

Things You Need To Know for Day 1

- **The online website link will change.** The shortcut will be added to our website Employee page, but any shortcuts you've saved on your desktop or bookmarks bar or favorites list will need to be updated. You will be using the following link:

<https://login.microsoftonline.com/>

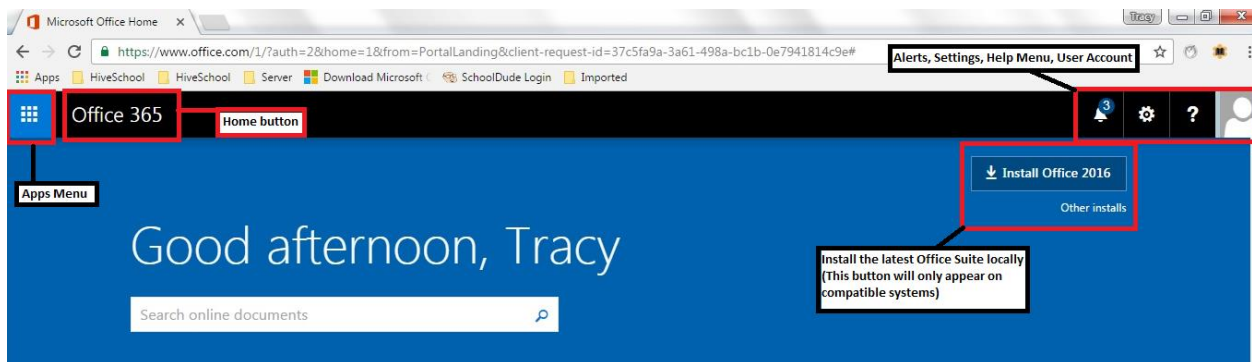
- **Username: Your full email address** (ex/ tbatchand@thompsonpublicschools.org)
 - **Password: Same** as your computer login and current email login
- **Mail on your phone will no longer work.** You will need to download the Outlook app from the app store of your respective mobile device. You will then simply log into the application with the credentials noted above and the application will set itself up. You will need to remove the old Exchange account from your phone or it will keep giving you error messages that it cannot sync with the server.
 - If you are set up to use Outlook through the Office Suite locally, you will be prompted for your login credentials when you first start the application. Your username and password are the same as above.
 - If you're not sure how you are accessing Outlook currently, please use the link above for the web portal.

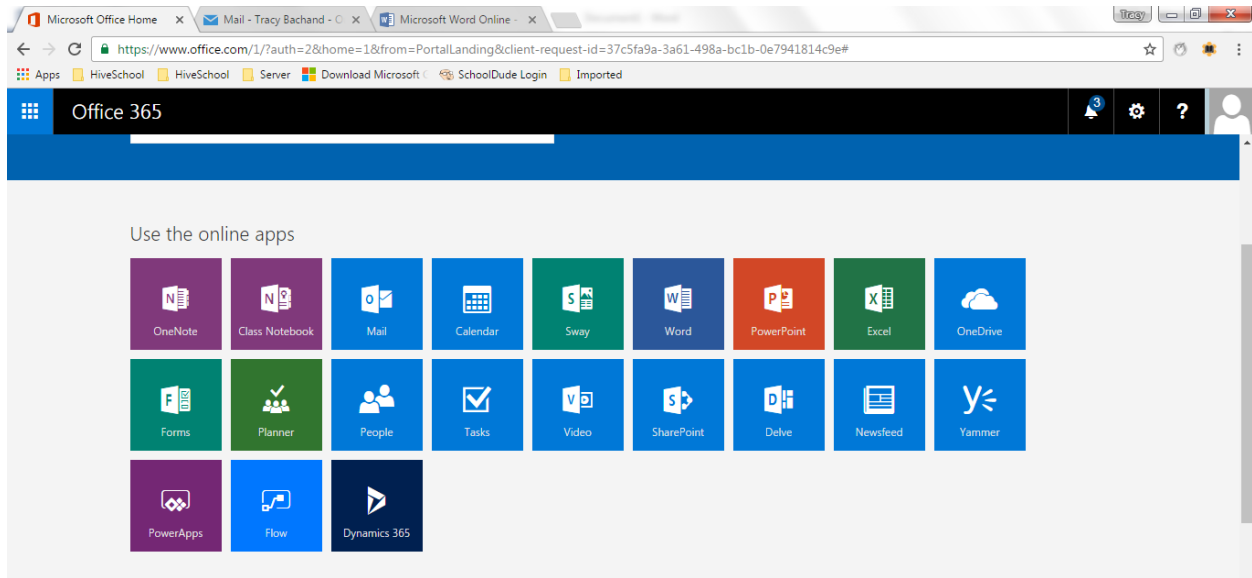
***Please note that if you forget your password it will now take up to 30 minutes to sync from our servers to the website. This is a default setting that we cannot change at this time.**

