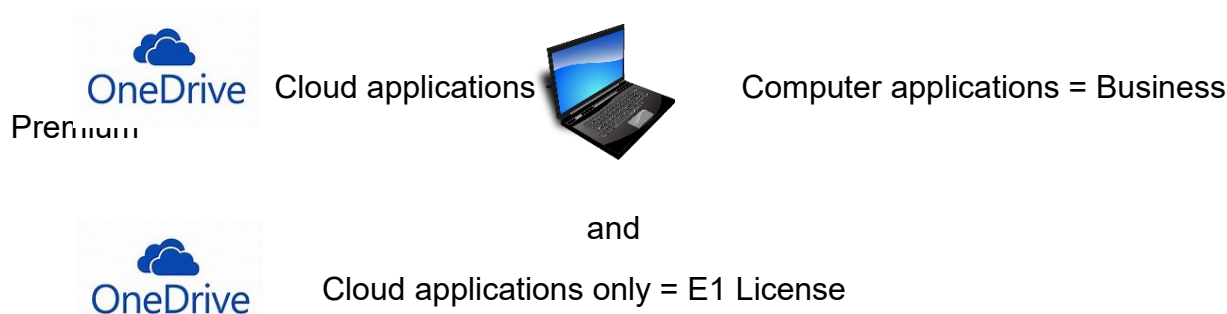


Using Office 365

What is an Uplift Office 365 account?

Uplift Community Alliance Office accounts are to be used for organizational business only.

Uplift has two types of 365 accounts.




The same product apps are in each type of account and the cloud accounts for each are accessed the same way. Users with Business Premium accounts will have to replace the installed 365 software once they no longer need it for Uplift business. Business Premium users may install the software on up to five different devices. These accounts are to be used for chapter business only.

Logging into the Cloud

Log out of any other Office 365 account you might have. You can be logged into just one account at a time.

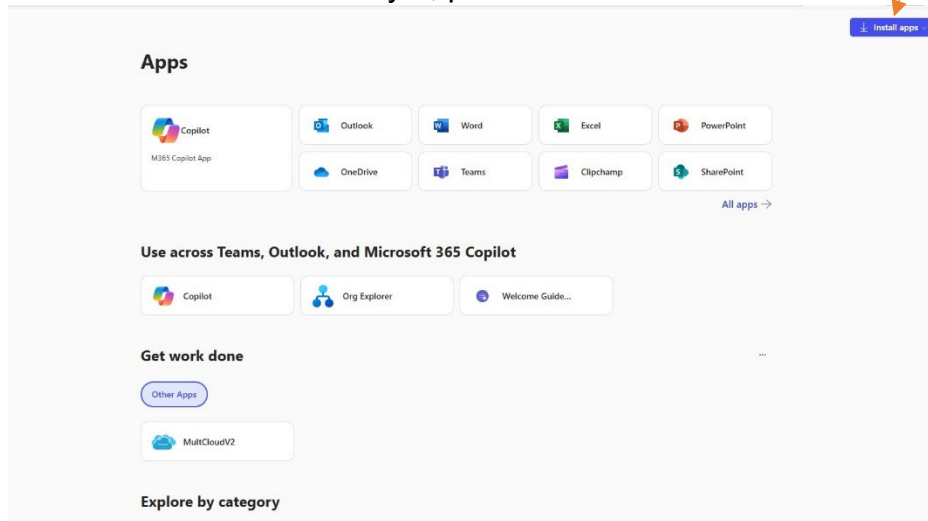
In your web browser, go to: office.com. Enter your username: your last name and initial of first name. (ie: Jane Doe's username would be: doej@ulcautah.org.) You've been given a unique password which must be reset by the Office 365 administrator. Your account info, which is located either in the upper right or lower left corner of your screen, includes links to sign out of your account, sign into another 365 account or view the details of your account.

Hint: Please use Microsoft Edge  as your browser if you have it downloaded on your computer. Chrome is the next best browser to use but you can access the account with any browser. (Safari, etc.)

If you get a "no account" message, check to ensure you're in the Uplift Microsoft Business accounts.

Installing Office – Business Premium Subscription Only

If you have the Business Premium subscription, you'll see this page. If you haven't installed Office 365 yet, please do so now. Click on Install Apps button.

