

Office 365/One Drive

The Lennox School District 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, OneNote many other Microsoft programs 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.

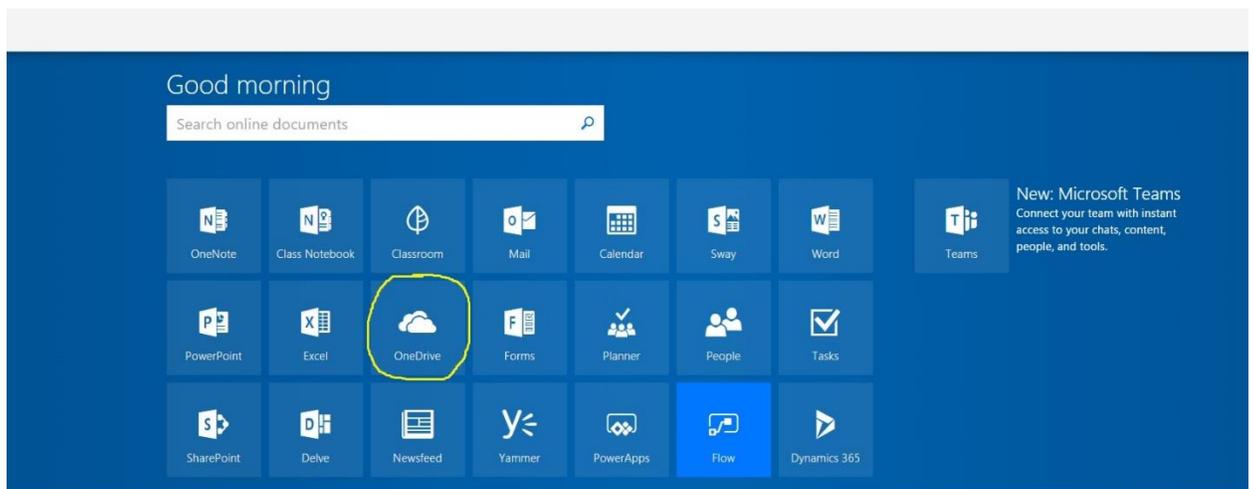
OneDrive is an online storage option which gives students and staff up to **1 TB** of storage each. For comparison sake, all teachers in Lennox combined do not even use half of that collectively in our H: Drives.

Access Office 365/OneDrive

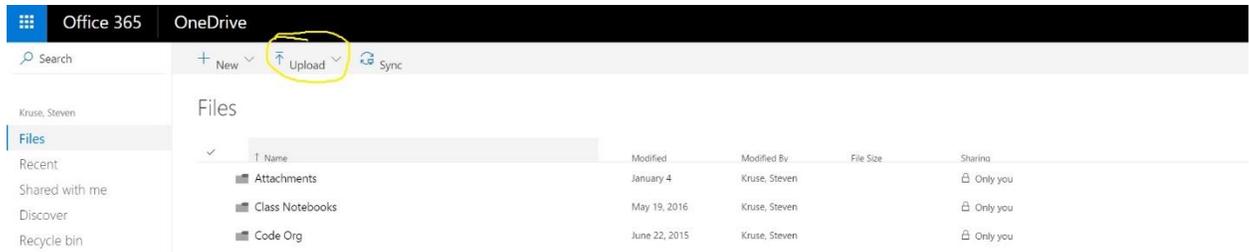
1. Go to the following link: <https://login.microsoftonline.com/login.srf?bk=1411408527>
 - a. **Note:** Alternatively, this link will be placed on the Intranet site as well. It would be a good idea to “bookmark” or “favorite” this site in the browser of your choice.
 - b. **Note:** Another alternative would be to go to the Lennox School District website(www.lennox.k12.sd.us) and click on “For Staff.” There is an “Office 365” option.
2. Type in your full email address. Press Tab to go to the “Password” field. You do not need to type in your password at this point. The site will automatically redirect to the SD K-12 Data Center login screen.
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 to OneDrive, choose the **OneDrive** app.

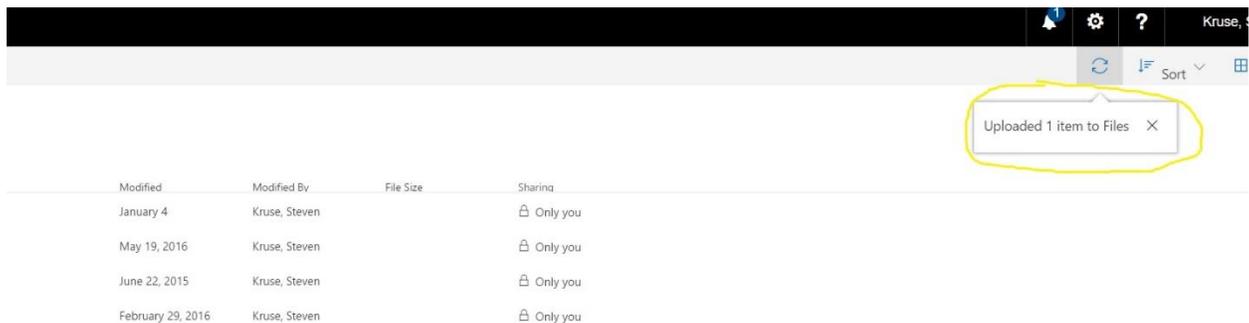


2. Click on **Upload**.



3. Upload Individual Files

- a. In the Dropdown, click on **Files**
- b. Navigate to where your files are stored
- c. Click on the file you would like to upload
 - i. To upload multiple files, hold the Ctrl button in while selecting all of your files.
- d. Click the **Open** button
 - i. Uploading files may take some time depending on the how large the files are
- e. When finished uploading, a popup will show how many files or folders were uploaded

