

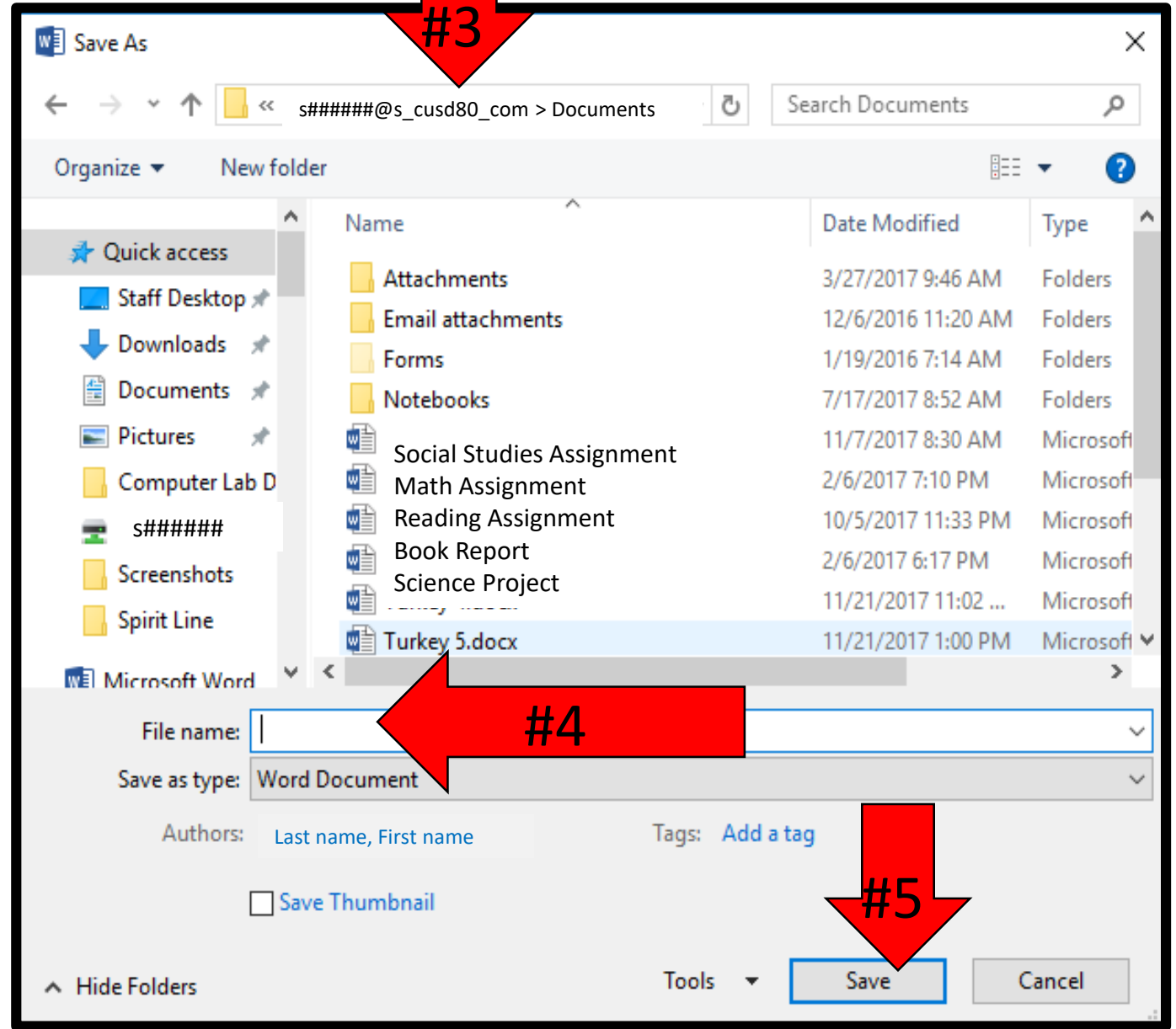
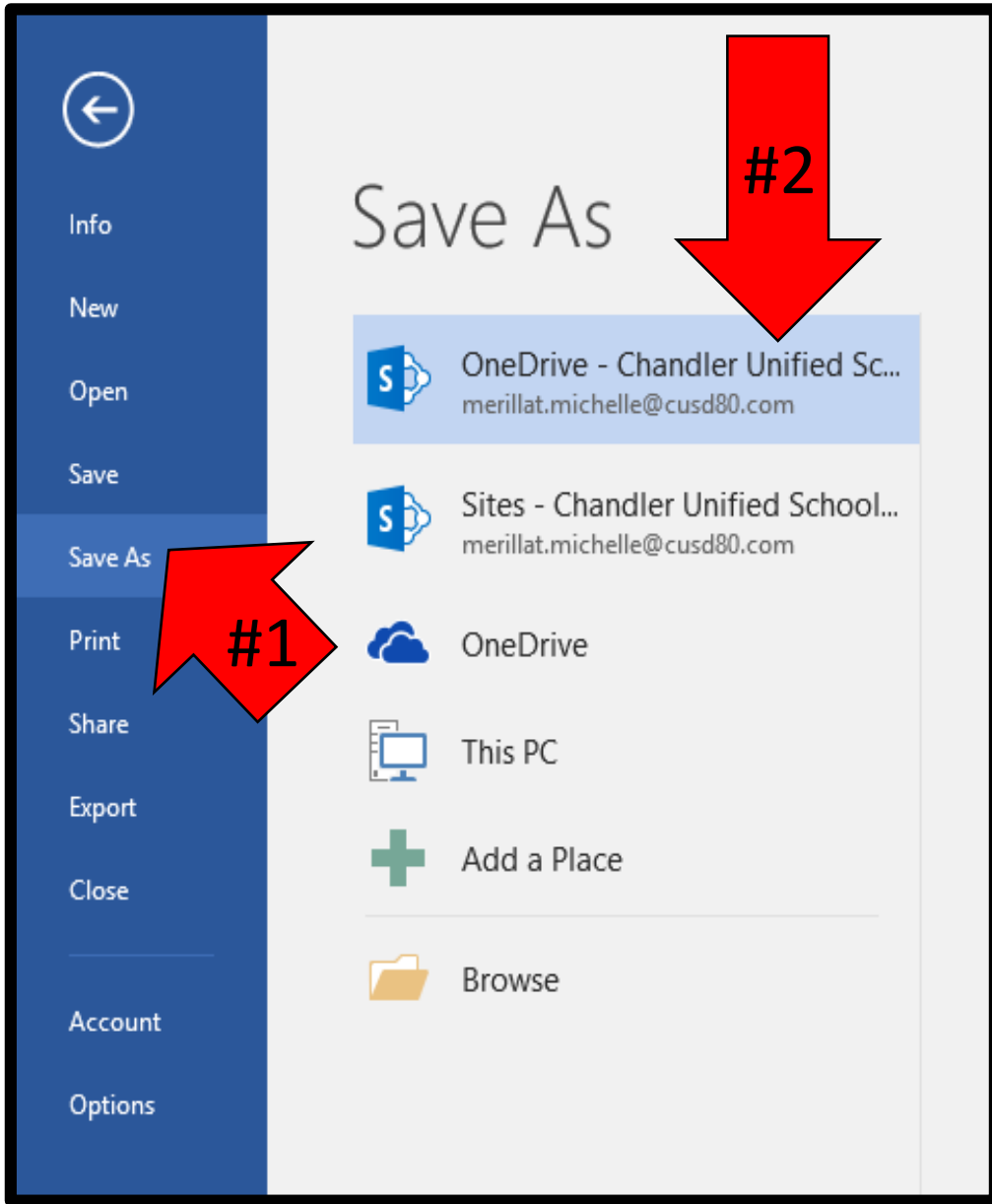
Working with Office 365 and One Drive