Using the Online Apps

The online web portal is what will be replacing the old email website you are used to seeing. *Using the online portal does not count towards one of the 5 device licenses attached to your account.* The online web portal is compatible with all devices – including Chromebooks and iPads!

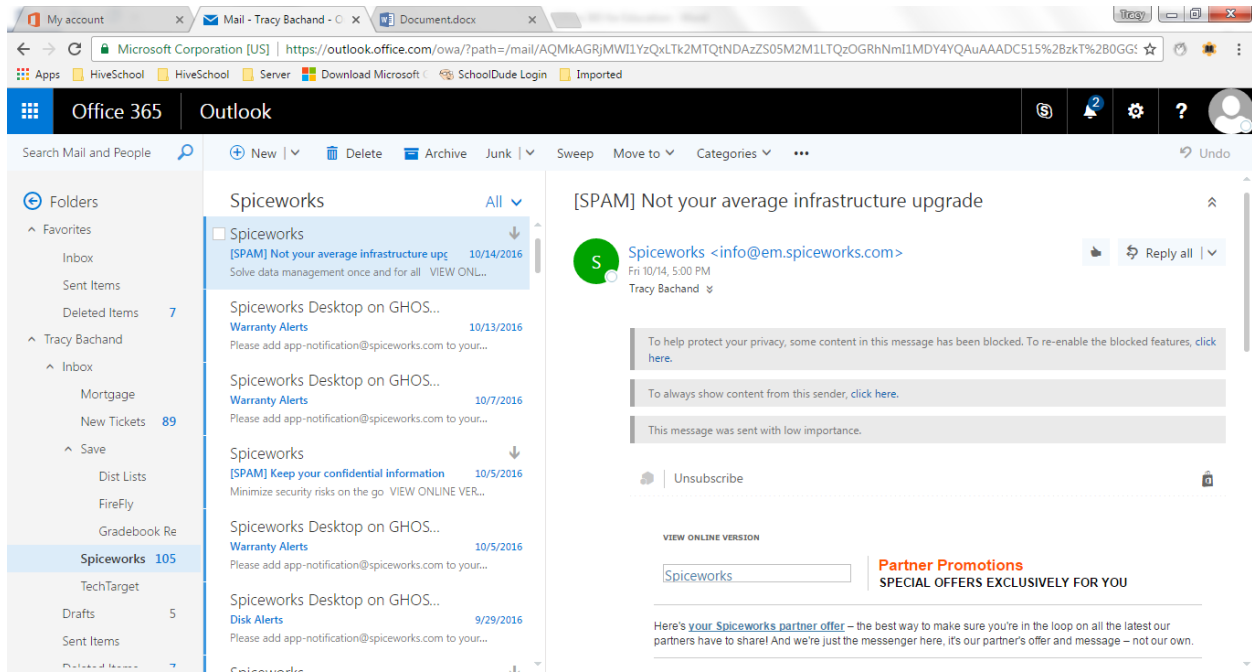
Office 365 Homepage



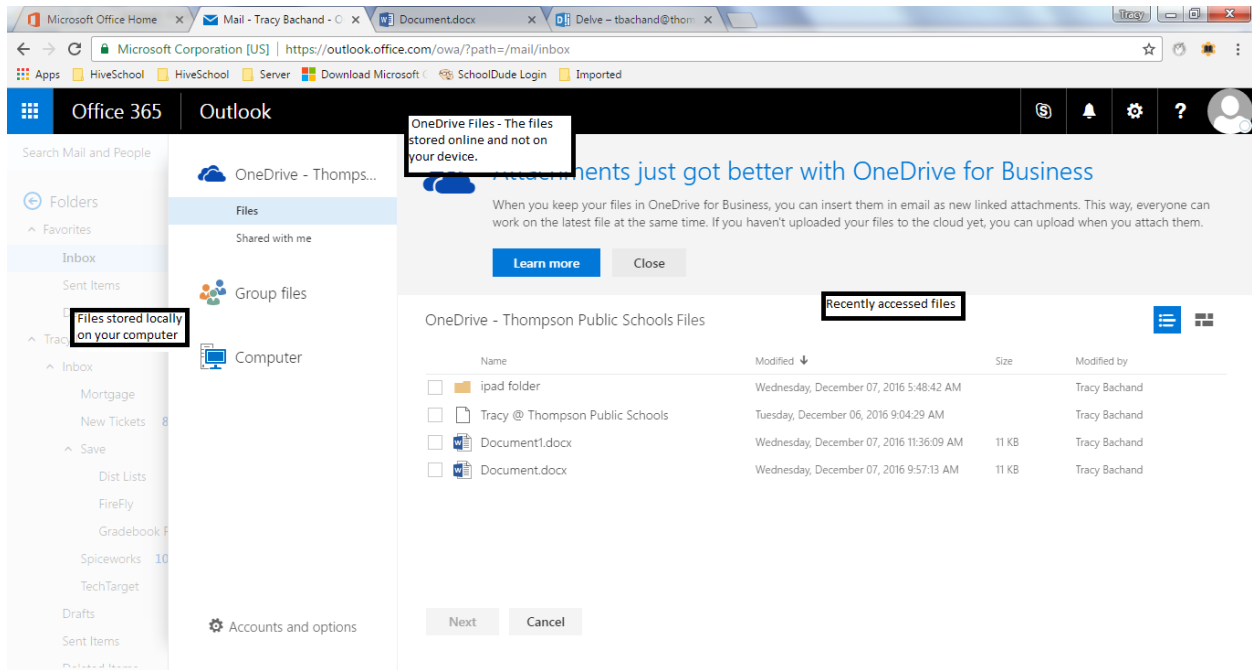


Outlook Mail App

This is the new version of Outlook online. If you are currently using a locally installed Outlook application, this will look familiar to you.

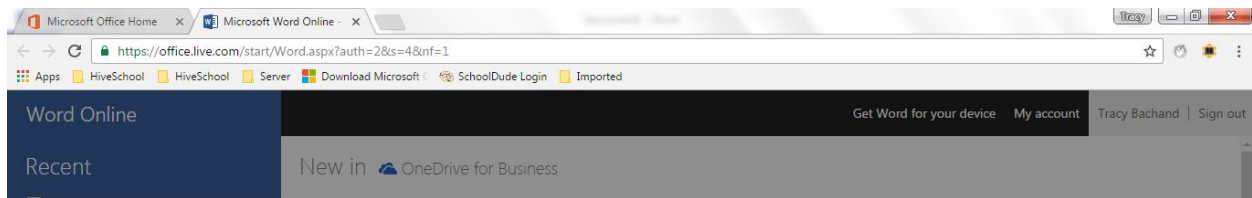


Attaching a file will now work on any browser, no need to flip back and forth when adding attachments.



First Launch of the Word App

If you currently are using a Dropbox account, you can sync it at this stage. If you do not have a Dropbox account, Microsoft includes OneDrive cloud storage of 1TB with each account.