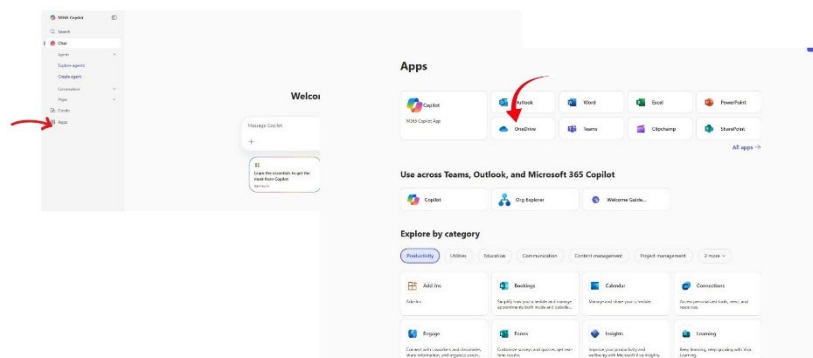


E-1 users **will not** be able to install the Office apps on your hard drive.

E1 Accounts

To access One Drive and your other apps, click on "Apps" in the left sidebar.

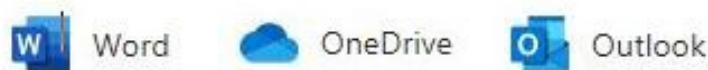
Select the app you want. The Master Data Files are in One Drive.



Once logged into your account, to access One Drive or all other 365 apps, click on "apps" link on the left side of the landing page.

Using the apps

The apps you'll use the most are Word, One Drive and Outlook.



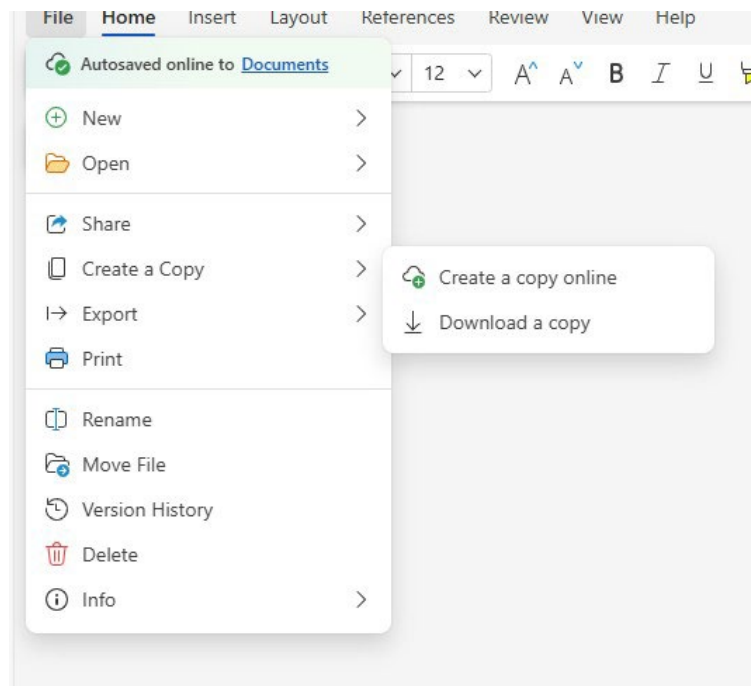
All 365 users have an Uplift Outlook email account. Your email address is the same as your username. If you used **Edge** to log in, click on the three dots to the right of the browser window.



Select “More Tools” from the menu. (Near the bottom of the list.) Then, “Pin to taskbar.” This will pin the current page to your taskbar allowing quick access without having to log in. Do the same the first time you access One Drive and Outlook. With other browsers, bookmark the pages you’ll use most often.

365 Word

Office 365 automatically saves documents to your One Drive files as “Document 1” and so on. To save with unique name, choose “Rename.” You can download a copy to your hard drive, create a copy to create several copies for reference, etc.



Composing a document in Word allows you the option to translate it to another language, share with another 365 user and work in the installed or cloud app. If you get tired of typing, just click on “Dictation.” Your message will be typed as you speak.

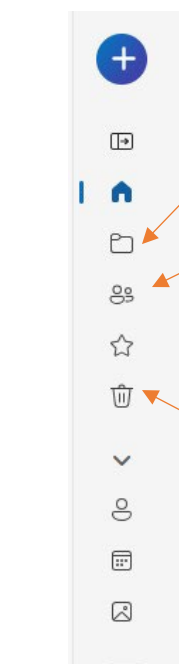
To insert pictures, shapes and text boxes, then go to “Insert” then “Picture” and select the image source. You can align the image, but it doesn’t allow you do drag the image in your document.