p.2	Saving Files
p. 4	Signing In
p. 8	Sending Files
p. 11	Opening Saved Files
p. 13	Opening Shared Files

Saving to your One Drive

- File
- Save As
- Double Click on the top option for
One Drive – Chandler Unified School District
- Give your file a name
- Click on Save



Signing onto Office 365 from Home or School

- Go to cusd80.com
- Choose Jacobson from the school drop down menu
- Choose Staff
- Choose Technology – Merillat, Michelle
- Choose Office 365
- Sign in:
 - s#####@s.cusd80.com
 - password is the same as your computer password

Browser tabs: New Tab Search, Clever | Applications, Learning.com, Learning.com, Bb Chandler Unified School

Address bar: <https://www.cusd80.com>

Navigation: District Home, Our Schools... Search...

Our Schools List:

- Time Performance Academy (on U-1A Humphrey Campus)
- Frye Elementary
- Fullon Elementary
- Galveston Elementary
- Haley Elementary
- Hamilton High
- Hancock Elementary
- Hartford Sylvia Encinas Elementary
- Hull Elementary
- Jacobson Elementary
- Knox Gifted Academy
- Navarrete Elementary
- Patterson Elementary (CTA & Classic)

Red Arrow #1 points to the "Our Schools" dropdown menu.

Event Calendar, Connect With Us, Tax Credit, Online Grades, Parent Portal, Community Education

Site Shortcuts:

- Journey 2025 - Our Ten Year Plan
- Governing Board
- Annual Report
- Choice is Yours
- Open Enrollment
- School Boundaries
- School Calendars
- Chandler Education Foundation
- Chandler CARE Center
- Apply for a Job
- Request a Transcript
- Parent Resources
- Staff Resources and Links
- What's New

Video Highlights: Welcome to the Chandler Unified School District

Announcements:

- DEC 13 Governing Board Study Session / Board Meeting
- DEC 20 Junior High / High School...

Footer: 10:28 AM 12/4/2017

Browser tabs: New Tab Search, Clever | Applications, Learning.com, Learning.com, Bb Staff Directory

Address bar: <https://www.cusd80.com/site/Default.aspx?PageType=1&SiteID=2762&ChannelID=2794&DirectoryType=6>

Navigation: District Home, Our Schools... Search...

