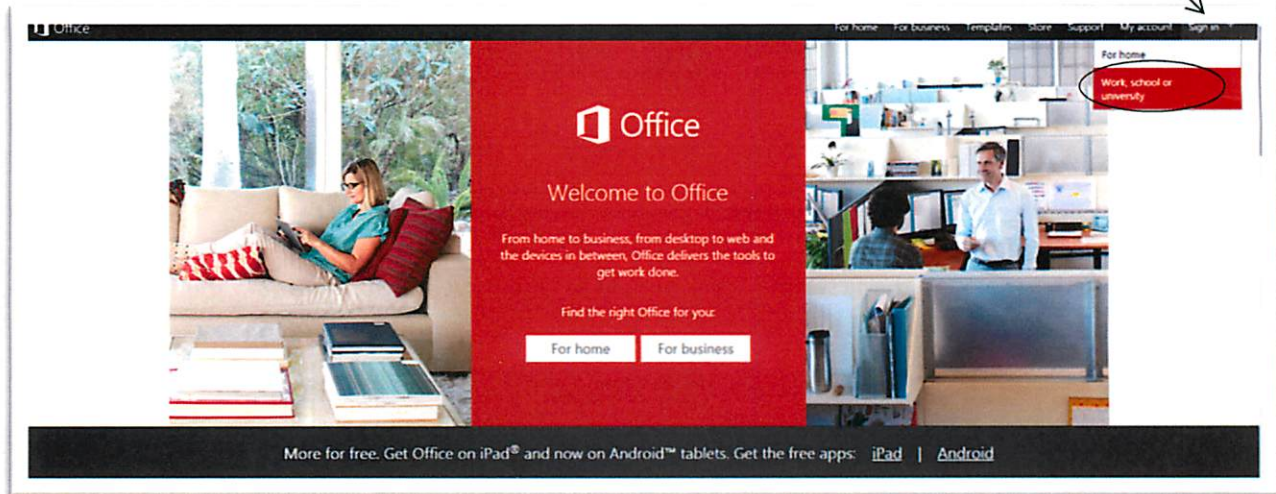


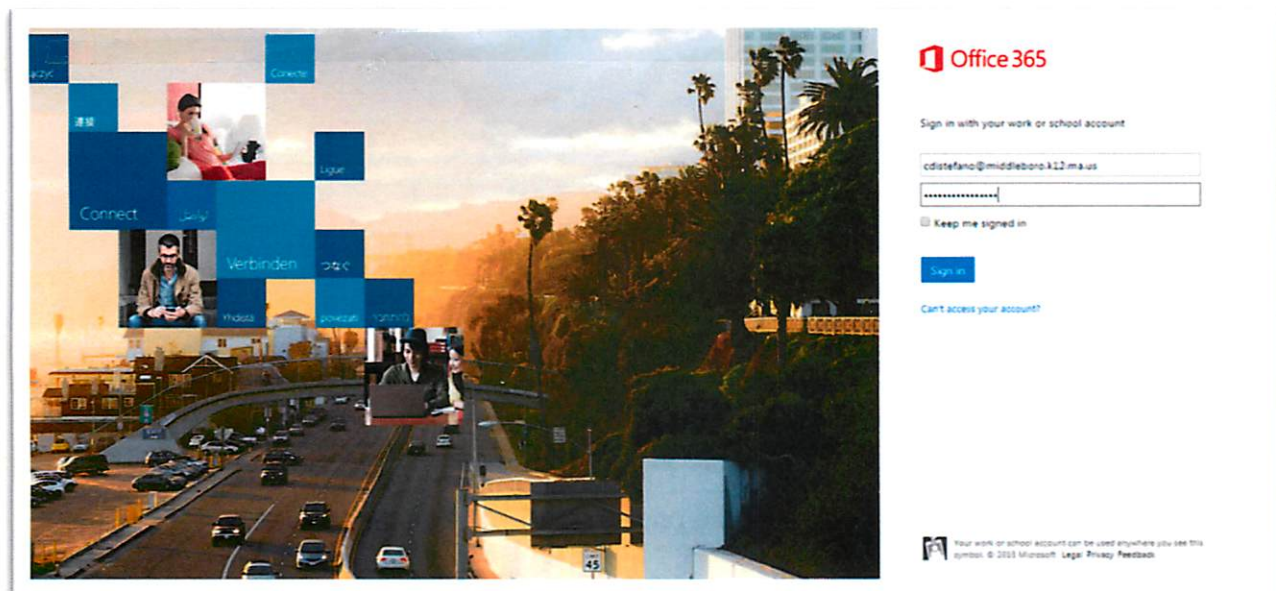
Microsoft Office 365 (Web-based lite version of MS Office) – When and where you need it (Create, access and share documents from anywhere)

