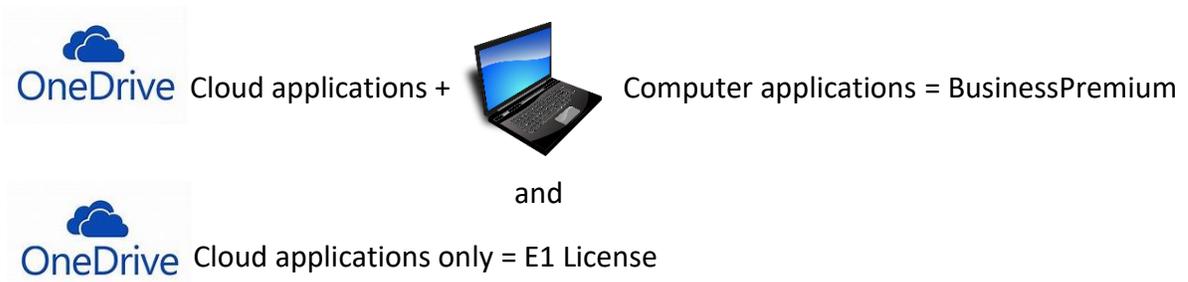


Using Office 365

What is an Office 365 account?

Assistance League Office accounts are to be used for chapter business only.

Our chapter 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 Assistance League 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

In your web browser, go to: office.com. Enter your username: your last name and first name initial@alslc.org. (ie: engenb@alslc.org.) You've been given a unique password which you can change after you first log in. To do that, click on the circle in the upper right-hand corner of your screen with your initials in it and go to "My Account."

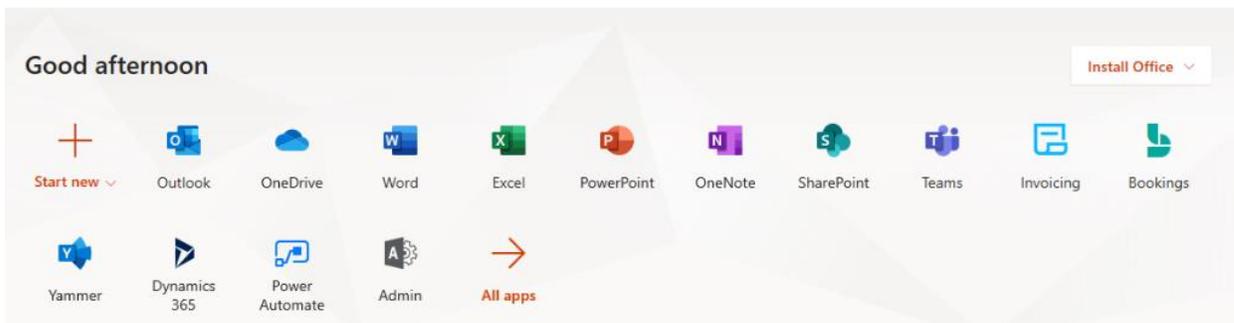
Hint: Please use Microsoft Edge  as your browser if you have it downloaded. Chrome is the next best browser to use but you can access the account with any browser. (Safari, etc.)

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

If you have a personal 365 cloud account, please log out of that before logging into the chapter account. You can be logged into only one account at a time.

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, do so now. Your screen should show all these apps EXCEPT the last one, Admin.



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

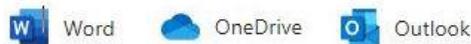
E1 Accounts

Once logged into your account, to access One Drive or all other 365 apps, click on the square of dots at the top left-hand corner of the page.



Using the apps

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



All 365 users have an ALSLC 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 "Pin to taskbar" from the menu. (Near the bottom of the list.) This will pin the current page to your taskbar allowing quick access without having to log in. OR, if you are using Windows 10, click on the three vertical dots, choose "More Tools" then "Create Shortcut." Do the same the first time you access One Drive and Outlook. Other browsers don't have this feature.

365 Word

Office 365 automatically saves documents to your One Drive files but, if you choose "Save As," you get the options to Save As, Rename, Download a Copy, Download as a PDF and Download as a ODT.

Choose "Save As" to name your document. Otherwise, it will be named "Document1" etc. Choose "Rename" to rename copies of your document. If your document was originally saved as "Document2" it now will be given the new name. "Download" will save the document to your computer hard drive.

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.