JACOBSON ELEMENTARY SCHOOL
Home of the Jets, We Fly with Pride
1515 North West Jacaranda Pkwy | Chandler, AZ 85248 | P: (480) 883-4100 | F:

Our School, Registration, Administration, Staff, Health Office, Media Center, Gifted, Programs, Parents & Students, PTO, Community Ed, Calendar

Staff Directory

1	2	3	4	5	6	E	K	M	P	R	S	T
<ul style="list-style-type: none"> 1st Grade - Cox, Nicole 1st Grade - Johnson, Jann 1st Grade - Nikolaus, Val 1st Grade - Peters, Lori-Jo 1st Grade - Tunstall, Alicia 	<ul style="list-style-type: none"> 2nd Grade - Acklam, Julie 2nd Grade - Adkison, Tamatha 2nd Grade - Polillo, Kristina 2nd Grade - Menghini, Tara 	<ul style="list-style-type: none"> 3rd Grade - Estevez, Nicole 3rd Grade - Graves, Kristina (GIFTED) 3rd Grade - Kirchner, Cynthia 3rd Grade - McMains, Amanda 3rd Grade - Monaco, Michelle 	<ul style="list-style-type: none"> 4th Grade - Defranco, Megan 4th Grade - Ireland, Leslie 4th Grade - McNeelley, Kathi (GIFTED) 4th Grade - Mills, Genisha 	<ul style="list-style-type: none"> 4th Grade - Stine, Trudy 4th Grade - Shoemaker, Maggie 5th Grade - Clapham, Susana (GIFTED) 5th Grade - Elliot, Sarah 5th Grade - Foy, Jaron (GIFTED) 5th Grade - Hansen, Deanna 5th Grade - Henderson, Veronica 5th Grade - Minard, Cassie 5th Grade - Zamick, Ken 	<ul style="list-style-type: none"> 6th - Coking, Caroline 6th - Dunham, Michele 6th Grade - Butler, Ashleigh (GIFTED) 6th Grade - Kiracofe, Alex (Gifted) 6th Grade - Murrieta, Kelly 6th Grade - Walters, Lori 	<ul style="list-style-type: none"> Kindergarten - Thompson, Stacy Kindergarten - Yinku, Michelle Media Specialist - Hoover, Kristina Music - Wittrodt, Tricia Music (Band) - Richard Virgo Music (Orchestra) - Sharon Oh 	<ul style="list-style-type: none"> PE - Dannerfeldt, Amanda PE - Klein, Paul Psychologist - Latuca, Annie Psychologist - Susan Amriester 	<ul style="list-style-type: none"> Resource - Boyle, Sarah Resource - Rowan, Devon Speech - Ritchie, Pat Support Staff - Cafeteria Support Staff - Custodial Support Staff - Recess Team 	<ul style="list-style-type: none"> Technology Teacher - Merrill, Michelle 			

Red Arrow #2 points to the bottom right corner of the page.

Footer: 10:37 AM 12/4/2017

Browser tabs: New Tab Search, Clever | Applications, Learning.com, Learning.com, Bb Technology Teacher - Me

URL: <https://www.cusd80.com/Domain/2813>

District Home | Our Schools... | Search... | Sign In | Register

JACOBSON
ELEMENTARY SCHOOL
Home of the Jets, We Fly with Pride
1515 North West Jacaranda Pkwy | Chandler, AZ 85248 | P: (480) 883-4100 | F: [icon]


EVENT CALENDAR | CONNECT WITH US | TAX CREDIT
ONLINE GRADES | PARENT PORTAL | COMMUNITY EDUCATION

Our School | Registration | Administration | Staff | Health Office | Media Center | Gifted | Programs | Parents & Students | PTO | Community Ed | Calendar

TECHNOLOGY TEACHER - MERILLAT, MICHELLE
Technology Menu

- > About the Teacher
- > Technology Class Overview
- > Student Usernames and Passwords
- > Bring Your Own Technology Responsible User Agreement Form
- > Kids Search Engines
- > Technology Lab Learning Links
- > Quarter 1 Assessments
- > Create a Thanksgiving Turkey
- > Office 365

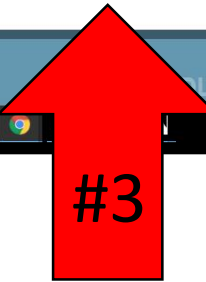
Home > Staff > Technology Menu

 **Technology Menu**

Technology Menu

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- > Kids Search Engines
- > Technology Lab Learning Links
- > Quarter 1 Assessments
- > Create a Thanksgiving Turkey
- > Office 365

10:29 AM 12/4/2017



Browser tabs: New Tab Search, Clever | Applications, Learning.com, Learning.com, Bb Technology Teacher - Me

URL: <https://www.cusd80.com/Page/92931>

District Home | Our Schools... | Search... | Sign In | Register

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1515 North West Jacaranda Pkwy | Chandler, AZ 85248 | P: (480) 883-4100 | F: [icon]


EVENT CALENDAR | CONNECT WITH US | TAX CREDIT
ONLINE GRADES | PARENT PORTAL | COMMUNITY EDUCATION

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TECHNOLOGY TEACHER - MERILLAT, MICHELLE
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Home > Staff > Office 365

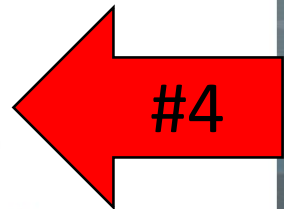
 **Office 365**

Every CUSD student has an Office 365 Account. This app allows students to share and collaborate their work. Students have up to 5 devices they can load their Office 365 accounts to. This allow students to access files at school, home, etc without needing to worry about using a flash drive.

To access your Office 365 Account, click on the logo above.

