

Microsoft

# Unlock Office 365 for the classroom Course 1: The keys to Office 365 Teacher takeaways

For more support and training videos, visit https://support.office.com/education.

Course 1: The keys to Office 365



These cards give you a quick visual reference of different features within the app. They're like slow-motion *(okay, totally still)* action shots. You can linger for as long as you like and take in any of the details you may have missed during the presentations.

Added bonus: Use these when you're back in the classroom and wanting to refresh your memory about what you learned today. They'll help you remember where to find that one button that does that one thing.

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☆ Takeaways will help you remember where to find that one button that does that one thing.

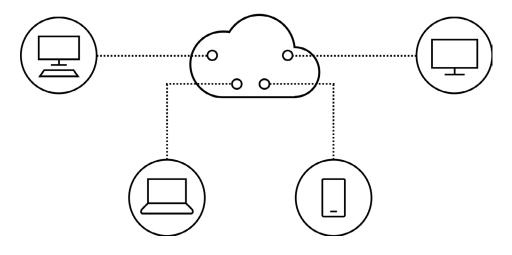


# Cloud-based storage

Office 365 keeps your files up to date and organized in the cloud.

### This means that:

- Nothing is stored on your computer.
- · Huge files won't slow you down.
- · You can access anything, on any device, anywhere.



Takeaway 2: Office 365 spaces



## Office 365 spaces

Office 365 is your online dashboard for all things Microsoft. You'll find your latest and most used apps and files alongside documents that have been shared with you and apps you may not have even explored yet. No time like the present!

| Good afternoon                                   |  | ₽ Search                                   |   |
|--|--|--|---|
| Apps   |  |  | Install Office 🗸                                  |
| Outlook OneDrive Word<br>Explore all your apps → | Excel PowerPoint C   | NeNote SharePoint Teams                    | Sway Forms  |
| Documents<br>Recommended                         |  |  | ↑ Upload and open New ∨                           |
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### Takeaway 2: Office 365 spaces

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# Test your knowledge of Office 365 features

| Good afternoon                        |  | ,∕⊃ Sean                                   |   | <b>6</b> Waffle    |
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| Recent Pinned Shared with m           | e Discover   |  | =~  |                    |
| D Name                                |  | Last opened by you Activity                |   |                    |
| News from Room 19                     |  | Fri at 9:33 AM                             |   |                    |
| Greek mythology                       |  | Fri at 9:26 AM                             | Feedback  |                    |

# Using OneDrive

OneDrive is your personal storage space. It saves your Office 365 files and helps keep you organized. Here's how you get started:

| iii Of | Good afternoon  | ✓ Search                   | Д (\$)                         | ? (a)<br><b>1.</b> Select the<br>OneDrive app. |
|--------|---|----------------------------|--------------------------------|--|
|        | Apps<br>Outlook<br>Cutook<br>ChecDrive<br>Explore all your apps | OneNote SharePoint Teams   | Install Office ~<br>Sway Forms | (Continued on next page)                       |
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### Takeaway 3: Using OneDrive

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| Office 365 Or  | eDrive       |  |                 |  |                            |                        |          | Q & |     |
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| nared  |              | Attachments  | April 9         | Ms. Asher  |                            | Private                |          |     |     |
| iscover  | 1.1          | Documents  | May 30          | Ms. Asher  |                            | Private                |          |     |     |
| ecycle bin   |              | Microsoft Teams Chat   | April 17        | Ms. Asher  |                            | Private                |          |     |     |
| icrosoft.StockPiling.Domair +<br>Advanced English 11 A | 1.1          | Notebooks  | April 9         | Ms. Asher  |                            | Private                |          |     |     |
| Intermediate English                                   | all.         | PBL Experiment   | October 9       | Ms. Asher  |                            | я <sup>9,</sup> Shared |          |     |     |
| H World History 201                                    | 1.1          | Temp classes   | October 22      | Ms. Asher  |                            | Private                |          |     |     |
| Saved Video Examples                                   | <b>a</b>     | Assignment sequence  | April 13        | Ms. Asher  | 10.7 KB                    | ศ <sup>9,</sup> Shared |          |     |     |
| G Geometry   |              | Conference Notes 04  | April 13        | Ms. Asher  | 10.7 KB                    | Private                |          |     |     |
| test team  | ٢            | Document1.docx   | October 9       | Ms. Asher  | 10.8 KB                    | Private                |          |     |     |
| t test   | <b>@</b>     | Elements of Fiction.pptx   | April 16        | Ms. Asher  | 31.4 KB                    | Private                |          |     |     |
|  |              | How to Read a Sonne  | April 16        | Ms. Asher  | 34.0 KB                    | я <sup>я</sup> Shared  |          |     |     |
|  | 8            | Quarter Grade Trackin  | April 13        | Ms. Asher  | 7.67 KB                    | Private                |          |     |     |
|  |              |  |                 | Drag files here  | to upload                  |                        |          |     |     |

