



# Office 365

FREE Microsoft Office, online storage, Email, Calendars, and more

# Objectives

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- FREE Microsoft Office and Cloud Storage
- Single Sign On
- Appropriate email Use (not private)

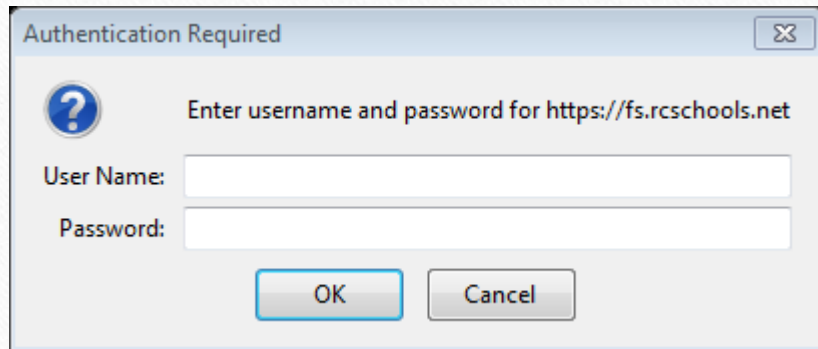
# Login and email address

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- Single sign on
  - When you log into the computer you are logged into your email account
  - Applies at school only (use Google Chrome)
- Always log off the computer
- Never share your account
- Why is this so important?



- Your email address is your [username@student.rcschools.net](mailto:username@student.rcschools.net)
  - [jdoe1234@student.rcschools.net](mailto:jdoe1234@student.rcschools.net)
- To access your email from somewhere other than school
  - [Email.rcschools.net](mailto:Email.rcschools.net)
  - You will have to enter your username and password



# Corporate email account

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- What that means
  - Not a personal account
  - Not private
- School officials can access your account at any time
  - It is monitored and filtered

# Appropriate email usage

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- Teachers and classmates (pertaining to classes)
- Guidance counselors
- Universities and colleges
- Coaches, club sponsors
- Accounts remain active until you graduate or leave the system

# Disciplinary Action

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- Inappropriate use of email will result in disciplinary action
  - Words, content, and topics are filtered
  - If something gets flagged the district will see it but not the person you sent it to
  - You can change your profile pic, must be appropriate
    - This is not your facebook or twitter account

# Inappropriate email

- If you do get something
  - Inappropriate
  - Spam
  - Uncomfortable
- Forward

[help@rcschools.net](mailto:help@rcschools.net)

← REPLY   ← REPLY ALL   → FORWARD   ...

