

# Polk County Schools

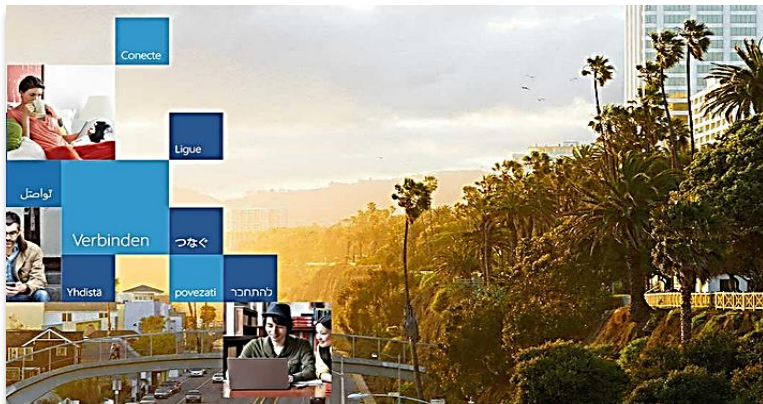
## Student Guide to Office 365 & OneDrive

### Log In

1. Go to the Polk County Schools website. ([www.polk-fl.net](http://www.polk-fl.net))
  - Scroll all the way down to the "Tools & More" section.
  - Choose "Office 365."

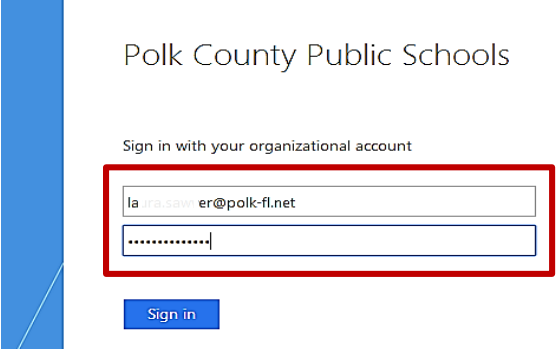
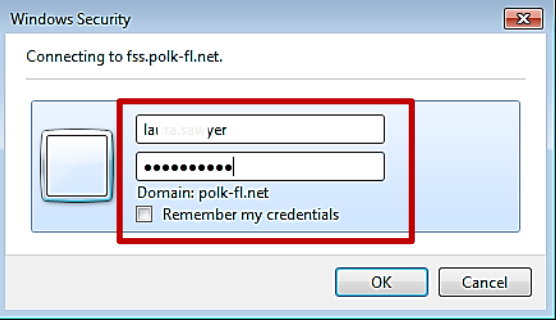
The screenshot shows the Polk County Schools website. At the top, there is a navigation bar with links for Parents, Students, Staff, and Community. Below this is a banner for 'CONGRATULATIONS Golden School Award Recipients'. The main content area includes 'Latest News', 'Upcoming' events, and 'Featured' items. At the bottom, there is a 'Tools & More' section with a grid of icons for Parent Portal, Student Portal, Office 365, Google Apps, and Moodle. The 'Office 365' icon is highlighted with a red box. A red arrow points from the 'Tools & More' section to a magnified view of the same section on the right, where 'Office 365' is also highlighted with a red box.

2. Enter your Student Portal username WITH [@mypolkschools.net](mailto:@mypolkschools.net) at the end (ex: StudentPortalUsername@mypolkschools.net).
  - Do not enter your password yet. Click [Tab].
  - The site will redirect you to our polk-fl sign-in portal.



This is a magnified view of the sign-in form. It shows the 'Office 365' logo at the top. Below it is the text 'Sign in with your organization or school account'. The 'Email address' field contains the text 'la.rasson@polk-fl.net'. The 'Password' field is empty. There is a 'Keep me signed in' checkbox. At the bottom, there are 'Sign in' and 'Cancel' buttons. A red arrow points to the 'Email address' field with the text 'Enter Username, Click [Tab]'. Another red arrow points to the 'Password' field with the text 'Leave Password blank here.' Below the form, there is a link that says 'Can't access your account?'.

