

1. Press the button on your keyboard
2. Click the purple button
3. Click on **“PC & Devices”**
4. Click on **“Devices”**
5. Click on **“Add a Device”**
6. Select the school and room number you are in
7. Delete the file from your desktop, as it is now safely saved in the cloud.
8. Ensure the printer gets added to your list of printers
9. Open the document you want to print
10. Click **“File”**
11. Click **“Print”** and click **“Print”** again
12. Beside **“Printer”**, select the printer you want to print to
13. Click **“Print”**

***VIEW* on Mobile Device:**

You can view your documents on your phone by scanning the QR Code below and entering your username and password. Also select **“keep me signed in”**.

***EDIT* on Home Computer:**

Enter **https://login.microsoftonline.com** into your browser’s address bar and then add the site to your favourites for future use. Enter your username and password and proceed with composing/editing just like you would at school.

1. Save the file *(document, PDF, file folder, image, audio, video, etc.)* to your desktop
2. Log into the computer

Username: **firstname.lastname**

Password: **last four #s of your student ID**

1. Open up **“Desk Tools”** from your desktop screen
2. Open up **“Office 365 Portal”**
3. Log into Office 365

Username: **firstname.lastname@rcsd.ca**

Password: **last four #s of your student ID**

1. Click on the tiles in the top left of the screen and select **“OneDrive”**
2. Open the file you want to save to.
3. Click
4. Select
5. Click once on the file you want to upload.
6. Click
7. Ensure the file appears in your cloud.
8. Delete the file from your desktop, as it is now safely saved in the cloud.

1. Log into the computer

Username: **firstname.lastname**

Password: **last four #s of your student ID**

1. Open up **“Desk Tools”** from your desktop screen
2. Open up **“Office 365 Portal”**
	* *You must* ***always*** *first enter the Office 365 Portal in order have your work save to the cloud. Do* ***not*** *enter the “Microsoft Office” folder.*
3. Log into Office 365

Username: **firstname.lastname@rcsd.ca**

Password: **last four #s of your student ID**

1. Click on the tiles in the top left of the screen and select **“OneDrive”**

**Making a New Document:**

* *Click*
* *Click* *or*
* *Click* ***“Document”*** *or* ***“Presentation”*** *on the black bar at the top of the screen and give it an appropriate title*
* *Click* ***“OPEN IN WORD”*** *or* ***“OPEN IN POWERPOINT”*** *on the grey bar*

**Editing a Document Already in the Cloud:**

* *Click on your desired document*
* *Click* ***“EDIT DOCUMENT”*** *or* ***“EDIT PRESENTATION”***
* *Click* ***“Edit in Word”*** *or* ***“Edit in PowerPoint”***
1. When finished, click **“File”** on the top left of the screen and then click **“Save”**. This will ensure your document or presentation has been saved to the cloud.
2. Click **“File”** on the top left of the screen
3. Click **“Share”**
4. With selected, type your teacher or classmate’s last name that you want to share your document with. The program will recognize their name, and then you simply click on who you want to share with.
5. Leave **“Can Edit”** selected, so that your teacher may insert comments, monitor your progress, and help you. If you share with a classmate, you can also work together (collaboratively) on a document.
6. In the **“Include a Personal Message”** box, you can include a message to your teacher or classmate.
7. Click The document/presentation will then be e-mailed to them.

***By following these steps, it will ensure that all your documents and presentations are saved safely in the cloud.***