One Drive

One Drive is your storage and sharing app. When a Word, Excel, etc. document is created, it's automatically saved to One Drive. If you don't "Rename" the document, it will be named "Document 1," "Document 2," etc. One Drive allows you to:

- Share files and folders with one or all users who have an Uplift 365 account
- Copy the link of a file to send to a non-Uplift user
- Upload files and folders from your hard drive with the Upload feature or by dragging and dropping.
- Move and copy files from one folder to another.
- Download files to your hard drive.
- Delete files and folders
- See when a file was modified and who made the modification

Exploring One Drive



drive
Drive
to co...g the
drive to the One Drive page.
move the document.

My Files is the landing page for all documents created in online Office 365 as well as the main place to upload documents from your hard drive or other devices.

Shared has two components: "Shared With You" and "Shared By You." All shared files will be in one or the other of these sections. To move a shared file to your "Files" folder, select the file or folder by hovering over the left side of the folder or file title, click on dot, then click on the "Add shortcut to my files" link at the top toolbar. You'll want to do this with the shared Master Data Files.

Recycle often saves the day! Deleting a file or folder sends it to the Recycle bin where you have the option to "Delete" or "Restore."

To save a Word document directly from your hard drive to your online 365 account, open your One Drive page and find the document you want to save. Drag the document from your hard drive to the One Drive page. This will copy, not move the document.

One Drive toolbar when no file is selected:

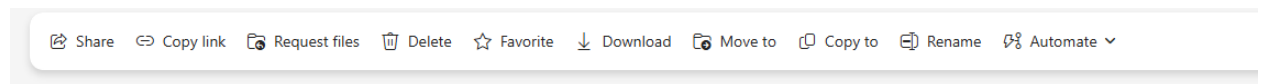


Clicking on the blue button create a new folder and upload files or folders from you hard drive to your online One Drive. You can also just drag and drop from your hard drive file and keep track of the progress of the upload.

Sync allows you to sync your files with the other devices that have the ALSLC installable 365 program.

Automate allows you to set up connectors between different 365 processes. For instance, if you want to have all Outlook attachments go directly to your One Drive, you create a flow that automatically makes that happen.

One Drive tool bar when a file is selected. Only one file may be selected at any time to give you this tool bar.



To **share** a document, select it by clicking on the circle to the left of the file or folder name. Then, select “Share” at the top of the page and enter the other person’s 365 email address. (Always last name, initial of first name@ulcautah.org.)

To share from the “Shared With Me” area, open the folder and share or move each file separately.

Copy link allows you to copy and send the file link to a non-user to share a file.

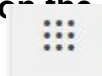
Deleted files go to the Recycle bin but can be retrieved, if necessary.

Rename allows you to rename your file or folder.

Move to and **copy to** allows these functions to occur only within One Drive. To move a file or folder, select the “Move” command and “One Drive” in the popup box. You may need to create a new destination folder while in that box.

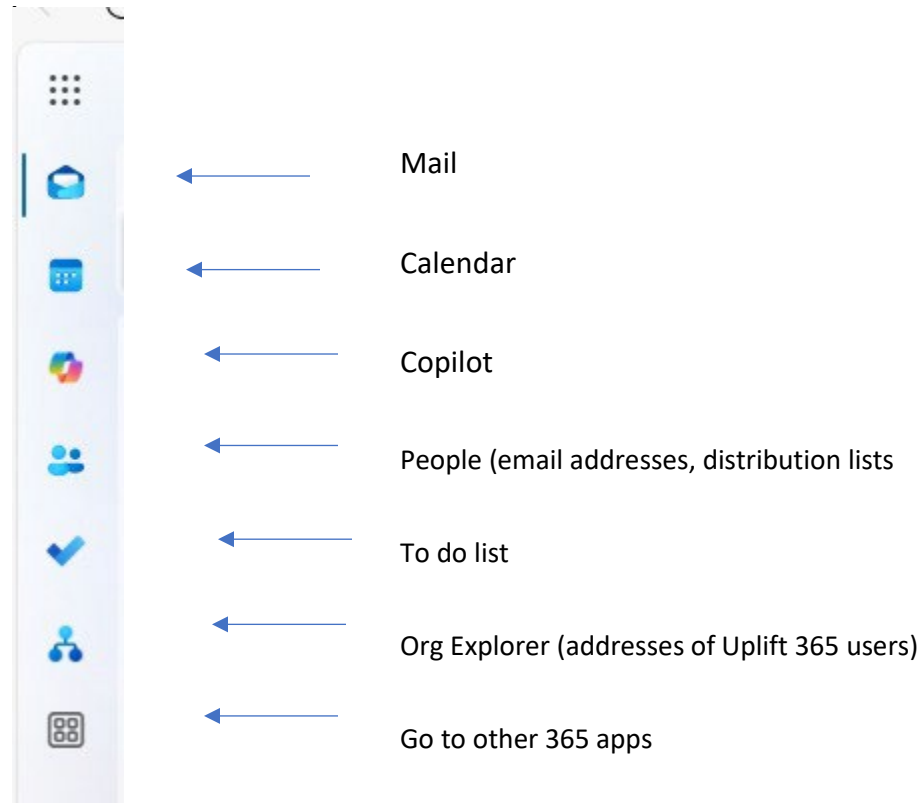
Download allows you to download the file to your computer hard drive.

