

# How Staff Log in & Install Office 365 Apps from Home

(Including One Drive to access files).

These directions explain how students can log into Office 365 from home, and if needed, install Office apps on their own personal device.

## Logging In

1. Go to the Plattsburgh City School District website at [www.plattscsd.org](http://www.plattscsd.org).
2. At the bottom of the page, look under Students. Click on Office 365. You could go directly to the Office 365 Sign in page by going to [www.office.com](http://www.office.com).

The screenshot shows the website for Plattsburgh City School District. At the top, there is a navigation bar with the district logo and the URL [www.plattscsd.org](http://www.plattscsd.org). Below the navigation bar is a large image of a student pouring green liquid into a beaker in a laboratory setting. At the bottom of the page, there is a footer with four main categories: CURRICULUM & INSTRUCTION, STUDENTS, PARENTS, and TEACHERS. Each category has a list of links. Under the 'STUDENTS' category, there is a link for 'Office 365' which is highlighted with a large black arrow. There are also star icons next to 'Office 365' in the 'PARENTS' and 'TEACHERS' categories.

CURRICULUM & INSTRUCTION	STUDENTS	PARENTS	TEACHERS
Goals & Instructional Plans NYS Assessments Schedule Parent Resources K - 5 Reading Program Innovative Course Application	SchoolTOOL Schoolology Webmail Office 365 Guidance Office Library Portal	SchoolTOOL Schoolology School Menu Project Connect Office 365 School Closings	SchoolTOOL Schoolology Webmail Office 365 Resources WinCap

3. At the Microsoft sign in page, click on sign in.



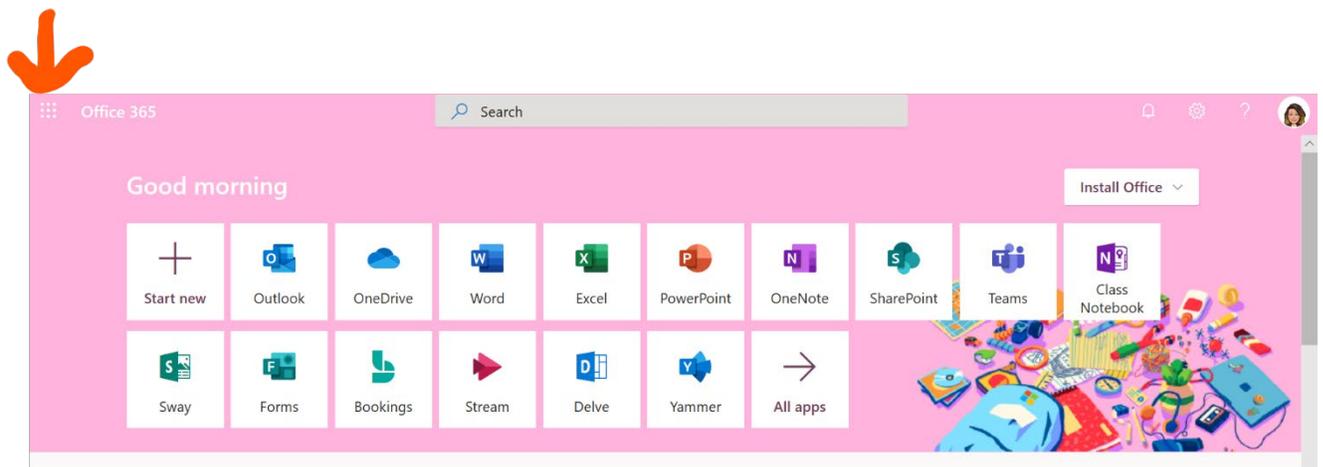
4. The sign in box will appear. Students will use their email to sign in. Student email format is: lastname.firstname@student.plattscsd.org. If their last name and first name have more than 20 characters total, it is lastname.firstletteroffirstname@student.plattscsd.org. (no caps)

Example: Jen Hall's email = hall.jen@student.plattscsd.org

Jennifer Lookenhagensburg's email = lookenhagensburg.j@student.plattscsd.org

5. Password = School Computer Password (contact tech or teacher if they have never been told their school computer password)

