

Access to email and office 365

- Login page is
- <https://portal.office.com>
- Or from the districts home page.

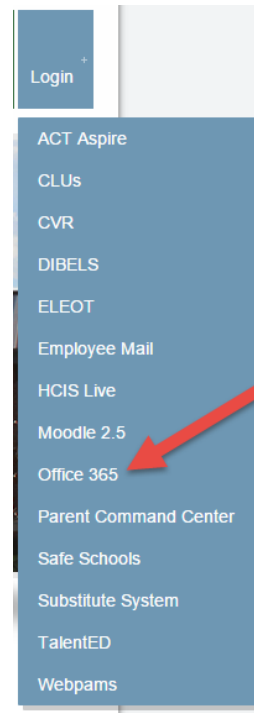


Sign in with your work or school account

Keep me signed in

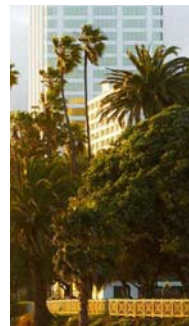
Sign in

[Can't access your account?](#)



Login process

- Zachary School System uses a special service called federated services. This currently allows automatic login while on campus using internet explorer.
- We have recently adopted Office 365 which automatically detects which user is logged in to our system and seamlessly logs the user in.
- If you are using any other browser than Internet Explorer, you will log-in with your full email address and password.



Office 365

Redirecting
We're taking you to your organization's sign-in page.
[Cancel](#)
 Keep me signed in



Zachary Community Schools

Sign in with your organizational account

Access Information

- Zachary teachers and students have access to Microsoft OneDrive. One Drive is a cloud storage that allows you to work from any computer on a Microsoft application and save to the cloud instead of a traditional jump drive.
- The ZCSD license with Microsoft allows students and teachers to access Office Online and Office Pro Plus.
- Additionally, every Zachary student and teacher can download and install the full version of the latest version of Microsoft Office to their personal devices at home.
 - This is a great benefit for teachers and students being able to have such resources at home or on any personal device such as an iPad or iPhone.

Username and Password

- **Important To Note:**

- ❖ Usernames for Office 365 is the full Zachary email address instead of the traditional firstname.lastname.
- ❖ All passwords will remain the same.

- **Teacher Example:**

- john.snow@zacharyschools.org

- **Student Example:**

- john.snow2024@zacharystudents.org

Full Office Install

- Upon logging into Office 365 you will see a message that allows you the option to install Office
- This **cannot** be done on any district owned device. This is designed **only** for personal devices only.
 - *We recommend you uncheck the two option prior to installing office.

Install Office 2013 on your PC

Word Excel PowerPoint Outlook OneNote Skype for Business

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

[How do I get the new 2016 apps?](#)
[Smartphone or tablet? Get Office on your devices](#)
[Learn how to set up email and Office 365 apps on your device](#)

Language: English [Change](#)