Student Username: S#####@s.cusd80.com
Student Password: same as school computer login

10:29 AM 12/4/2017



Browser tabs: New Tab Search, Clever | Applications, Learning.com, Learning.com, Sign In

Address bar: <https://sts.cusd80.com/adfs/ls/?client-request-id=c3aea144-94df-4b8e-b1ef-22d09232910c&username=&wa=wsignin1.0&wtrealm=urn%3afeder...>

Page content: sts.cusd80.com

Sign in with your organizational account

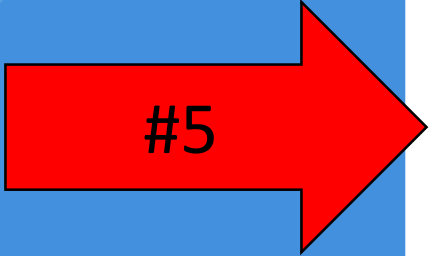
someone@example.com

Password

Sign in

© 2016 Microsoft

Taskbar: 10:30 AM 12/4/2017



Browser tabs: New Tab Search, Clever | Applications, Learning.com, Learning.com, Sign in to your account

Address bar: <https://login.microsoftonline.com/login.srf>

Microsoft

merillat.michelle@cusd80.com

Stay signed in?


Do this to reduce the number of times you are asked to sign in.

