

Using Office 365, Oct. 3, 2014 NPHS

Accessing the file from you home PC

Form an internet connected PC, go to the internet and navigate to: <https://login.microsoftonline.com>

Enter your organizational account in the top box. Your organizational account is your username@northposey.k12.in.us. (Note: Student accounts enter this in the same format, however this is NOT to be confused with an email address.) Once you tab to the password box you will be redirected automatically to the North Posey login prompt. Enter your network credentials to enter the site.

Once you have successfully signed in, you are sent to the Office 365 homepage. Here you see the web apps that are available to use. The web apps are available to use on any (supported) device that does not have Office installed. To get to the file that we saved earlier, click on the OneDrive tile.

This page will load and display your list of files available. Click on the file you saved earlier to open it.

Once the file loads, you may have the menu option to Edit document. This will vary depending on if you have the full Word program installed on you PC. Edit in Word will open the file with the desktop application –Edit in Word Online will open it with the web app.

If you are interested in Office 365 tools and apps that are available for you mobile device(s), you can find resources under the Office 365 settings menu.