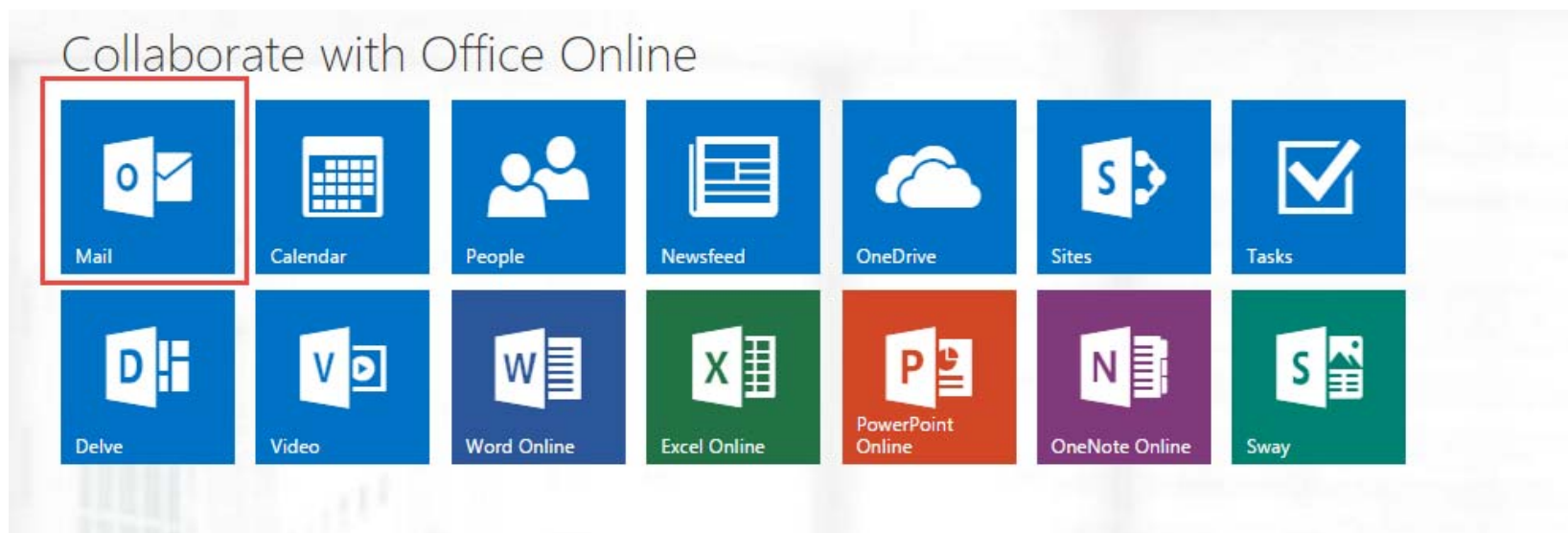
Make Bing your search engine
 Make MSN your browser homepage
Applies to Internet Explorer, Firefox, Chrome, and Safari

[Install now](#)

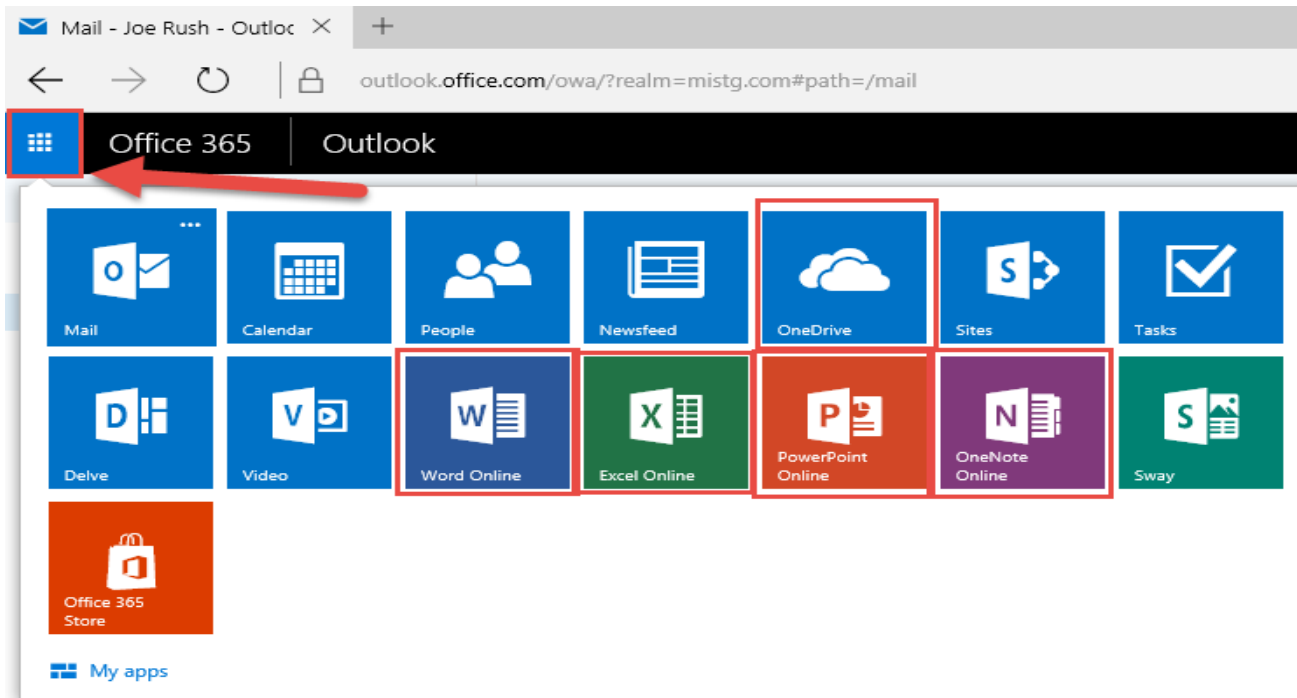
[Troubleshoot installation](#)

Email

- After you login to Office 365 you will see all of your applications available.
 - Please use the mail icon to access the webmail version of your email.