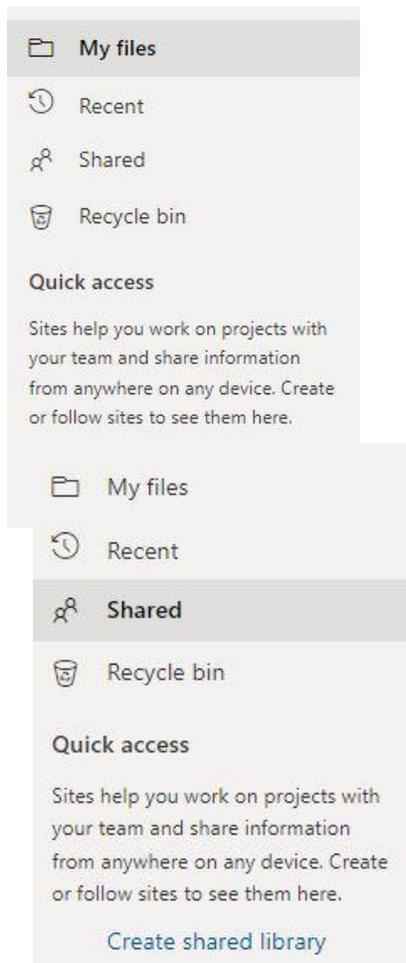
To insert pictures, shapes and text boxes, go to “Insert” then “Drawing” in the top toolbox and either click on (Pictures) or drag (Shapes, Text Box”) into the shaded area. This will appear clear in your document.

One Drive

One Drive is the most-used storage and sharing app. When a Word, Excel, etc. document is created, it’s automatically saved to One Drive. If you don’t “Save As,” the document will be named “Document 1,” Document 2,” etc. One Drive allows you to:

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

Exploring One Drive



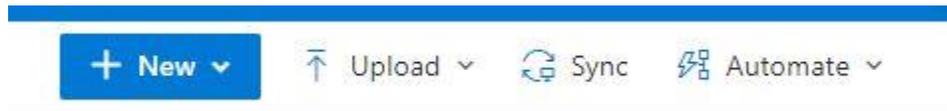
My Files is the landing page for all documents created in online Office 365 as well as the main place to upload documents from your hard drive or other devices.

Recent will display the most recent documents to come into your One Drive. Editing and moving functions are limited in this view.

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.

To save a Word document directly from your hard drive to your online 365 account, open your One Drive Files page and find the document you want to copy. 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:



New creates a new folder

Upload allows transfer of a document from your hard drive to 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@alslc.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.

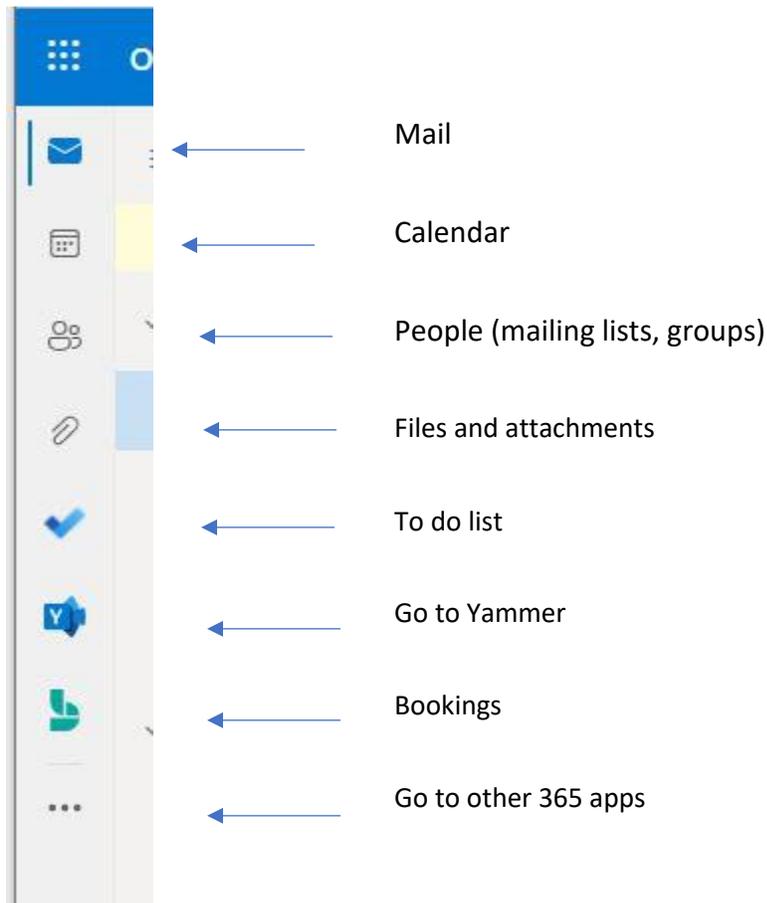
Move to and **copy to** allows these functions to occur only within One Drive. To move a file or folder, select the “Move” command and “One Drive” in the popup box. You may need to create a new destination folder while in that box.

