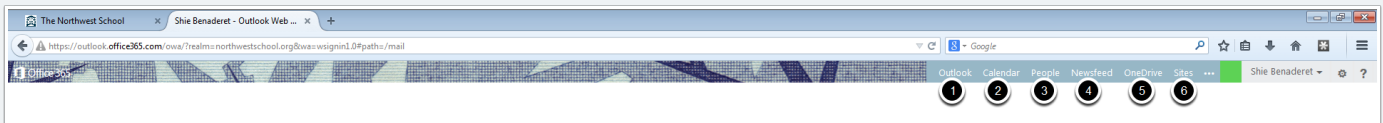


# Accessing Office 365 Tools

Once you are signed in to Office 365 you will see a toolbar across the top of your screen. If you need help signing in, [click here](#).

## Overview of the tools

1. **Outlook** - This is where you view your email online
2. **Calendar** - This is where you view your online calendar
3. **People** - This is where you view your contacts
4. **Newsfeed** - This is where you can view/start online conversations
5. **OneDrive** - This is where you store and access your files
6. **Sites** - This is where you can view/create Sharepoint Sites (you can make websites here!)



# Accessing Office 365 Tools

## Outlook

The online version of Outlook has most of the features you are familiar with from the Outlook application on your computer. You can view this any device that is connected to the internet.

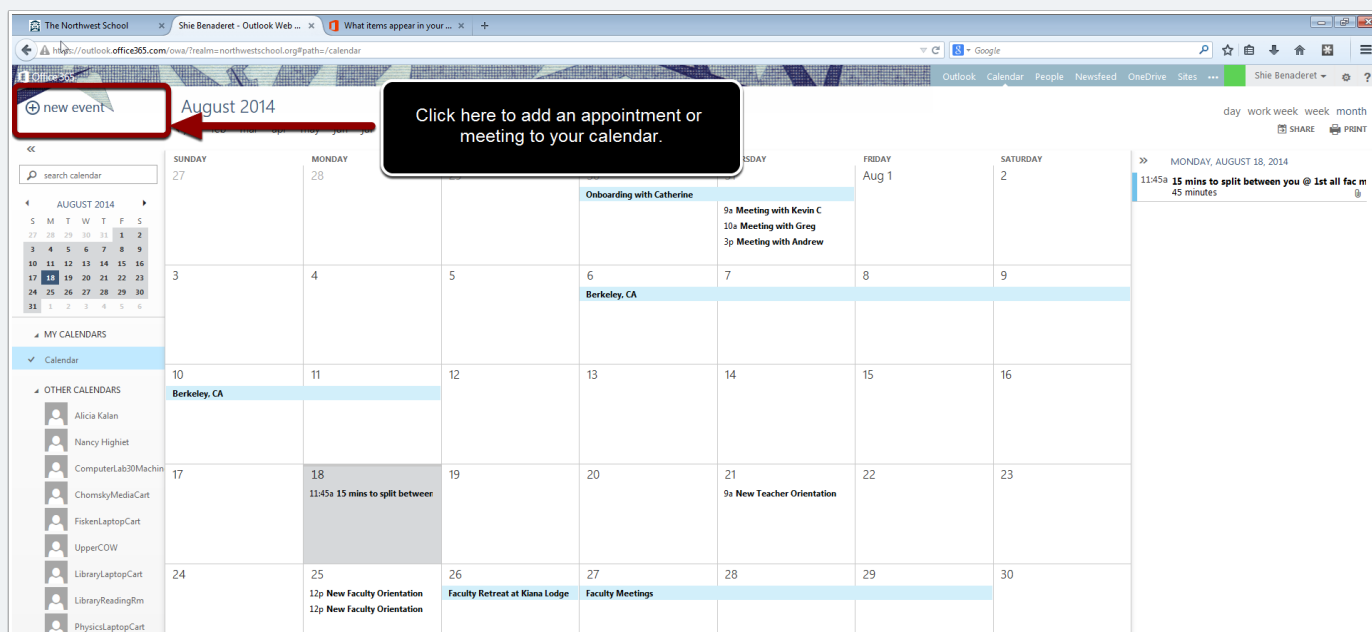
The screenshot displays the Outlook web interface in a browser window. The address bar shows the URL: <https://outlook.office365.com/owa/?realms=northwestschool.org&path=/mail>. The interface is divided into several sections:

- Left Navigation Pane:** Contains a search bar and a list of folders including Favorites, Inbox, Sent Items, Drafts, CoOL, Ed Tech Committee, Start of Year, Deleted Items, People, Shie Benaderet, [Airmail], Archive, PD, Conversation History, Groups, CoOL, Ed Tech Committee, Ideas, Junk Email, Notes, Programs, My Backpack, Office 365, and SWIFT.
- Mail List:** Shows a list of emails. The selected email is from Ben Lee, titled "Emailing: New Faculty Orientation 2014", dated Mon 8/11. Other visible emails are from Mike McGill (8/5/2014) and Brenda OConnell (8/4/2014).
- Reading Pane:** Displays the content of the selected email from Ben Lee. The subject is "Emailing: New Faculty Orientation 2014". The body text reads: "Hi All -- You've been drafted! Attached please find the...". It lists recipients: Mark Terry, Glen Stern, Kevin Coll, Tuney Kannappell, Ruth E. Donohue, Shie Benaderet, and Amy Berner-Hays. It also lists a carbon copy to Mike McGill and includes a follow-up flag for Friday, August 15, 2014. Two attachments are shown: "New Faculty Orientation ..." (16 KB) and "New Teacher Orientation..." (21 KB). The email concludes with "Hi All --", a reminder that the user has been drafted to find drafts of schedules, and a note that Kevin and Ruth are the conveners. It ends with "Thanks." and "Ben (for Kevin, Tuney, Ruth)".
- Right Side:** Includes action buttons (REPLY, REPLY ALL, FORWARD, mark as unread), a "download all" link, and an "Action Items" section with a "Get more apps" link.

# Accessing Office 365 Tools

## Calendar

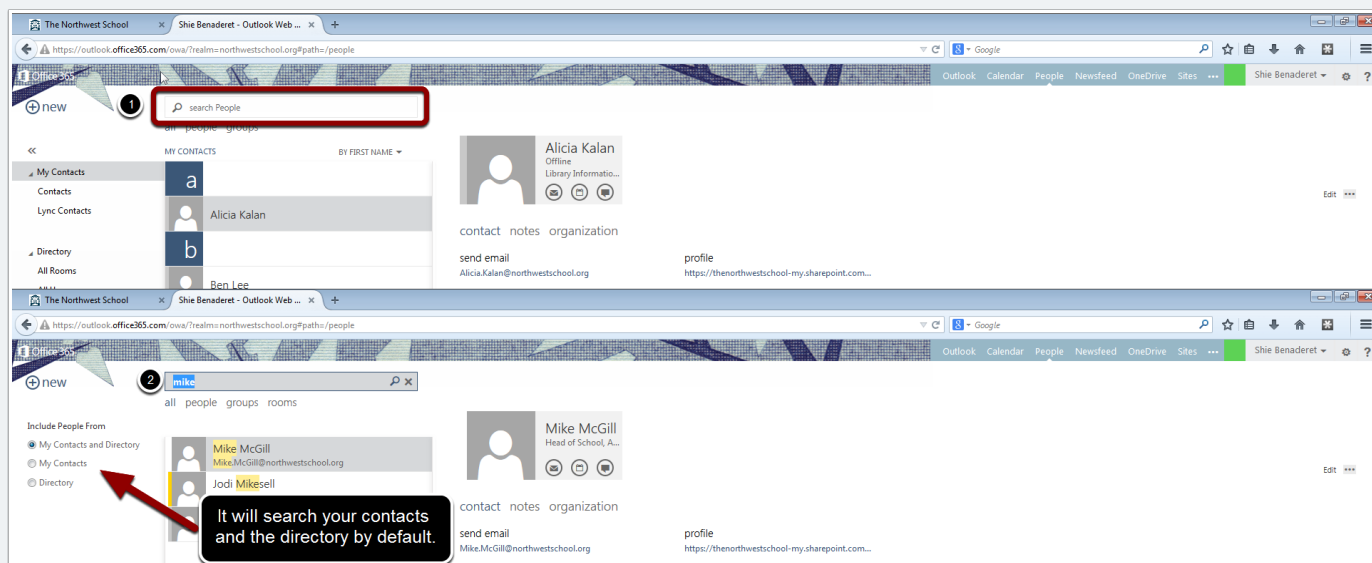
This calendar will also look familiar if you used Outlook in the past. To create a new appointment or meeting click on "New Event."