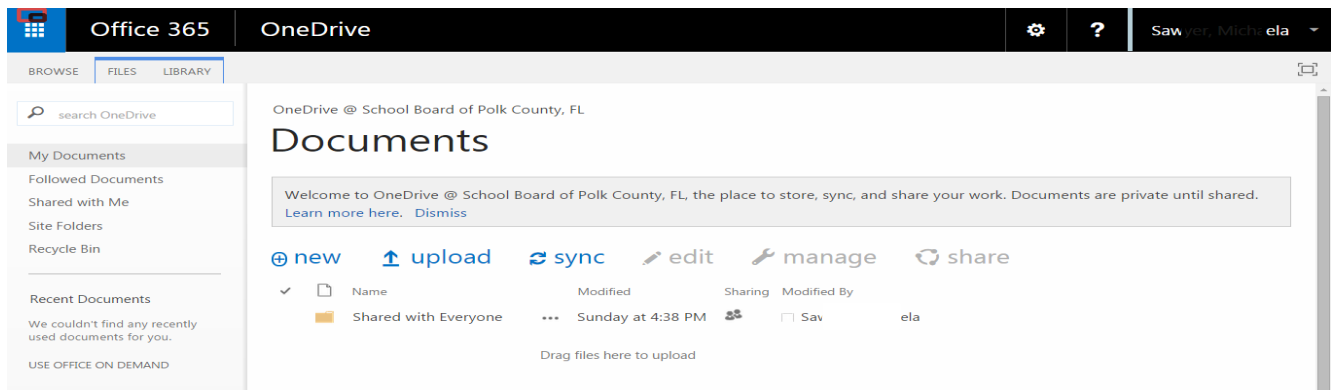
3. When the Polk County Public Schools portal opens, re-enter your username (if it's not already filled in) and enter your Student Portal password. Click Sign In or OK.

| Chrome browser  | Internet Explorer browser   |
|---|---|
|  <p><b>In Chrome:</b><br/>You may need to re-enter your username.</p> <ul style="list-style-type: none"> <li>• <u>Include</u> “@mypolkschools.net”</li> <li>• <b>Enter Password</b></li> </ul> |  <p><b>In Internet Explorer:</b><br/>Re-enter enter your username.</p> <ul style="list-style-type: none"> <li>• <u>Without</u> “@mypolkschools.net”</li> <li>• <b>Enter Password</b></li> </ul> |

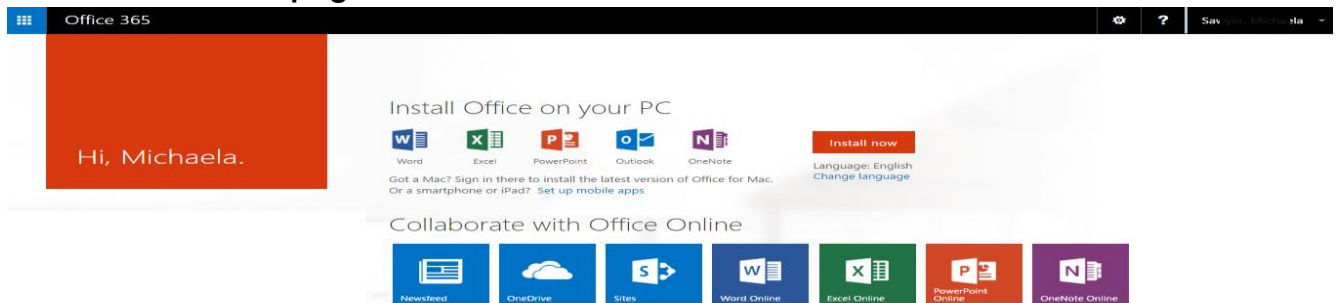
## Student Office 365

In Office 365, students have Office Online, OneDrive for storage, and 5 downloads of Office 2013 (see p. 3).

