

# Carroll County Public Schools

## Using Microsoft Office 365

Staff and Teachers

### First Time Login Instructions

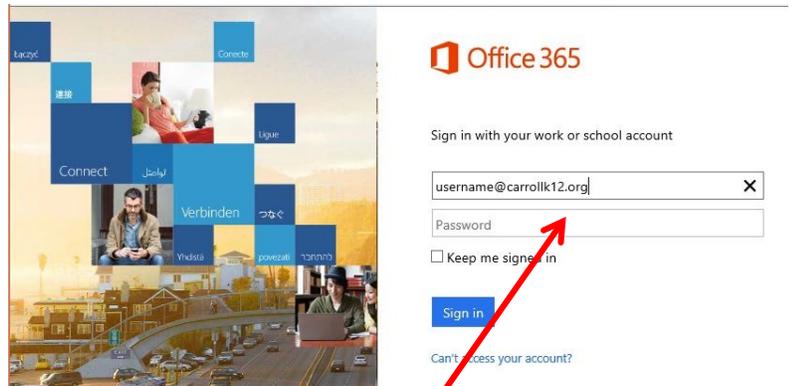
Where do I go to access the site?

You can access Office 365 from any internet connected computer by going to:

<https://livecarrollk12-my.sharepoint.com/>

This link will also be available from the <http://www.carrollk12.org/> website.

Staff/Teachers will log into Office 365 by using their CCPS issued email address as their username and CCPS password as their password. *If you are on a CCPS issued computer and are at a school site, you will not need to enter a password. If you are not on a CCPS issued computer, a small window will open and you will be prompted for your username and password one more time.*



#### Password on a CCPS Devices:

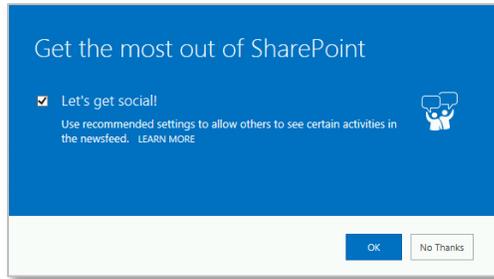
If you are on a CCPS issued computer and you are logged into AD you will not need to enter a password. You will be directed immediately to Office 365.

#### Password OUTSIDE or on a NON-CCPS Device:

If you are outside the CCPS network or on a non-CCPS issued device you will be redirected to another login page. You will need to re-enter your username and the password you use to login to computer at CCPS.



Upon successfully logging in for the first time, you will be prompted with a 'Get the Most out of SharePoint' message. Check the box next to 'Let's Get Social' and then click OK to continue.



Staff and Teachers will have full access to the OneDrive and Sites tabs. OneDrive is used for file storage within Microsoft cloud servers. All CCPS users have unlimited storage space in OneDrive.

Within OneDrive you can create documents using online Word, Excel, PowerPoint, and OneNote. You can also create new folders to store your documents.

To create a new Office document, click '+ new' and select the Office application to use.

To create a new document.

Creating a new document will give you the option of using Office apps. You can also create a new folder.