mark as read

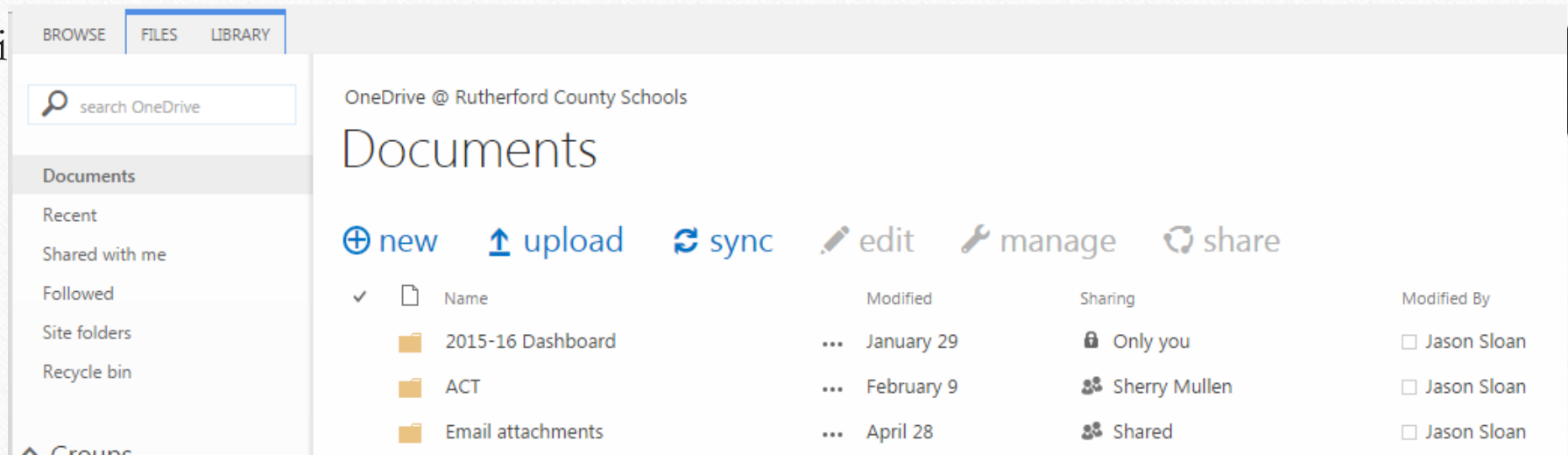




# OneDrive

- You have cloud storage in your email

- It is monitored



The screenshot displays the OneDrive web interface for 'Rutherford County Schools'. The left sidebar shows navigation options: BROWSE, FILES (selected), and LIBRARY. Below these are search and navigation links: Documents, Recent, Shared with me, Followed, Site folders, and Recycle bin. The main content area shows the 'Documents' folder with a table of files:

Name	Modified	Sharing	Modified By
2015-16 Dashboard	January 29	Only you	<input type="checkbox"/> Jason Sloan
ACT	February 9	Sherry Mullen	<input type="checkbox"/> Jason Sloan
Email attachments	April 28	Shared	<input type="checkbox"/> Jason Sloan

# How to use office 365

- SCAN THE QR CODE IN YOUR BROCHURE TO DOWNLOAD THE MANUAL



# Office 365 important features

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What can you do in office 365

# Free Microsoft office


- Download Microsoft office on five

Install the latest version of Office

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, InfoPath, OneDrive for Business

Word Excel PowerPoint OneNote Access Publisher Outlook Skype for Business InfoPath



OneDrive for Business

Language:  Version: 32-bit (Recommended) **Advanced**

**Note:** Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

[Review system requirements](#)  
[Troubleshoot installation](#)

New

Search Mail and People

Folders

- Favorites
- Jason Sloan
- Inbox 1
- Apple
- Compass
- Edmodo
- Important Stuff
- INow
- InService
- Licenses
- Notes
- OEC - Oakland Football
- Online Class
- RCjrs
- Spurlock
- STS
- Trey Duke
- Web Hosting
- Work Orders
- Drafts 1
- Sent Items
- Deleted Items 7251
- Clutter 160
- Conversation History
- Junk E-Mail 130

INBOX ITEMS BY DATE

All Unread To me Flagged

Jason Sloan  
 Sample  
 Jason Sloan Technology Coach - Oakland...

Vicki Hawk  
 Re: Announcing: Voyager Sopris Le...  
 This is the program we use online with La...

Vicki Hawk  
 Fw: Announcing: Voyager Sopris Le...  
 I just received this for Lang ! program. D...

Michelle Walker  
 RE: Today  
 Hat would be great. We still need to sho...

Gilbert Aldridge  
 RE: 'PowerPoint 2013 and Office Mi...  
 Will it show before May 15th? Sent via t...

Steve Solomon  
 RE: Intercom in the Gym  
 Let me talk to to Rick and Mike and get b...

Jacqueline Williams  
 RE: End of year  
 Thanks for all your hard work, Jason! App...

Jill Hines  
 Re: help  
 Beu....I get the exact name off the sign in...

Cathy Youree  
 extra points--FE AND MT  
 Teachers FYI----I have noticed a few of ...

YESTERDAY

Carol McCauley  
 Orientation  
 I can't find if- I even wrote it down - wha...

Jill Hines  
 help  
 I have a teacher at SCM right now in the ...

Jeannie Williams  
 Re: PD sessions today  
 Once they cancel out they go to File and ...