www.office365.com

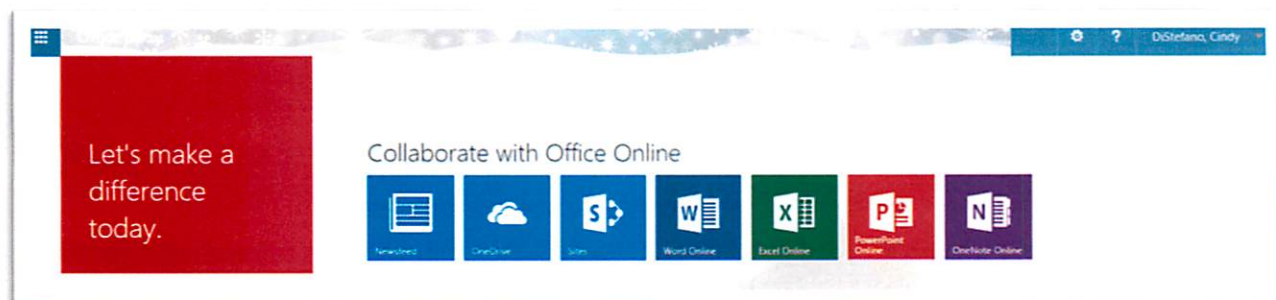
Click on Sign In



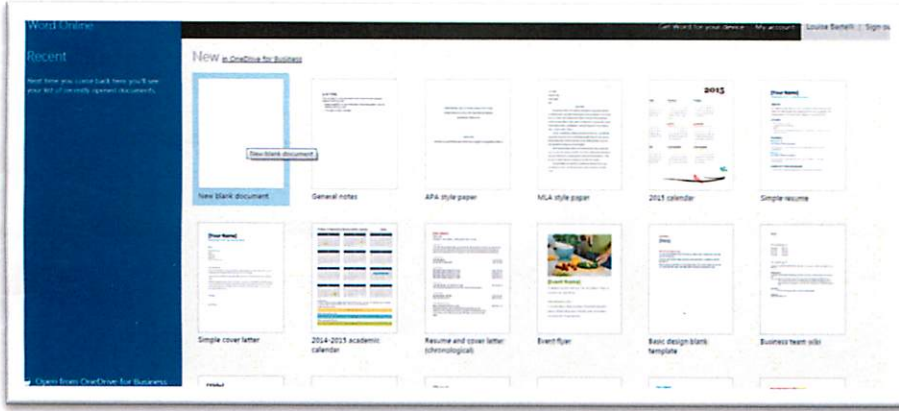
Enter your school email address and this password _____ (you can change). Click "Sign In"



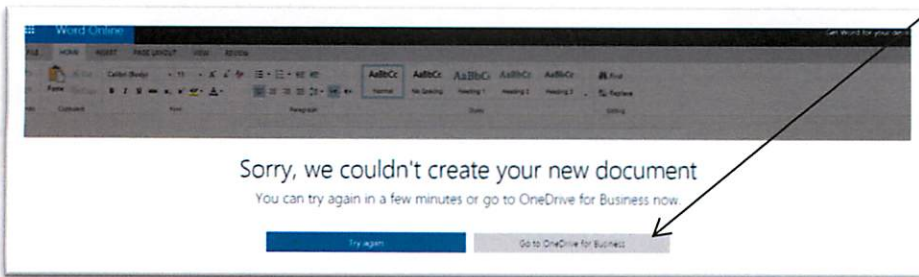
Click on any program...



Click on any document...



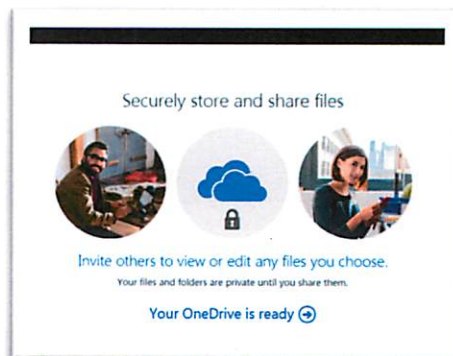
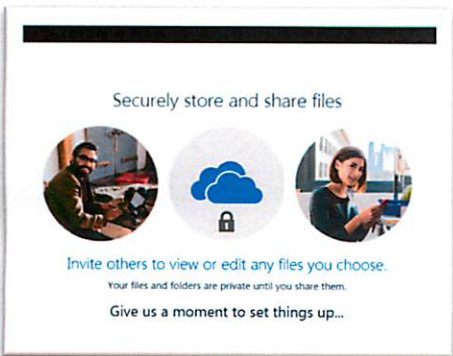
You will receive this message the first time...click on "Go to One Drive for Business"



Click on "Next" ...



Give them a moment to set things up... Your OneDrive is ready – Click on the "Arrow"...



Now you can use all the programs provided with Office365. Louise Bertelli will be offering training, but if you wish to receive training immediately, please contact Louise at lbartelli@middleboro.k12.ma.us or x4394