Basic Navigation Using Tiles



You must setup OneDrive first.

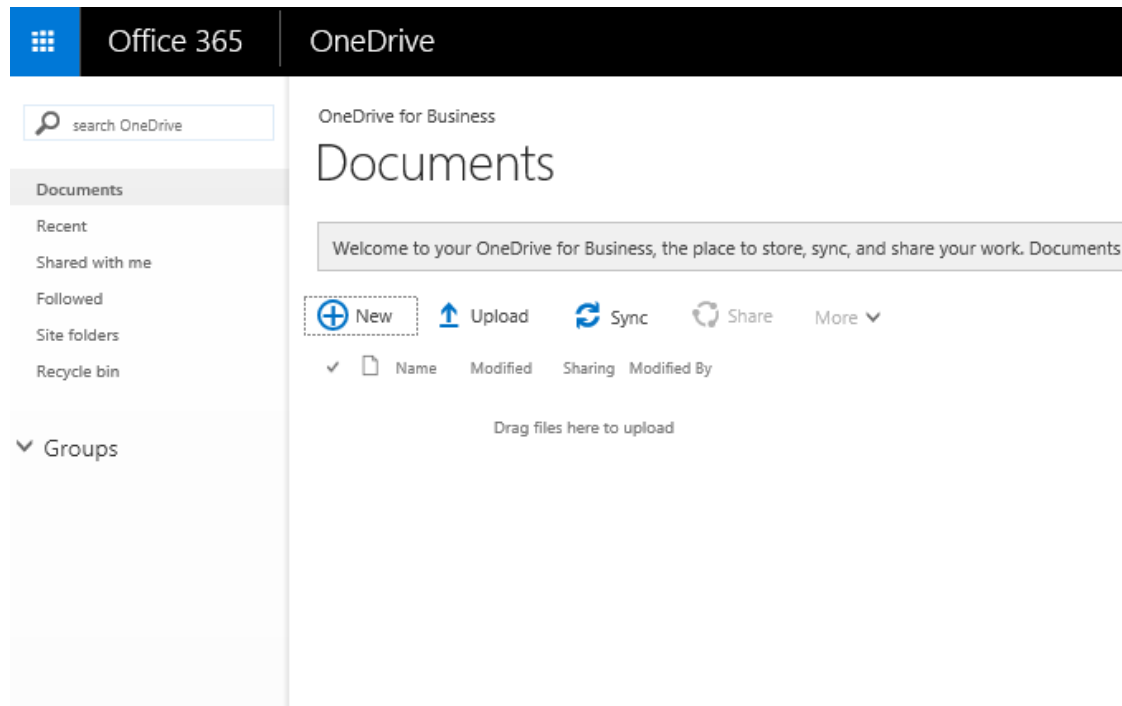
Welcome to OneDrive for Business



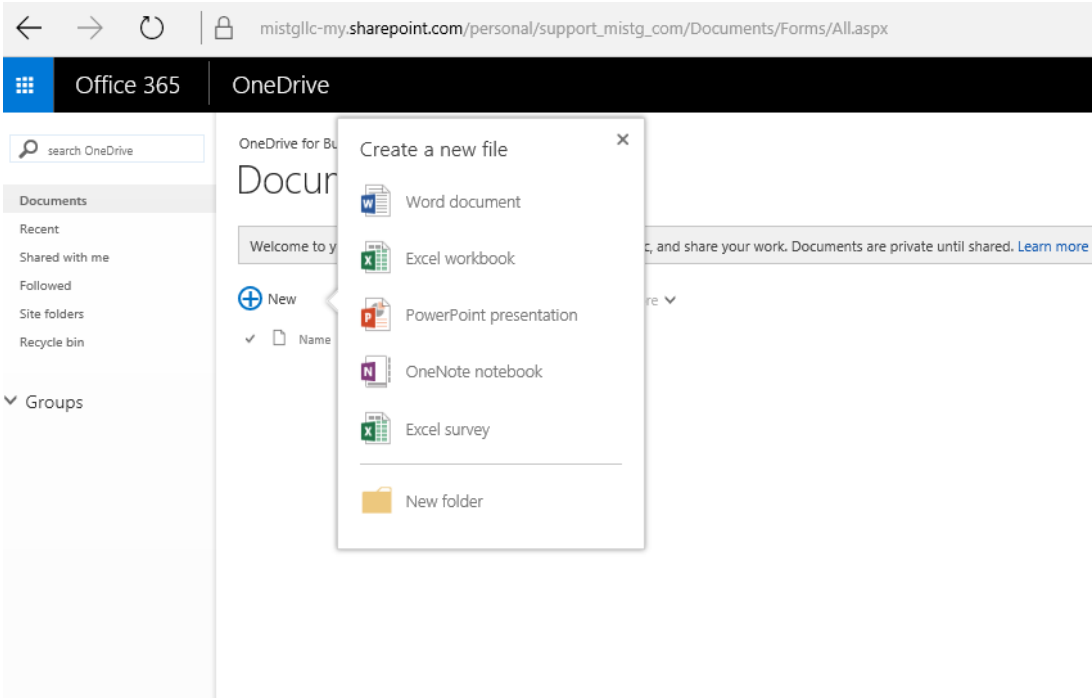
One place for all your work files.

Next [→](#)

OneDrive Home Screen



New Documents and Folders



Folder Creation

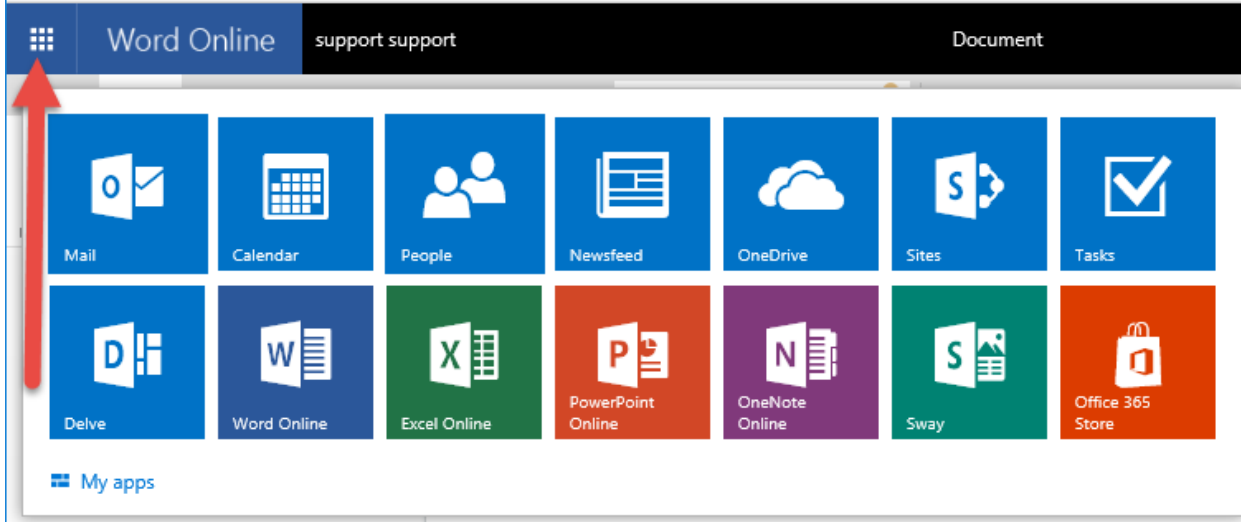
The image shows a 'Create a folder' dialog box overlaid on the OneDrive interface. The dialog box has a title bar with a close button (X). Inside, there is a 'Name *' label above a text input field containing 'Test Folder 3'. Below the input field is an 'INVITE PEOPLE' button with a person icon. At the bottom right of the dialog are 'Create' and 'Cancel' buttons.

The background interface is the OneDrive 'Documents' page. The top navigation bar shows 'Office 365' and 'OneDrive'. A search bar contains 'search OneDrive'. The left sidebar lists navigation options: Documents, Recent, Shared with me, Followed, Site folders, Recycle bin, and Groups. The main content area displays 'OneDrive for Business Documents' and a welcome message. Below this are action buttons: New, Upload, Sync, Share, and More. A table lists folders with columns for Name, Modified, Sharing, and Modified By.