Sample

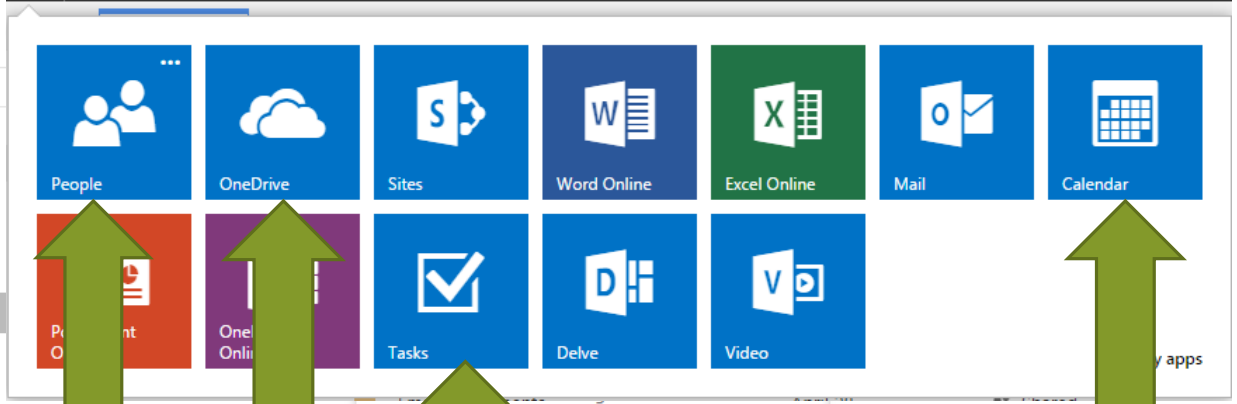


Jason Sloan  
 Thu 5/7/2015 2:29 PM  
 Inbox

To:  Jason Sloan;

Jason Sloan  
 Technology Coach - Oakland High School

← REPLY  
 ←← REPLY ALL  
 → FORWARD  
 ...  
 Mark as T



Edmodo  
Important Stuff  
INow  
InService  
Licenses  
Notes  
OEC - Oakland Football  
Online Class  
RCjrs  
Spurlock  
STS  
Trey Duke  
Web Hosting  
Work Orders  
Drafts 1  
Sent Items  
Deleted Items 7236  
Clutter 158  
Conversation History  
Junk E-Mail 127

Jeannie Williams  
Re: PD sessions today Wed 3:59p  
Once they cancel out they go to File and ...

Jeannie Williams  
Fw: PD sessions today Wed 3:44p  
OK. The Note, they can just cancel...

Cathy Youree  
problems with entering activities Wed 3:02p  
Some of you are having problems enteri...

Carol McCauley  
Darcy is on Academic Probation in Wed 11:21a  
Darcy is on Academic Probation in her R...

Carol McCauley  
Reminder to May Graduates taking Wed 10:02a  
Reminder - RCSOnline students planning...

Carol McCauley  
Seniors need to finish this week!! Wed 10:01a  
Teachers! If you have any of these studen...

Jeannie Williams  
Re: Technology Academy Session In Wed 9:49a  
Thanks Jeannie Williams Central Office ...

Justin Stanford  
Re: Printers Wed 8:15a  
Ok thank you! Justin Stanford Science D...

Jeannie Williams  
Re: PD sessions today Wed 7:41a  
Hi Jason, I'm copying Matthew Brown o...

Select an item to read.  
Click here to always select the first item when you sign in

**Create appointments**

New

Search Calendar

May 2015						
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

My calendars

Calendar

Other calendars

- iPad Lab Calendar
- A1 Lab Calendar
- F2 Lab Calendar
- Carol McCauley - RCSOnline
- Jeannie Williams - Room

People's calendars

Groups

- RCS Tech Coach PD Reso
- CO- RCSOnline Faculty
- RCS Technology Coache
- High School Tech Coach
- More