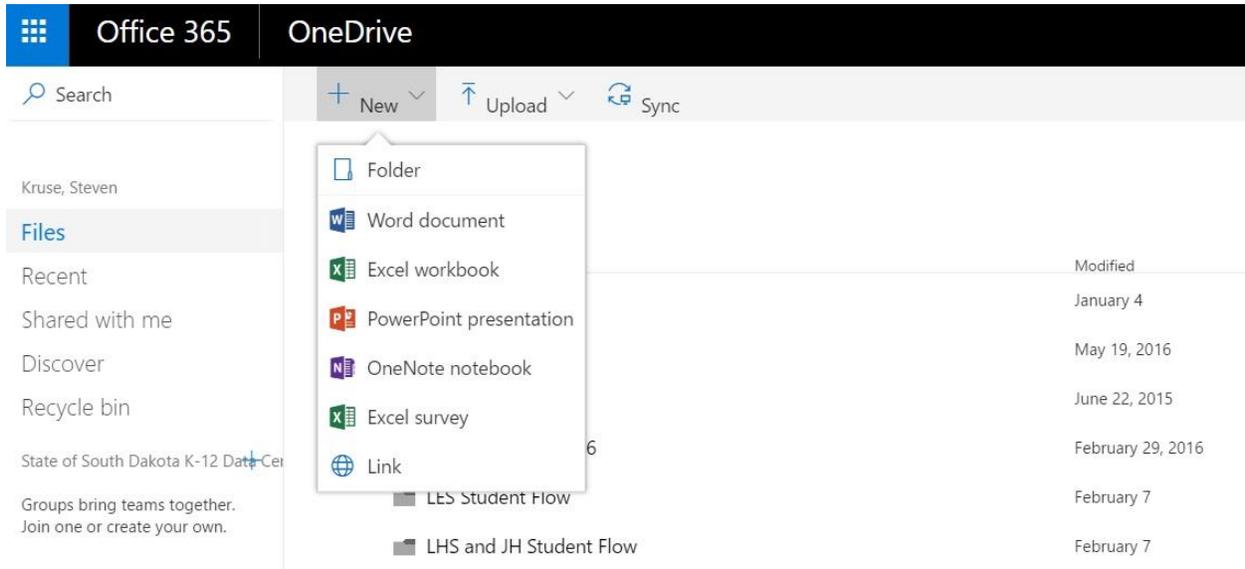


4. Upload Folders

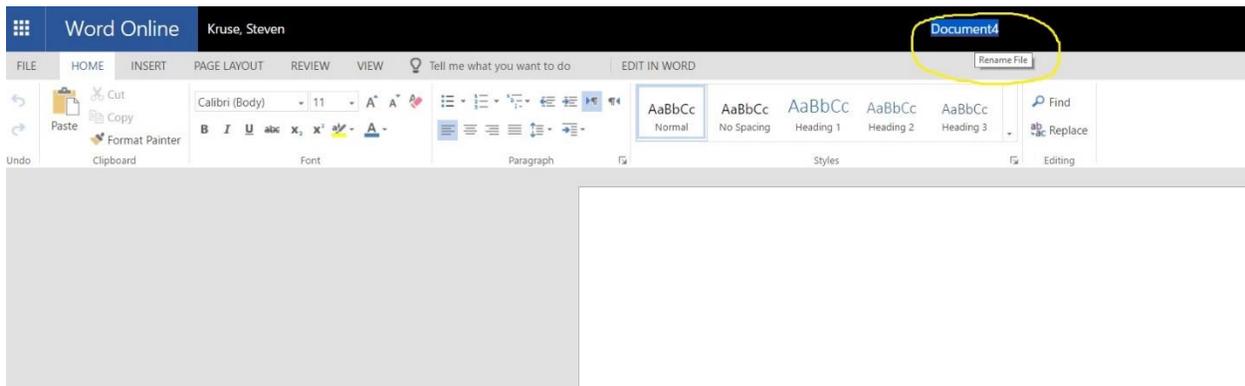
- a. In the Dropdown, click on **Folder**
- b. Navigate to where your folders are located
- c. Click on the folder you would like to upload
 - i. Note: You can only upload one folder at a time using this method.
- d. Click the **Open** button.
 - i. Uploading files may take some time depending on the how large the files are
- e. When finished uploading, a popup will show how many files or folders were uploaded(See above picture for location)

Create New File

1. Click on the “New” Button.
2. Choose what you are wishing to create
 - a. Options include Word, Excel, PowerPoint, OneNote, Survey, New Folder, and Link



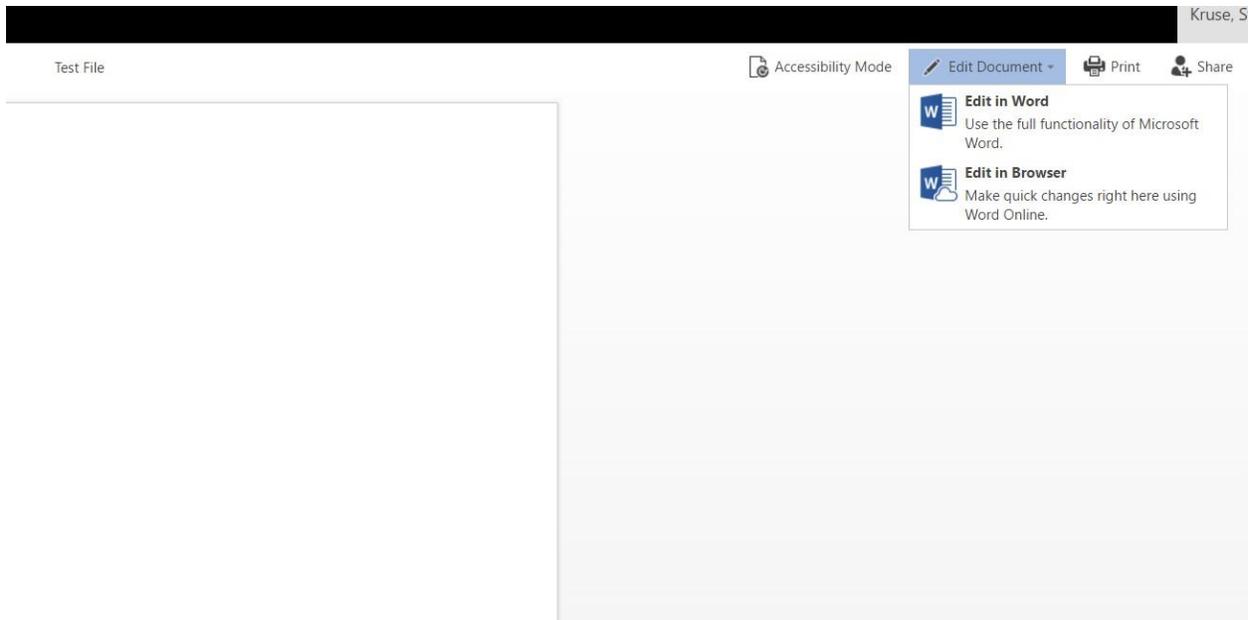
3. The file will open in Office 365 and you may begin editing in the file.
 - a. Note: The file will be saved automatically. It will be called given a default name like “Document1” or something similar. If you want to change the name of the file, you can do so by clicking on File -> Save As -> Rename.
 - b. You could also rename by clicking on “Document1” at the top of the page and renaming the file.



