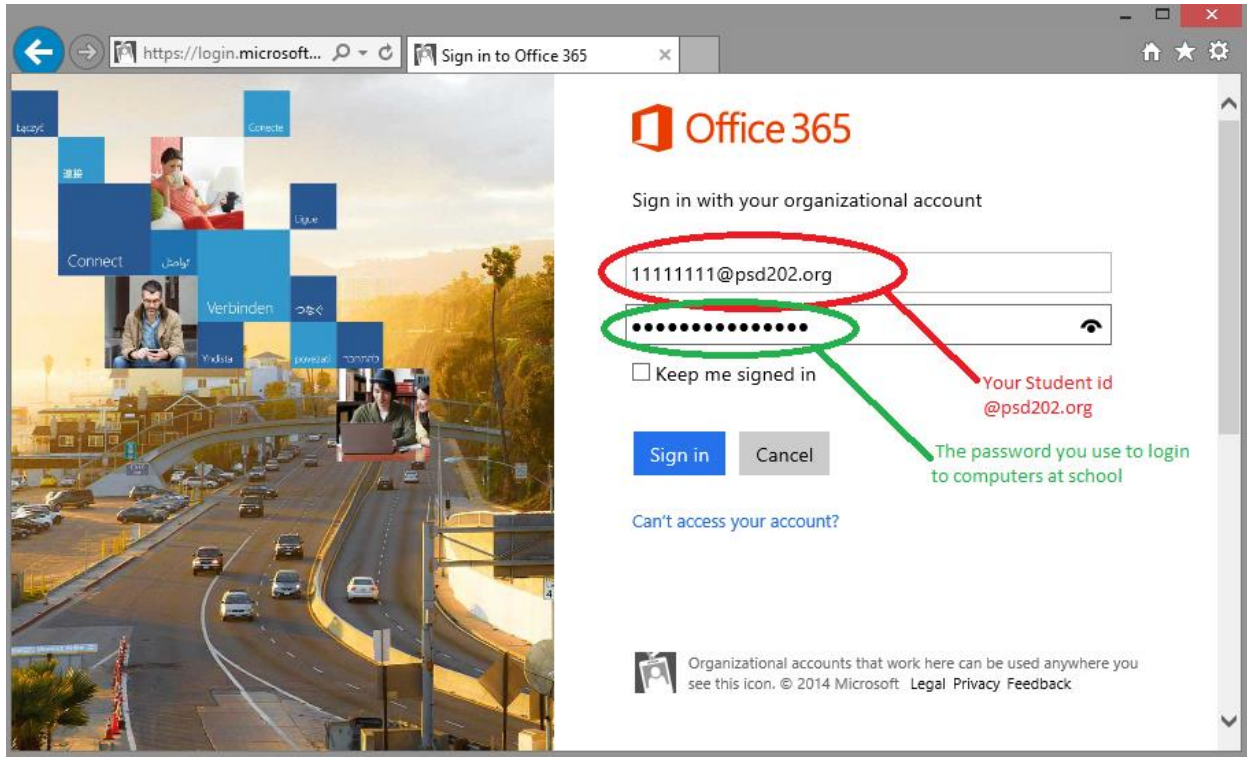
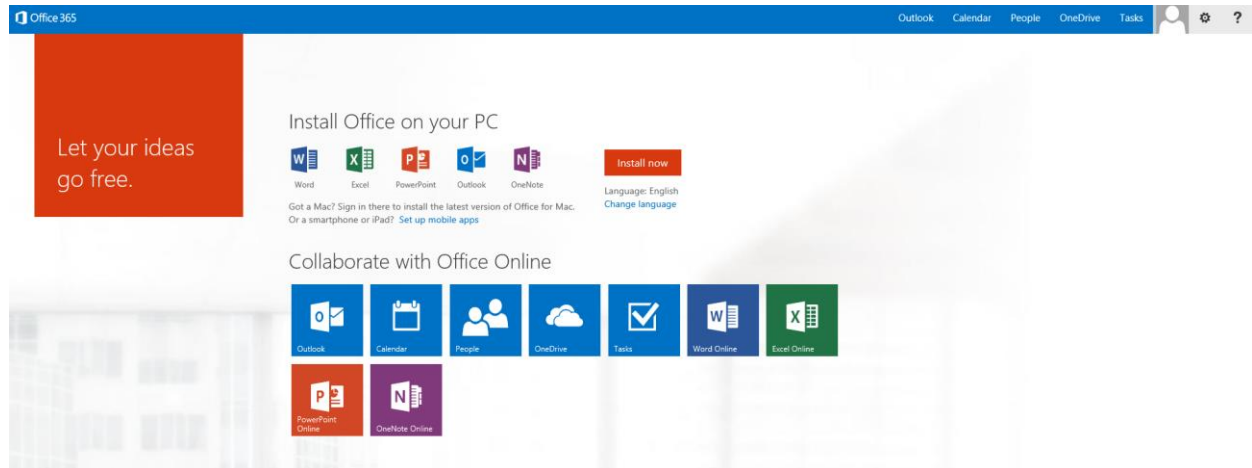


