CAMPBELL RIVER
School District 72

Students Accessing Office 365 Online:

With the introduction of the new student devices, **Office 365** applications can easily be accessed using the below set of directions. Additionally, once these files have been created, students' personal devices, home computers or even public devices can be utilized to access these documents.

Accessing Office.com

Open an internet browser. Type in: office.com.
IF using a school district computer (other than the student devices on the carts) students will automatically be logged in.
With OTHER devices (such as Chromebooks), the students will need to enter the following information: firstname.lastname@stu.sd72.bc.ca and their network password.

Welcome Screen

This will give them access to the Microsoft Office welcome screen where a number of Office apps as well as the OneDrive will be located.
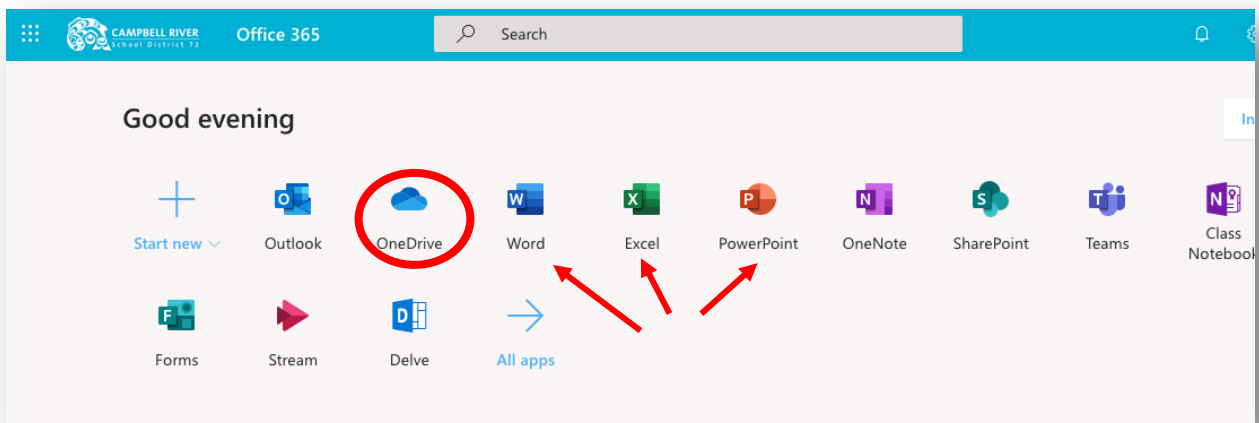
Previously created documents can be accessed easily by clicking on the OneDrive icon. This will bring up a list of documents (and possibility pre-created folders) specific for the user. Any type of file that has been saved here, can be accessed and opened from here. (*This does NOT include files from H Drive*)

📁	Desktop	November 16, 2018	Shannon Hagen	3 items	Private
📁	Pictures	November 16, 2018	Shannon Hagen	11 items	Private
📁	Documents	November 16, 2018	Shannon Hagen	5 items	Private
📄	Document11.docx	About a minute ago	Shannon Hagen	10.8 KB	Private
📄	2019-11-26.docx	Yesterday at 9:55 AM	Shannon Hagen	23.5 KB	Private
📄	Document10.docx	Monday at 4:27 PM	Shannon Hagen	10.7 KB	Private
📄	Bears Research Project Test.docx	Monday at 1:25 PM	Shannon Hagen	11.0 KB	Private
📄	Document9.docx	Monday at 1:07 PM	Shannon Hagen	434 KB	Private
📄	Presentation2.pptx	Monday at 12:55 PM	Shannon Hagen	27.0 KB	Private

Folder Creation

Folders can easily be created in the OneDrive so some type of organization can take place and files will be easier to find.
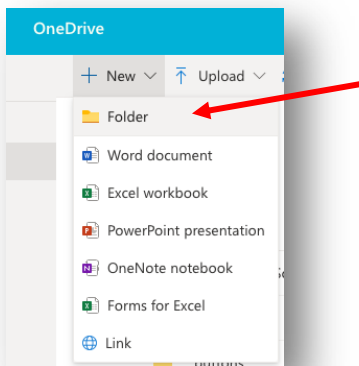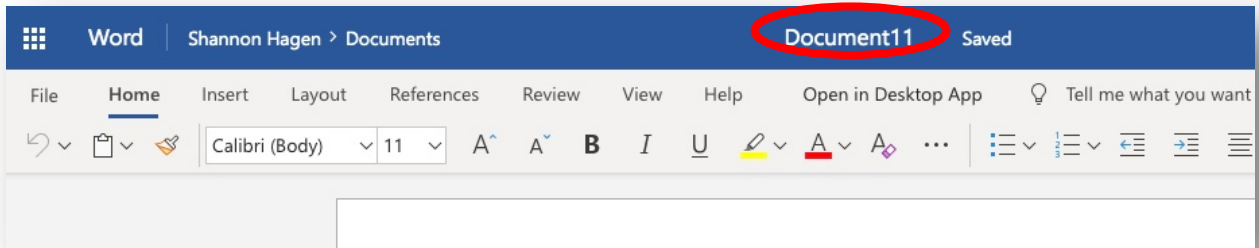