When you open O365 for the first time, you may see your OneDrive:

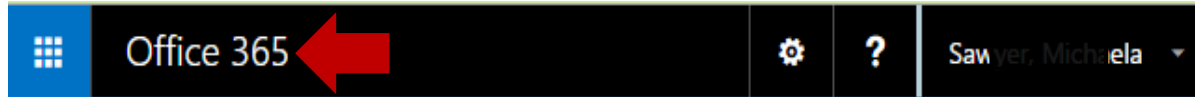


Or the Office Home page:

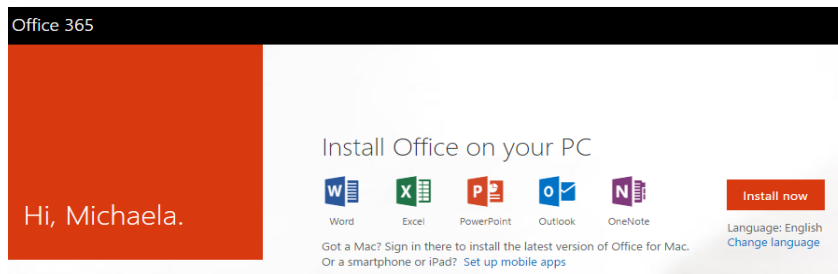


To always open to the Home page, see p. 4 of this guide.

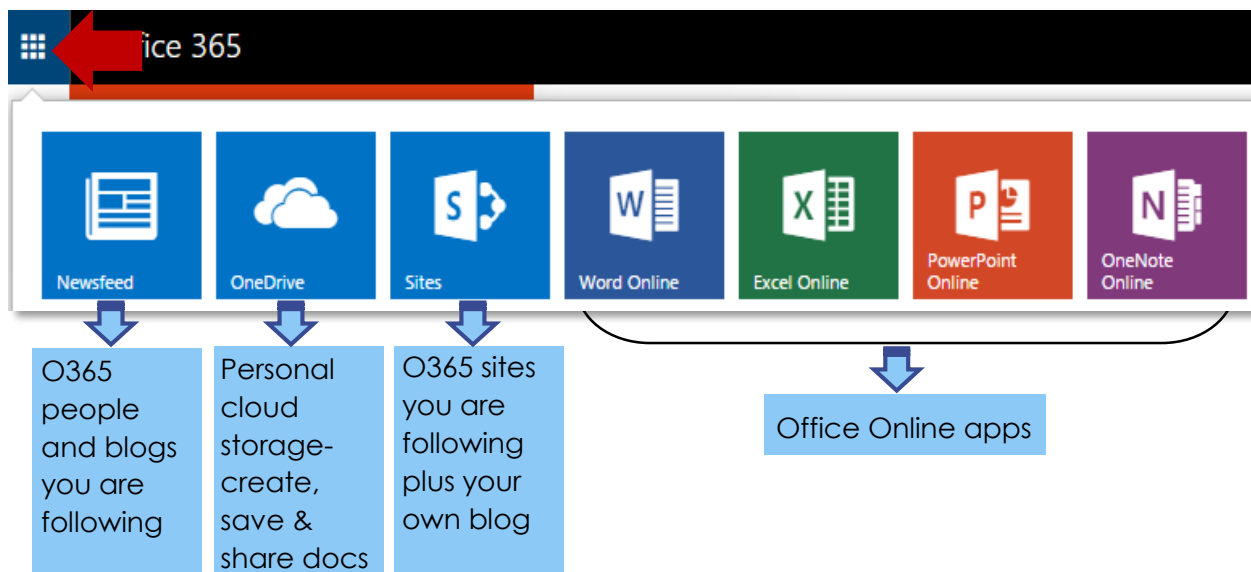
To get to the Home page from anywhere in O365, Click "Office 365":



The Home Page is where you can download up to 5 copies of Office 2013 or the newest Office available for Mac and can set up Office for up to 5 mobile devices. To install Office in your PC, it must be running Windows 7 or later, and all Windows updates must be installed.