Logging into Office 365

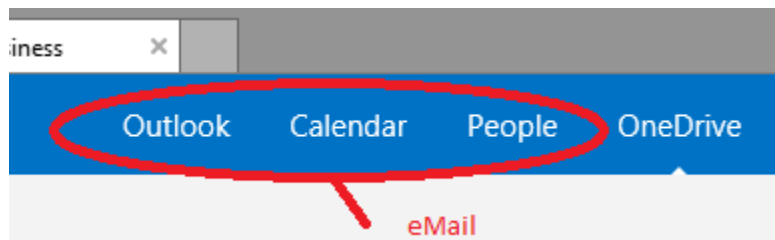
Open a web browser and go to <http://portal.office.com> . Your login is your **student id followed by @psd202.org** (11111111@psd202.org). Your password is the same password you use to login to computers in the district.



If you're a Middle or High School student you will see **OneDrive** and places to download copies of **Office for various devices**.

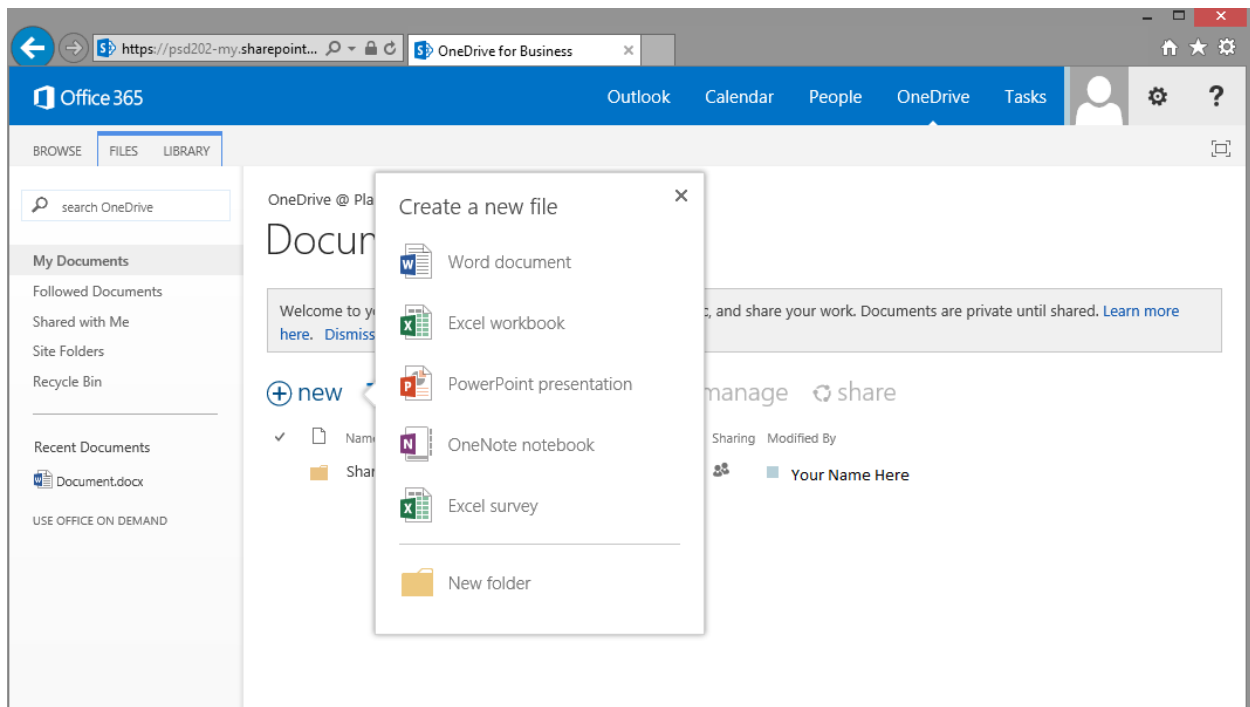


If you're a High School student, your ribbon will also have **links to your new district email**.