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

To leave One Drive and open another 365 app, go to browser bar and click on the Home tab.



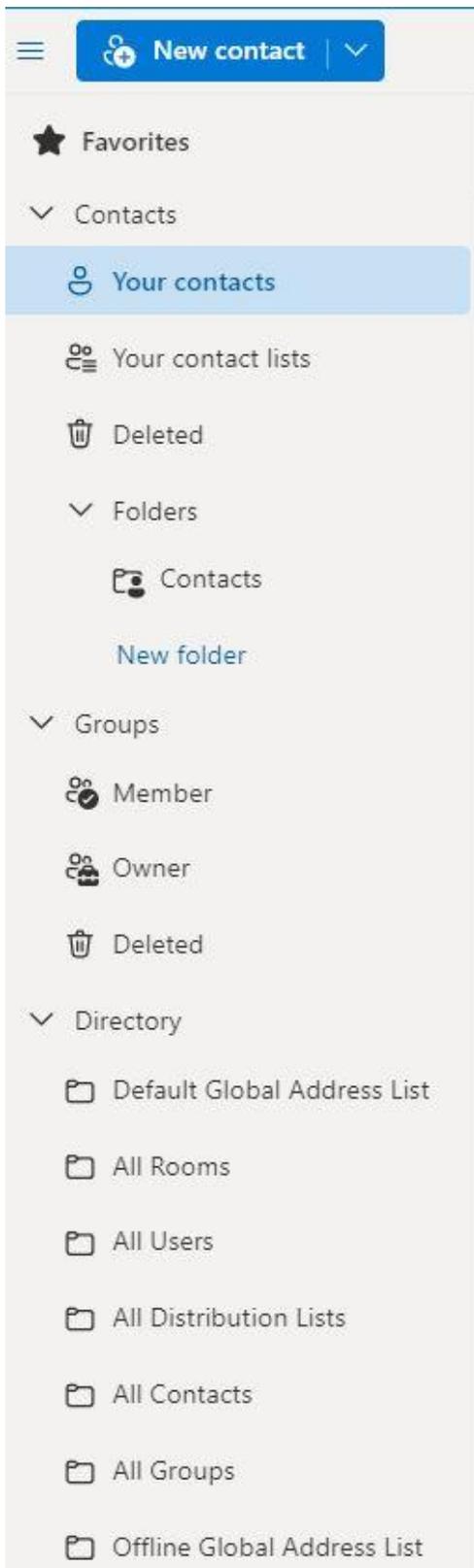
All 365 users have a personal Outlook email account. Some users are part of a group that receives emails from the main account. For instance mail comes into schoolbell@alslc.org and is forwarded to all the users who are part of the schoolbell group. If you respond from your personal account, the “From” line will show your personal email. If you need to respond from the chapter, be sure to go into the main account, in this case, schoolbell@alslc.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.

Then select “New Contact” and enter the information for each person. To create a mailing list, click on “Your contact lists” and “Create a contact 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 and add. If not, type in contact’s email address.



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.

A few more hints:

- ✚ 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 schoolbell@alslc.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 schoolbell@alslc.org account.

Saving a document to any of the Master Data File folders will automatically save that document to the MDF files on the Chapter House 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 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.

To delete the annoying Microsoft Teams notice that pops up when you start your computer follow these steps:

- Right click on the Teams display and choose Task Bar
- Click on that and choose Task Manager
- Click on Start up, then Microsoft Teams, then disable.

- ✚ Please remember this account is for **chapter 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.
- ✚ The two current Office 365 administrators are Liz Quealy and Barbara Engen. Please contact them if you have any problems with Office 365.