**Office 365 Student Cheat Sheet**

1. How to get to 365
   1. On top of www.scasd.us page-- "Outlook 365"
   2. On library resource page-- near top
   3. <http://login.microsoftonline.com>
2. Log-in
   1. Username: [##aburrell@scasd.us](mailto:##aburrell@scasd.us)
   2. PW: lunch#SCA
3. Available:
   1. Document Creation
      1. Word Online= word processing
      2. Excel Online= spreadsheet
      3. Powerpoint Online & Sway= presentations
      4. OneNote & ClassNotebook= organizing
      5. Mail= Email
   2. Storage= OneDrive: save other documents, videos, etc to 365
   3. Sharing between users
4. Basics:
   1. **START NEW**: To start a new document, on your Documents page, click the plus sign, then choose which type of document or folder to create.
   2. **UPLOAD**: To upload a document that you want to save or edit in 365, click on "Upload," choose the document, then click "Open".
   3. **EDIT**: To edit a document that has already been created, click the document in your list, then click "Edit in Browser"
   4. **SHARE**: To share a document, click "Share" then type in who you want to share the document with.
   5. **RETURN TO DOC LIST**: To return to your list of documents, click your name in the top left corner of the screen
   6. **DOWNLOAD:** Go to "File" and "Save As", choose whether to save the document as it is, or as a PDF (a picture of the document- cannot be edited easily)
   7. **DELETE**: To delete a document, go to your list of documents, click in front of the document(s) you want to delete, then click "More" and "delete"
   8. **CHANGE APPS**: To change applications, click on the nine-square icon in the top left corner of the screen
5. Keep in Mind:
   1. Creating documents in 365 will not give you all of the "bells and whistles" of downloaded applications; so, create your document in Microsoft Online, then download it to make it fancy (if you need/ want to)
   2. Click "Open in Word" (or Excel or Powerpoint, depending on what you're using) to get all of the usual features
   3. Once you download a document from 365-- changes will no longer be saved to 365; you would need to upload again to save the changes to your original document
   4. If someone shares a document with you and you want to take notes on it without affecting the original, you will need to make a copy of the document first (File--> Save As)
   5. 365 AUTOSAVES-- no need to click a "save" button!