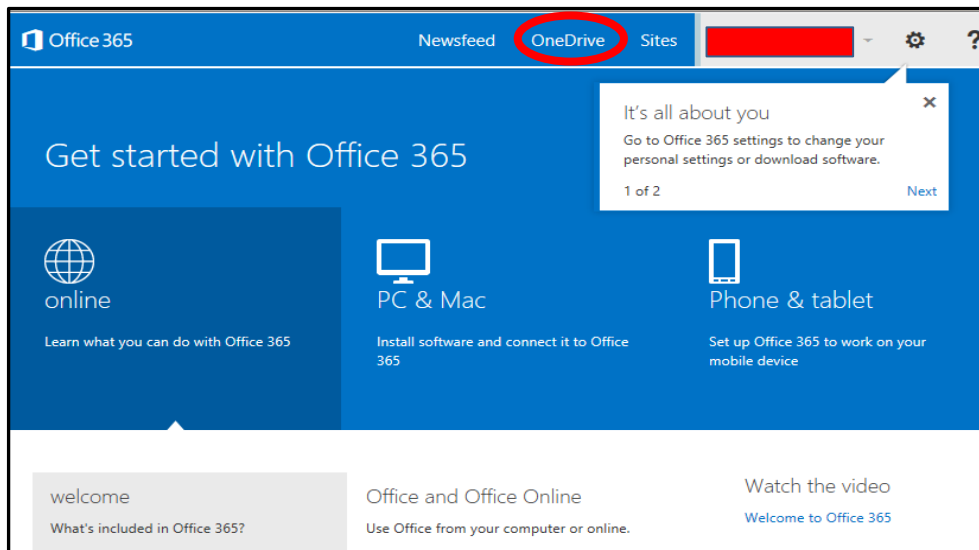
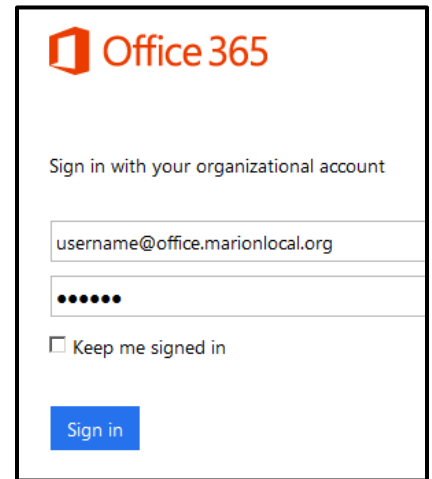


OFFICE 365

Students at Marion Local Schools may access Office 365, a limited version of Microsoft Office, using their school username and password on the Office 365 website. They may also download up to five copies of Office 365 on personal devices. Please follow the instructions below to access this resource.

NOTE: Students are required to change their school password before the following instructions will work.

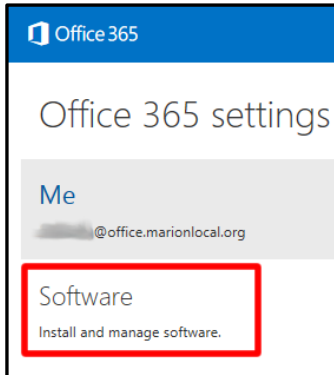
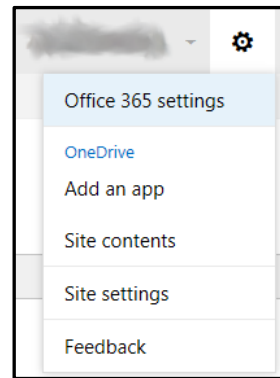
1. Go to the website <http://portal.office365.com>
2. In the first box, students will enter their Marion Local username followed by **@office.marionlocal.org**
3. In the second box, enter the associated school password.
4. Click the blue **Sign in** button.
5. The first time you sign in, the screen will look like the image below. The student name will appear where the red box is located. You will also see a variety of short tech tips in the white boxes.



6. Click the **OneDrive** link, to the left of the student name (circled in the image above).
7. A screen will appear with an introductory video. Just below the video you will see a message. Wait until the message reads "**Continue to OneDrive →**," then click the link to go to OneDrive (*this only happens the first time you login*). If a screen pops up about "SharePoint," click **No thanks**.
8. At the OneDrive screen, students can click **New** to start a new document (Word, Excel, PowerPoint, etc.). Students can also upload files for use in OneDrive (*more instructions will be available soon*).

9. To download a copy of Microsoft Office to a personal device, follow the steps below:

- Click on the “gear” icon to the right of the student name.
- Select **Office 365 settings**
- At the next screen, click on **Software**.



- Click the **Install** button to install Office 365 on your computer.
- **Note:** If you already have Office installed on your computer, click the **Desktop Setup** link at the left of the screen for more detailed instructions.