4. Note: All files that are worked on in a browser are automatically saved and updated as you work on it.

Edit a File

1. In OneDrive, Click on a file that has already been created. It will open in a new window.
2. Once opened, choose **Edit Document**
3. Choose **Edit in Browser** or **Edit in Word**.

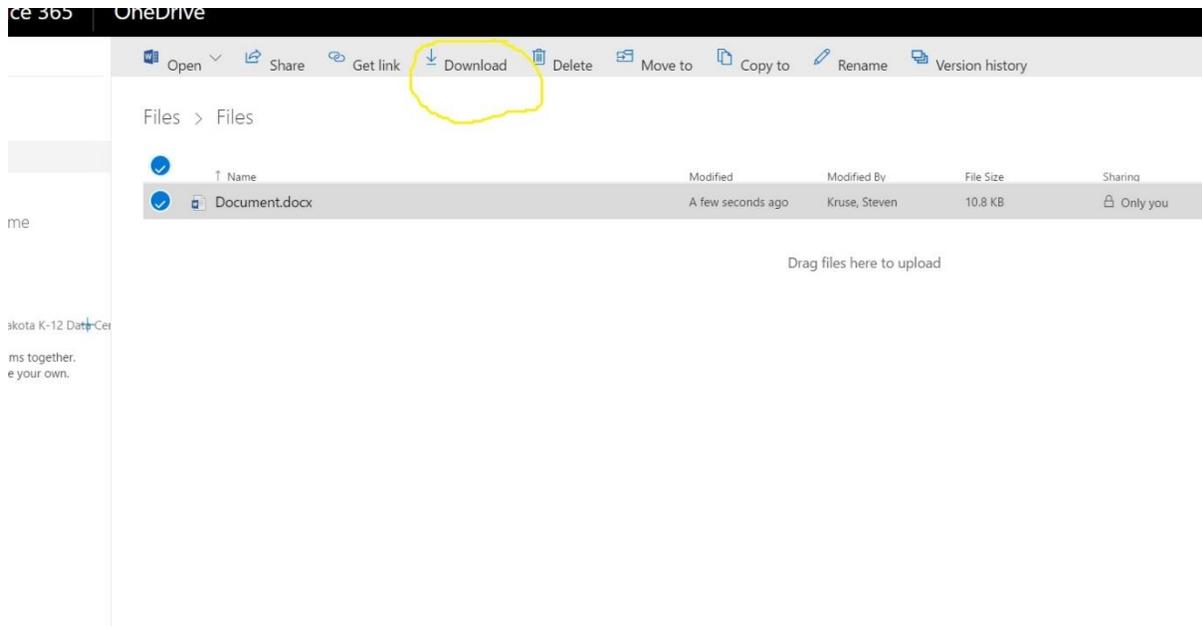


- a. **Edit in Browser** will allow you to edit the document in the web browser.
 - i. This will have most of the main features of the Application, but there are some things missing.
 - ii. This will save automatically as you are working on it.
- b. **Edit in Word** will open up the Microsoft Word Application and allow you to edit in there.
 - i. You will be prompted to allow it to Open Word. Choose **Open Word(Desktop)**
 1. You may want to put a checkmark in **Remember my choice for Word(Desktop) links.**