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27 8a Tech Coach Update Q	28	29	30 10a Fw: Office Mix in K12	May 1 1:30p High School Tech C	2
3	4 11:12a Photo story with V	5 3:30p Sloan 3:30p	6 12:33p Photostory with W	7 12:33p Photostory with W 3:45p Tech Coaches - Eve	8	9
10	11	12 2p GoToWebinar - Schoo	13	14	15 8a Tech Coach - End Year	16
17	18	19 1p Upcoming online orie	20 4p Tech Coach Team Cel	21	22	23
24	25	26	27	28	29	30
31	Jun 1 Semester 1 Online Starts	2	3	4	5	6

Teachers can share calendars with you

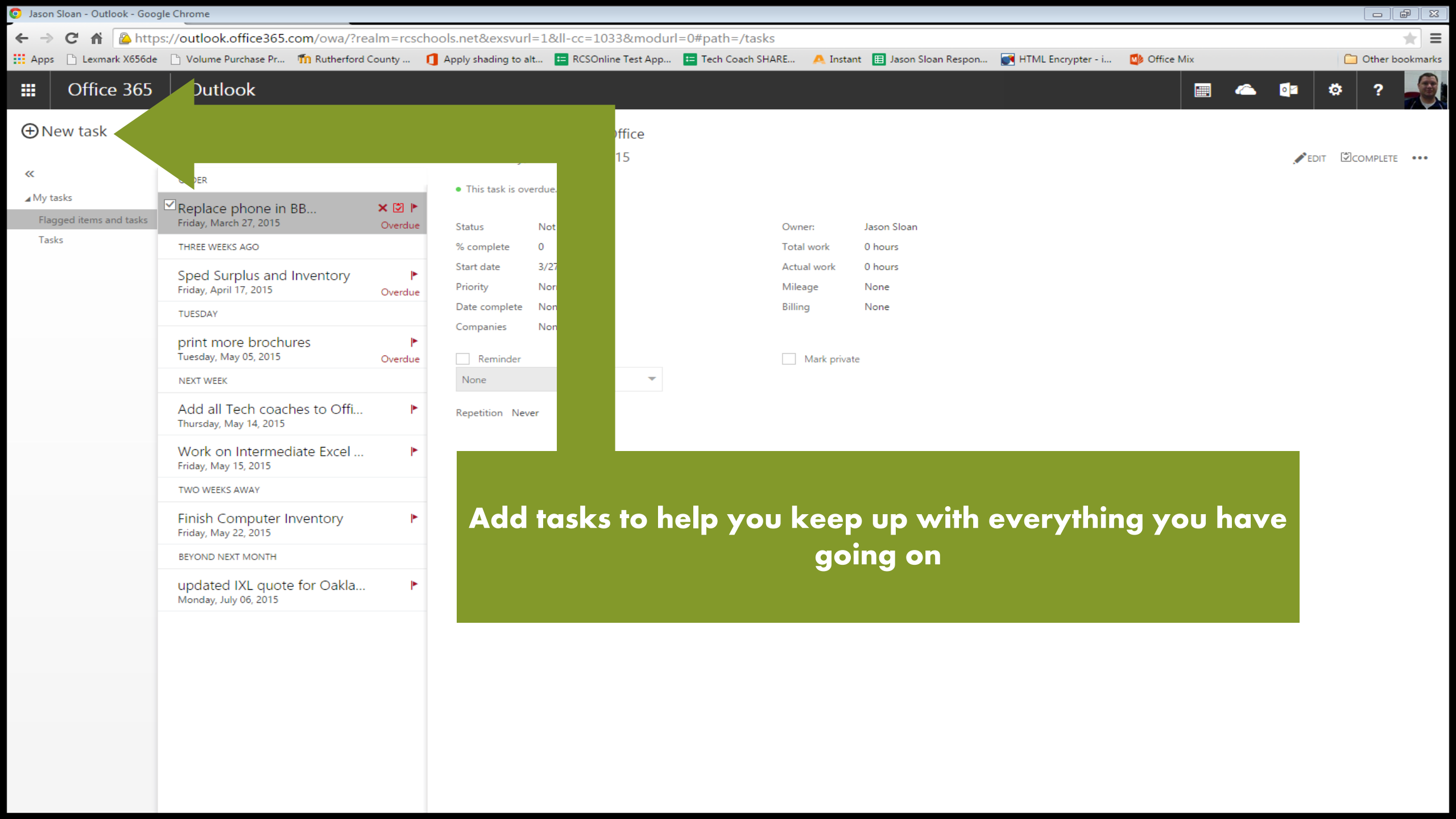
Thursday, May 07, 2015

12:33p Photostory with Walker's 1st and 2nd  
1 hour 46 minutes AA6

3:45p Tech Coaches - Everfi Train the Trainer  
1 hour RCBOE CO Computer Lab

**Your appointments will sync with your mobile device**

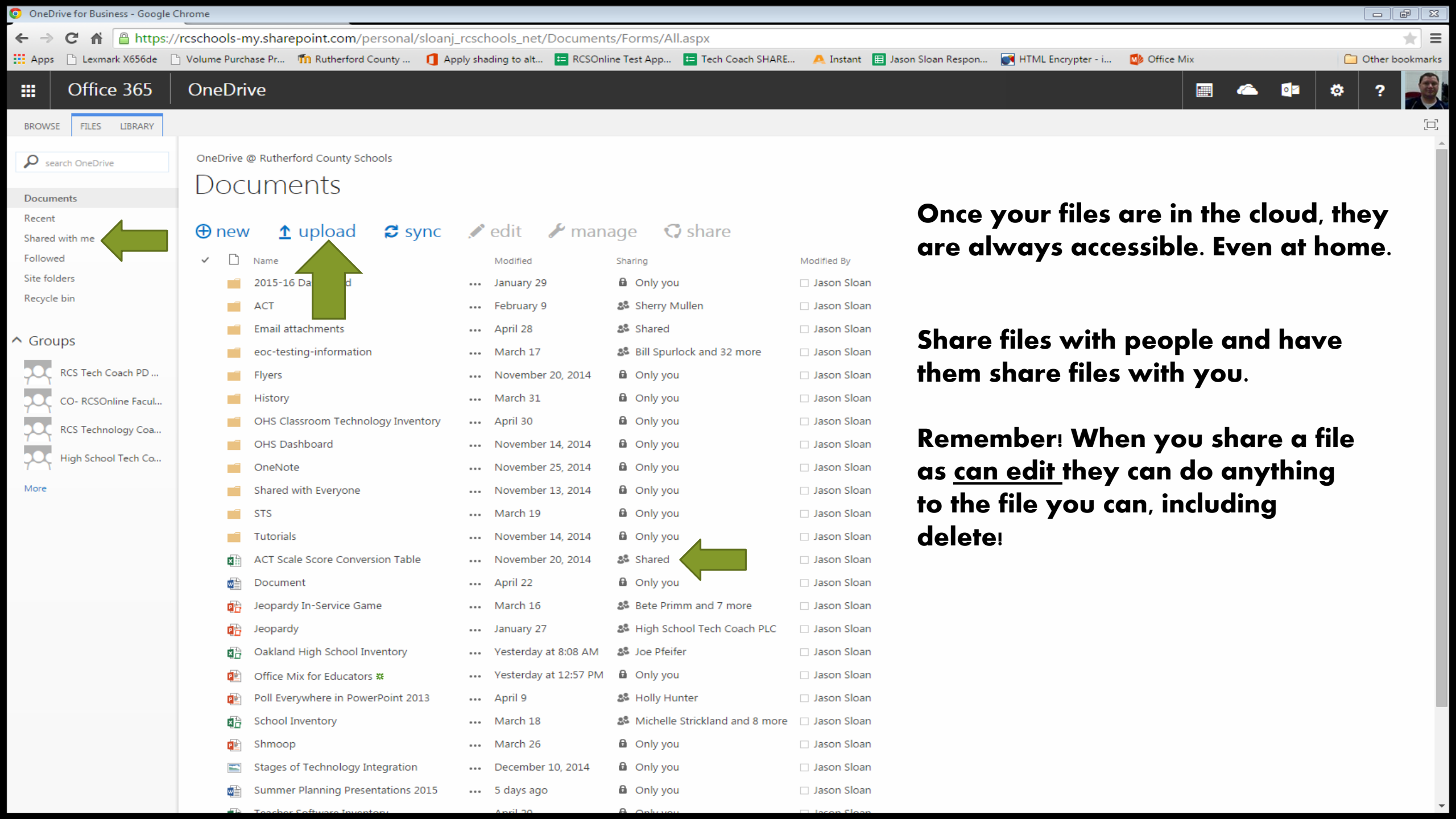
**Teachers can attach files to events they share with you**



