

White Plains City School District Office of Management & Information Systems

Microsoft Office 365 and Office 2016 Reference Guide (updated 11/16)

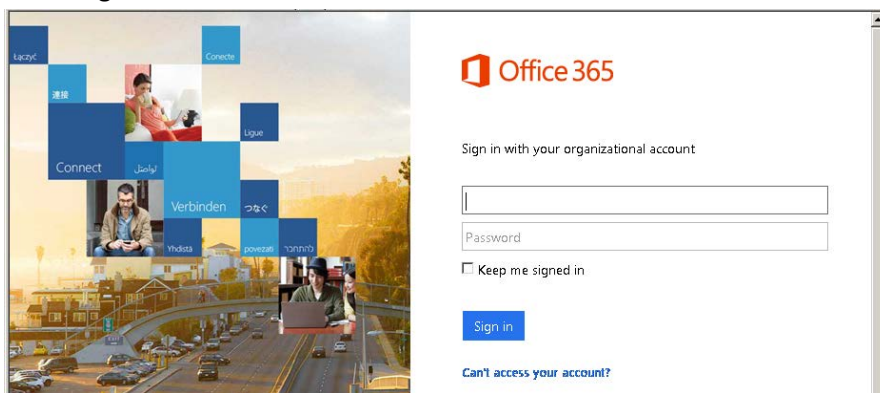
1. To access Microsoft Office 365 go to: <http://portal.microsoftonline.com>
2. Sign in with username and password

For students ***districtusername@live.wpcsd.k12.ny.us***

For Staff: ***districtusername@wpcsd.k12.ny.us***

Password is the same as when you log into the district computer network

3. Click "Sign In"



Students have access to the following resources:

Web-based Outlook (which includes Email, Calendar and Contacts) – this is a district issued and monitored email account (Grades K-5 can only email other students and staff in district).

Student email address is: *districtusername@live.wpcsd.k12.ny.us*

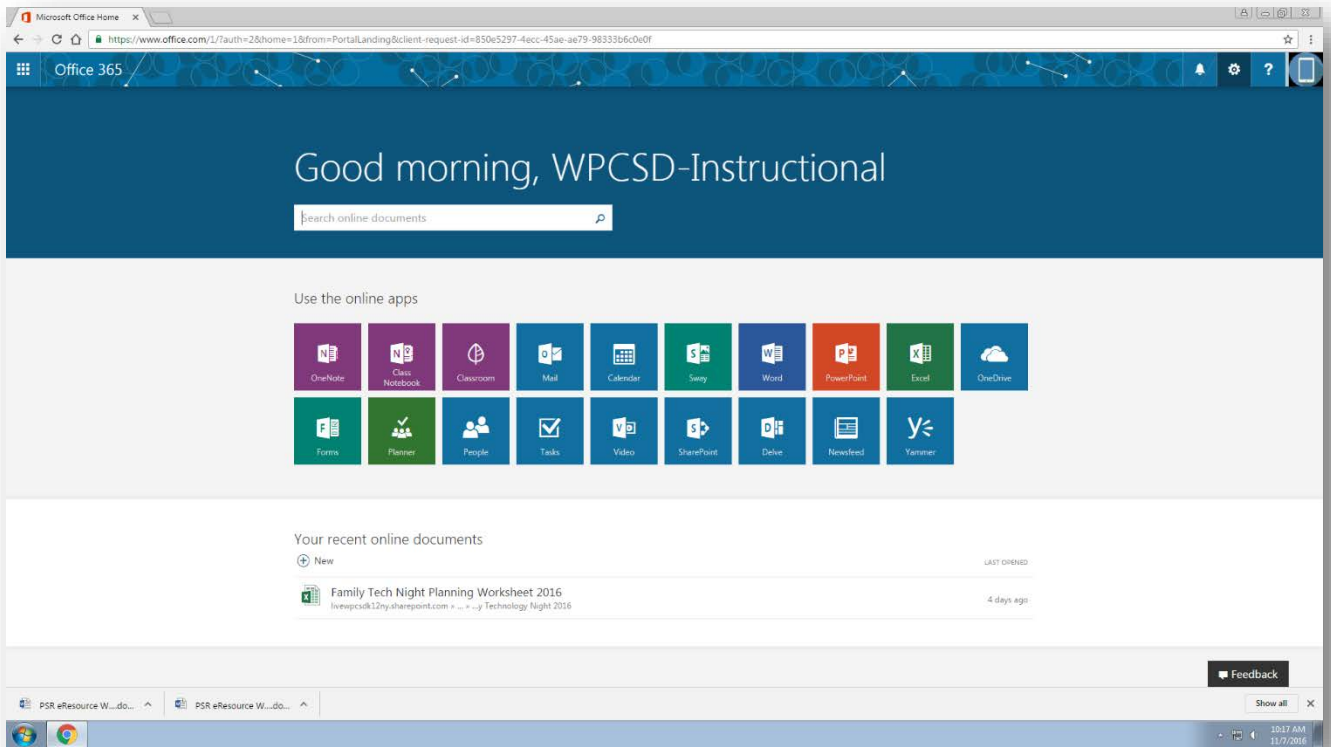
- Office 365 (includes web-based versions of Word, Excel, PowerPoint and OneNote)
- OneDrive (online storage of files, documents, music, pictures, etc. that is accessible from any computer with internet access).
- All of these resources will enhance student and teacher collaboration on classroom projects.
- HS Students - Any account or password problems please see Mrs. Mondelli in the C125/C126 Computer Labs.