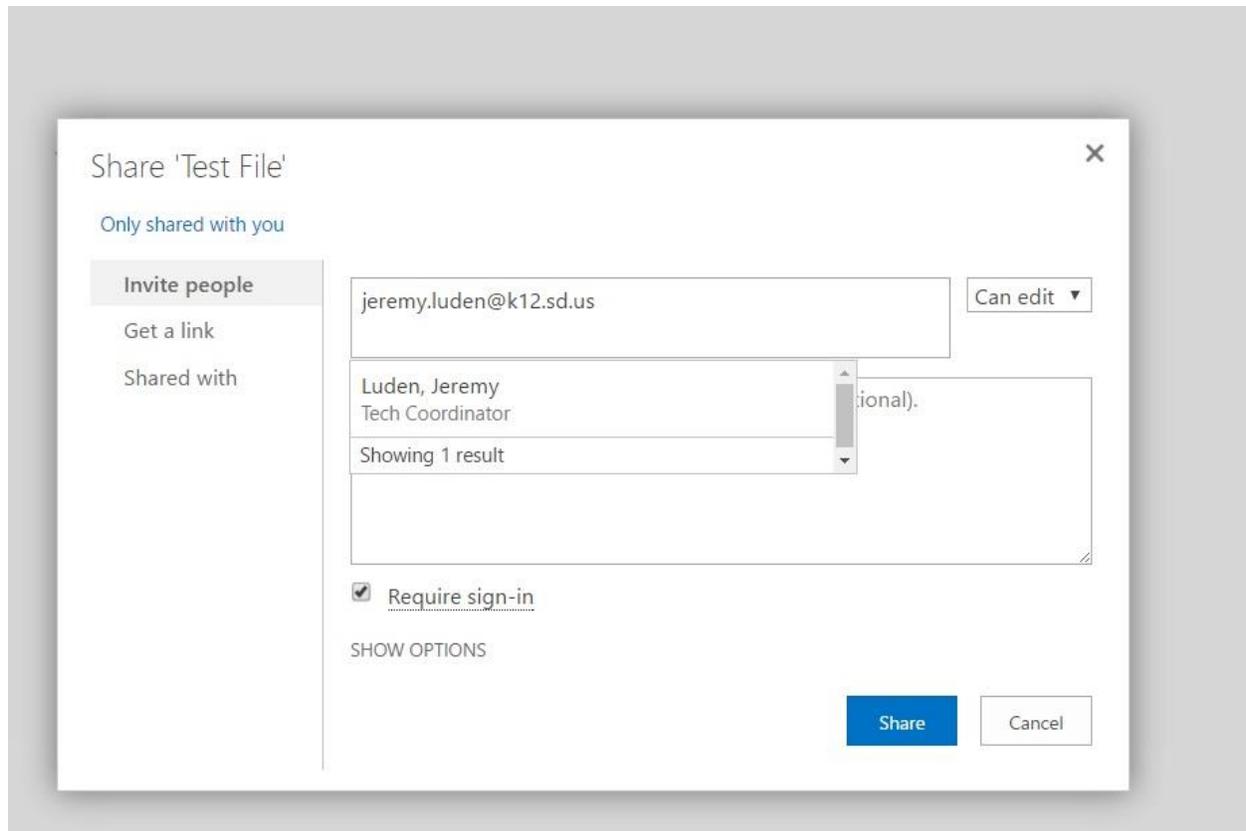
Share a File to only certain people

Method 1 – in One Drive

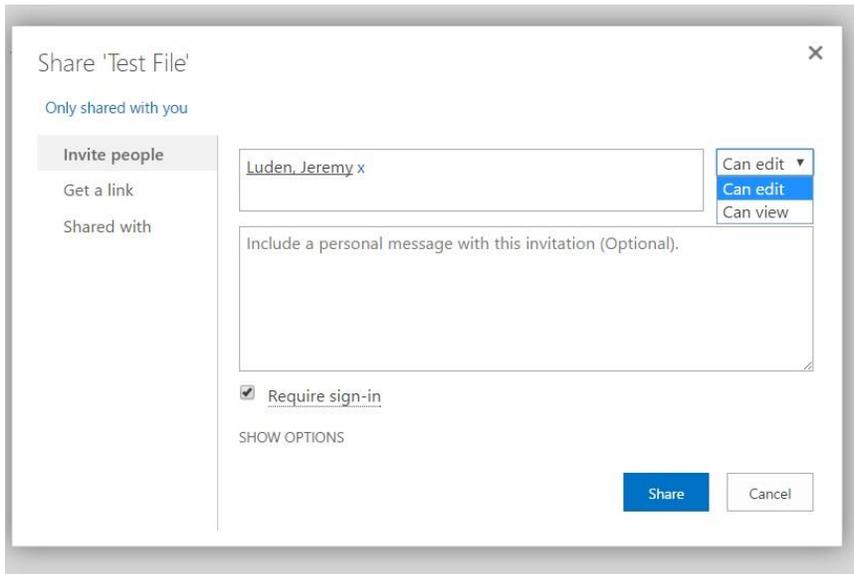
1. Click on the checkbox next to the file you wish to share.
2. Click on the **Share** Button(or Right-click on the file and choose **Share**)



3. Enter the email address of the people you wish to share with.



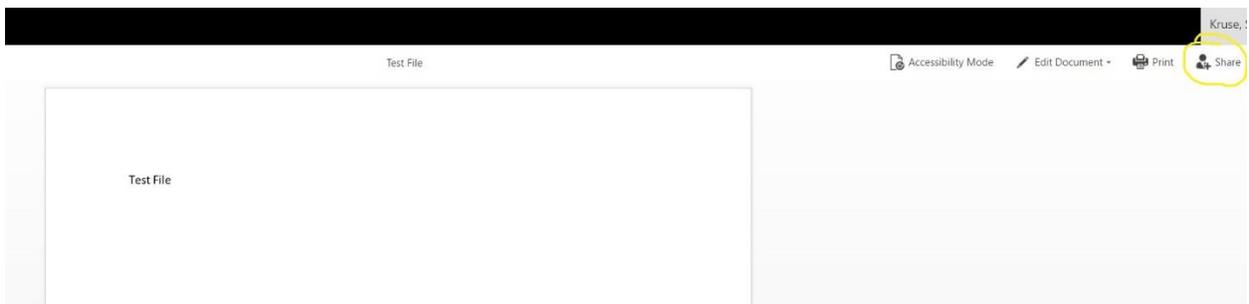
4. Choose **Can Edit** or **Can View** – See Notes below on what **Can Edit** and **Can View** mean.



5. There is already a checkmark in **Require sign-in**. That is typical for a file that you are only allowing certain people to access. Double-check that is checked.
6. Click **Share**