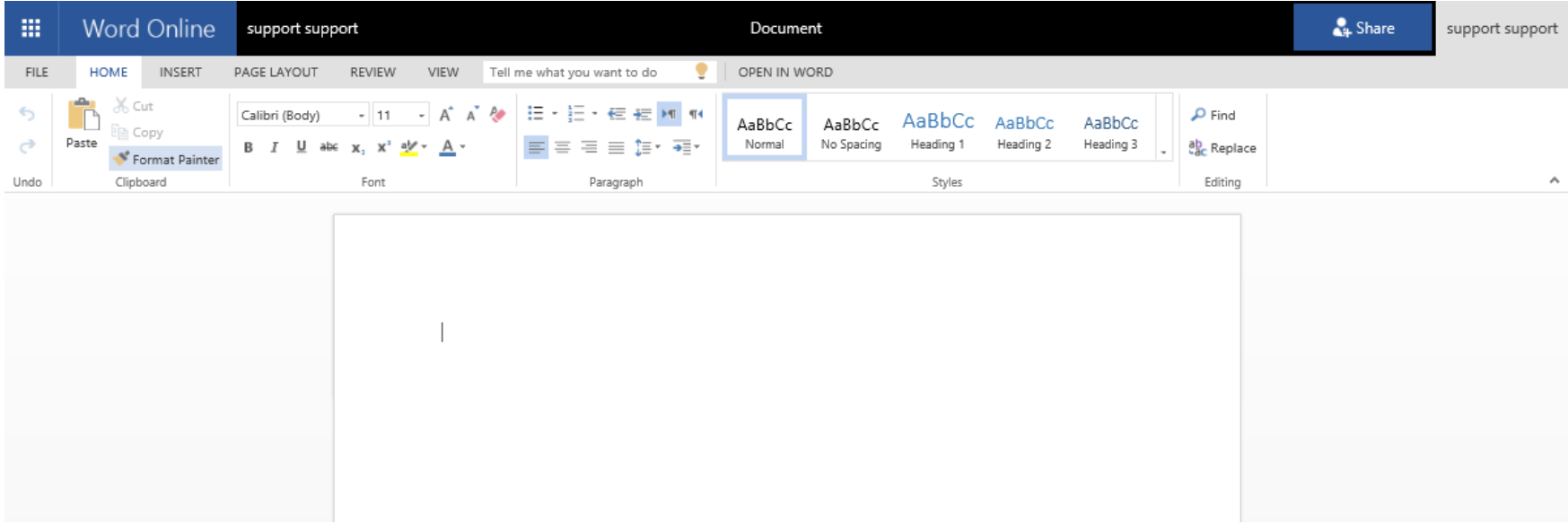
Name	Modified	Sharing	Modified By
Test Folder	About a minute ago	Only you	support support
Test Folder 3	A few seconds ago	Only you	support support
Tets Folder 2	About a minute ago	Only you	support support

At the bottom of the main content area, there is a 'Drag files here to upload' instruction.

