NLCP is providing you with an Office 365 Account. We will be using the following functions of Office 365 in Honors World Literatures:

* Email address
* Microsoft Word
* File storage on “The Cloud”

Let’s get started!

**How do I log in to Office 365?**

1. Go to the following link: **login.microsoftonline.com**
2. Sign in using your Username and Password:
   1. **Username**: Your username is your PowerSchool Username + @students.nlcphs.org. ([PowerSchoolID@students.nlcphs.org](mailto:PowerSchoolID@students.nlcphs.org))

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**Write your Username here (example: William324@students.nlcphs.org)**

* 1. **Password**: Your password is your PowerSchool password with Nl in front of it. Be sure to capitalize the “N” and lowercase the “l”.

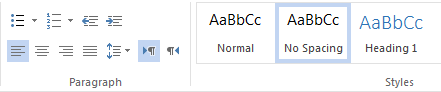
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**Write your Password here (example: Nl746789)**

**How do I send an Email using Office 365?**

1. Click the “Outlook” tab on the top right of the page.
2. Click “New Mail”
3. Enter an email address next to “To”
   1. Practice sending an email to Ms. Curran: [hcurran@nlcphs.org](mailto:hcurran@nlcphs.org)
4. Give your email a subject.
5. Enter a message
   1. Be sure to have a Greeting (Dear Ms. Curran) and a Salutation (Sincerely, Your Name)
6. Click “Send”

**How do I Type a Reflection on Office 365?**



1. Click “SkyDrive” (In the top Right corner).
2. Click “New Document”
3. Click “Word Document”
4. Give the Document a name: (**Reflection 1**)
5. **Font:** Set the Font to “Times New Roman” and the size to “12”
6. **Spacing:** 
   1. In the “Style” box, choose “AaBbCc No Spacing”
   2. In the “Paragraph” box, click on the Line Spacing Icon and then choose “2” to Double Space.
7. Type your name and Reflection 1 in the top left corner.
8. **To Start a New Line:** Hit Enter ONE TIME ONLY
9. Type a CREATIVE title for your reflection.
10. **To Start a New Line:** Hit Enter ONE TIME ONLY.
11. **To Indent:** Hit “Tab” ONE TIME ONLY.
12. Type your reflection. To start a new paragraph:
    1. Hit ENTER ONE TIME ONLY.
    2. Hit “Tab” ONE TIME ONLY to indent.
13. **DO NOT GO OVER ONE PAGE!!!!!**

**How do I save a document (Reflection) on Office 365?**

1. Click “File” (Upper Left Corner)
2. Click “Save”

**How do I download a document (Reflection) from Office 365 to my flash drive?**

1. Click “File” (Upper Left Corner)
2. Click “Save As”
3. Click “Download”
4. In the Dialog Box, click “Open with Microsoft Word” then “Ok”
5. When your document downloads, Click:
   1. “Save As”,
   2. Choose your Flashdrive,
   3. Click “Save”

**\*\*Do this if you would like to continue working on your Reflection on a computer where there is not access to the Internet.\*\***

**How do I print a document (Reflection) from Office 365?**

1. Click “File” (Upper Left Corner)
2. Click “Print”
3. In the Dialog Box “Microsoft Word Web App”, Click: “Click here to view the PDF of your Document”
4. A “Print” Dialog Box will appear. Click “Print”.

**\*\*You can also print from Microsoft Word if you downloaded the**

**document when you saved.\*\***