Staff have access to the following resources:

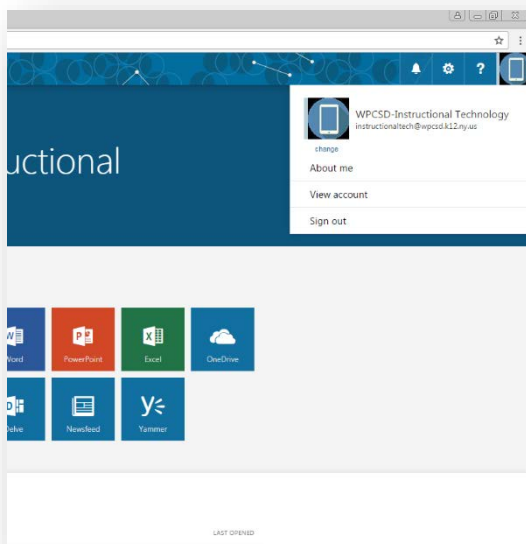
- Office 365 (web-based versions of Word, Excel, PowerPoint and OneNote)
- OneDrive (1TB of online storage for documents, music, pictures, etc. that is accessible from any computer with internet access).
- All of these resources enhance student and teacher collaboration on classroom projects.
- Any account or password problems please place a helpdesk call.

Steps to Download Microsoft Office for Free Use at Home

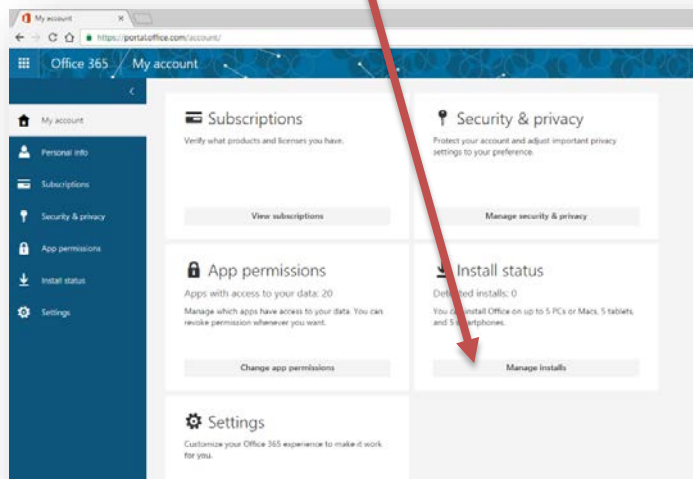
1. Have your child log into their Office 365 account