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2. Your OneDrive home screen shows files and folders.

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# Using OneDrive

| One[ | Drive $(+ \text{New} \vee)$ $\overline{\uparrow}$ Upload $\vee$ $\omega^{a}$ Flow $\vee$ |   | eDrive      | The second s | <b>3.</b> To create files and folders,         |
|------|--|---|-------------|--|--|
|      | Folder   |   |             | Files  | select <b>+ New</b> .                          |
|      | Word document  |   | Files       | Folder   |  |
|      | Excel workbook   |   | ارتا<br>الأ | Name 🗸   | <b>4.</b> Select <b>Upload</b> to add existing |
|      | PowerPoint presentation  | - | 1           | Attachments  | files or folders.                              |
|      | DneNote notebook   |   |             | Documents  |  |
|      | Forms for Excel  |   |             | Microsoft Teams Chat   | (Continued on next pag                         |
| +    | Link   | + |             |  |  |
|      | Notebooks  |   | -           | Notebooks  |  |



### Takeaway 3: Using OneDrive

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|----------|-----------|
| USILIG   | UlleDrive |
| <u> </u> |           |

|   | Files    | 5  |                            |              |                       |                        |
|---|----------|----|----------------------------|--------------|-----------------------|------------------------|
|   |          | ŀ  | Name $\checkmark$          |              | Modified $\checkmark$ | Modified By $\searrow$ |
| 5 | <b>(</b> |    | Attachments                | :            | April 9               | Ms. Asher              |
|   |          |    | Documents                  |              | May 30                | Ms. Asher              |
|   |          |    |                            |              |                       |                        |
|   | 0        | Ш. | Attachments 6              |              | April 9               | Ms. Asher              |
|   |          |    | Documents                  | Share        |                       | Ms. Asher              |
|   |          |    | Microsoft Teams Chat Files | Сору         | link                  | Ms. Asher              |
|   |          |    | Notebooks                  | Delete       |                       | Ms. Asher              |
|   |          | A  | PBL Experiment             | Move<br>Copy |                       | Ms. Asher              |

5. To manage your files, highlight the line with the file or folder.

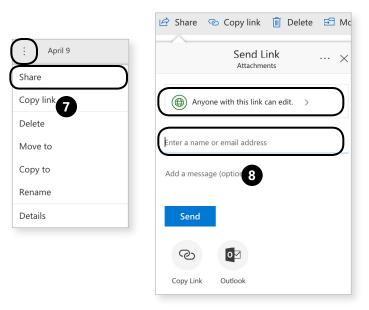
6. Click on the ellipsis.

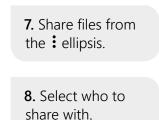
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Screen key



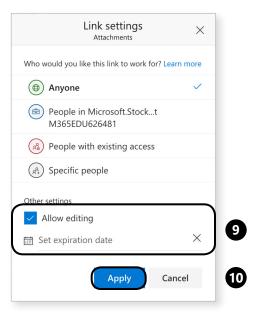


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### Takeaway 3: Using OneDrive

# Using OneDrive





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**9.** And decide what kind of editing rights those people get.

10. Click Apply.