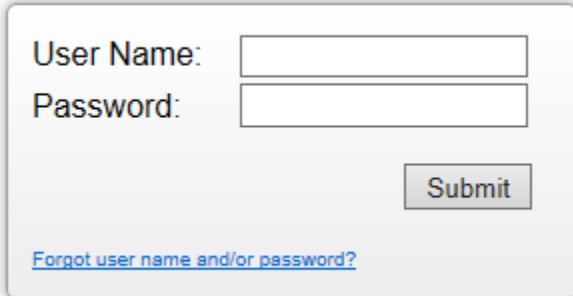


# STUDENT OFFICE 365 SETUP AND BASICS TRAINING GUIDE

Your Office 365 email should be used for educational purposes only. The use of your Office 365 account is a privilege, not a right, inappropriate use could result in suspension of the privilege.

Using the information from your STUDENT OFFICE 365 INFO sheet:



User Name:   
Password:   
  
[Forgot user name and/or password?](#)

Go to the following web address:

<https://wvde.state.wv.us/apps/profile/login.php>

Login with your Webtop Username and default password. Once you are logged in, click on “Change Password” at the top of the page. On the next page, enter your default password and then create your own password that is unique to you.

The password must be a minimum of 8 characters long with at least 1 upper case letter, at least 1 lowercase, and at least 1 number. It is also recommended that you use a symbol (@, #, \$, %, etc.) in your password as well.

Follow the instructions on that page to change your password. This activates your account and sets your Webtop password. Your Webtop password also becomes your Office365 password. IMPORTANT: keep your password private.

Once your password has been changed you can logout of Webtop.

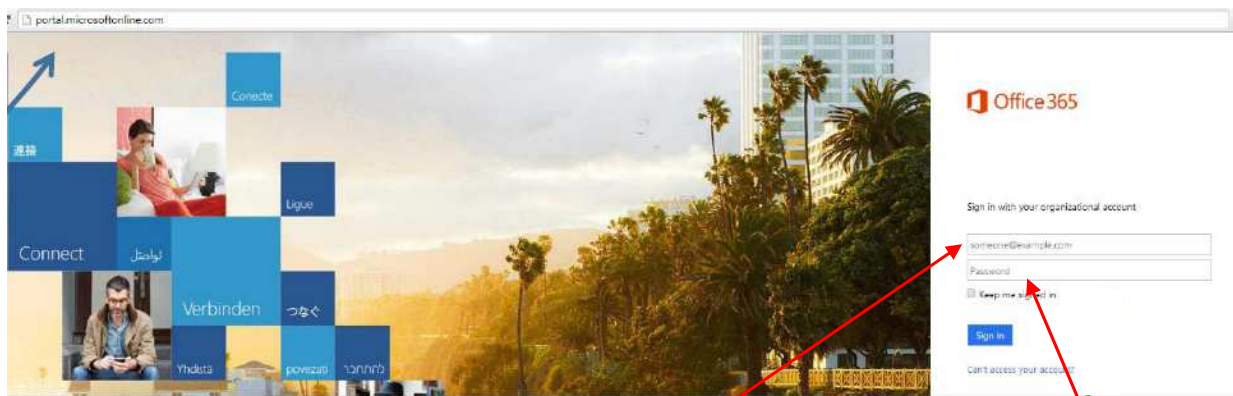
**NOTE:** Password resets are automated but may take up to 3 hours to sync to Office 365. You will need to wait until the sync occurs before you can login to your Office 365 account.



**SCHOOL ACCESS:** To log into your email account double click the Office 365 icon in the app launcher.

**HOME ACCESS:** You can also access the login site from the following address:

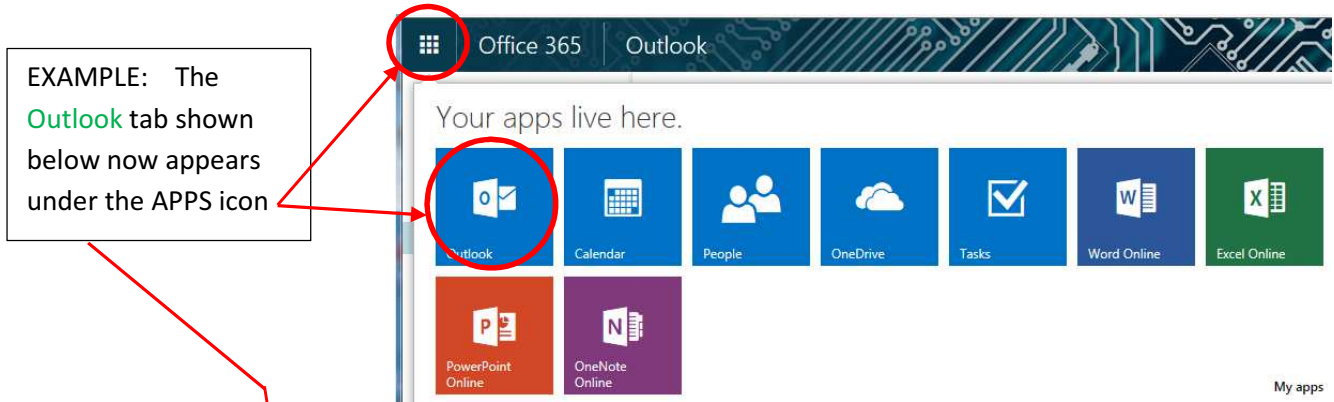
[Portal.MicrosoftOnline.com](https://portal.microsoftonline.com)



In the top text box enter your email address. EX: [jdoue@stu.k12.wv.us](mailto:jdoue@stu.k12.wv.us)

In the bottom text box enter your password. This is the password you created at the WV Department of Education site.