To leave One Drive and open another 365 app within your account, go to the upper left corner of the page and click on the square of dots.



Outlook

All 365 users have a personal Uplift Outlook email account. Your account will include our Uplift domain and will display with this pattern: engenb@ulcautah.org. Some users are part of a group that receives emails from the main account. For instance, mail comes into upliftschoolkids@ulcautah.org and is forwarded to all the users who are part of the “Uplift Kids Group.” If you respond from your personal Outlook account, the “From” line will show your personal email address. If you need to respond from a program or committee’s account, be sure to go into the main account, in this case: upliftschoolkids@ulcautah.org.

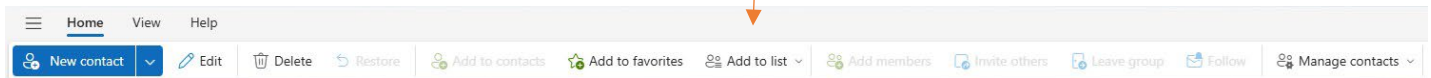


Adding Contacts and Creating Distribution Mailing Lists in the “People” section

To add a contact to your Outlook account, click on the “People” icon along the left side-bar. Use the top toolbar to add new contacts, create mailing lists, and manage your contacts.

Then select “New Contact” and enter the information for each person.

To create a mailing list, click on “Add to List” and “Create new list.” Name your contact list and click on the “Add Email Addresses” box. If the contact is in your contact list, you can just select his/her name from your contacts and add. If not, type in the contact’s email address.



A Few More Hints:

- ✚ **A group** is different from a contact list. A group is a working group of 365 users who need a shared calendar, Outlook inbox, or other collaborative tools.
- ✚ An Outlook email attachment that is saved to One Drive will automatically go into the Attachments folder. All 365 users have a personal Outlook account.
- ✚ If you are in a group distribution list, be sure you go back to the original account to respond to emails. For instance, messages to the upliftschoolkids@ulcautah.org account are forwarded to several users’ personal Outlook accounts. If you want to respond from OSB rather than from your personal account, you need to go to the upliftschoolkids@ulcautah.org account.
- ✚ Saving a document to any of the Master Data File folders will automatically save that document to the MDF files on the Uplift Office computer and in the “Saved With Me” files of all users who have those folders in their One Drive.
- ✚ A file may not be deleted if it is opened or being used by another user. If you can’t delete or close a file and get the “file is open” message, look in the online tabs at the top of your screen and be sure the file isn’t shown there.
- ✚ If you don’t see the files you’ve uploaded or that have been shared with you after a reasonable length of time, refresh the window. The refresh command is the arrow-circle in the upper left corner of your screen.
- ✚ It’s helpful to create shortcuts of the MDF from your One Drive “Shared Files” to your “Files” area. Uploads from this area may still be shared and will be available to other users in the MDF.
- ✚ Please remember this account is for **organization business only** and is intended for members who frequently need to access and share documents or upload information to the Master Data Files. Once you no longer need your account, your license will be assigned to another member with their name and password, but only after you’ve uploaded all pertinent data in your personal One Drive or other files to the MDF.
- ✚ Please contact the Technology Chair if you have any questions about 365.