

Tips for Office 365

Logging On to Office 365

1. Go to www.rsd17.org
2. Go to **STAFF** in the blue bar at the top of the page
3. Click on **Resources/Links**
4. Click on 
5. Sign in:

your school user number

User Name= 922212@rsd17.org

Password= your school password

Working with Files

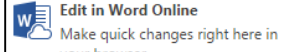
1. Click the One Drive “cloud”
2. Open or Create a file



To open a file...

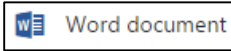
1. Click on the file name (files from your teachers will be in *Shared with me*)

2. Click on 

3. Click on  (Your changes will be *saved automatically*)

To create a new file...

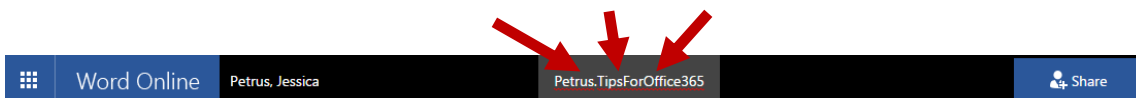
1. Click on 

2. Click on the type of file you want to create: 


3. Change the file name by *clicking on the black bar*:

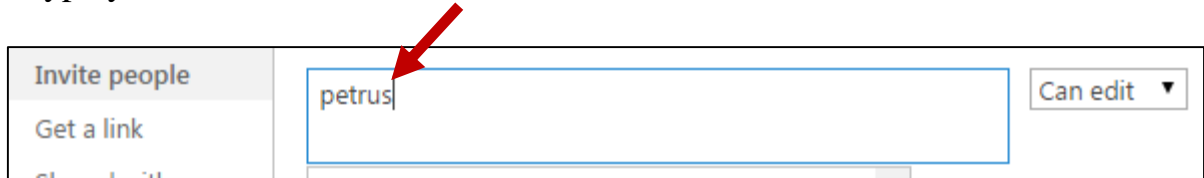


YOUR FILE NAME SHOULD BE IN THIS FORMAT: [Last Name.Title](#)



Sharing Files

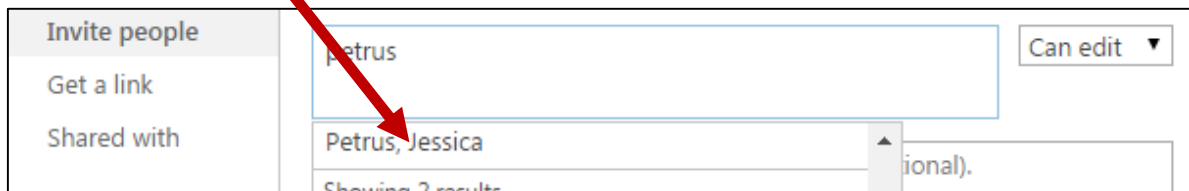
1. Check that your file is correctly named: **Last Name.Title**
2. Click 
3. Type your *teacher's last name* in the box:



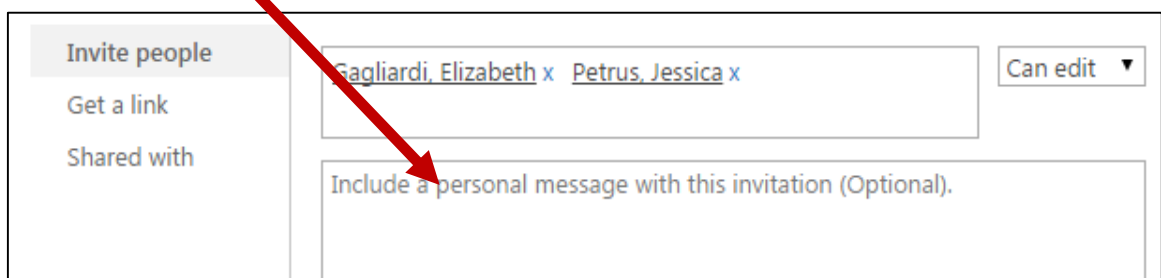
Here's how to spell the Team 6-1 teachers' last names:

Coogan Gagliardi Houlton Koepke Monroe Petrus

4. Click your teacher's name when it pops up:



5. **To add additional teachers, repeat steps 3 and 4.**
6. Type a message (if needed):



7. Click 