No Yes

Don't ask me this again

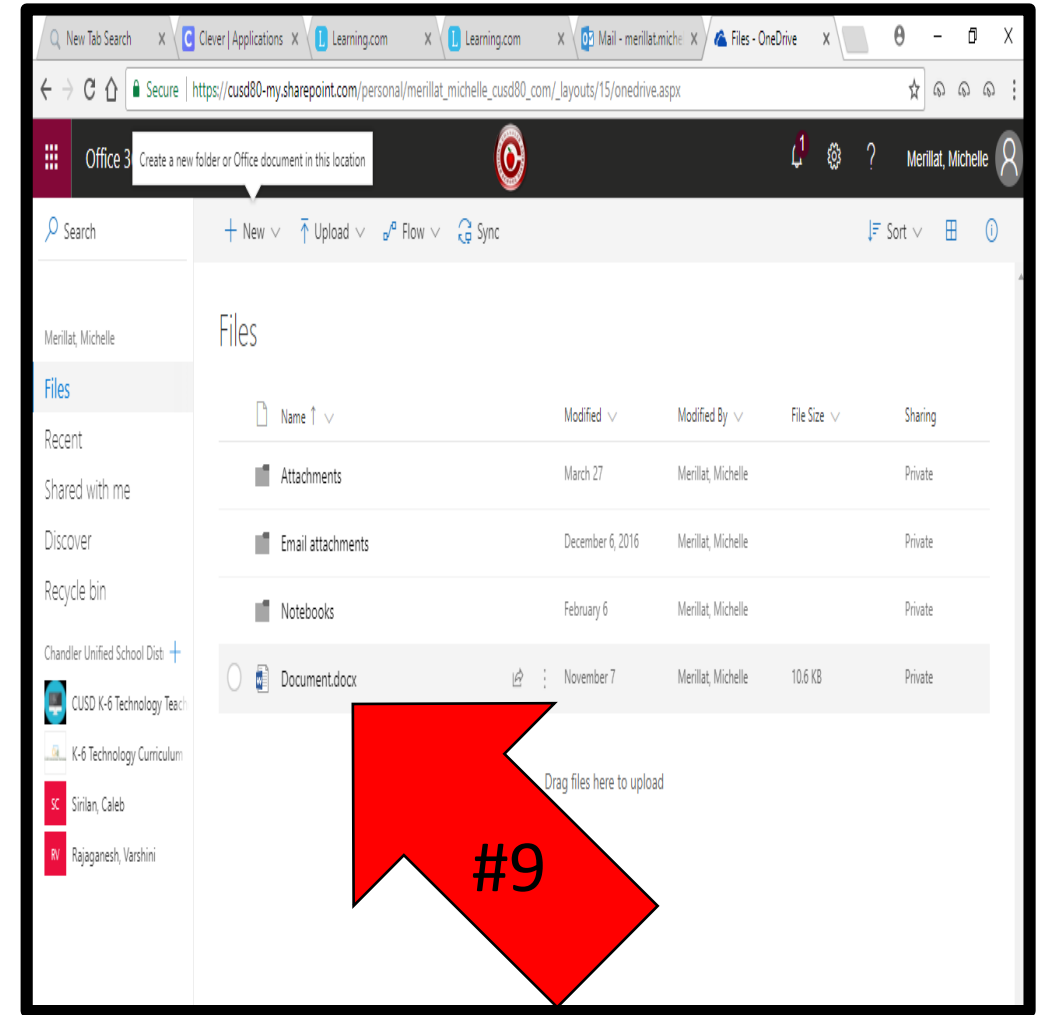
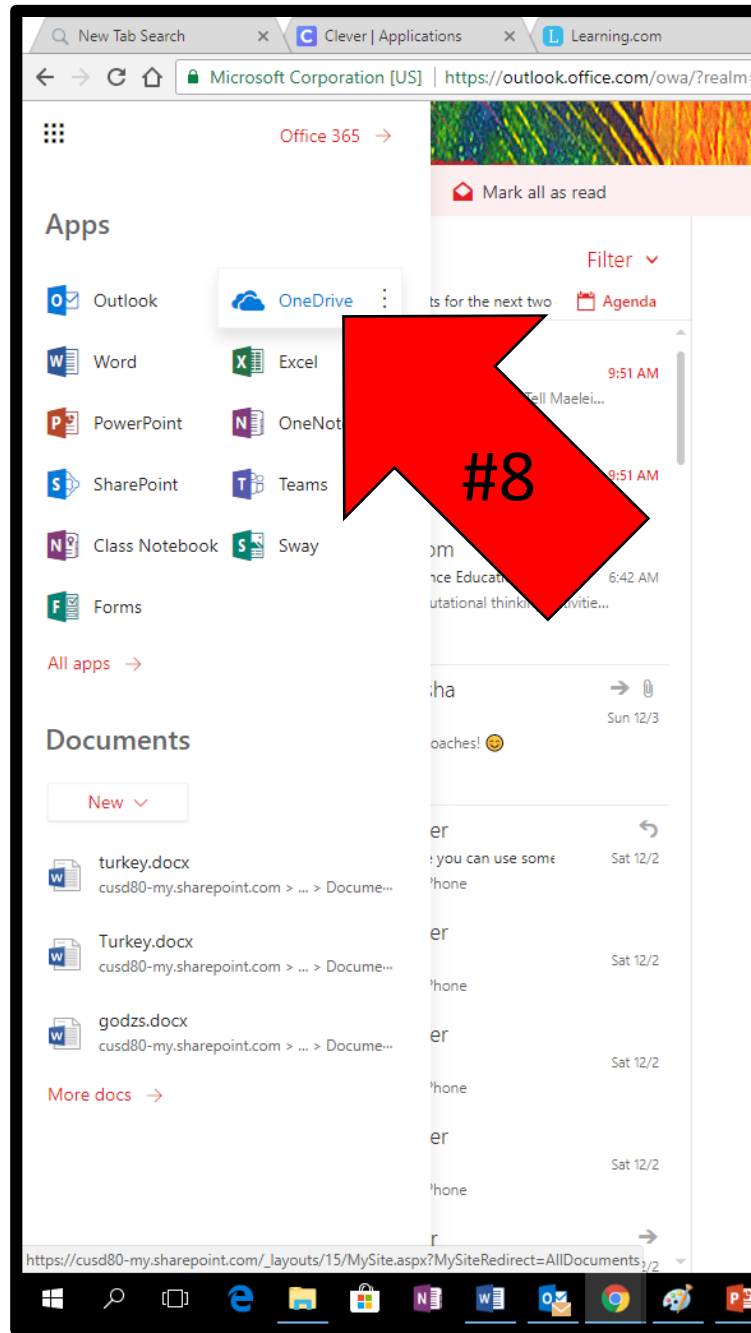
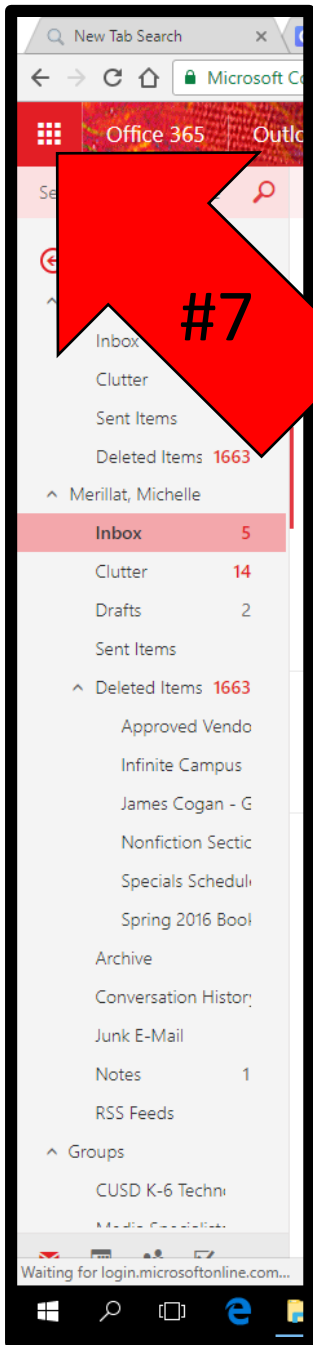
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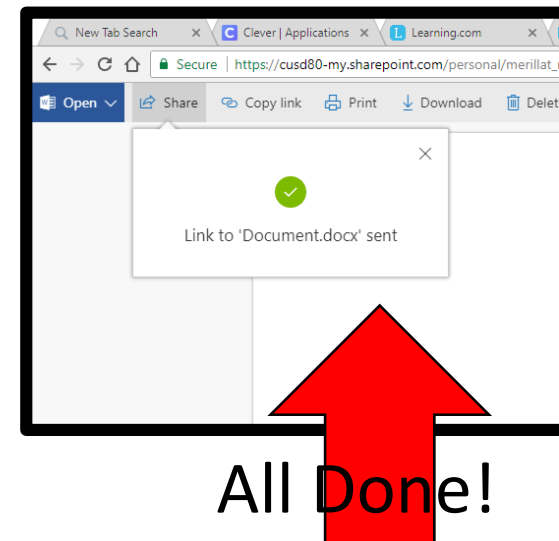