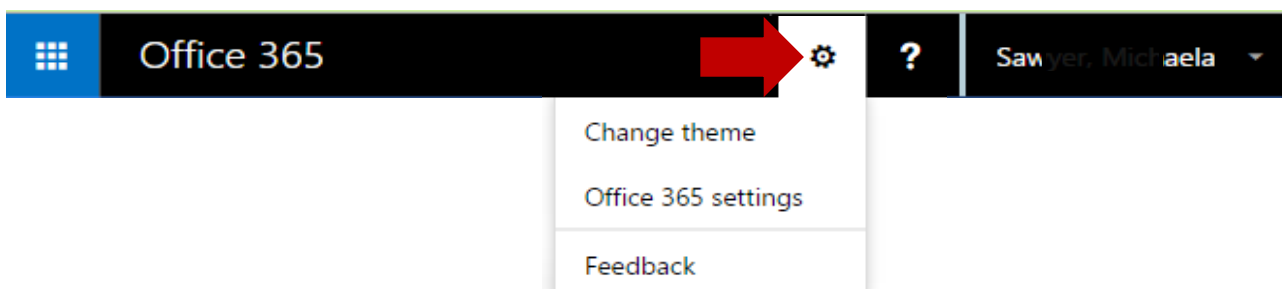
Your Office Apps are also found under the grid menu:



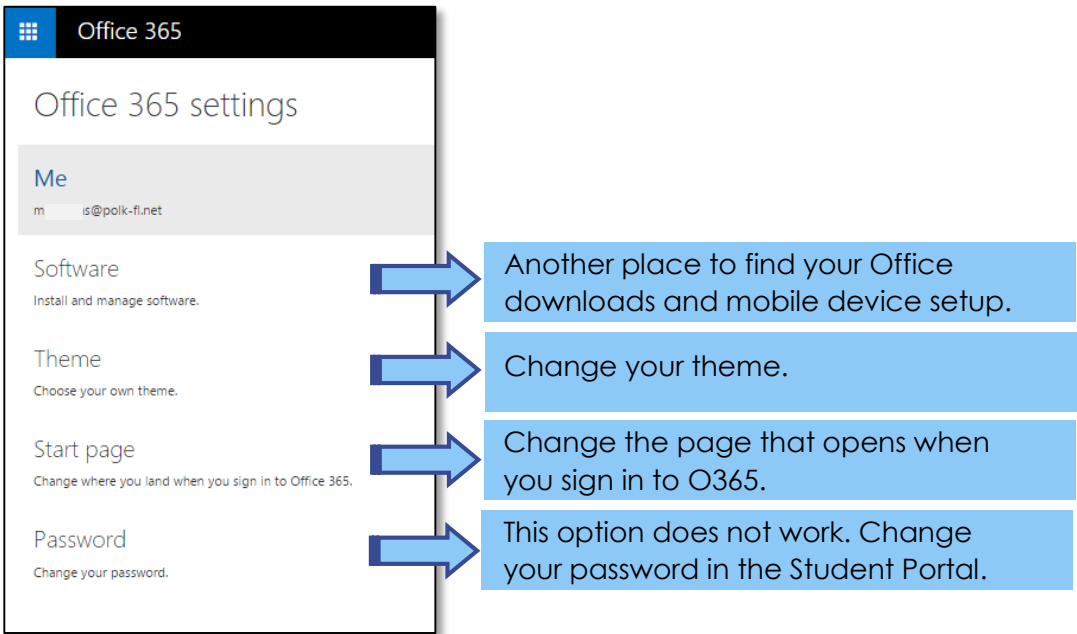
Look on the navigation bar to see which app you are in:



Click the gear to add a theme to your account or change settings:

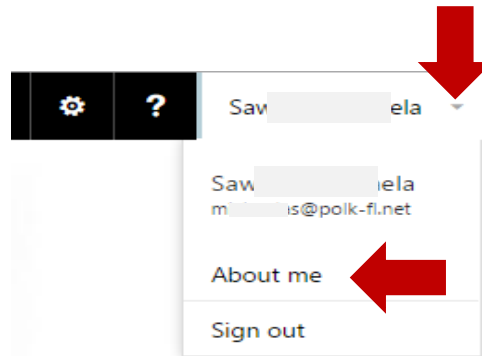


In O365 Settings, you can also download software and change the theme or change the start page when you log in.



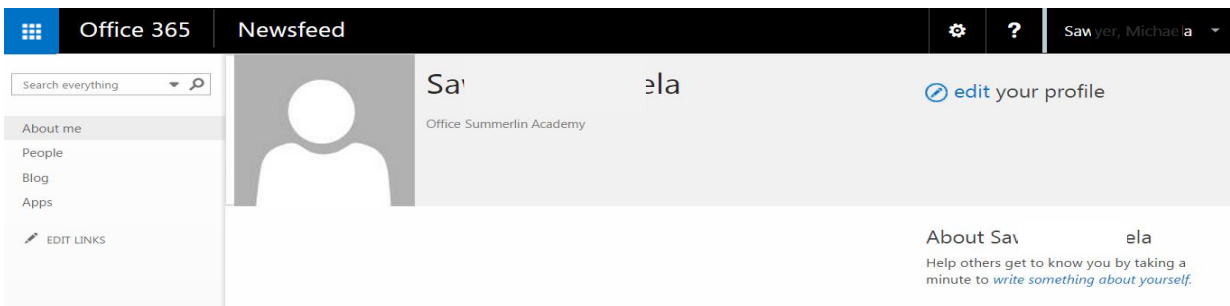
The screenshot shows the Office 365 settings page. On the left, there are four main sections: 'Software' (Install and manage software), 'Theme' (Choose your own theme), 'Start page' (Change where you land when you sign in to Office 365), and 'Password' (Change your password). On the right, four blue callout boxes with arrows pointing to the corresponding settings sections provide instructions: 'Another place to find your Office downloads and mobile device setup.' (pointing to Software), 'Change your theme.' (pointing to Theme), 'Change the page that opens when you sign in to O365.' (pointing to Start page), and 'This option does not work. Change your password in the Student Portal.' (pointing to Password).

Edit your profile by clicking on dropdown menu next to your name and choosing “About me.” Remember to edit responsibly and keep everything school appropriate.



A close-up of the user profile dropdown menu. The menu is open, showing options: 'Sawyer, Michaela' (with a dropdown arrow), 'Sawyer, Michaela' (with email address m...@polk-fl.net), 'About me' (with a red arrow pointing to it), and 'Sign out'. A red arrow points down to the dropdown arrow next to the name.

Anyone in Polk County Public Schools can see the information you add, however it is closed to anyone outside Polk. Your profile is not public.



The screenshot shows the Office 365 Newsfeed profile page. The top navigation bar includes the Office 365 logo, 'Office 365', 'Newsfeed', a settings gear, a help question mark, and the user name 'Sawyer, Michaela'. Below the navigation bar, there is a search bar, a profile picture placeholder, the name 'Sawyer, Michaela', and the school 'Office Summerlin Academy'. There is an 'edit your profile' link. On the left, there is a sidebar with 'About me', 'People', 'Blog', 'Apps', and 'EDIT LINKS'. On the right, there is a section titled 'About Sawyer, Michaela' with the text 'Help others get to know you by taking a minute to write something about yourself.'

To get back to your apps, click on the Office 365 logo or the Apps menu.



A close-up of the Office 365 logo and the 'Newsfeed' text. The Office 365 logo (a blue square with a white grid) and the text 'Office 365' are highlighted with a red rectangular box.