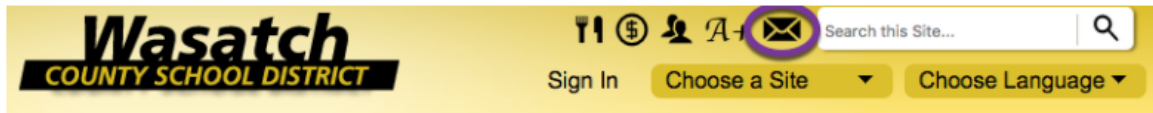


**Access Office 365:**



**Credentials:**

**Username:**









BZ####


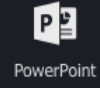







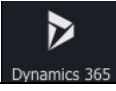


First initial of your first name. First initial of your last name. Your District ID number.

**Password:**

Same password as you used to login to your laptop.

**Office 365 Waffle**

Title	What it does?
<b>Outlook</b> 	Takes you to your Mail in Outlook Web App. Where you will be able to read, reply, forward or create new e-mails.
<b>Calendar</b> 	Takes you to your Calendar in Outlook Web App. Where you can see your personal calendar or others calendars if they have shared it with you. You can adjust or add events in this area.
<b>People</b> 	Takes you to your Outlook Contacts. Where you can see a list of people that you frequently contact. You can also see your address books.
<b>Tasks</b> 	Takes you to your list of tasks in Outlook.
<b>Share Point</b> 	Get easy access to your organization’s sites, news content and people anytime, anywhere.
<b>Delve</b> 	Takes you to Office Delve, where you can discover relevant information in office 365
<b>OneDrive</b> 	Takes you to your OneDrive for Business Library
<b>Video</b> 	Takes you to Office 365 Video, where you can view your organizations internal video content

Word or Word Online		Creates a new Word document in the browser window (word online) which is saved automatically to your OneDrive for Business Library.
Power Point or PowerPoint Online		Creates a new PowerPoint presentation in the browser window (Power Point online) which is saved automatically to your OneDrive for Business Library.
Excel or Excel Online		Creates a new Excel document in the browser window (excel online) which is saved automatically to your OneDrive for Business Library.
OneNote or OneNote Online		Opens your OneNote notebook in the browser window (OneNote Online) which is saved automatically to your OneDrive for Business library.
Sway		Takes you to sway.com, where you can sign in and try Sway. A new app you can use to share and express ideas. (see getting started with sway)
Yammer		This is a private social network that helps you get connected to the right people, share information across teams, and organize around projects.
Planner		Using planner your team can create new plans, organize and assign tasks, share files, chat about what you're working on, and get updates on progress.
Forms		Design forms to quickly and accurately capture information and data, using sophisticated business logic, custom branding, and rich formatting, without writing any code.
Flow		Microsoft Flow is a cloud-based software tool that allows employees to create and automate workflows across multiple applications and services without the need for developer help.
Dynamics 365		<b>Dynamics 365</b> is a cloud-based ERP and CRM enterprise system. It was built by Microsoft for maximum flexibility and extensibility.
Teams		Microsoft <i>Teams</i> is the chat-based workspace in <i>Office 365</i> that integrates all the people, content, and tools your <i>team</i> needs to be more engaged and effective.
Stream		Microsoft Stream is an Enterprise Video service where people in your organization can upload, view, and share videos securely.