There are **two main ways to work with Office and the OneDrive** cloud-based storage system:

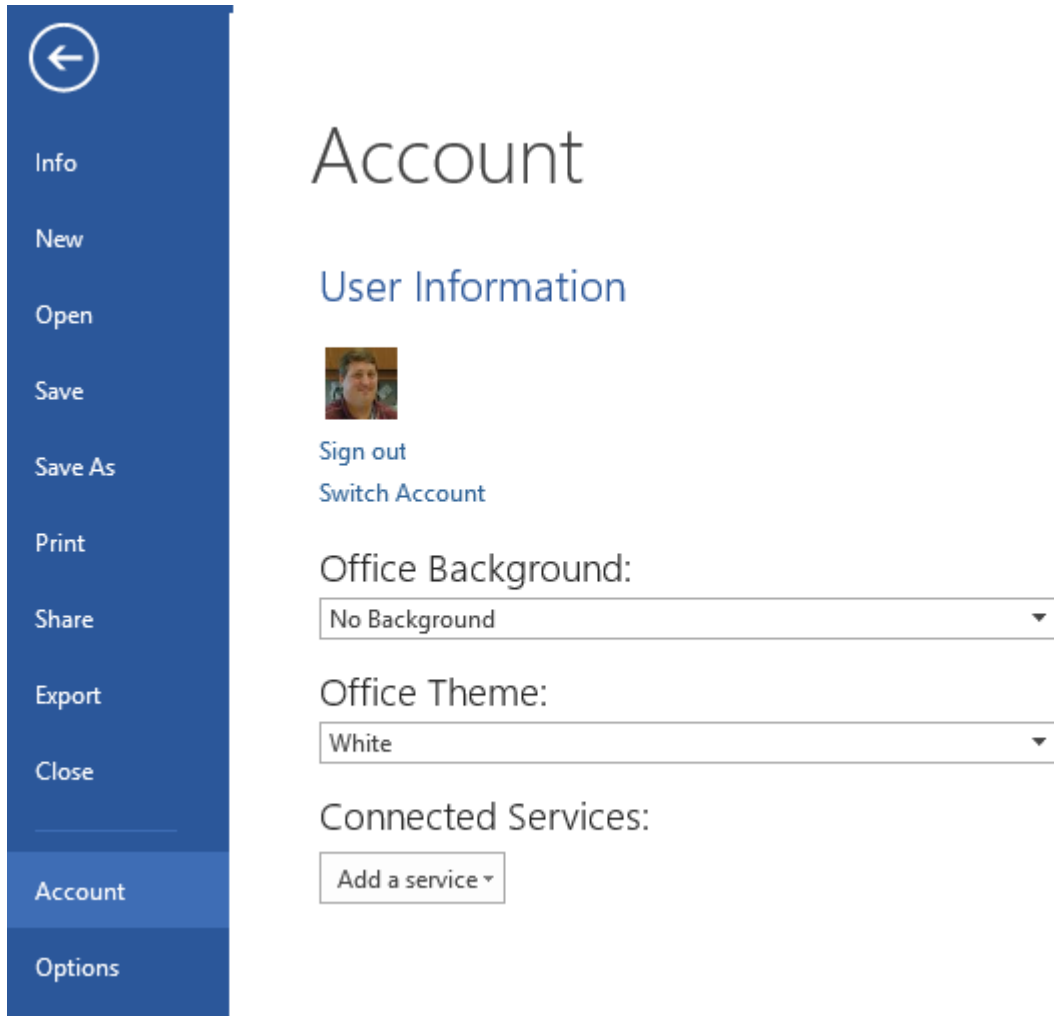
1. You can login to Office 365 using a web browser and click on OneDrive. From there you can open existing documents or create new ones. You will use the web versions of the Office products. You do not need to have Office installed on the computer you're using to do this. Or...



2. When you login to an Office 2013 product, OneDrive will appear as an option to save or open files.


This example uses Word, but it works the same way in all of the office products. Log in using the

dropdown in the upper right corner of the page, or click the file tab or the  in the upper left depending on where you are in Word, and select **Account**.



Account

User Information



[Sign out](#)

[Switch Account](#)

Office Background:

No Background

Office Theme:

White

Connected Services:

Add a service

Press the **Switch Account link**, and a dialog box will pop up asking you to login.

×

Sign in

Type the email address of the account you would like to use with Office.

1111111@psd202.org ×

Next

When you sign in, your documents and settings are online
[Learn more](#) | [Privacy statement](#)


Enter your Office 365 login (studentid@psd202.org)

If you get a screen like this, please choose **Organizational Account**.

×


We Need a Little More Help

It looks like you use the same email address with more than one account. Please select the type of account which you would like to use to sign in.



Microsoft account

Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.



Organizational account

Sign in with the account provided by your work, school, or university.


When you sign in, your documents and settings are online

[Learn more](#) | [Privacy statement](#)

Enter the **password you use to login to the computers at school**. Once you are logged in, you will see your OneDrive and the district's published site.

Account

User Information



 Your Name
yourid@psd202.org

[Change photo](#)
[About me](#)
[Sign out](#)
[Switch Account](#)

Office Background:
Circuit

Office Theme:
White

Connected Services:

-  OneDrive – Plainfield School District 202
YourID@psd202.org
-  Sites – Plainfield School District 202
YourID@psd202.org

[Add a service](#)

Now you can open or save files to OneDrive.