What's New

- Open and edit your documents and save them back to your Dropbox. [Add Dropbox account](#)
- Use Sway to easily create and share a polished, interactive, web-based canvas of your ideas that looks great on any screen. [Learn more](#)
- Copy and paste formatting with the Format Painter in Word and PowerPoint. [Got it!](#)

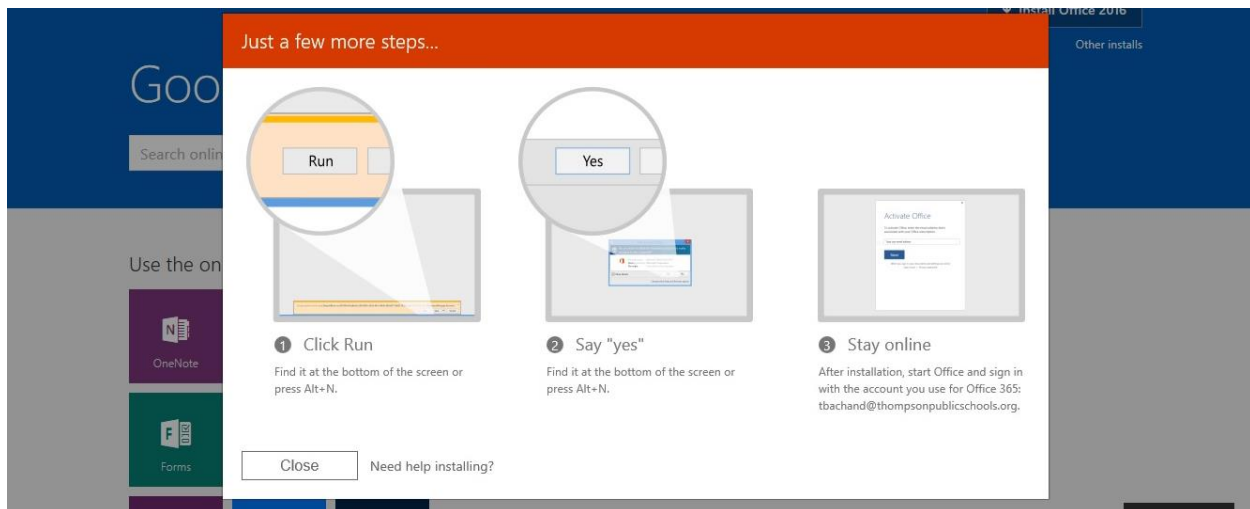
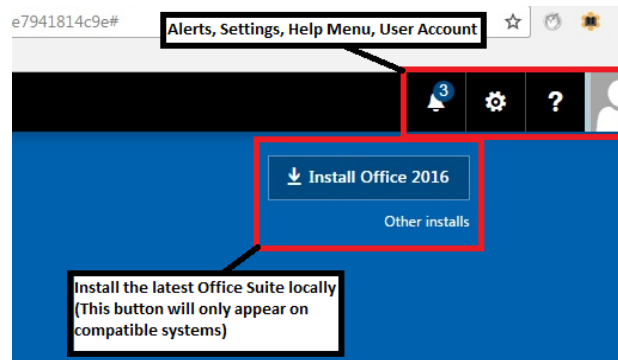


Office Suite Installation

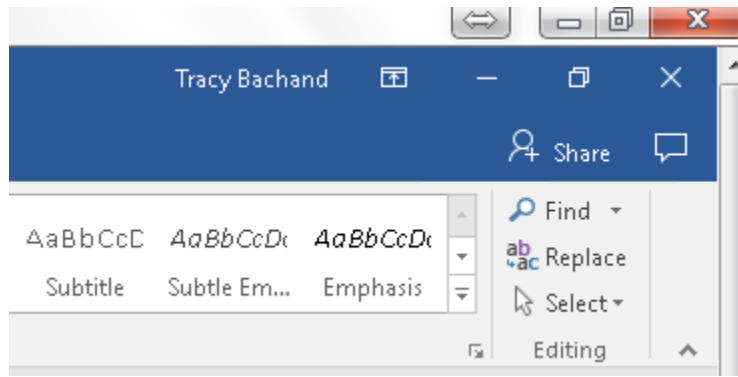
How the Office Suite Installation Works

Each user account gets 5 device installations for the locally installed Office Suite. This means that you can install the application on your home devices. The Office Suite installation is compatible with Macs and PCs however it is not compatible with Chromebooks and iPads. Chromebooks and iPads use flash memory so you will either have to use the web portal or install the appropriate web applications from each device's app store. *These devices will still sync to your account and will not count towards the 5 device installations on your account.*

On the homepage of the web portal, you'll see a button to install the latest Office Suite. Simply click it and download the program.