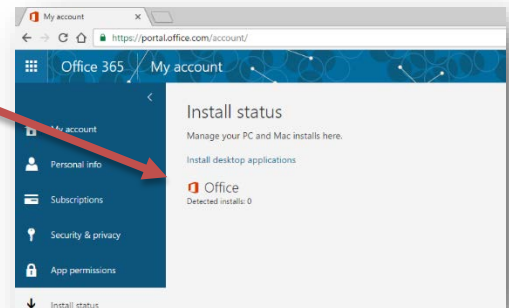
2. In the upper right hand corner select, "View account"



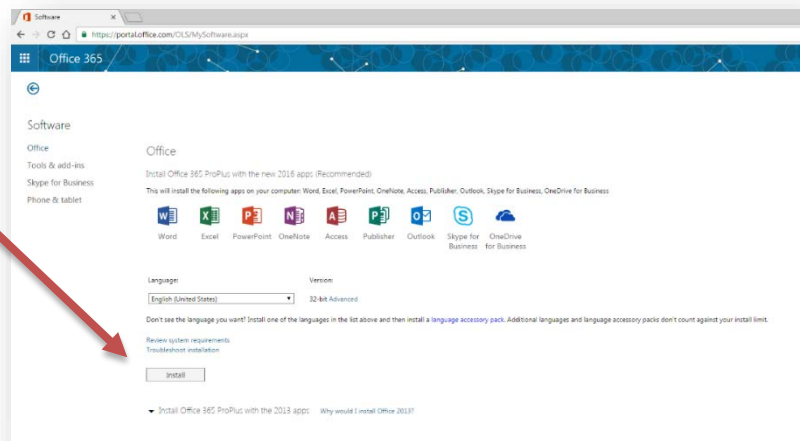
Under “Install status” select “*Manage installs*”