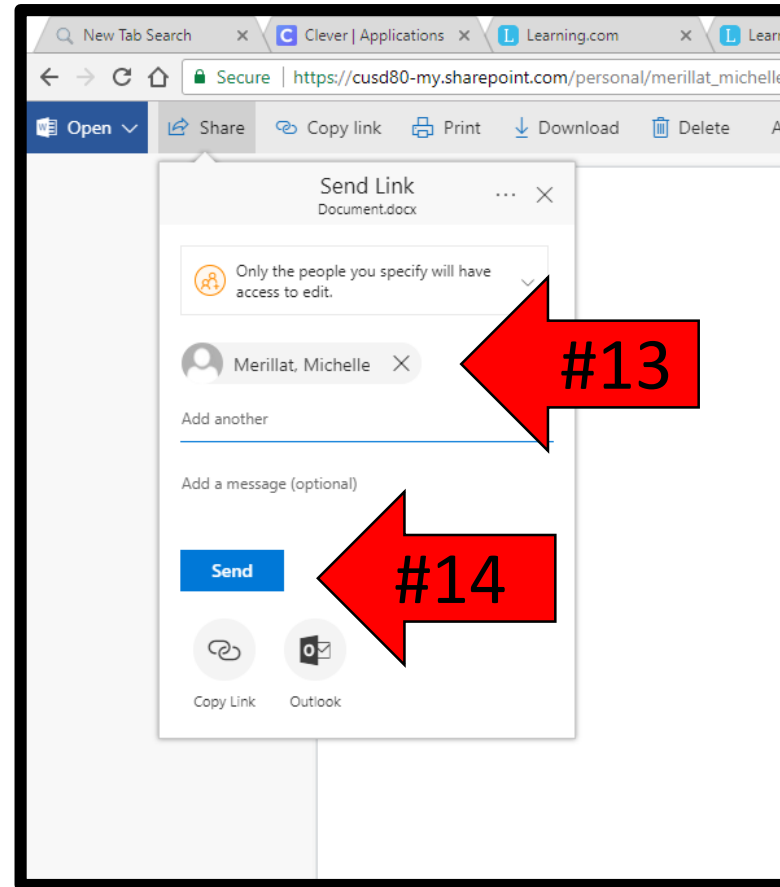
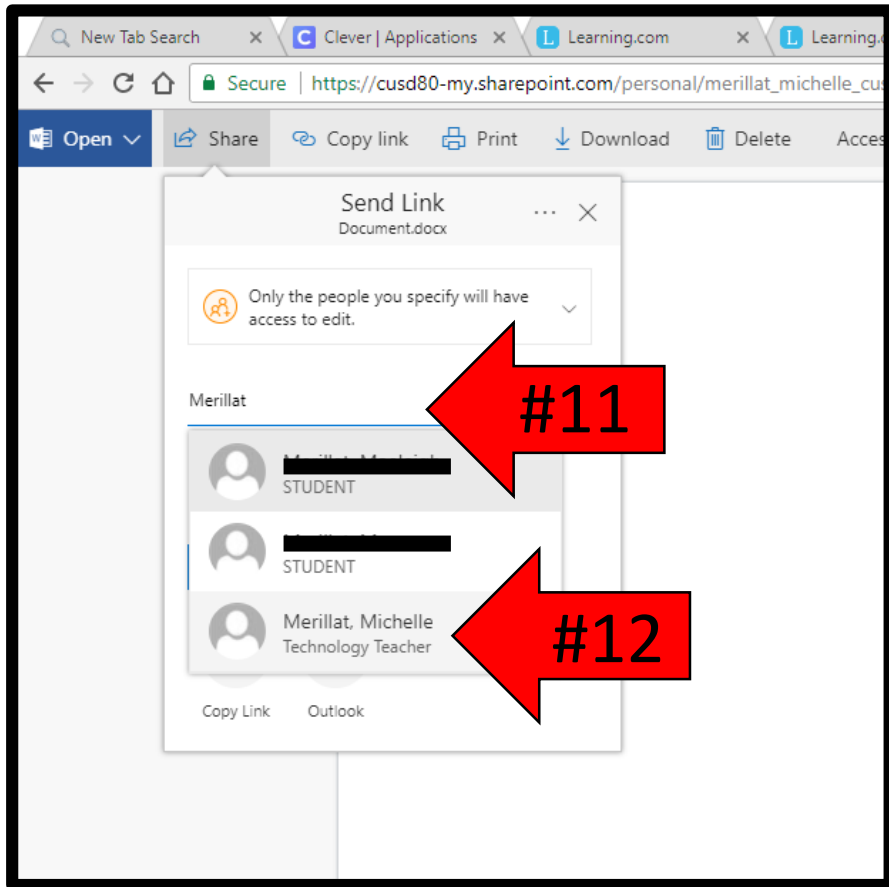
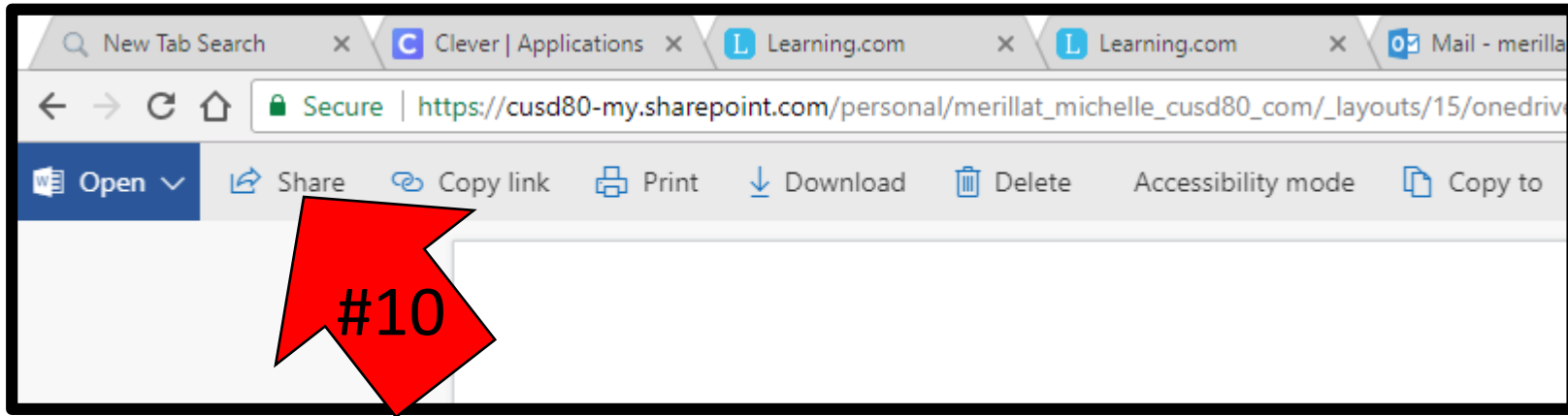
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Sending a File to Someone on One Drive