# Accessing Office 365 Tools

## People

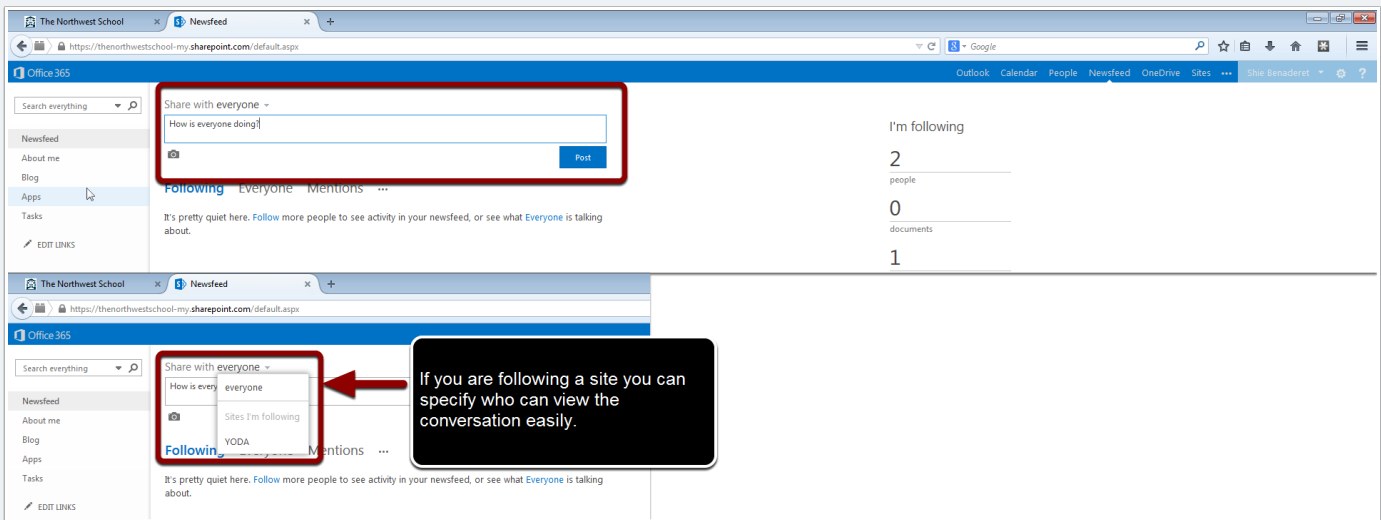
You can see all of your contacts under "People." If you are looking for someone use the "search People" window.