3. Select “*Install desktop applications*”

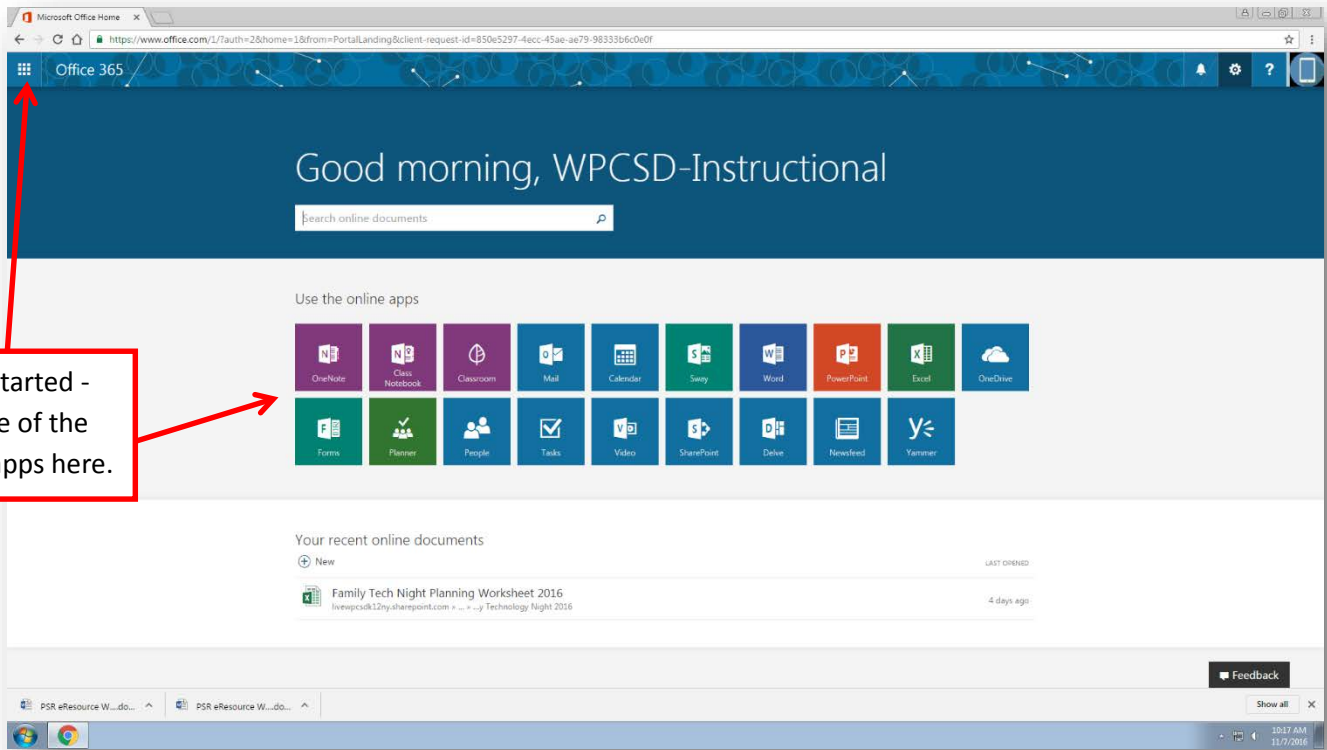


4. Select “*Install*”



Please be aware, the district cannot assist with the download or install of Office 2016 on your home computer(s) or the Office 365 app on your personal smartphone or tablet devices.

