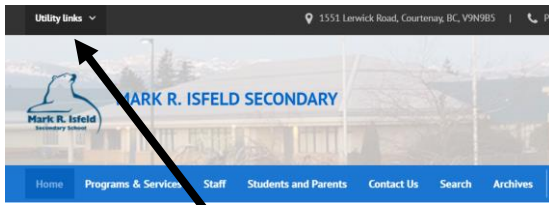


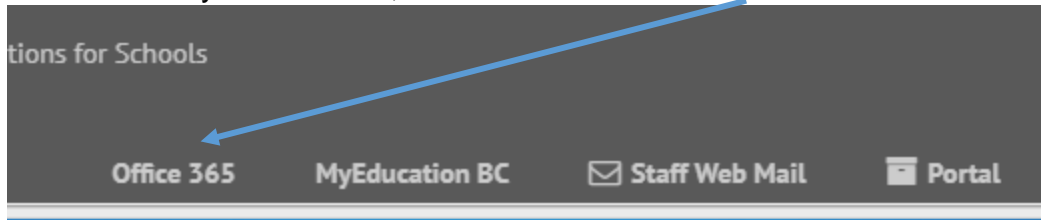
# Office 365

## How to access Office 365

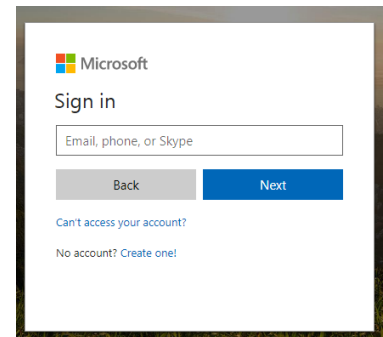
1. Find the Mark R. Isfeld web page online.



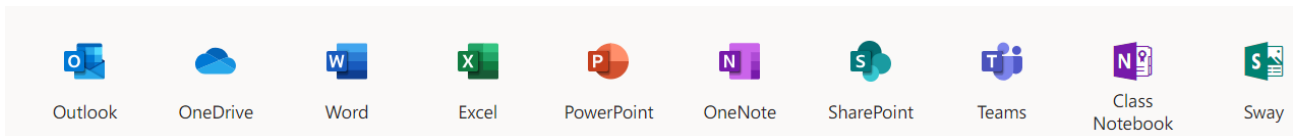
2. Click the Utility Links menu, and choose Office 365

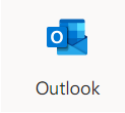

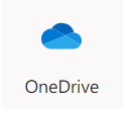
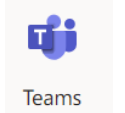


3. This takes you to sign-in page and you will be asked for your school district email – student#@learn71.ca You will be asked your password – it is the same password you use to login on school computers.



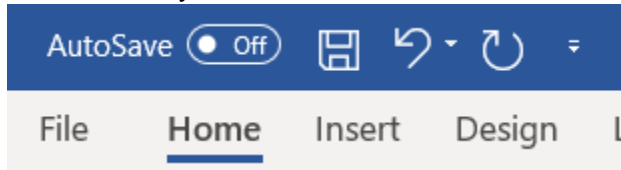
You will see this ribbon



 <p>Outlook</p>	<p>Email</p>	 <p>Word</p>	<p>If you want to start a new document, click word (or ppt or excel...)</p>
 <p>OneDrive</p>	<p>Online storage – if you have created something and are looking for it – this is where to look</p>	 <p>Teams</p>	<p>If you are working in partners or groups, this is a fabulous tool</p>

## How to AutoSave

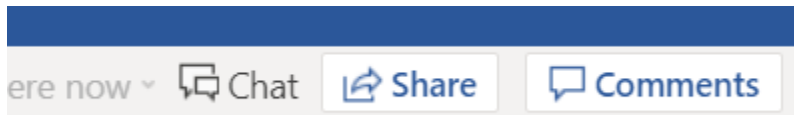
1. Check to see if autosave is turned on (open Word, look in top left) – if you are working online, it automatically saves.



2. Click to 'turn on'. You will be asked you OneDrive account – it is your email ([student#@learn71.ca](mailto:student#@learn71.ca)) and your regular password

## How to share (to work in partners/groups)

1. Click 'SHARE' in top right hand corner and type in the names of the people you want to share with. This will send an email to their school email account for them to activate sharing.



## Working online or on desktop

1. You can do BOTH. The desktop version of Word (powerpoint, excel) has access to more features, BUT when autosave is turned on, the document will SYNC with online document.
2. Online document – you can access ANYWHERE