Method 2 – With File open

1. With the file open, click on **Share**



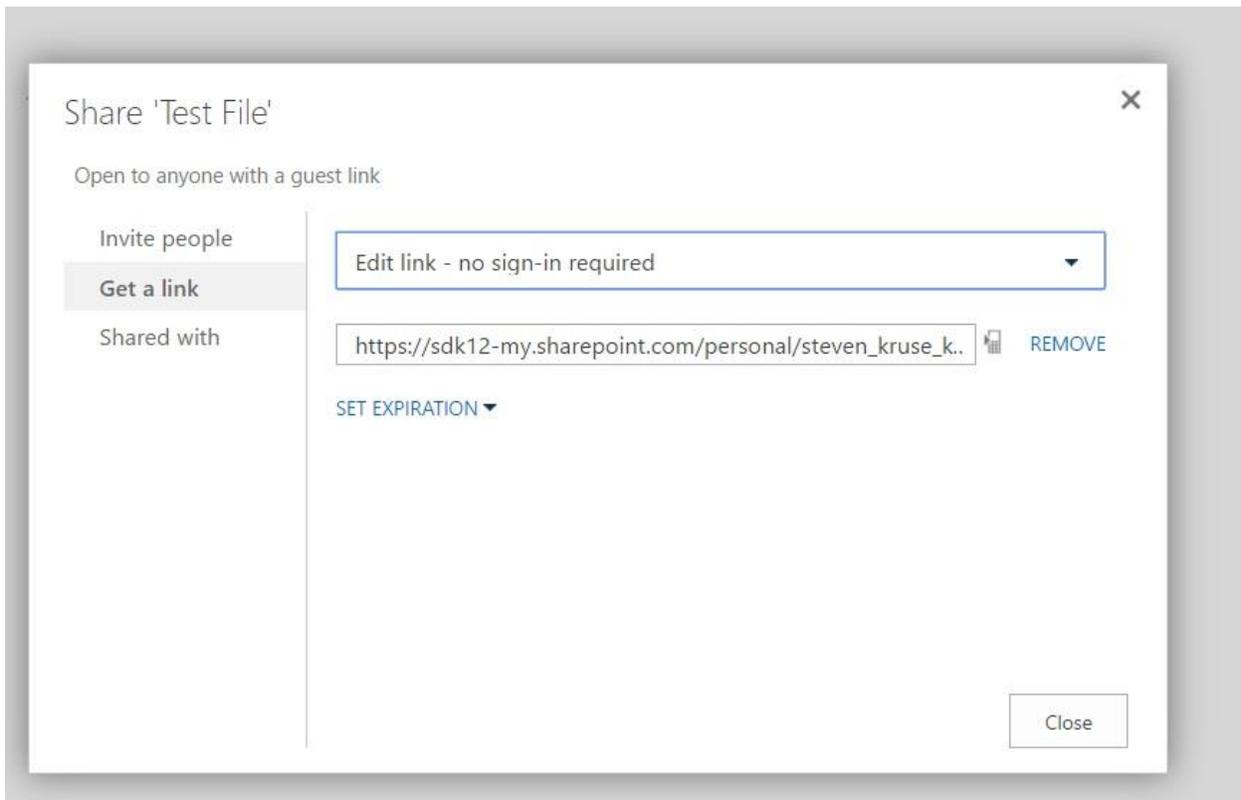
2. Repeat steps 2-6 from Method 1

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.

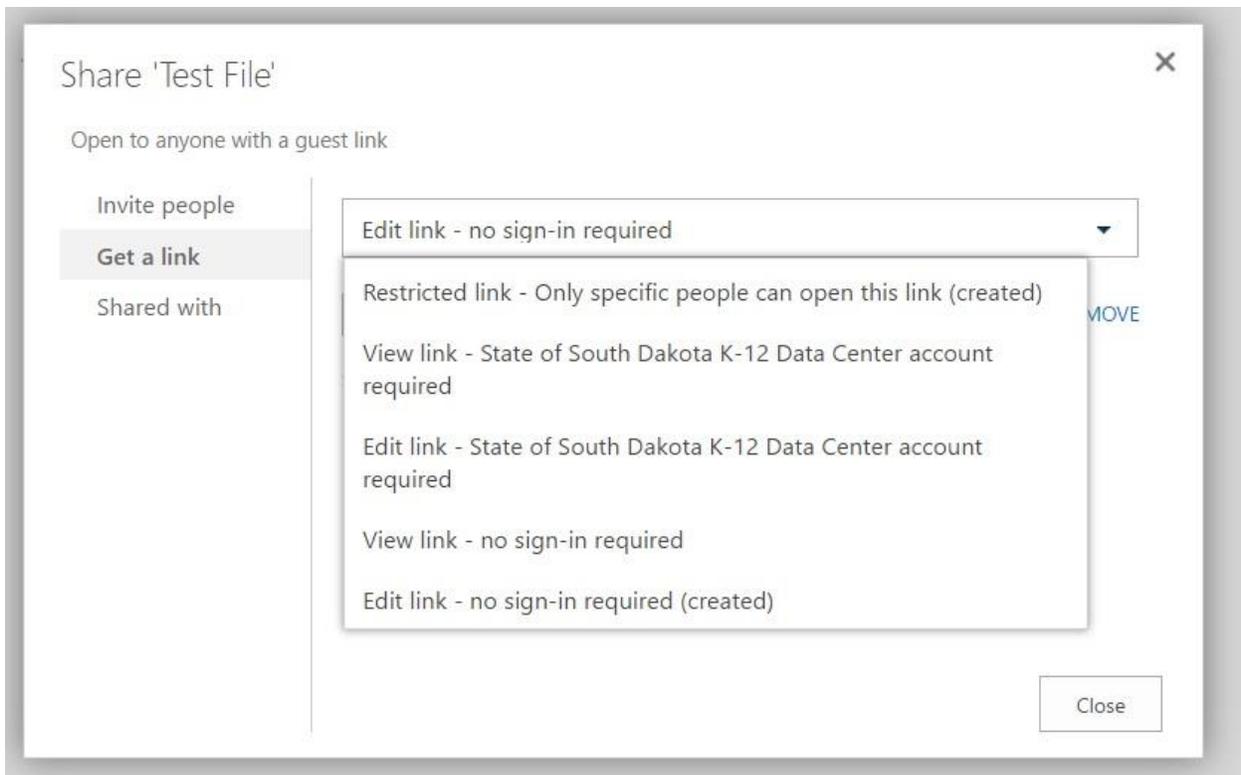
Share file to numerous people with listing all of them

The **Get a Link** allows you to easily share a file with numerous people without having to individually list them. The downside to **Get a Link** is that anyone that comes across the link has the same access as those you sent to.