+ New task

**Add tasks to help you keep up with everything you have going on**





OneDrive @ Rutherford County Schools

# Documents

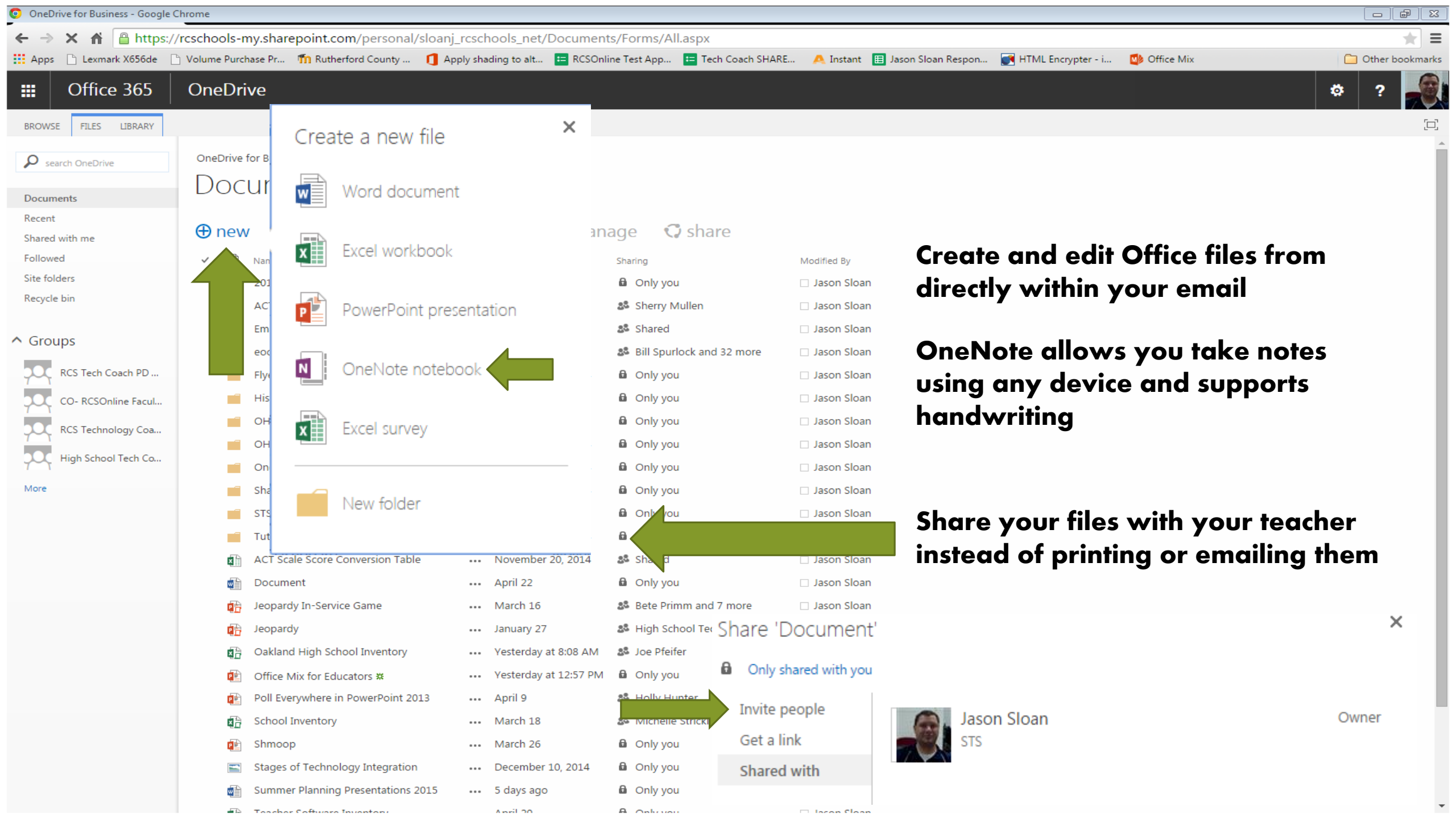
[new](#) [upload](#) [sync](#) [edit](#) [manage](#) [share](#)