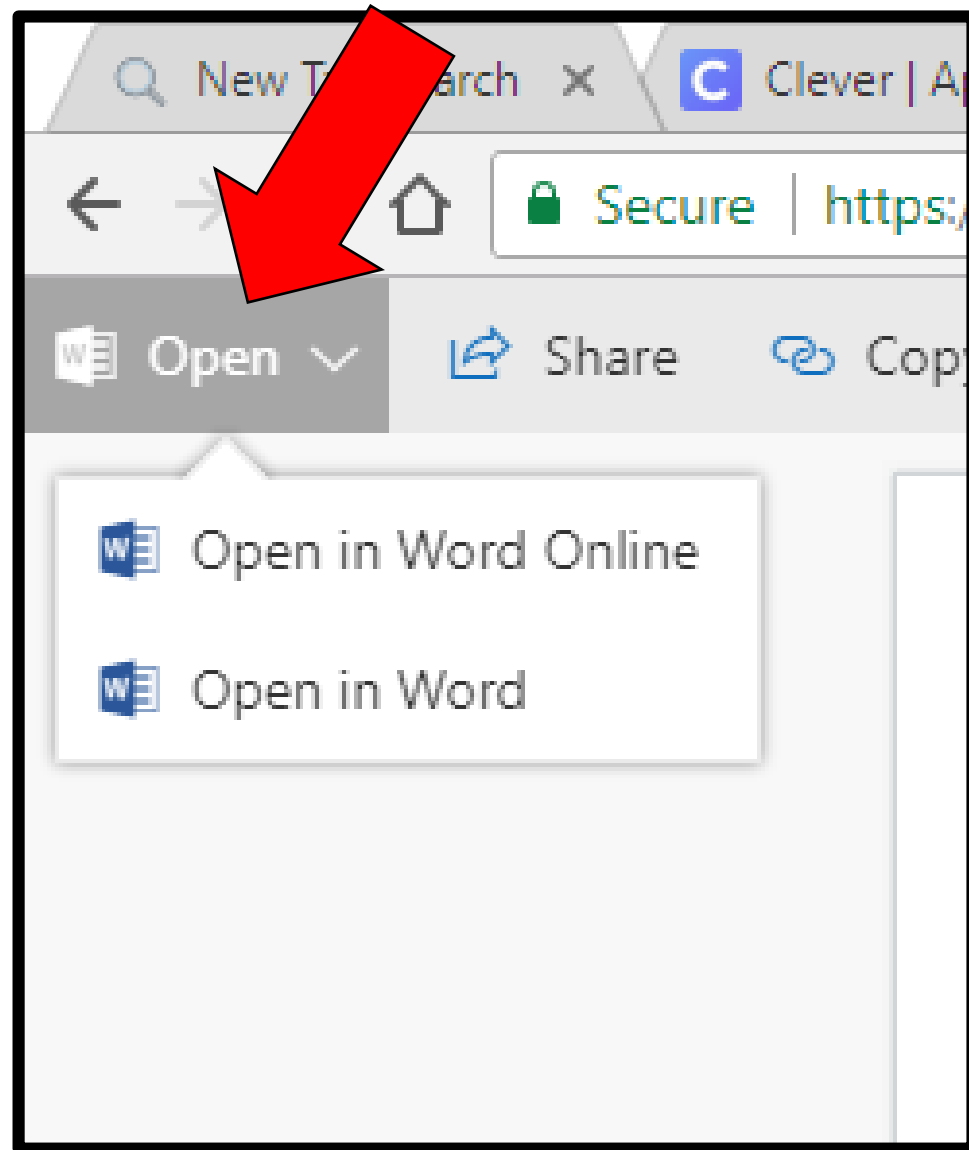
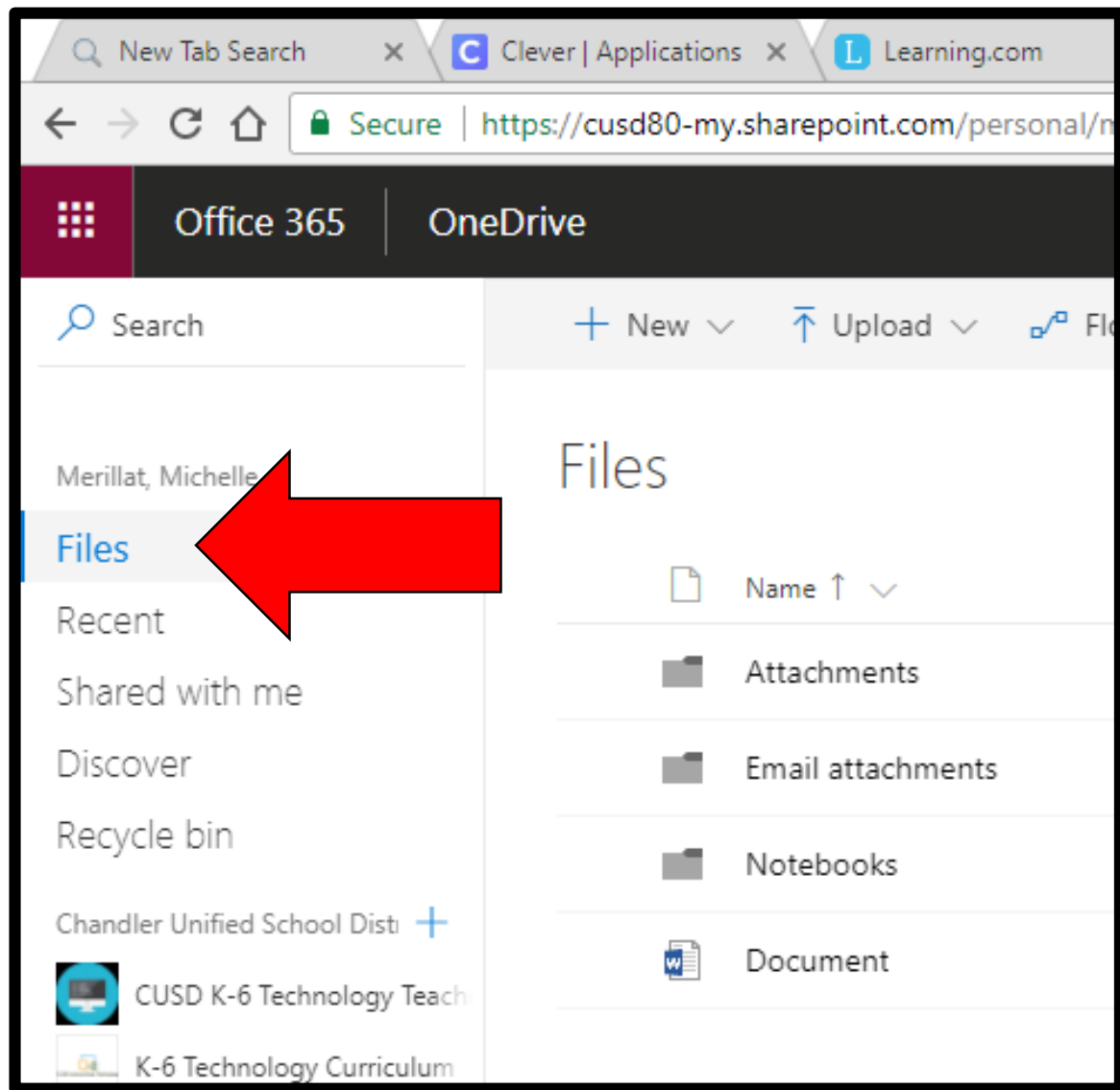
- For MOST students, your one drive file will automatically show up. If not, click on the app box in the top left corner and select One Drive.
- Click on the file you are sending
- Click on Share at the top of your screen
- Type in the last name of who you want to send it to
- Choose the correct person from the list Click Send
- You will get a notification your file has been sent