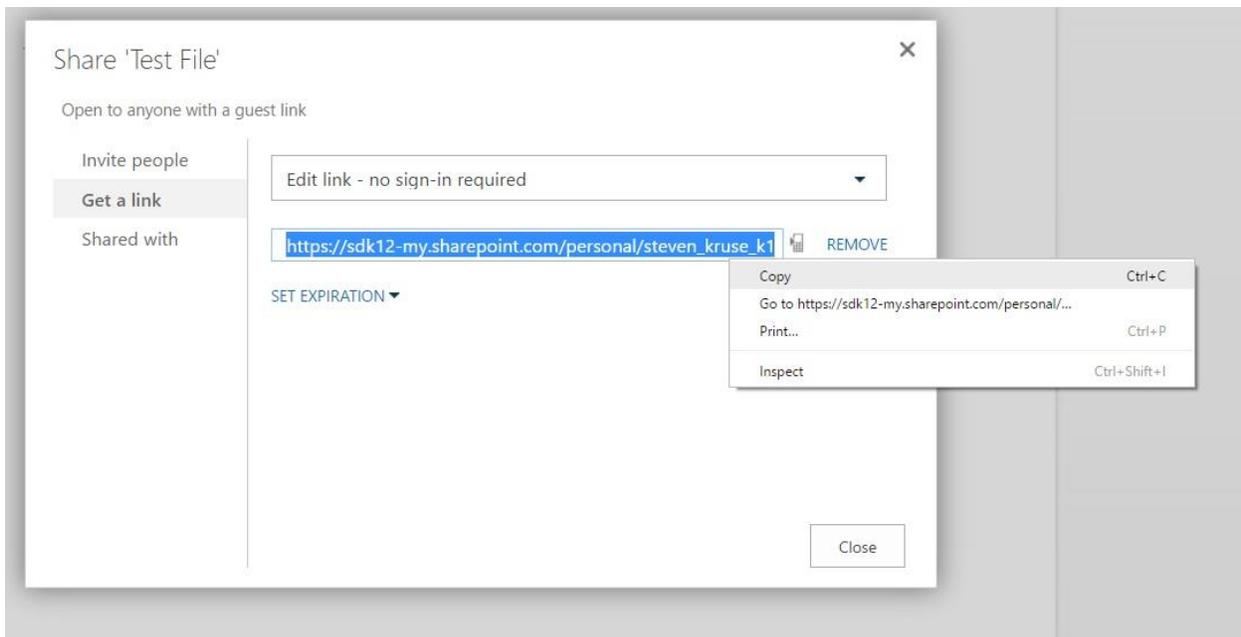
1. With the Share Dialog Box open(see above for instructions), choose **Get a Link**.



2. **Choose what type of link you would like**
 - a. **Restricted Link** – Allows only those specific people you invited get to access this based on the security you chose
 - b. **View Link – State of South Dakota K-12 Data Center account required**
 - i. If a user is logged in to their K12 Office 365 and gets a hold of this link, they will be able to view the link. They will not be able to edit
 - c. **Edit Link – State of South Dakota K-12 Data Center account required**
 - i. If a user is logged in to their K12 Office 365 and gets a hold of this link, they will be able to edit the document.
 - ii. With them being required to login, you would be able to know what changes were made and by whom
 - d. **View Link – no sign-in required –**
 - i. This gives the option of anyone with the link being able to view the document.
 - ii. This includes people that may not be intended recipients. This can be beneficial, but should not include data that should not go public.
 - iii. This could include concert videos, newsletters, letters to parents, etc
 - e. **Edit Link – no sign-in required**
 - i. This is for a completely public document that you are allowing anyone and everyone the chance to edit. There is no way to check who made certain changes and no way to certain people out.

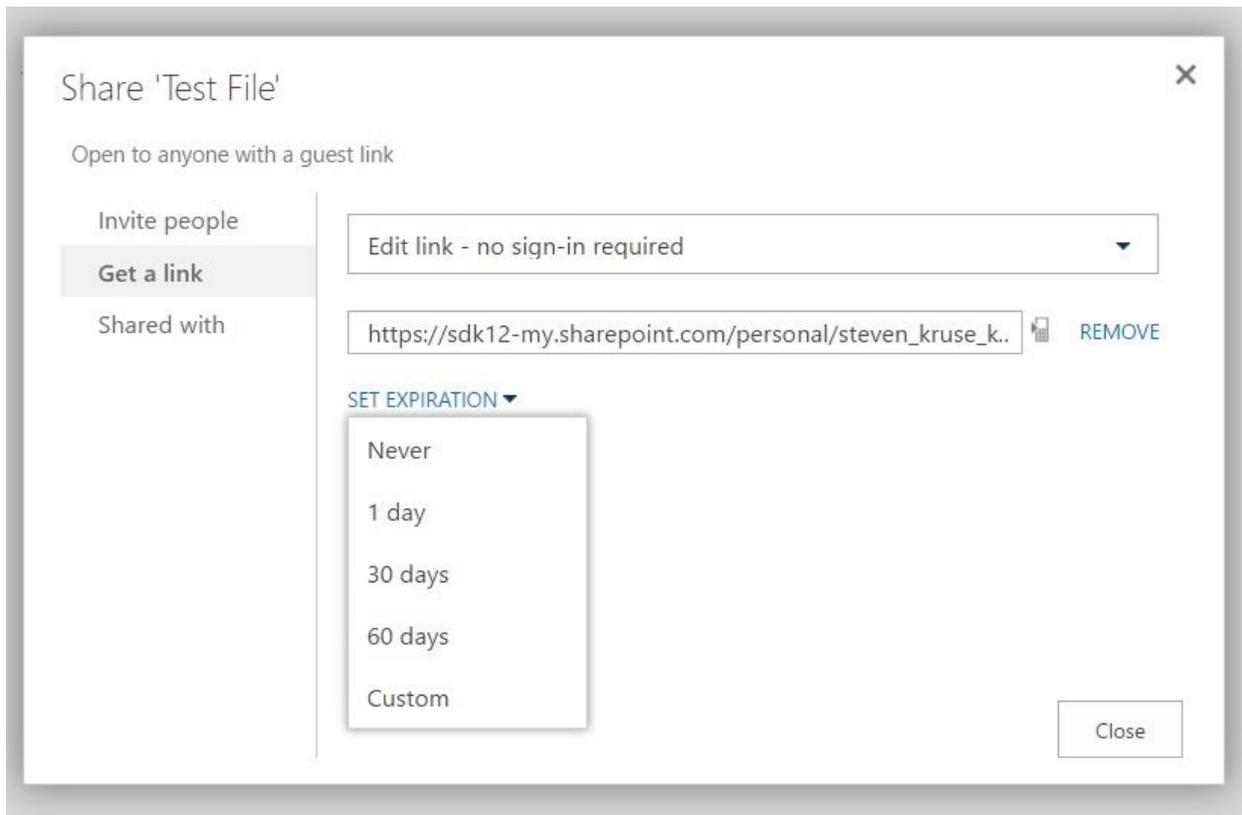


3. Right-Click the link, then choose **Copy**.



4. Paste the link in an email or on a website to allow people to view or edit, depending on what you chose.
5. Under the link, there is also a **Set Expiration** option
 - a. You can choose to only allow the link to be set a certain sharing preference for a certain amount of time.

