

Welcome to Office 365!

This document includes:

- **What is Office 365?**
- **How do I access Office 365?**
- **Create and Access Your Documents from Anywhere with SkyDrive Pro**
- **Connect and Collaborate through Office 365**
- **Email for Students via Office 365** (*This feature is available for students only. Staff will continue to use their regular Outlook account and software for email.*)
- **Calendar for Students through Office 365** (*This feature is available for students only. Staff will continue to use their regular Outlook account and software for calendar*)
- **Personalizing Your Office 365 Settings through Newsfeeds**
- **Downloading a free student version of Microsoft Office 2013** (*This feature is only available for students. Staff can purchase Office 2013 as well as other MS products for only \$15.00 by visiting <http://sarasota.onthehub.com>*)

What is Office 365?

You may have heard the term “cloud computing”. This means that software, services, and storage are all located online. They can be accessed by using a web browser like Internet Explorer or Google Chrome. “Office 365” is Microsoft’s cloud based product that combines Microsoft Office software (Word, PowerPoint, Excel, Outlook) and internet based storage (called “SkyDrive Pro”) with services group that provide collaboration and communication tools for students and staff. Using Office 365, Sarasota County students and staff can use all the Office tools they are used to from any computer on the internet regardless of whether the computer has Microsoft Office installed or not. In addition to this, Office 365’s “SkyDrive Pro” allows your files to travel with you. They can be accessed from any computer on the internet. You no longer need to carry tiny USB drives that get easily lost. As long as you can connect to the internet, your files and software are just a few clicks away!

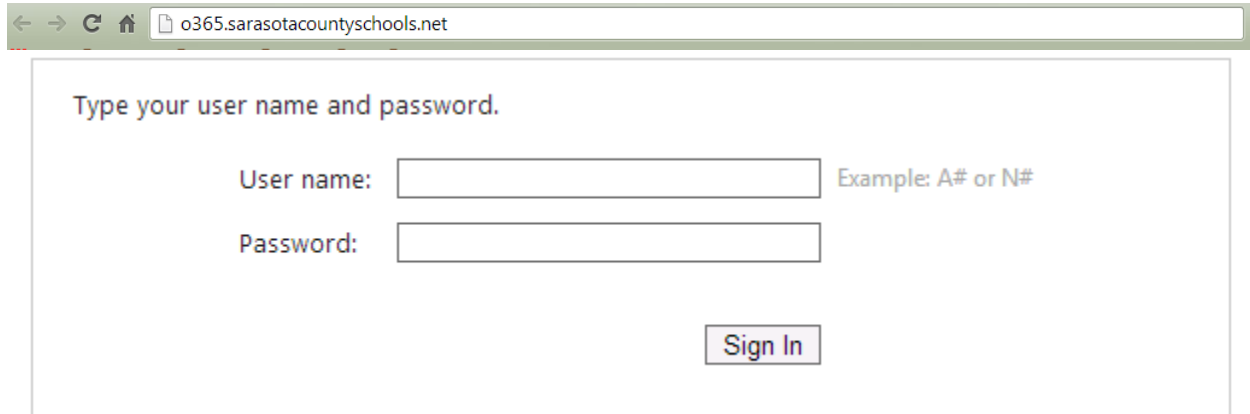
For more tutorials and information visit <http://office.microsoft.com/en-us/academic/>

[How do I access Office 365?](#)

The Office 365 login two ways:

1. Users can login directly simply by opening any web browser and going to <http://o365.sarasotacountyschools.net>
2. User will also find links to Office 365 on the Staff and Student pages of the Sarasota County Schools website.

The log in page looks like this...



← → ↻ 🏠 o365.sarasotacountyschools.net

Type your user name and password.

User name: Example: A# or N#

Password:

STUDENTS:

User Name: N#

Password: PIN#

STAFF:

User Name: A#

Password: Same as your computer

For more tutorials and information visit <http://office.microsoft.com/en-us/academic/>

Create and Access Your Documents from Anywhere with SkyDrive Pro

Outlook Calendar People Newsfeed SkyDrive Sites

Staff and Students have 25GB of free cloud storage

Create a new file



Word document



Excel workbook



PowerPoint presentation



OneNote notebook

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Perhaps the most exciting feature of Office 365 is the ability for staff and students to create, share, and sync their files on multiple devices with SkyDrive Pro. All staff and students will have access to 25GB of cloud storage as part of their Office 365 account. Users will be able to create Word, PowerPoint, Excel, and OneNote files completely online within their SkyDrive account. Creating one of these files online allows the user to quickly open and edit a document. You can even share the file with a teacher or classmate and work on an assignment together.

