**Office 365/One Drive**

Starting in the Fall 2015, we will offer Office 365 and One Drive as options for all students and staff to use.

Office 365 will give students and staff the ability to access Office products such as Microsoft Word, PowerPoint, Excel, and OneNote from any computer with internet access. It also has great features which allow students and staff the ability to easily collaborate and share files with each other.

OneDrive is an online storage option which gives students and staff up to **1 TB** of storage each. For comparison sake, all teachers in Lennox combined do not even use half of that collectively in our H: Drives.

**Access Office 365/OneDrive**

1. Go to the following link: <https://login.microsoftonline.com/login.srf?bk=1411408527>
   1. **Note:** Alternatively, this link will be placed on the Intranet site as well. It would be a good idea to “bookmark” or “favorite” this site in the browser of your choice.
2. Type in your full email address. You do not need to type in your password at this point. The site will automatically redirect.
3. Once the site has redirected to the K12 Data Center, type in your full email address and password.
4. You are now at the homepage for Office 365/OneDrive

**Upload Files**

1. To upload files, make sure you have clicked on “Documents” in the left pane of the Office 365 Page.
2. Click on “Upload.”
   1. Note: You can only upload files. You can’t upload folders into OneDrive. You can create folders in OneDrive and upload the files into the new folders created.
3. Click on the file(s) you want to upload. To select multiple files, hold the hold the “Ctrl” key in while selecting all of the files.
4. Click Open. Depending on the size of the files, it may take some time to upload. When finished, you should see your file in OneDrive.

**Create New File**

1. Click on the “New” Button.
2. Under “Create a new file,” choose the type of file you want to create.
3. The file will open in Office 365 and you may begin editing in the file.
   1. Note: The file will be saved automatically. It will be called “Untitled” by default. If you want to change the name of the file, you can do so by clicking on File -> Save As -> Rename.

**Edit a File**

1. Click on a file that has already been created.
2. Once opened, begin editing. It will automatically save as you go.

**Share a File**

**Method 1**

1. Click on the “checkbox” next to the file you wish to share.
2. Click on the Share Button(or Right-click on the file and choose “Share”
3. Enter the email address of the people you wish to share with.
4. Choose “Can Edit” or “Can View”
5. Click “Share”

**Method 2**

1. With the file open, click on “Share”
2. Repeat steps 2-5 from Method 1

**Note:** “Can Edit” allows multiple users to open and edit the file simultaneously. “Can View” allows them only to view the file but no changes can be made.

**Edit/Remove Share Privileges**

1. Click on the “checkbox” next to the file you wish to change sharing settings.
2. Click on the “Share” button.
3. Click on “Shared With.”
4. Next to a user, Click on the arrow to change or remove their share settings.
5. Click on “Save Changes.”

**Download a Local Copy to your computer**

1. Click on the checkbox next to the file you wish to download.
2. Click on “More.”
3. Choose “Download”

**Download a Local Copy to your computer when open in Office 365**

1. Click on “…”
2. Click on “Download a Copy”

**How to get back to main OneDrive page**

1. Click on the button in the top-left corner(9 squares)
2. Click on “OneDrive”

**How to Sync Office 2013 with your Office 365/One Drive  
Note:** This will allow your files to be stored in the OneDrive cloud, but you will be able to access and edit them using the Office 2013 program installed on your school computer.

1. In Office 2013, click on “File”
2. Click on “Account”
3. Click on “Signout” if Office is currently logged into an account(It may be something like [skruse@internal.oriolenet.org](mailto:skruse@internal.oriolenet.org), which isn’t actually something that will work)
4. Choose “Sign in”
5. Type your K12 email address and hit “Next.”
6. Type your password and choose “Sign in.”

Office 2013 now has access to your OneDrive account and you are able to access your files directly from Office 2013.

**Open/Save a File from Office 365/OneDrive account on Office 2013**  
**Note:** This will only work if we are synced with your Office 365 account as outlined in the directions above.

1. With Office 2013 open, click on “File.”
2. Click on “Open”
3. Choose “OneDrive – State of South Dakota K12 Data Center.”
4. Choose “Browse”
5. You are currently in your OneDrive account and can open files as needed.

**Note:** To save a file, you would use the same type of procedure as above, but instead of choosing “Open,” you would choose “Save.”

**Note:** Files worked on in Office 2013 will not be automatically saved. You must choose “File,” then “Save” or “Save as” to actually save the file.