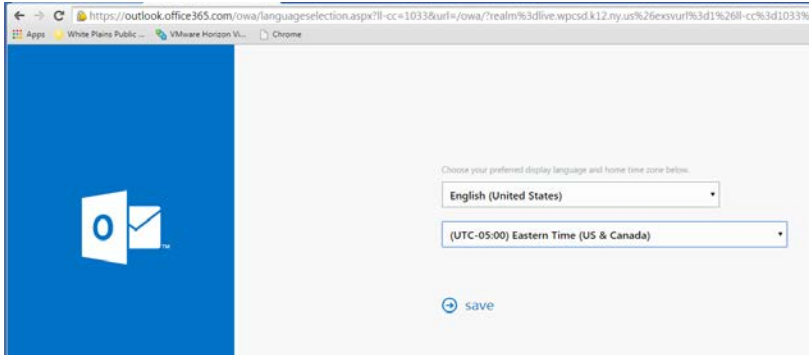
Office 365 Main Screen (students and staff)



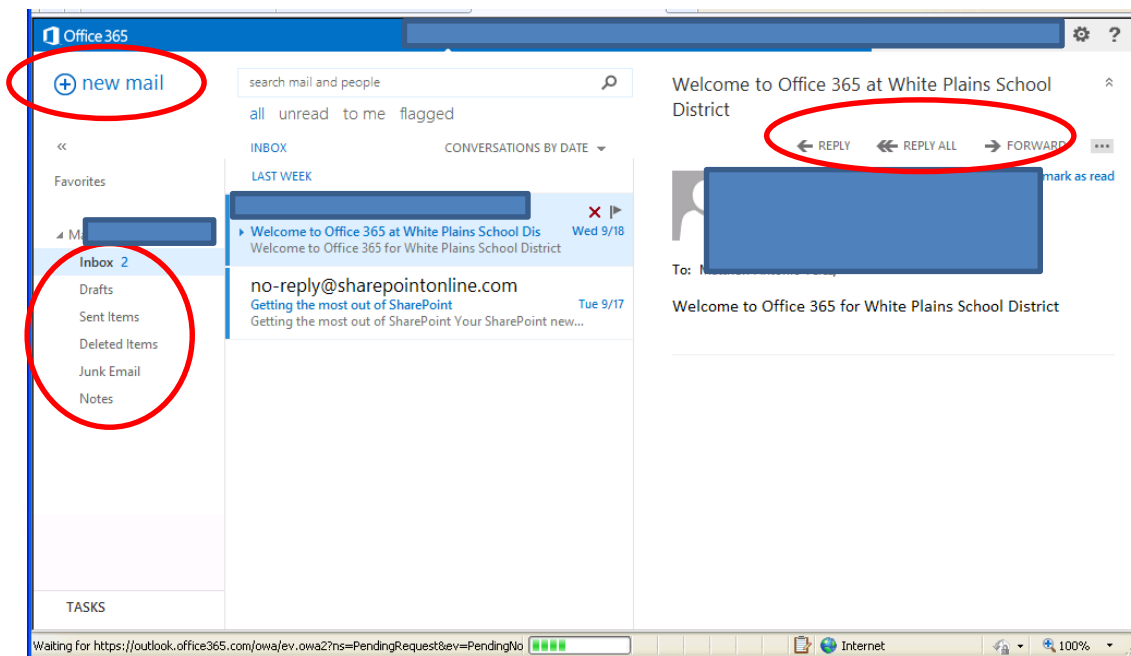
The following pages provide some screenshots of the Outlook Web Mail App in Office 365. For additional user guides please visit the [WPCSD Office 365 web site](#).

