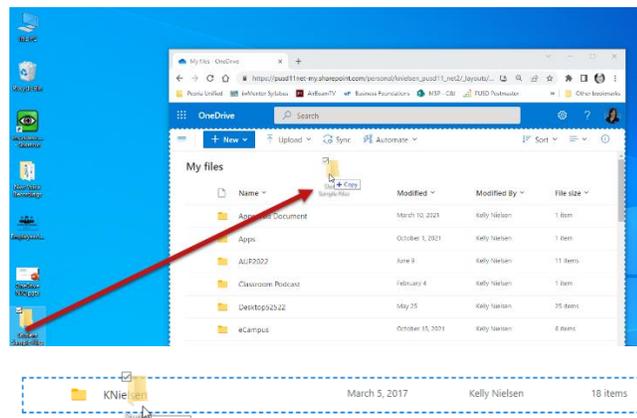
NOTE: To copy a folder to another folder, **click, hold, and drag** the folder to the correct folder name. A blue checked line will appear around the outside of the folder location.

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 have been shared and depending on permission settings, other users are able to view, edit, and share the items.

Sharing

Private

Private

Private

 Shared

Private

1. From *My files* view, hover over the file and then click the **Share** button.

Practice Document.docx

2. Click the **right arrow** next to *Anyone with the link can view* to set the permissions for the link settings.

Send link   ✕
Practice Document.docx

Anyone with the link can view

To: Name, group or email

Message...

                                          Send

Copy link

Anyone with the link can view ▢ >   Copy

There are four options for sharing:

- Anyone with the link
- People in Peoria Unified District
- People with existing access
- Specific people

Link settings   ✕

Who would you like this link to work for?
Learn more

Anyone with the link   ✓

People in Peoria Unifi... District #11 with the link

People with existing access

Specific people

Anyone with the link
- This allows the file to be shared with people inside and outside of the district.
- Editing is restricted.
- The link can be set to expire on a certain date.
- A password can be set.
- Downloading a copy of the file can be blocked.

Link settings   ✕
Practice Document.docx

Who would you like this link to work for? Learn more

Anyone with the link   ✓

People in Peoria Unifi... District #11 with the link

People with existing access

Specific people

Other settings

☐ Allow editing

Open in review mode only   ⬤ ⓘ
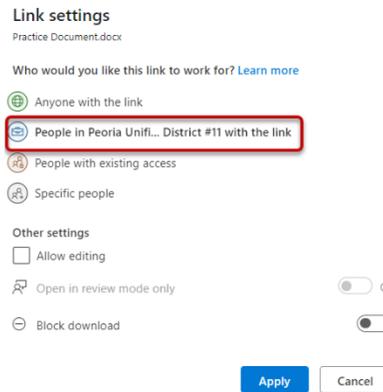
Expires Thursday Jul 6 2023   ⓘ

Set password

Block download   ⬤

        Apply   Cancel

People in Peoria Unified School District

- This will allow a link to be shared with staff and students.
- The link will require staff and students to sign in with district credentials.
- Editing can be allowed.
- Downloading a copy of the file can be blocked.

People with existing access

- This allows a link to the file or folder to be resent to anyone who currently has access.
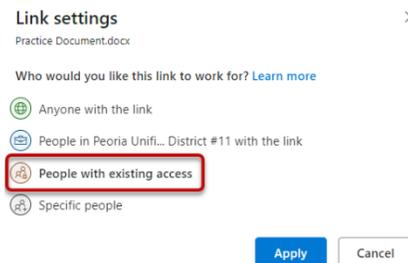
Specific people

- This allows the file to be shared by entering a users' email address or by searching the Peoria Unified directory.

- Once shared, the specific people will receive an email to access the shared file or folder.
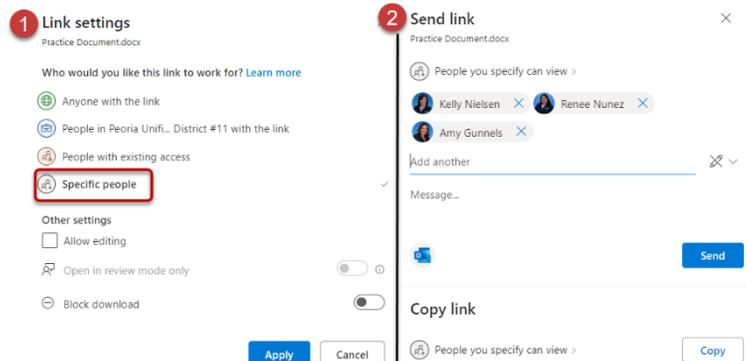
Sync your OneDrive

