
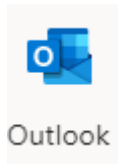
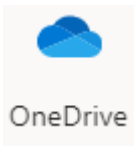
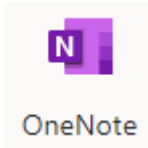
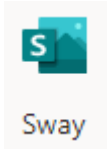
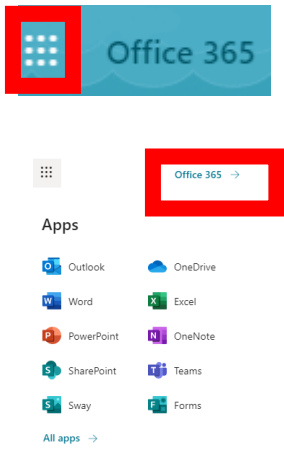


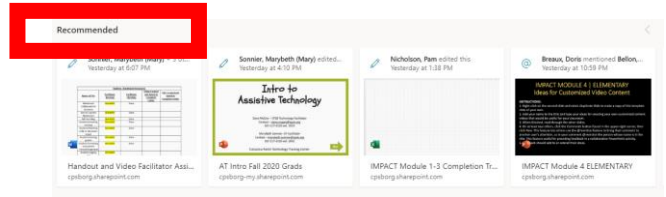


Office 365 Resources

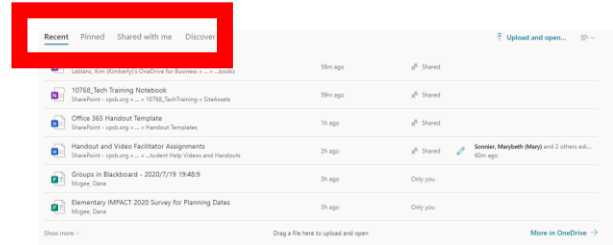
Splash Page Overview

<p>1. Click on Office 365 from either the CPSB website or from your Launchpad. Once you are logged in, you will land on the Office 365 Splash Page.</p>	 A screenshot of the Office 365 splash page. At the top, it says "Good morning" and "Install Office". Below this is a row of application icons: Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Sway, and Forms. An "All apps" link is at the bottom left.
<p>2. Click on Outlook to open Outlook on the web. This is where you will access your email.</p>	 The Outlook application icon, which is a blue square with a white envelope icon and the word "Outlook" below it.
<p>3. Click OneDrive to access all your files. This is your online storage. It is recommended that you create folders for organization and begin all new documents from here.</p>	 The OneDrive application icon, which is a blue cloud icon with the word "OneDrive" below it.
<p>4. Click on OneNote to access all your OneNote notebooks and Class notebooks. Click on the Office 365 link in the left corner to navigate back to the Splash Page</p>	 The OneNote application icon, which is a purple square with a white "N" and the word "OneNote" below it.
<p>5. Click on Sway to access this app that allows you to create Sways or view all Sways that you have created.</p>	 The Sway application icon, which is a teal square with a white "S" and the word "Sway" below it.
<p>6. The app launcher is in the top left corner. This is another way for you to navigate to all available apps. You can also get back to your Splash Page by clicking on the Office 365 link in the top right of this screen.</p>	 A screenshot of the Office 365 app launcher. At the top, there is a red-bordered "Office 365" button. Below it is a grid of application icons. A red box highlights the "Office 365" link in the top right corner of the app launcher grid. The grid lists: Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Sway, and Forms. An "All apps" link is at the bottom.

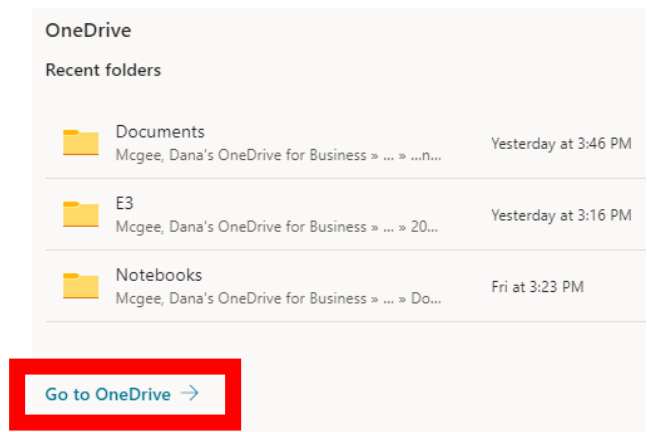
7. Below the apps on the Splash Page are **Recommended** documents for you to view.



8. Next, you will find a menu that you can click for your **Recent, Pinned, and Shared with me** files.



9. You can also access your OneDrive Recent Folders and click on **Go directly to OneDrive** by scrolling down to the bottom of the Splash Page.



Note: Just remember, you are working in the cloud which allows you to access where you can edit your files anywhere you have Internet access. If you delete a file from the cloud, it deletes the file everywhere.