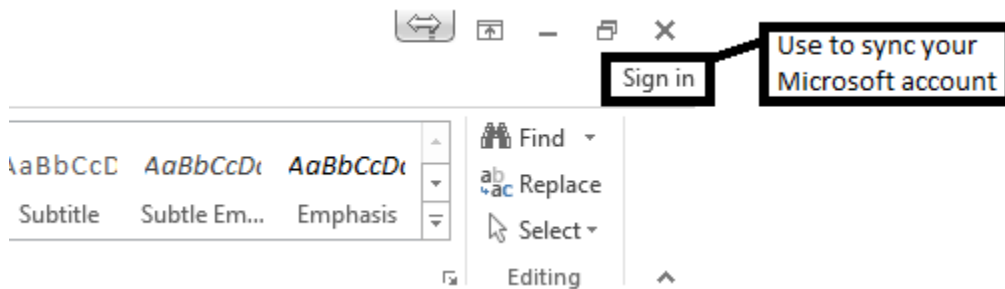


When you launch one of the downloaded applications, you'll notice your name in the top right corner.

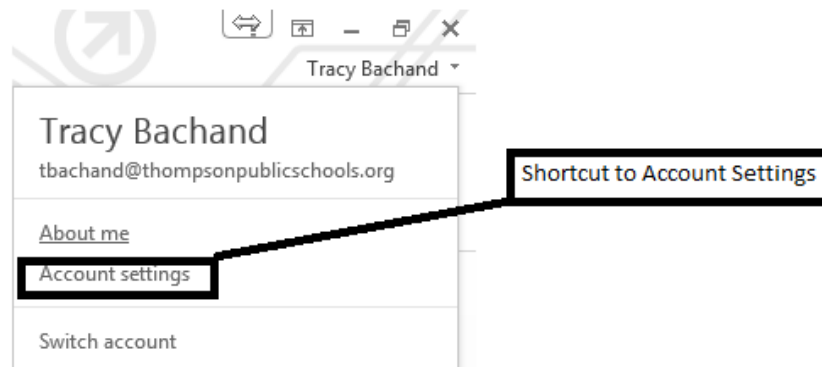


If you're on a computer that has Office already installed...

Office 2013 (and up) has the option to sign into its applications so that you can sync your Microsoft account information. Many desktops throughout the facility are still using this version of Office.



Once you're logged in, the Sign In link will change to your name. Selecting the drop down menu will bring you to the Account Settings page where you can Sign Out when you are done.



The screenshot displays the Microsoft Office 365 account settings interface. On the left is a navigation menu with options: Info, New, Open, Save, Save As, Print, Share, Export, Close, Account (selected), and Options. The main content area is titled 'Account' and is divided into three sections:

- User Information:** Shows the user's name 'Tracy Bachand' and email 'tbachand@thompsonpublicschools.org'. It includes links for 'Change photo', 'About me', 'Sign out', and 'Switch Account'. Below this are dropdown menus for 'Office Background' (set to 'Circuit') and 'Office Theme' (set to 'White').
- Product Information:** States 'Product Activated' for 'Microsoft Office Professional Plus 2013'. It lists the included applications (Word, Excel, PowerPoint, Outlook, OneDrive, Teams, Lync) and provides a 'Change Product Key' link. There is also an 'About Word' section with a link to learn more about Word, support, product ID, and copyright information.
- Connected Services:** Lists 'OneDrive - Thompson Public Schools' and 'Sites - Thompson Public Schools', both associated with the user's email. An 'Add a service' button is located at the bottom of this section.