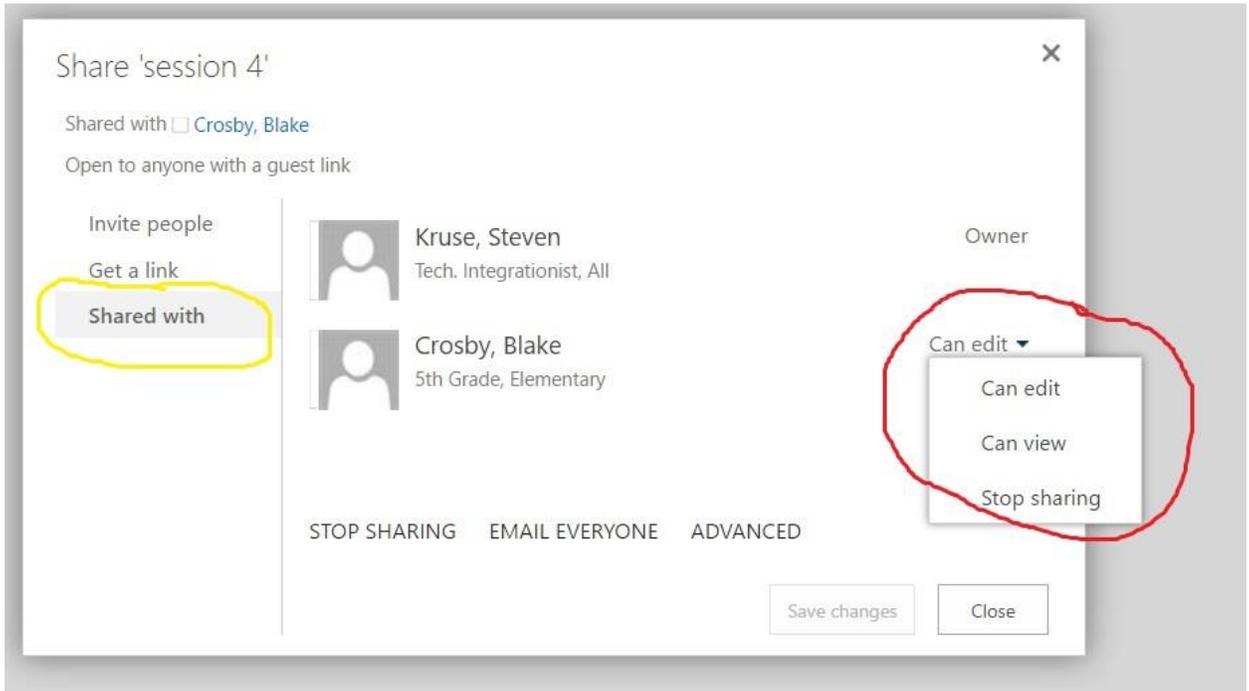
- b. If the listed days don't work for you, choose **Custom**.



Edit/Remove Share Privileges(OneDrive)

1. In OneDrive, Click on the checkbox next to the file you wish to change sharing settings
2. Click on the Share option
 - a. **Alternatively, with the file open, you can choose the Share Button**
3. Click on **Shared With** – See yellow circle below

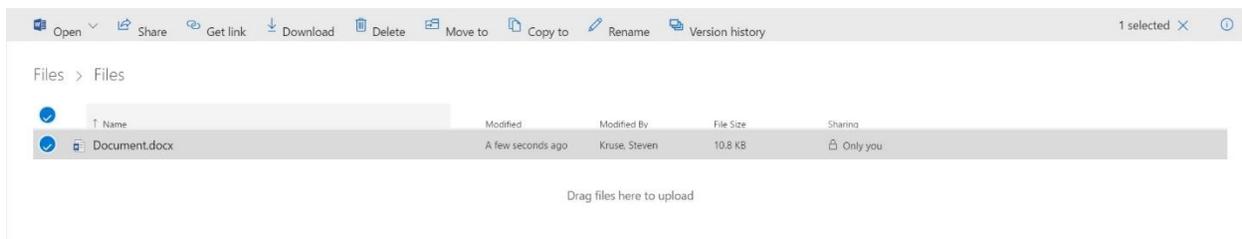
- Next to a user, Click on the arrow to change or remove their share settings. – See red circle below



- Click on **Save Changes**.

