

# Office 365/OneDrive – Nuts and Bolts

## How do they access it?

- Student Email Link at top of every district webpage and Under Student tab on school web-pages (OneDrive)
- Login
  - At School Students can access this way on regular computers
    - Username: *username*
    - Password: *district password*
  - Domain Login can be used at home or school
    - Username: *jhs\username*
    - Password: *district password*
  - Email Login can be used at home or school
    - Username: [username@student.naperville203.org](mailto:username@student.naperville203.org)
    - Password: *district password*

## What key features Office365 provide...?

- **Outlook:** An student email account
  - Students global list contains every kid 6-12 grade in the district
  - Can email people both inside and outside the district
  - This account can be used in other systems like Prezi, Career Software; anywhere a student email is the username.
- **Calendar:** personal calendar
  - Student have been told that homework will not be here
- **People:** contact List
  - This is for adding their own personal contacts such as teachers.
  - They do not have to add their in-district friends because they are already in the system.
- **OneDrive:** The really cool part
  - Storage
    - Students have 7 gigs of storage space in the cloud
    - Any types of files, videos, pictures can be uploaded and stored here
    - Flash drives becoming obsolete
  - Web-Apps
    - Web Version of frequently used programs: Word, Excel, PowerPoint
    - Additionally can use OneNote and Excel Survey (design surveys)
    - Where a student can get online: computer, kindle, iPad, droid device, public library, phone....they can type up a paper.
    - Kids CANNOT attach a web-file and send it in an email without downloading it on to a device BUT kids can share files with you for review/editing.

## What else should I know?

- Is there an app? Yes there are a few but the web-application piece only works right now via the web-version.
- There are NOT parent accounts but is a feature within Office365 to send duplicate messages.