Email Screen

If the language/time screen appears, select: **(UTC-05:00 Eastern Time (US & Canada))**
Click **Save** (it's a onetime process).

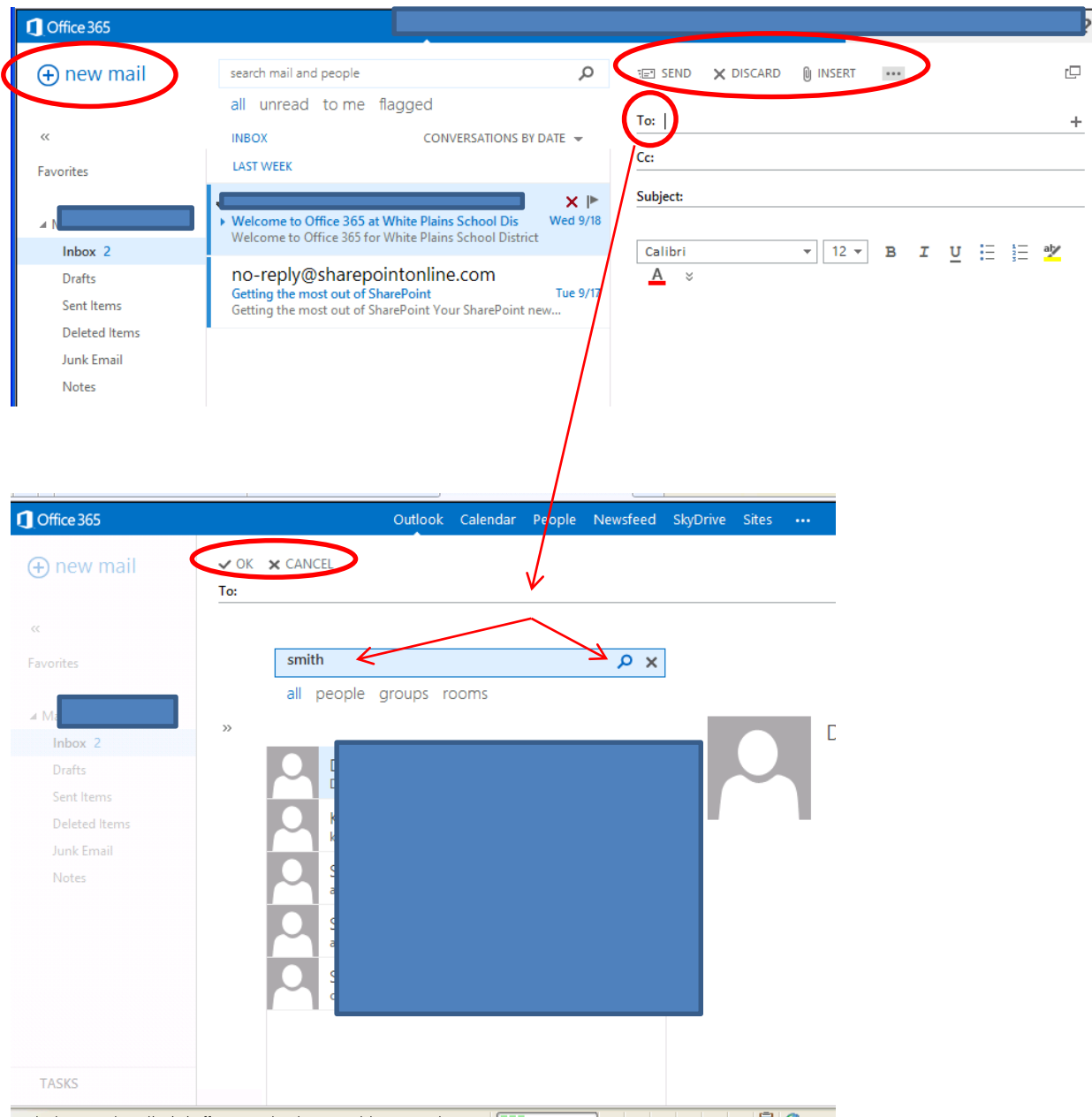


Familiar options to send a new email message, reply, and forward.

