

Student & Staff Welcome Letter

Coaldale Christian School has provided you with an Office 365 account. This account includes access to the most recent versions of Microsoft Office tools, such as Word, PowerPoint, and Excel, and many more. Additionally, your Office 365 account includes online file storage space (OneDrive) so you can access your work on any device. These tools will help you to complete your schoolwork and collaborate on assignments and projects with your peers/colleagues. You can access these tools online, or, you can install the desktop versions of these programs for use on your home computers. At this point in time we are not using the Outlook email that is provided.

Accessing Your O365 Account	Microsoft				
Step 1: Go to portal.office.com	Sign in				
	firstname.lastname@	@cscoaldale.com			
Step 2: Enter your O365 username and click "Next"	No account? Create on	ie!			
Username: firstname.lastname@CScoaldale.com	Can't access your acco	unt?			
(<u>not coaldalecs.com</u>)	Sign-in options				
		Back	Next		
Step 3: Enter your password <i>(same as your password to use computers at school)</i> and click "Sign in"					
-	Enter passwo	ord			
	Password				

Forgot my password

Sign in

That's it! You're in!

You will now be logged into your portal which should look like this:

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	Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Sway	Forms			
	\rightarrow													
	All apps													



Installing Office (Desktop Edition)

While Office 365 tools are handy for quick edits and word processing, you may want access to the full features of the desktop version of Office while working from home. Your Office 365 account allows you to download and install the full Office 2019 suite on up to five computers. You can now use the newest version of Office at home, free of charge! To install Office 2019, follow these steps:

Step 1: Login to Office 365 / https://portal.office.com

Step 2: Click on the *"Install Office"* button at the top right of the homepage

Step 3: Select the first option.

Step 4: The program will start to download immediately - you should see a pop-up window (shown on the right). Once the download is complete, click "Run" when prompted and then click "Yes" to install the program.

Step 5: Connect to your Office 365 Account – after the program is installed, you will need to sign in with your Office 365 username and password. This is necessary to authorize your subscription.



Good evenir	ust a few more steps		
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You edited thi Tue at 1.02 Ph Internation & Common Learning	Click Run Click the Setup file at the bottom of the screen.	Say "yes" Click Ves to start installing.	Stay online After installation, start Office and sign in with the account you use for Office 365: ash.diek@cscoaldale.com.
Coaldale Chr ICT Learning Activities coaldalechristian-mysha	Close Need help installing?		
OfficeSetup.exe			

Step 6: To do this open Word and accept the license agreement

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			Account			
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Step 7: Click sign in, at the top right-hand corner of your screen.

			Word		Sign	nin 🙂 🙁 ? — 🗇 🗙
Word	Good evening					Sign in Get to your documents from
	∽ New					anywhere by signing in to Office. Your experience just gets better and more personalized on every device you use.
Home		Take a tour	Aa	NAACT NA	January 1500	Inset your first Table of contents
	Blank document	Welcome to Word	Single spaced (blank)	Blue grey resume	Snapshot calendar	Insert your first table of cont
New	₽ Search					More templates \rightarrow

Step 8: Enter your O365 username and password.

Once that is complete, you should be successfully signed into your account.



Connecting to OneDrive (on your Desktop)

OneDrive comes preinstalled with Windows 10.



Step 1. Type *OneDrive* in the search box.



Note:		
If OneDrive is not to <u>https://onedrive.liv</u> au/download/	: installed na ve.com/about/e	avigate <u>en-</u>
Click the download	button	
Microsoft Microsoft 365 treates dearest Pass end placed > income >	Record Altimation	at - sauch P Sign a 🛞
OneDrive for Windows		

Step 2. Click on the OneDrive icon

Step 3. Enter your O365 username and click Sign In.

 Microsoft OneDrive 	x
Set up OneDrive Put your files in OneDrive to get them from any device.	
	 Microsoft OneDrive
	Office 365
	Microsoft
john.doe@cscoaldale.com	←
Create account Sign in	Enter password
	Password
Step 4. Enter your O365 password.	Forgot my password
	Sign in
Step 5. Click Sign In to configure One	eDrive



Office 365

Step 6. Click on the **right arrow** and follow the instructions

Step 7. Click the blue Open my OneDrive Folder button

Step 8. Once the configuration is completed files will begin to sync with your PC.



Access OneDrive from your Browser

Step 1. Navigate to https://portal.office.com or https://www.office.com

Step 2. Click sign-in and enter your O365 username and password

- Note the 'keep me signed in' tick box means you don't need to enter your email address each time you visit the page
- If you are accessing OneDrive from a public computer DO NOT tick this box