

Getting Started with Office 365 for Students



Office of Technology and Information Services
September, 2015

OFFICE 365 FOR STUDENTS

To access the **HCPS Office 365 Portal**,

Open **Internet Explorer** and click on the Office 365 Portal Link



or

Open **Internet Explorer** and enter the web address: portal.hcps.org/



Will I need to login?

It depends upon the device you are using, if you are connected to the HCPS network, and what browser you are using. You **will not** be required to login if you are on an HCPS networked device **and** are using Internet Explorer.

Environment	Browser	Login Required?
HCPS Networked Device (PC/Laptop/Tablet)	Internet Explorer	NO
	Chrome/Safari	YES
NON-HCPS Device <i>OR</i> any device <i>not</i> connected to HCPS network	Any Browser	YES

If prompted to login at any time in the Office 365 environment, use the following standards:

Username: username@student.hcps.org

(First name last name@student.hcps.org)

Example: georgewashington@student.hcps.org

Password: **current HCPS network password**

Sign in with your organizational account

Office 365 Home Page

The screenshot shows the Office 365 Home Page for a student user. The top navigation bar is blue and contains the Office 365 logo, the text "Office 365" and "Home", the HOPS logo, and a user profile picture. A green box labeled "Settings" with an orange arrow points to the settings gear icon in the top right corner. On the left, a red box contains the text "Today is a day for fresh perspectives." Below this, a section titled "Save your files online for easy access" mentions "1 TB of free online storage" and "Use OneDrive for free". The main content area features a section titled "Install Office on your PC" with icons for Word, Excel, PowerPoint, Outlook, and OneNote. Below these icons, it says "Got a Mac? Sign in to Office 365 on your Mac to install." and "Smartphone or tablet? Get Office on your devices. Learn how to set up email and Office 365 apps on your device." There is an "Install now" button and a "Troubleshoot installation" link. To the right of the PC installation section, there is a "Language: English Change" link and two checked options: "Make Bing your search engine" and "Make MSN your browser homepage", with a note "Applies to Internet Explorer, Firefox, Chrome, and Safari". Below the PC installation section, there is a section titled "Collaborate with Office Online" with a grid of 12 tiles: Mail, Calendar, People, OneDrive, Sites, Tasks, Delve, Video, Word Online, Excel Online, PowerPoint Online, OneNote Online, and Sway. A green box labeled "File storage, creation and sharing" with an orange arrow points to the OneDrive tile.

Office 365 Home

Today is a day for fresh perspectives.

Save your files online for easy access

Get schoolwork done across your devices with 1 TB of free online storage. Use OneDrive for free.

Install Office on your PC

Word Excel PowerPoint Outlook OneNote

Got a Mac? Sign in to Office 365 on your Mac to install.

Smartphone or tablet? Get Office on your devices. Learn how to set up email and Office 365 apps on your device.

Install now

Troubleshoot installation

Language: English Change

- ☒ Make Bing your search engine
- ☒ Make MSN your browser homepage

Applies to Internet Explorer, Firefox, Chrome, and Safari

File storage, creation and sharing

Collaborate with Office Online

Mail Calendar People OneDrive Sites Tasks Delve

Video Word Online Excel Online PowerPoint Online OneNote Online Sway

Documents

The screenshot shows the OneDrive web interface for 'Harford County Public Schools'. The left sidebar contains a search bar and a 'Documents' section with links to 'Recent', 'Shared with me', 'Followed', 'Site folders', 'Recycle bin', and 'Groups'. The main area has a top bar with 'Office 365' and 'OneDrive' logos. Below this is a 'Documents' header and a welcome message. A toolbar includes 'New', 'Upload', 'Sync', 'Share', and 'More'. A file list shows a folder named 'Journal Entries'. A 'Create a new file' dialog is open, showing options like 'Word document', 'Excel workbook', 'PowerPoint presentation', 'OneNote notebook', 'Excel survey', and 'New folder'. Annotations include: an arrow pointing to the 'New' button with the text 'Choose +New to create a new item. It will save directly to your OneDrive.'; an arrow pointing to the 'Shared with me' link with the text 'Where to find folders and docs that a teacher or peer shares with you.'; and an arrow pointing to the 'Create a new file' dialog with the text 'Here are your file options. Create folders for storage of similar files.'

Office 365 OneDrive

search OneDrive

Documents

Recent

Shared with me

Followed

Site folders

Recycle bin

Groups

OneDrive @ Harford County Public Schools

Documents

Welcome to OneDrive @ Harford County Public Schools, the place to store, sync, and share your work. Documents are private until shared.

+ New Upload Sync Share More

Name Modified Sharing

Journal Entries A few seconds ago

Drag files here to upload

Create a new file

Word document

Excel workbook

PowerPoint presentation

OneNote notebook

Excel survey

New folder

Choose +New to create a new item. It will save directly to your OneDrive.

Where to find folders and docs that a teacher or peer shares with you.

Here are your file options. Create folders for storage of similar files.

When opening an Office Program from ANY HCPS COMPUTER, choose File, Save as

Journal #1

Save As

- Sites - Harford County Public Schools
- OneDrive - Harford County Public Schools**
- SharePoint
- OneDrive - Personal
- Other Web Locations
- Computer
- Add a Place

Choosing OneDrive - Harford County Public Schools will save directly to your OneDrive. If you login through portal.hcps.org, you will find your work.