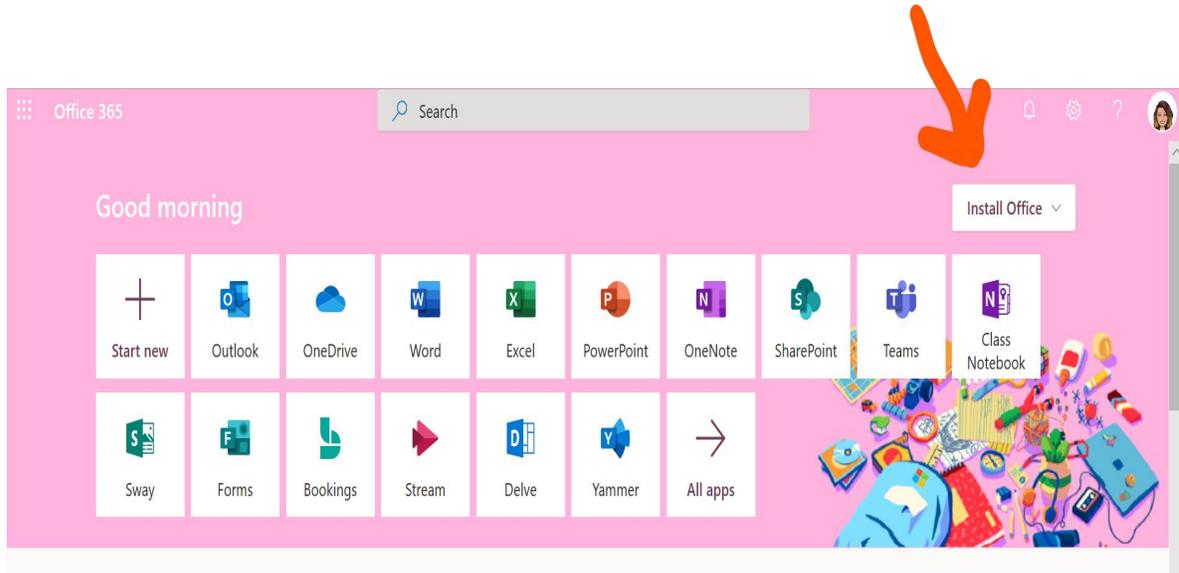
6. Once Logged in, you will see your Office 365 Dashboard. This is also called the Microsoft Office Landing Base.



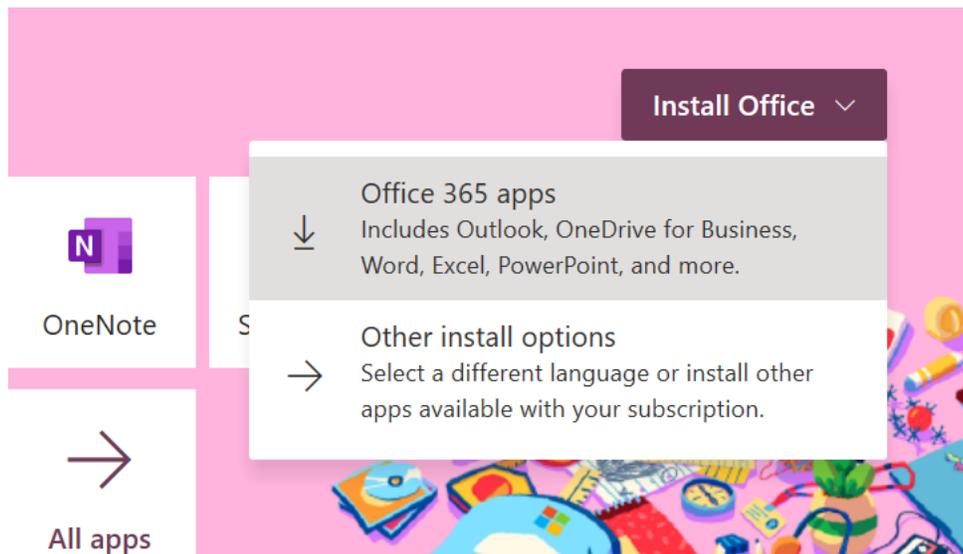
*\*Note the waffle icon on top left is always in top left corner when you are in Office 365, that will allow you to toggle between apps when needed or return to the dashboard by clicking Office 365.*

## Installing Apps:

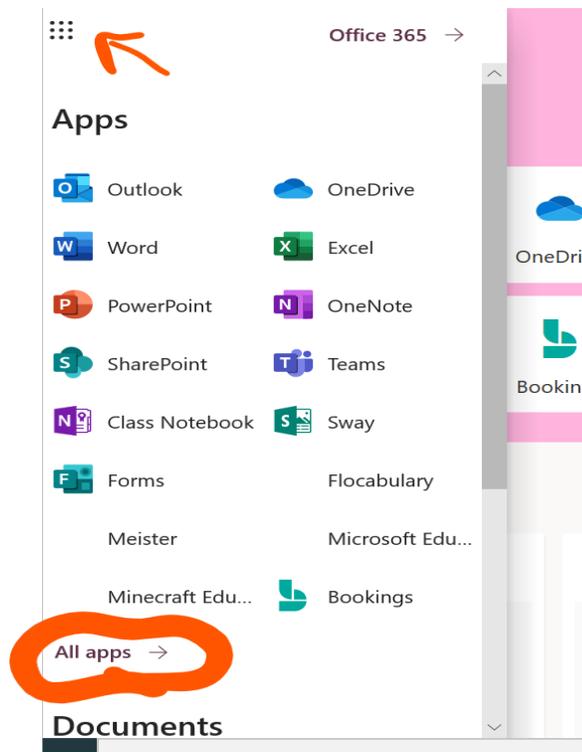
1. If you would like to install a copy of the Office desktop apps (additional features than the Office 365 web-based applications), click Install Office Apps. Please note, you do NOT need to install the desktop apps to use the Office 365 web-based apps.



2. Select Office 365 Apps and follow the onscreen prompts.



3. When you click on the waffle menu in the top left corner, you can also select All apps to access additional apps to utilize in Office 365.



Please contact the Technology Integration Office for assistance.

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