SkyDrive Pro utilizes Microsoft's cloud technology, which enables your files to travel wherever you go. This means you can start working on a paper or assignment at school, save it to your SkyDrive account, and then continue to work on that document at home.

Have a tablet or mobile device? The Office 365 app will allow students to edit and share their documents directly from their tablet or smartphone.



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[Connect and Collaborate through Office 365](#)

Outlook Calendar **People** Newsfeed SkyDrive Sites

People is only available for STUDENTS.

Every student and teacher in Sarasota County is now just a click away. Have a few students in your History class that you need to work on a group project with? No problem, Office 365 will enable you to search and add them to your contacts. This makes communication and collaboration quick and easy!

▲ My Contacts

Contacts

▲ Directory

All Rooms

All Users

All Groups

All Contacts

For more tutorials and information visit <http://office.microsoft.com/en-us/academic/>

[Email for students via Office 365](#)

Outlook Calendar People Newsfeed SkyDrive Sites

The main navigation bar in Office 365. Outlook is only available for STUDENTS.

SEND DISCARD INSERT ...

To: |

Cc:

Subject:

Students in Sarasota County now have access to a county provided email account. With this account students will be able to email classmates and their teachers, as well as attach files and documents. Only internal emails are permitted in Office 365, meaning students are only able to communicate with other students and staff members in Sarasota County.

For more tutorials and information visit <http://office.microsoft.com/en-us/academic/>

[Calendar for Students through Office 365](#)

Outlook **Calendar** People Newsfeed SkyDrive Sites

Calendar is only available for STUDENTS.

Students will also have access to an online calendar. Here they can create events or reminders, and share them with others. Teachers even have the ability to create an event on the calendar and invite students to it. It is a great way to keep track of homework assignments and upcoming tests and events.

January 2014

[jan](#) [feb](#) [mar](#) [apr](#) [may](#) [jun](#) [jul](#)

JNDAY	MONDAY	TUESDAY
29	30	31

For more tutorials and information visit <http://office.microsoft.com/en-us/academic/>

Personalize Your Office 365 Settings with Newsfeeds

Outlook Calendar People **Newsfeed** SkyDrive Sites

Edit your profile in the Newsfeed.

Although some features of the Newsfeed have been disabled, staff and students will be able to edit some of their personal information on this page. Similar to Blackboard, users can upload a profile picture to help other students and teachers “put a face to the name”.

Newsfeed

About me

Blog

Apps

Tasks

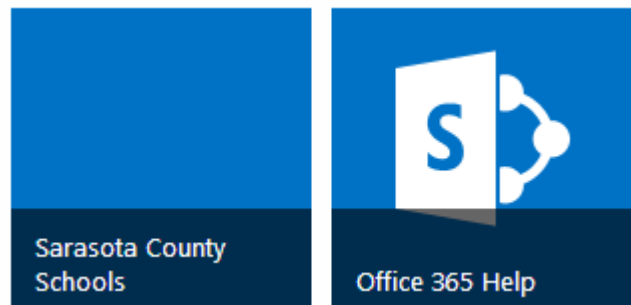
For more tutorials and information visit <http://office.microsoft.com/en-us/academic/>

Find Help and Information with Sites

Outlook Calendar People Newsfeed SkyDrive Sites

Need help? Click on the Sites tab

If you want more information about Office 365, help is a click away. Check out the Sites section to find a link to the County website as well as some Office 365 Tips and Tricks. This page will be updated over the coming months as new features are added.



For more tutorials and information visit <http://office.microsoft.com/en-us/academic/>

Microsoft Office 2013 Download for Students



Applications included in Office 2013

Every student currently enrolled in a traditional Sarasota County school in grades K through 12 can download the full Microsoft Office 2013 suite for free. Students will be able to download and install Office 2013 on up to 5 devices, including both Mac's and PC's. In order to take advantage of this the student must have a Windows PC running Windows 7 or higher or a Mac running OSX 10.6 or higher. It is important to note that the computer must have an active internet connection in order to download and install Office 2013. The computer must also connect to the internet once every 60 days to validate the install. If a computer remains offline past 60 days, Office 2013 will go into a Read-Only mode which prevents new documents from being created. Once the computer reconnects to the internet, full functionality will be restored. To download Office 2013, follow the steps included below.

1. Go to <http://o365.sarasotacountyschools.net> and log into Office 365
2. Once logged into Office 365, click on the gear icon on the top right
3. Select "Office 365 settings" from the menu



Refresh
Set automatic replies
Display settings
Manage apps
Offline settings
Change theme
Options
Office 365 settings

4. Click on software
5. Select your Language and then click install

software
Install and manage software.

Language:

English (United States)

Version:

32-bit (recommended) advanced

Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

[Review system requirements](#)

install

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