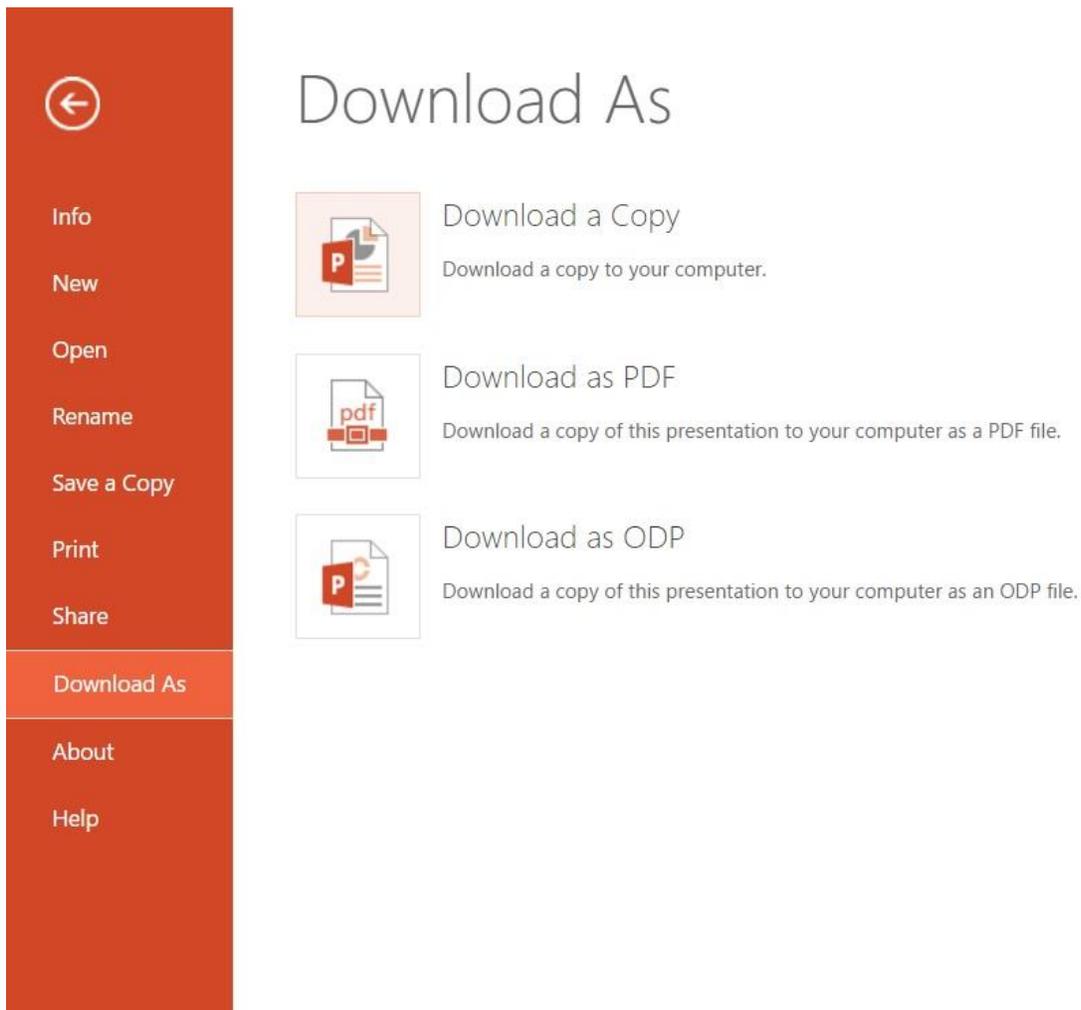
Download a Local Copy to your computer (From OneDrive)

- Click on the checkbox next to the file you wish to download.
- Choose **Download**

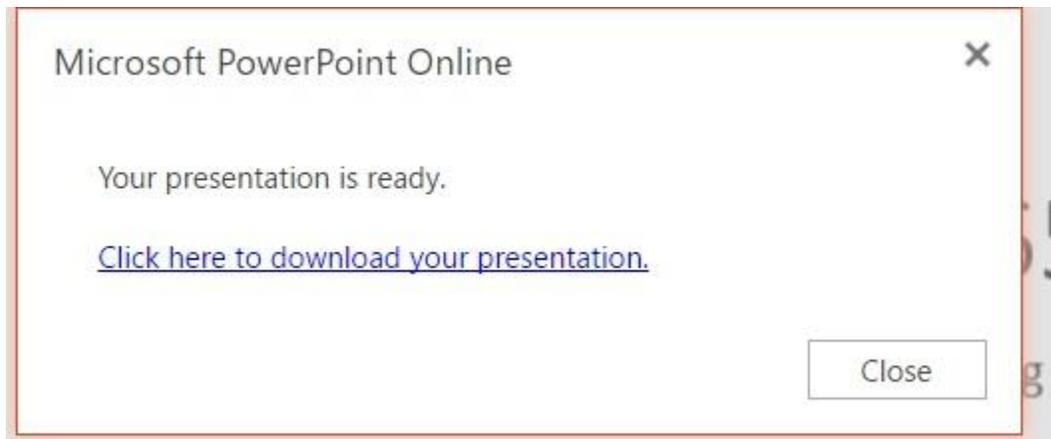


Download a Local Copy to your computer when open in Office 365

1. Click on the **File** Tab.
2. Choose **Download as**, then choose **Download a Copy**



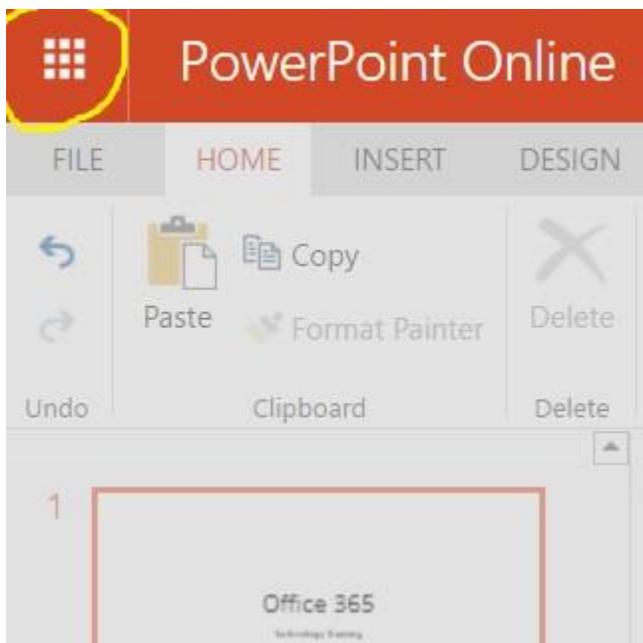
3. Click on the link **Click here to download your presentation.**



4. Your download will now begin and be sent to the default location of your browser's download folder.

How to get back to main OneDrive page(or any apps)

1. Click on the button in the top-left corner(9 squares)



2. Click on "OneDrive" (Or any other app)

How to Sync Office 2013/2016 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 an Office 2013 app, 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, 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 2013/2016

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.