Microsoft Word Online



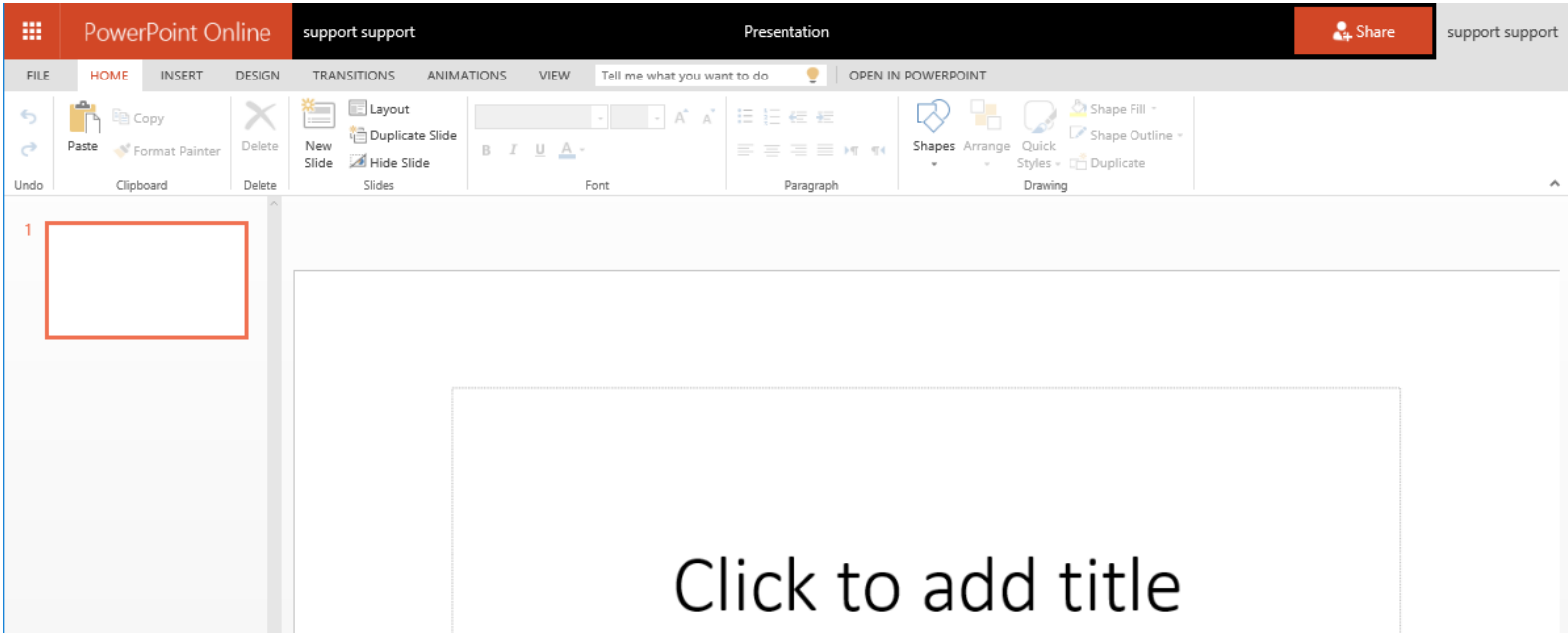
Similar Navigation to Traditional Word



Excel Online

The image shows a browser window displaying the Microsoft Excel Online interface. The address bar shows the URL: `mistgllc-my.sharepoint.com/personal/support_mistg_com/_layouts/15/WopiFrame.aspx?sourcedoc={09b065cb-cd6f-4597-bel`. The page title is "Excel Online" and the document name is "support support". The ribbon is visible with the following tabs: FILE, HOME, INSERT, DATA, REVIEW, VIEW, Tell me what you want to do, and OPEN IN EXCEL. The ribbon groups include: Clipboard (Undo, Paste, Copy, Cut), Font (Bold, Italic, Underline, Text Color, Background Color, Font Color), Alignment (Wrap Text, Merge & Center), Number (Percentage, Decimal places, Increase/Decrease), Tables (Survey, Format as Table), Cells (Insert, Delete), and Editing (AutoSum, Clear, Sort, Find). The spreadsheet grid is visible with columns A through U and rows 1 through 8. The cell A1 is selected.

PowerPoint Online



OneNote Online

The screenshot displays the OneNote Online interface. At the top, the title bar shows "OneNote Online" and the user name "Joe D. Rush". The ribbon includes "FILE", "HOME", "INSERT", "VIEW", and "PRINT", along with a search bar "Tell me what you want to do" and a button "OPEN IN ONENOTE".

The left sidebar shows a "Notebooks" pane with a search box "Find on this Page (Ctrl+...)" and a "+ Page" button. Below this, a "Section" pane lists "English 1st Period" and "Math 2nd Period". The "Taking notes" page is currently selected.

The main content area displays the title "Taking notes" and the date "Saturday, December 12, 2015 12:03". Below this, the text reads "Welcome to the OneNote Class Notebook" and "We will help you create a notebook you can use in the classroom".

Four action buttons are provided:

- Create a class notebook**: Represented by a blue icon of a notebook with a plus sign.
- Add or remove students**: Represented by a purple icon of a person.
- Add or remove teachers**: Represented by a purple icon of a graduation cap.
- Get notebook links**: Represented by a pink icon of a notebook with a link symbol.

A link for "View user guide" is located at the bottom left of the main content area.