Name	Modified	Sharing	Modified By
2015-16 Da...	January 29	Only you	Jason Sloan
ACT	February 9	Sherry Mullen	Jason Sloan
Email attachments	April 28	Shared	Jason Sloan
eoc-testing-information	March 17	Bill Spurlock and 32 more	Jason Sloan
Flyers	November 20, 2014	Only you	Jason Sloan
History	March 31	Only you	Jason Sloan
OHS Classroom Technology Inventory	April 30	Only you	Jason Sloan
OHS Dashboard	November 14, 2014	Only you	Jason Sloan
OneNote	November 25, 2014	Only you	Jason Sloan
Shared with Everyone	November 13, 2014	Only you	Jason Sloan
STS	March 19	Only you	Jason Sloan
Tutorials	November 14, 2014	Only you	Jason Sloan
ACT Scale Score Conversion Table	November 20, 2014	Shared	Jason Sloan
Document	April 22	Only you	Jason Sloan
Jeopardy In-Service Game	March 16	Bete Primm and 7 more	Jason Sloan
Jeopardy	January 27	High School Tech Coach PLC	Jason Sloan
Oakland High School Inventory	Yesterday at 8:08 AM	Joe Pfeifer	Jason Sloan
Office Mix for Educators	Yesterday at 12:57 PM	Only you	Jason Sloan
Poll Everywhere in PowerPoint 2013	April 9	Holly Hunter	Jason Sloan
School Inventory	March 18	Michelle Strickland and 8 more	Jason Sloan
Shmoop	March 26	Only you	Jason Sloan
Stages of Technology Integration	December 10, 2014	Only you	Jason Sloan
Summer Planning Presentations 2015	5 days ago	Only you	Jason Sloan
Teacher Software Inventory	April 20	Only you	Jason Sloan

**Once your files are in the cloud, they are always accessible. Even at home.**

**Share files with people and have them share files with you.**

**Remember! When you share a file as can edit they can do anything to the file you can, including delete!**



**Create and edit Office files from directly within your email**

**OneNote allows you take notes using any device and supports handwriting**

**Share your files with your teacher instead of printing or emailing them**

Sync iPhone

Sync Android



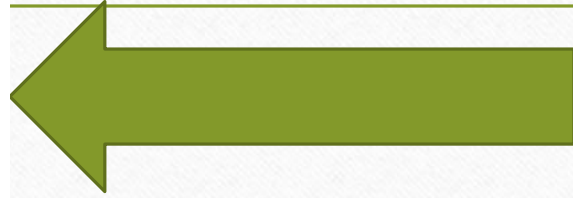
Or you can download the Outlook App

#### RCS Policy Manual References

- 4.406 Use of the Internet - Students. Pages 53-56 of the Student Handbook and Code of Behavior and Discipline governs student use of the internet, internet safety measures and email. You can download the handbook here.



- ADM 2-6 Student Access to Networked Information Resources (pages 56-58 of the Student handbook)



**Scan the QR code to get directions to sync your mobile device**

## Microsoft Outlook

By Microsoft Corporation

Open iTunes to buy and download apps.



[View in iTunes](#)

### Description

The official Microsoft

Outlook is a free email

[Microsoft Outlook Sync](#)

### What's New in

– Fixes very slow app

# Have a great year, Warriors!

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- Any questions: Mrs. Huff's email: [huffc@rcschools.net](mailto:huffc@rcschools.net)