FAQs

1. What's the difference between the online applications and the locally installed Office Suite applications?

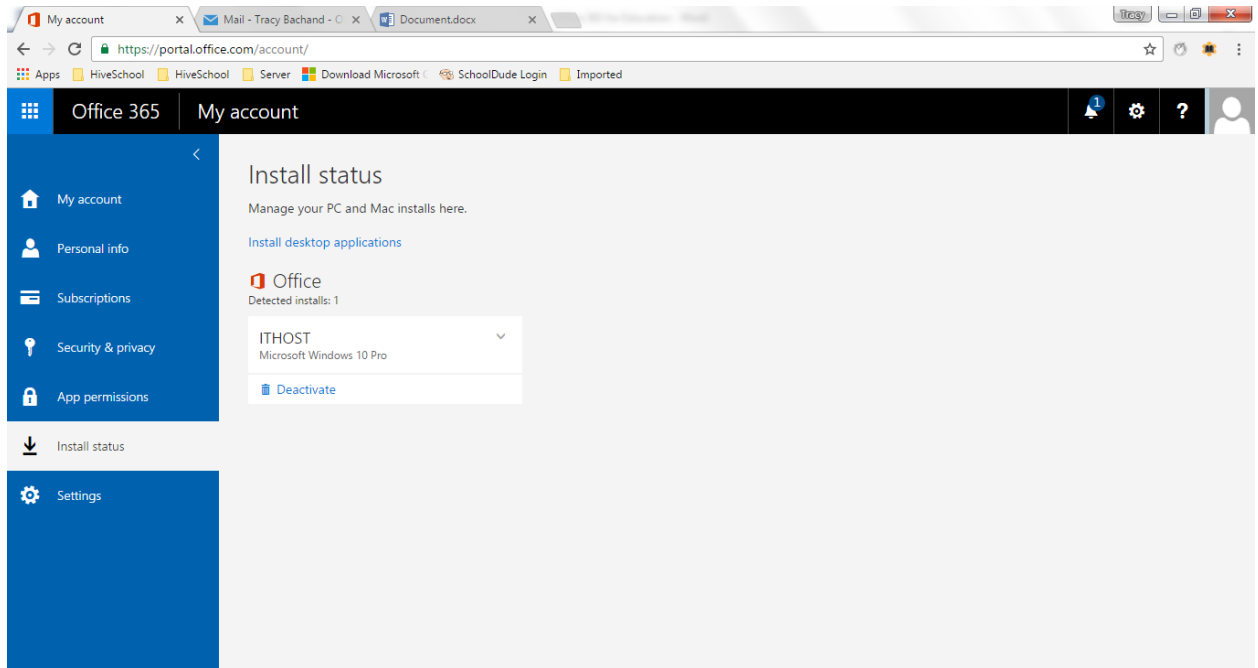
Most users will not notice much of a difference between the two types of applications. The online applications have basic formatting tools which is perfect for everyday users while the Office Suite includes full functionality and advanced techniques that may be more suitable for advanced users.

2. What happens to my documents and Office installation on my home computer if I leave the company?

If you leave the company, your subscription with us will be cancelled and your Office Installation will revert to a read-only state. You will not be able to edit or create new documents but you will be able to view any documents saved to that computer. You will need to move any documents from OneDrive that you will be keeping in order to continue to access them.

3. What happens if I get rid of an old computer and want to install Office on a new one?

You are able to manage your own subscriptions under the settings menu in the web portal. Here you are able to deactivate your own devices so that you can add a new device.



4. What if someone wants to use Office on my computer with their account?

The best way to do this is to have them use the online web portal. You can also follow the instructions for logging into Office 2013 for each application.

5. What if I want to use Office applications on a student computer or other public computer?

All student computers already have the full Office Suite installed. If you need to access your files on a student computer or access email from a computer in one of the labs, simply login to the web portal to access the information you need.

6. Do the students have access to Office 365 at home?

We are currently offering Office 365 to staff members only. Students will only be able to access Office products on site.