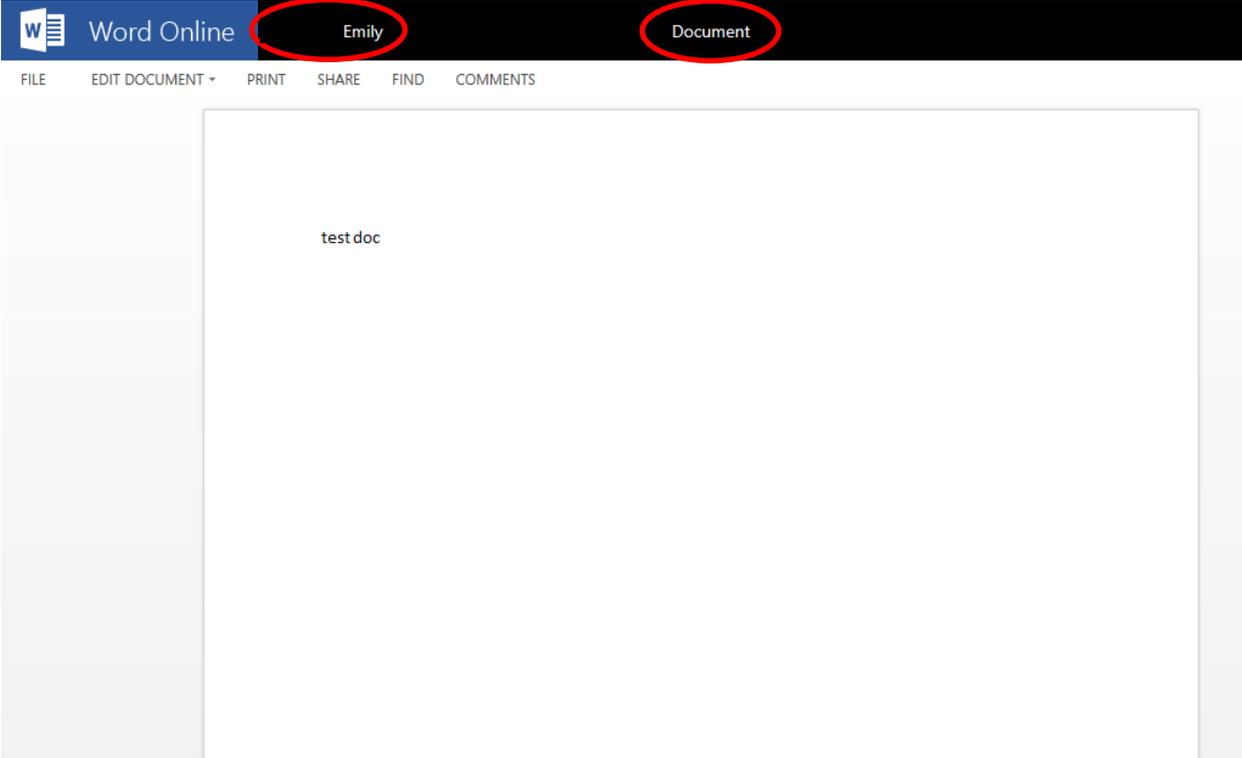
You can view documents that have been shared with you by clicking "Shared with me".

You can view documents already stored in online storage by clicking on "Documents".

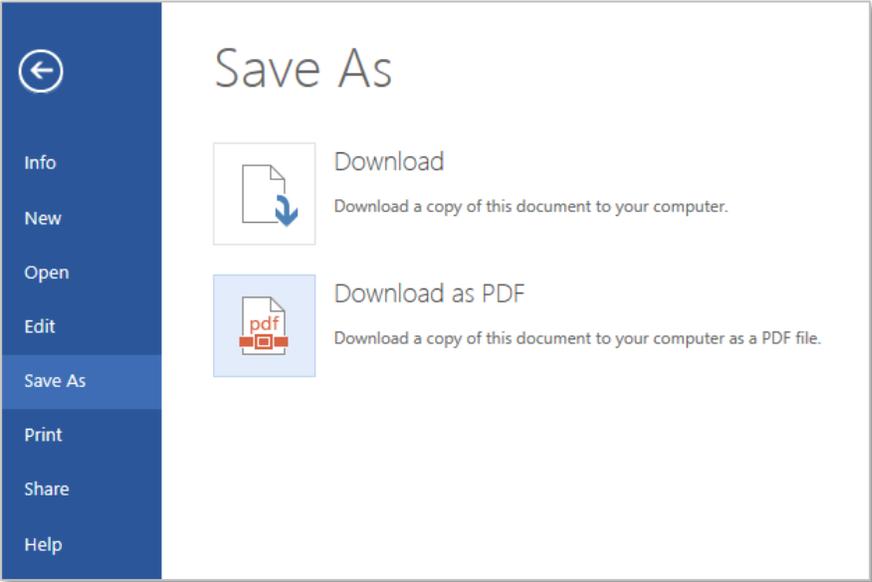
Your apps live here.