Students who use the same computer consistently can sync their OneDrive to quickly access files. Syncing your OneDrive is computer specific and local copies of files and folder will only appear on devices that students have synced. Sync'd files can then be accessed even when Internet access is not available.
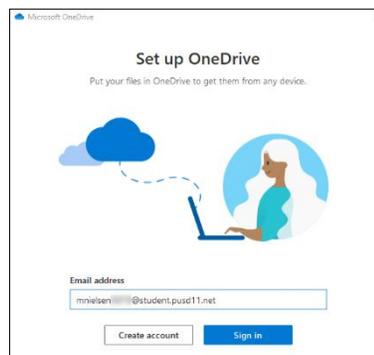
1. Press the **Windows key** in the lower left corner of the screen and then elect **OneDrive** from the start menu.
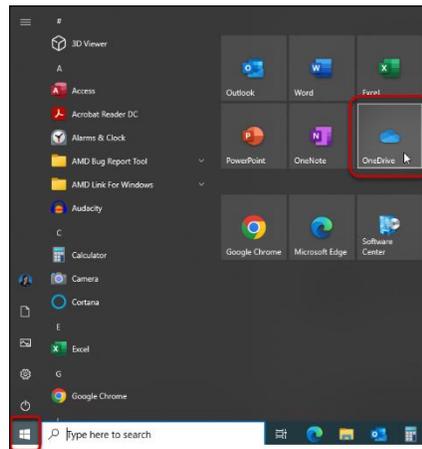
Note: If the OneDrive program is not on the *Start* menu, click the **Search** icon, type **OneDrive**, and then open the OneDrive program.
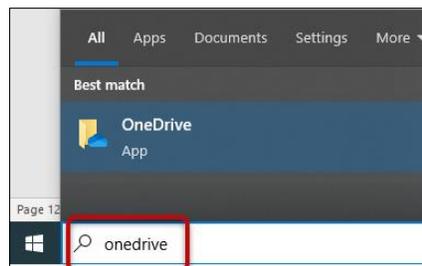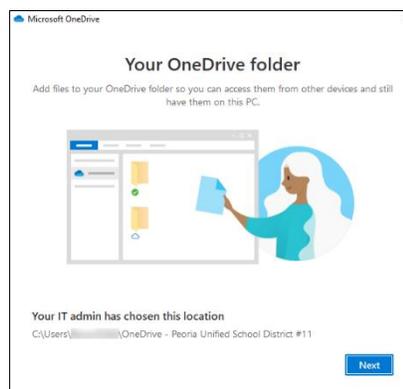
2. When OneDrive opens, type your district email address: username@student.pusd11.net
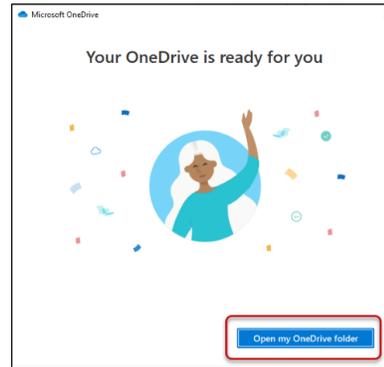3. Click **Sign In.**

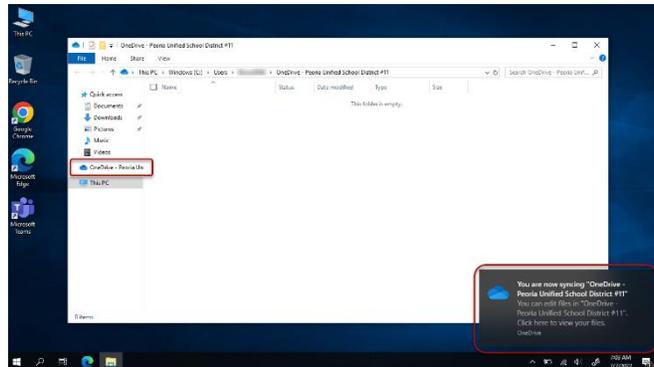   NOTE: If prompted, sign in with your current password.

4. Click **Next.**

5. Click **Open my OneDrive Folder.**

NOTE: The File Explorer window will open. The **OneDrive - Peoria Unified folder** will be in the left navigation menu and a pop-up notification will appear showing that the files are syncing.
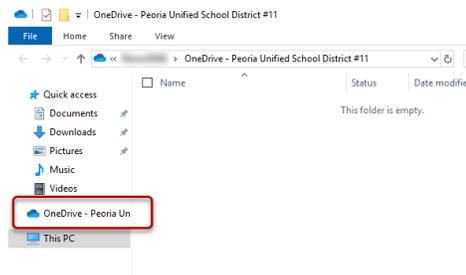
Accessing OneDrive from a Synced Device

When you log onto a computer where your OneDrive is synced, you can access your OneDrive from the **File Explorer** icon on your task bar.

1. Click the **File Explorer** icon on the taskbar.

2. Click the **OneDrive – Peoria Unified School District #11** link to locate your files.

Installing Office Products on Personal Devices

Each student can install Microsoft 365 programs on up to 5 personal devices such as your home computer, laptop, smart phone, etc. Click the link below to read instructions on how to download the Office programs on a personal device.

Installing Microsoft Programs to Personal Devices - Student Guide