**How do I use Office 365?**

We will be using Office 365 to turn in some of our work for grading. Below is instructions on how to access it the first time and how you should name your assignments before uploading them.

-Go to <http:///o365.pcsb.org>

-Log in using your [R2.D2@pcsb.org](mailto:R2.D2@pcsb.org) as your username and your classroom login password (usually s.)

-Give the teacher your log in name (above) so you can be added to the OneDrive folder for your period.

-To access your class folder go to OneDrive>then Documents>click on the folder with your Period listed.

\*\*You will have access to your period’s folder and within it each assignment will have its own folder. You will click on an assignment folder and then choose upload to add a file to it.

\*\***You must name your assignment your LastnameFirstname** (example: KirkJodi). Ensure you are in the right folder when you upload an assignment and if you make a mistake delete it out and re-upload.