Clicking the  in the upper left corner will open your apps.

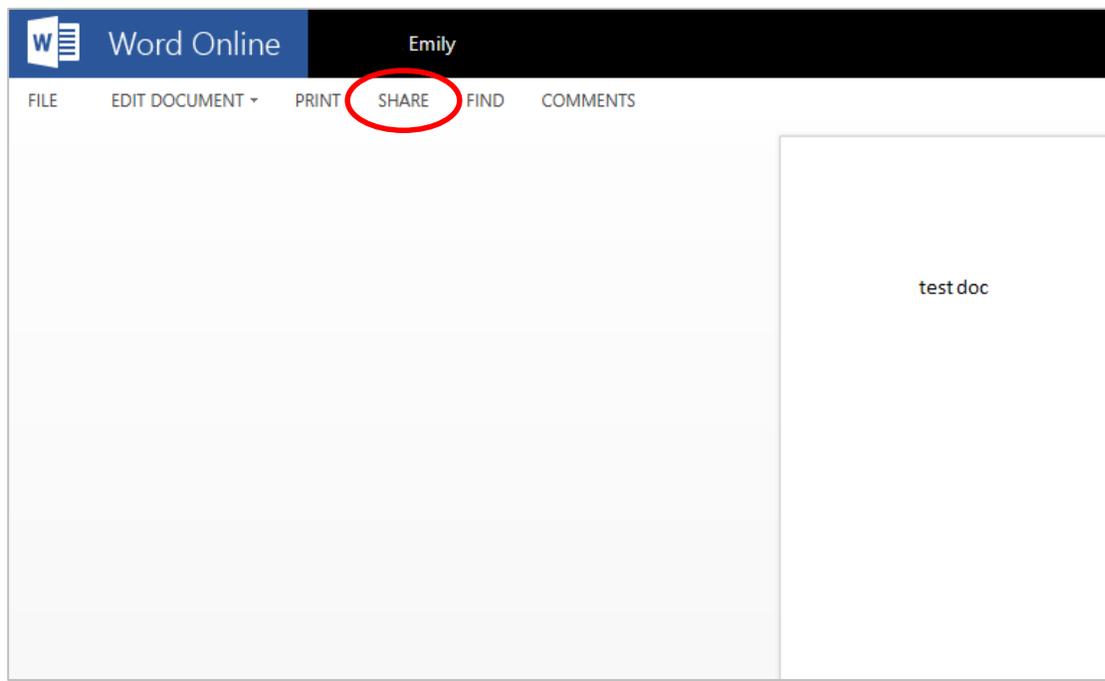
You will be directed to a web page which will act as the Office application chosen. Create the document as needed and give it a title by clicking along the top black bar right on top of the word 'Document'. When you are finished with the document there is no need to save it since created documents or edited documents in the cloud are saved in real time. To exit the document and go back to your OneDrive page, click your name in the upper right corner of the screen.



