

Microsoft Office 365 - Student Log-in instructions

What is Office 365?

Office 365 is a web-based subscription service provided to you by the SCSD that gives you anywhere-access to Microsoft Office tools and applications, such as Word, PowerPoint, Excel, and more.

How do students access Office 365?

**tip: use the Firefox Internet Browser if there are multiple users accessing Office 365 in a household.*

Go to: <https://www.office.com/> **tip: Bookmark this page for future access*

The Office 365 link is also available in your [Clever](#) account and on the [Computer Learning Space Page](#).

How do students sign in to Office 365?

Enter student school email address

last name.first name **@somersschools.org**

You may see an authentication box pop-up and prompting to enter your student network login

Student Network Credentials

Username: last name.first name

Password: network password

(this is the same password used to log in to the computers in school: somers and your lunch code)

How do students Create a New File and Share their work with others in Office 365?

- **Create** a document (*by clicking on +New*) then Choose what type of document to create from the drop-down menu
or Choose the Application Icon of choice on the Office 365 dashboard.
- **Title** the document (*in the top bar, click and edit the word Document to enter the file name*)
- Click on the blue **SHARE** button (*located on the top right-hand corner of the page*).
- **Type** the **Teacher or Student name or email address** of those whom the document will be shared.
**Optional – add a message to the recipient in the text box provided.*
- Click the **Share** button.

How do students save their work in Office 365?

Work is saved automatically.

How to edit an existing document?

- Documents can be accessed in multiple locations in Office365:
Click on **OneDrive** to see a list of your files OR Click on **Recent** Documents
- Click on the file name of the document you would like to edit

Network Credentials: Username _____ Password _____

School Email address: _____@somersschools.org