Office Applications - Renaming

SPECIFIC Office applications can be utilized to create NEW files directly from this screen. AS SOON AS THE APP has been opened, a new document will be created. By default, it will be named a generic name such as "Document1" etc.
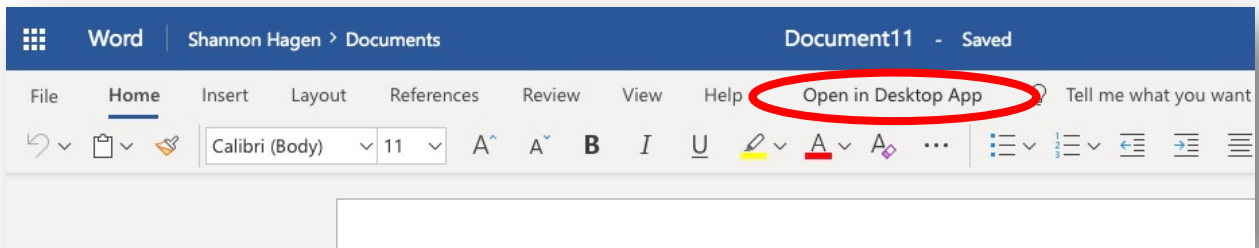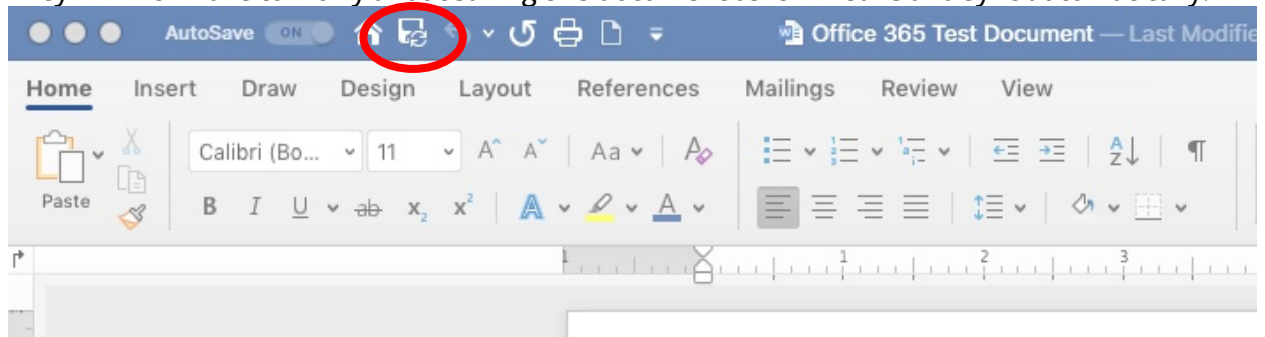
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To rename this file, simply, click on the name at the top (above the Ribbon) and type in the new name. If this is not done, it will be assigned the generic name in the OneDrive directory.

If the student needs to access more formatting "power" they can "Open in Desktop App by clicking on the link located in the menu bar (ribbon).

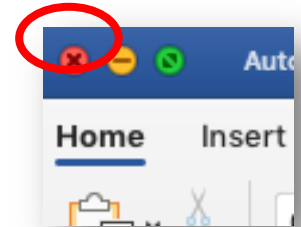They will NOT have to worry about saving this document as it will save and sync automatically.

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Once they have completed working in the Desktop App, the document can be closed by clicking on the "x" on the top left and either re-accessed from the online version of the Office 365 app OR closed down for accessing at a later time.

Universal Access

Although these files are created and renamed on the student devices, they can easily be accessed wherever the student has access to ANY type of network simply by opening a browser, typing in "office.com" and signing in using their Microsoft credentials. This could be on their home computer, an iPad or even from mobile devices.
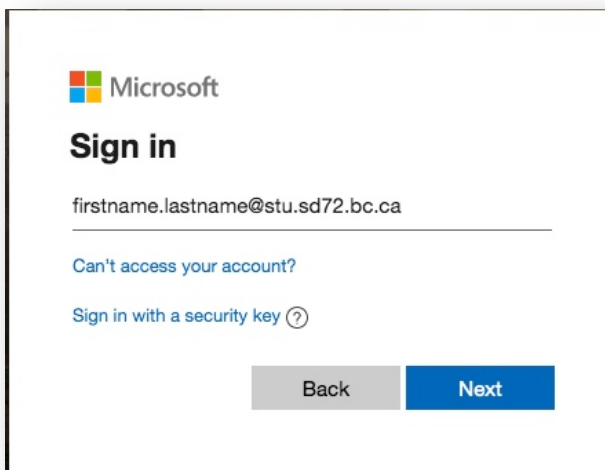
Moving Files from H: Drive to OneDrive
If students have minimal files they would like to move from their H: Drive to their OneDrive, use the "Upload" feature in OneDrive.