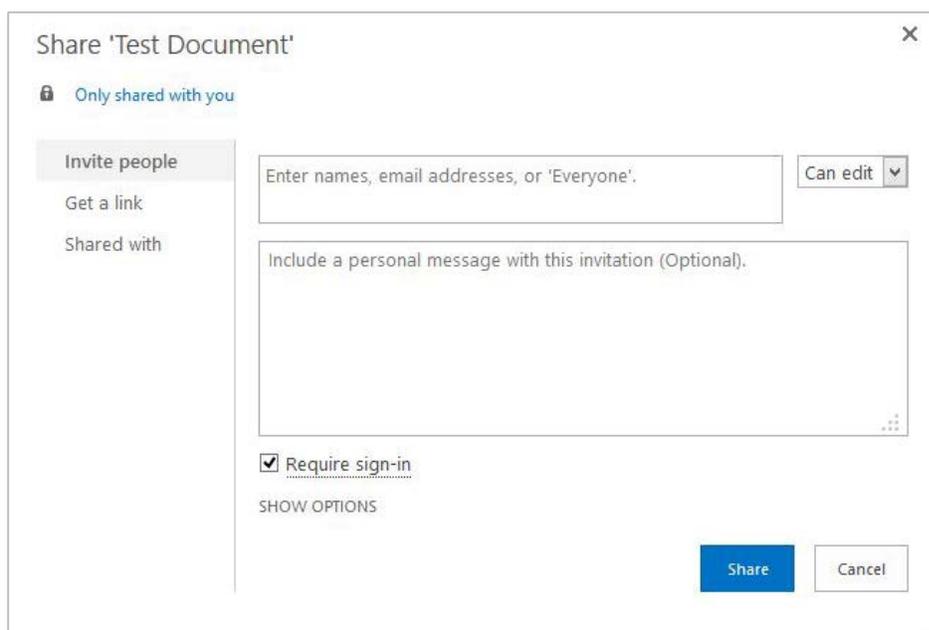
You can also choose to print as well as download a copy of the document and save to your computer.



Sharing a document with another user is also an option by clicking 'Share' in the upper left hand corner of your screen.



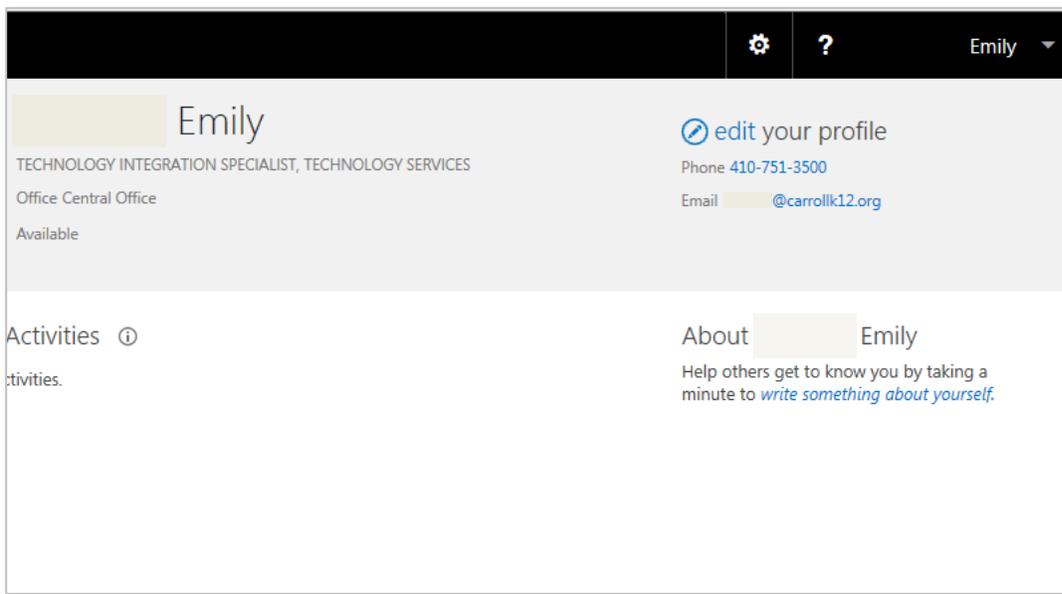
Enter the email address for each person you wish to share with, give them the appropriate rights to the document ('Can view' or 'Can edit'), enter a personal message if desired, and then click 'Share'. A link to the document will be emailed to each person you have chosen to share with.



By clicking on your name in the top right corner, you can edit your own personal site in the cloud which contains information about you. Some of the information is pre-populated from your CCPS account. Here, you can create additional subpages and share them with other staff, teachers or students.



Once in your profile page, you can choose to edit information by clicking 'edit your profile' in the top right corner. Here, you can fill out additional information such as 'about me', 'contact information, interests, etc.



Clicking 'Sites' at the top will take you to a page where you can view all sub site you have created or are following from people who have chosen to share their sub sites with you.