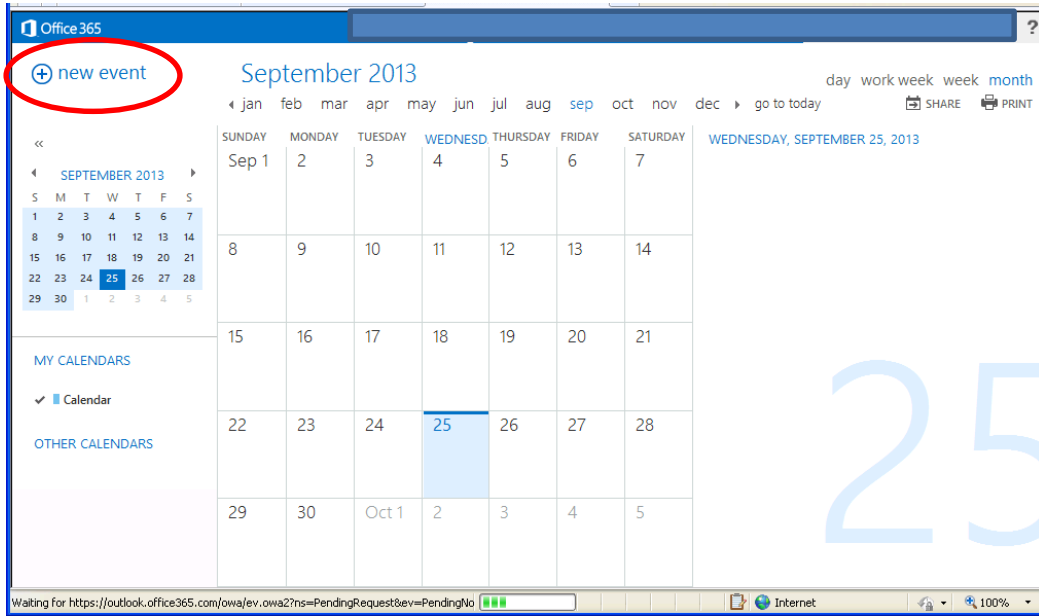


To Send a New Email Screen

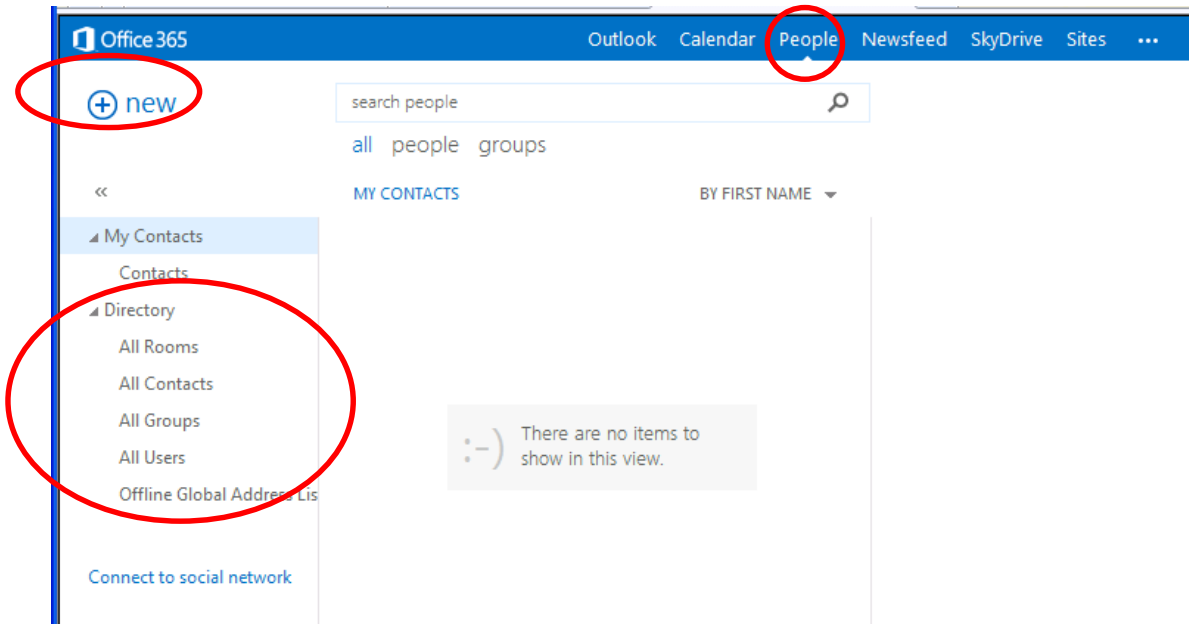
Click "To:" to search the directory for either a student or teacher email



Calendar Screen



Contacts Screen (to save email addresses, phone numbers, etc.)

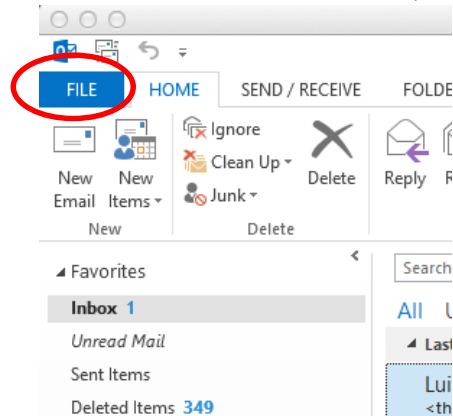


Installing Full Version of Outlook on Your Home Computer or Laptop

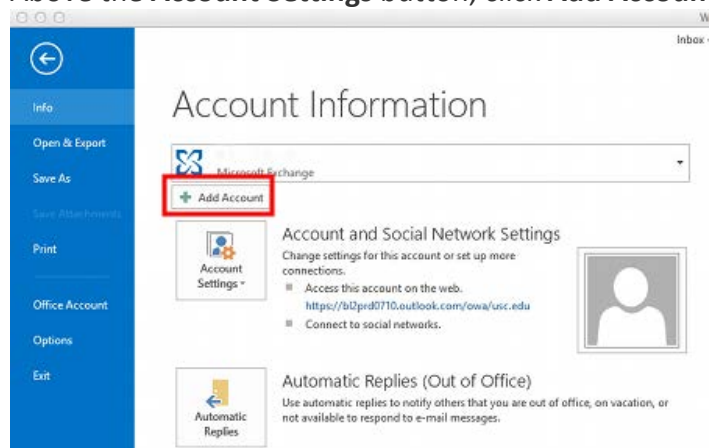
- Download and install free Office 2016 software from the instructions on page 2.
 - Outlook 2016 looks a little different than the Office 2010 version we use in district but functions very similarly.
1. Open Outlook 2016.
 2. If the Microsoft Outlook 2016 Startup wizard displays automatically:
 - On the first page of the wizard, click **Next**.
 - On the **E-mail Accounts** page of the wizard, click **Next** again to access the **Add Account** screen.