# Accessing Office 365 Tools

## Newsfeed

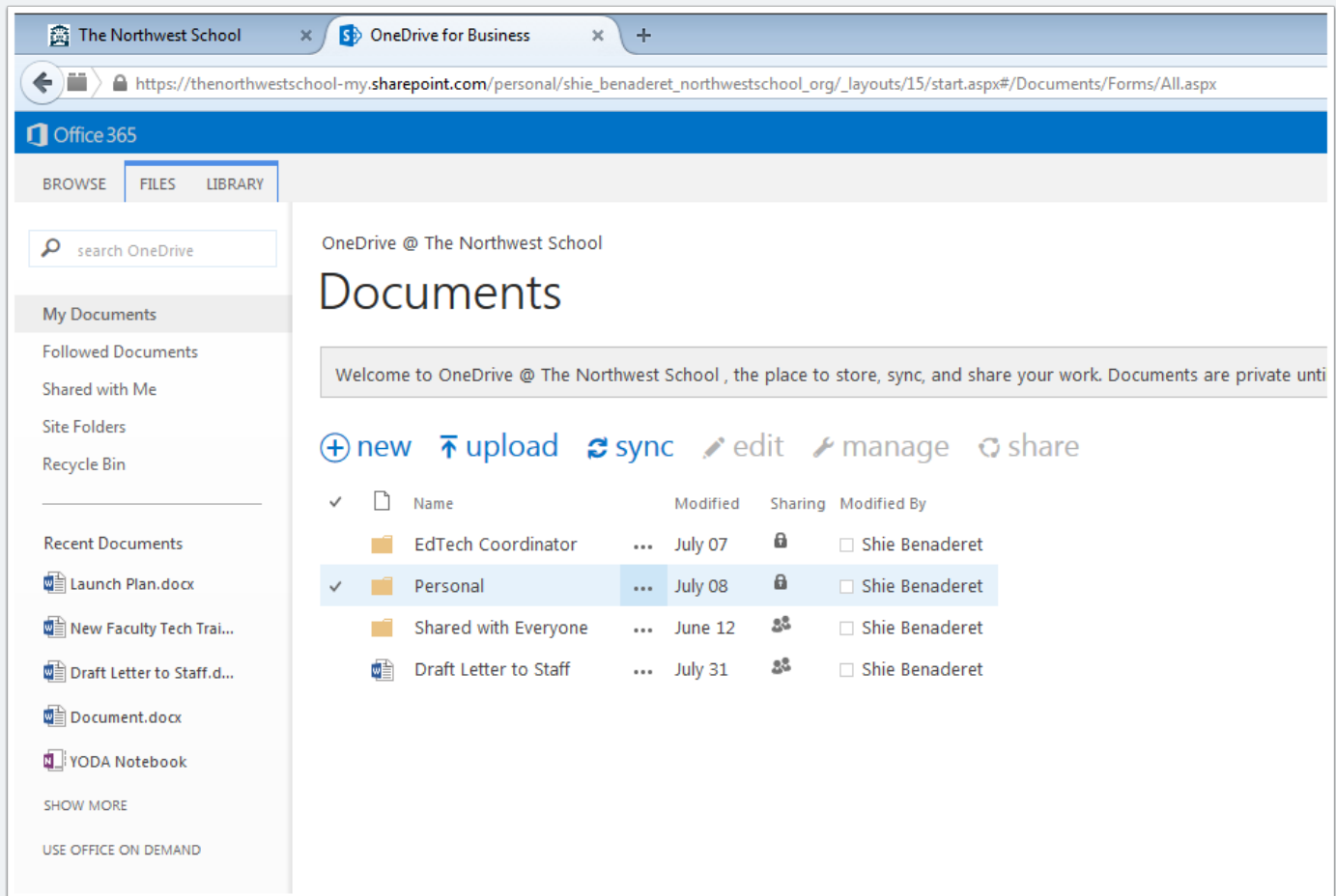
On the newsfeed you can start or view conversations that have been shared with you. If you have created a site for your course or followed a group, you can specify who has permission to view your conversation.



# Accessing Office 365 Tools

## OneDrive

This is one of the most useful features in Office 365. You can store/share your documents easily. Also, you have 1TB of storage!



The screenshot shows the OneDrive interface for 'The Northwest School'. The browser address bar displays the URL: [https://thenorthwestschool-my.sharepoint.com/personal/shie\\_benaderet\\_northwestschool\\_org/\\_layouts/15/start.aspx#/Documents/Forms/All.aspx](https://thenorthwestschool-my.sharepoint.com/personal/shie_benaderet_northwestschool_org/_layouts/15/start.aspx#/Documents/Forms/All.aspx). The interface includes a search bar, navigation tabs (BROWSE, FILES, LIBRARY), and a sidebar with sections for 'My Documents' (Followed Documents, Shared with Me, Site Folders, Recycle Bin) and 'Recent Documents' (Launch Plan.docx, New Faculty Tech Trai..., Draft Letter to Staff.d..., Document.docx, YODA Notebook). The main content area shows a list of documents and folders:

✓	Name	Modified	Sharing	Modified By
	EdTech Coordinator	July 07	🔒	☐ Shie Benaderet
✓	Personal	July 08	🔒	☐ Shie Benaderet
	Shared with Everyone	June 12	👥	☐ Shie Benaderet
	Draft Letter to Staff	July 31	👥	☐ Shie Benaderet

# Accessing Office 365 Tools

## Sites

This feature replaces Sharepoint. It lets you create sites for collaborating or organizing your files.