Opening and Working on a File in One Drive

- If it is a file that you have saved to One Drive, you will find it in One Drive under **Files**
- Select the file you want to open from the Menu
- Opening **Word Online** will save as you go (but it does not have as many tools)
- Opening in **Word** will not save as you go, but there are more tools to use
 - Resave in Word, DO NOT CLICK SAVE. You must select SAVE AS and you can give it the same title you have already given it and click OK when asked if you want to replace.



Opening and Working on a Shared File in One Drive

- If it is a file that you have saved to One Drive, you will find it in One Drive under **Shared With Me**
- Select the file you want to open from the Menu
- Opening **Word Online** will save as you go (but it does not have as many tools)
- Opening in **Word** will not save as you go, but there are more tools to use.
 - To Resave in Word, DO NOT CLICK SAVE. You must select SAVE AS and you can give it the same title you have already given it and click OK when asked if you want to replace.

New Tab Search x Clever | Applications x Learning

Secure | https://cusd80-my.sharepoint.com/

Office 365 | OneDrive

Search

Merillat, Michelle

Files

Recent

Shared with me

Discover

Recycle bin

Chandler Unified School Dist +

- CUSD K-6 Technology Teach
- K-6 Technology Curriculum

Shared with me

Name
Document
<input type="radio"/> turkey test
Turkey Turkey
Turkey
CRAZY TURKEY

Mail - me x Shared wi x turkey tes x

WopiFrame.aspx?sourcedoc=%7BED0CB6E8-45D9-

Merillat, Michelle

Accessibility Mode

Edit Document

Print

Share

- Edit in Word**
Use the full functionality of Microsoft Word.
- Edit in Browser**
Make quick changes right here using Word Online.