If the Microsoft Outlook 2016 Startup wizard doesn't appear, follow below (otherwise go to step 3):

- On the Outlook 2016 toolbar, click the **File** tab.



- Above the **Account Settings** button, click **Add Account**.



3. On the **Auto Account Setup** page, ensure that **Email Account** is selected and then enter the following information:
 - A. In the **Your Name** field, enter your name as you want it to appear on your emails.
 - B. In the **E-mail Address** field, enter your **full district email address**.
 - C. In the **Password** field, enter your district password. Re-enter the password in the **Retype Password** field.
 - D. Click **Next**.

The screenshot shows the 'Add Account' dialog box with the 'Auto Account Setup' section. The 'E-mail Account' radio button is selected. The form contains the following fields and text:

- Your Name:** [Text box] Example: Ellen Adams
- E-mail Address:** [Text box] Example: ellen@contoso.com
- Password:** [Text box with masked characters]
- Retype Password:** [Text box with masked characters] Type the password your Internet service provider has given you.

At the bottom, there are three buttons: '< Back', 'Next >' (highlighted in blue), and 'Cancel'.

4. Wait for Outlook to find the server. This could take a few minutes.

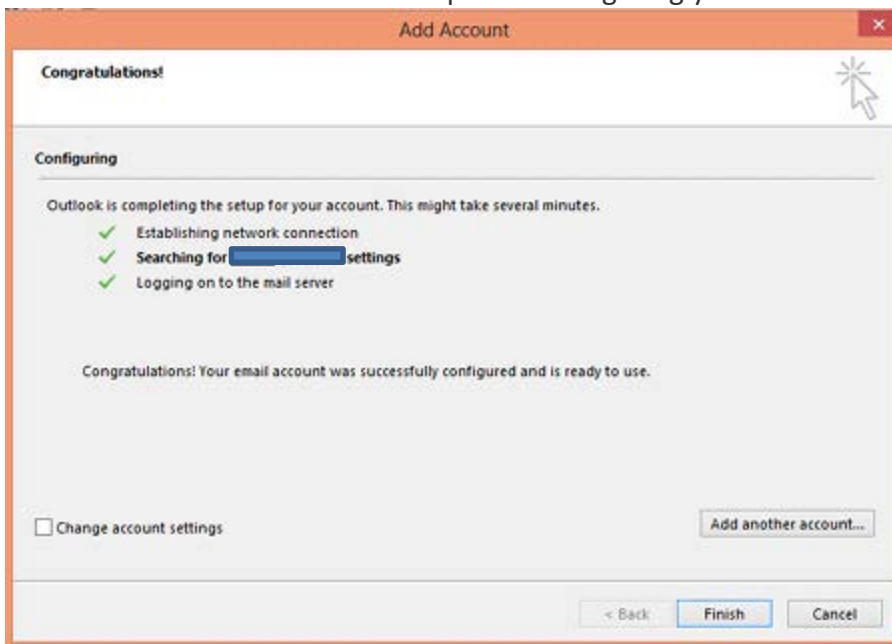
The screenshot shows the 'Add Account' dialog box in a progress state. The title bar says 'Add Account'. The main content area is titled 'Searching for your mail server settings...'. Below this, there is a 'Configuring' section with a progress bar and the following text:

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- ➡ Searching for mail servers
- Logging on to the mail server

At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. Click **Finish** once Outlook has completed configuring your email account.



Note: The next time you open Outlook, the program may take some time to synchronize your mail folders (usually about 5-10 minutes – onetime only)

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