**NOTE:** The tabs shown in the instructions below have recently been move to the APPS icon in the upper left corner of the Office 365 window. Click on that icon to access the tabs previously shown across the top of your Office 365 screen.



To see your email:

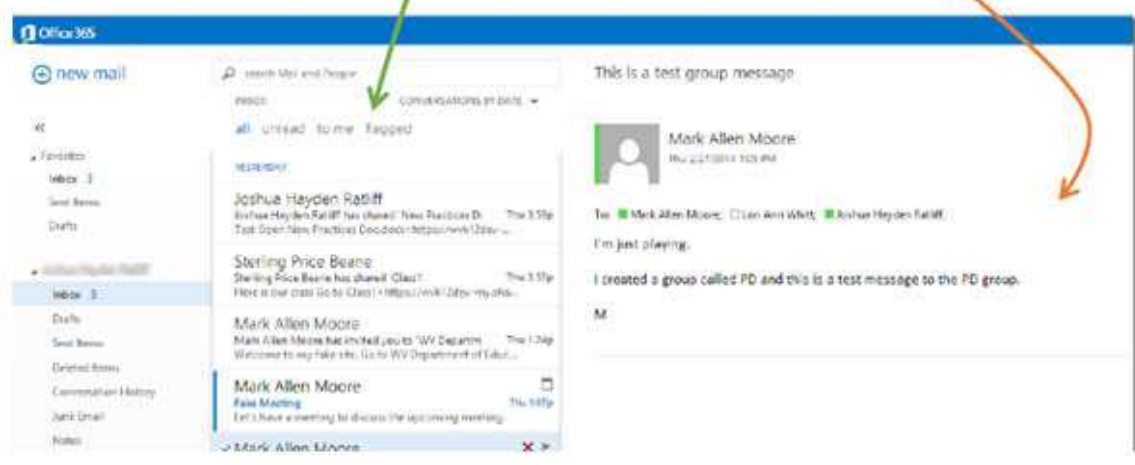
Click "Outlook"



The first time a user launches an Office 365 web app, they will be asked to set some preferences. Select the appropriate language and time zone, then click "Save."



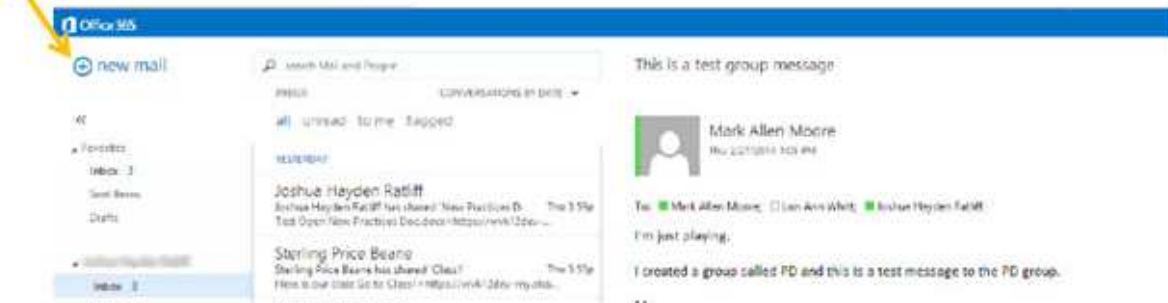
Your email list will appear here. Click on an email message to expand it in this area.



Reply and forward options are available in the top right of each message.

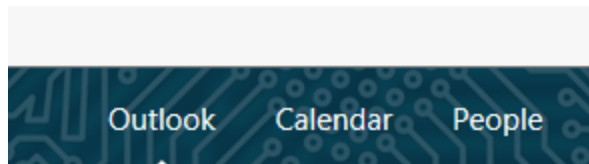


Compose a new email with this button.



Send, Discard, and Insert (attachment) buttons are located at the top of reply messages.





Your contacts are managed under the People tab

To Sign Out of Office 365, click on the picture section at the top right of the window and choose 'Sign Out'



The use of OneDrive will be covered by teachers as needed for their classes

## **MICROSOFT OFFICE 365 SOFTWARE INSTALL**

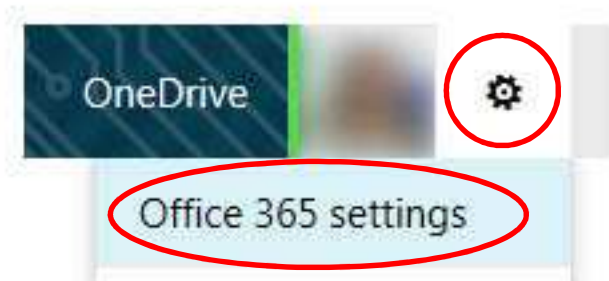
With your Office 365 account you have 5 license for Microsoft Office 2013. The software works on PCs and MACs.

The licenses are for your home computers. Do not try to install the software on a school computer.

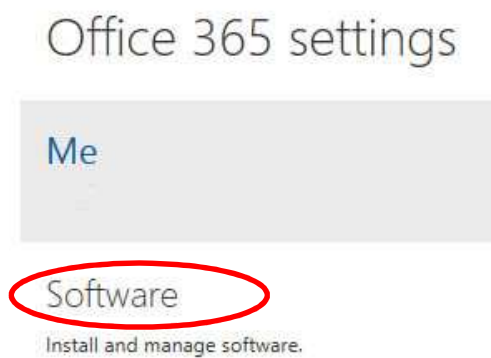
1. Sign on to your Office 365 account



2. Click on the gear at the top right of the Office 365 window and select Office 365 settings.



3. In the left column click on Software.



4. Click Install.



Word



Excel



PowerPoint



OneNote



Access



Publisher



Outlook

Language:

English (United States) ▼

Version:

32-bit (Recommended) [Advanced](#)

**Note:** Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

[Review system requirements](#)

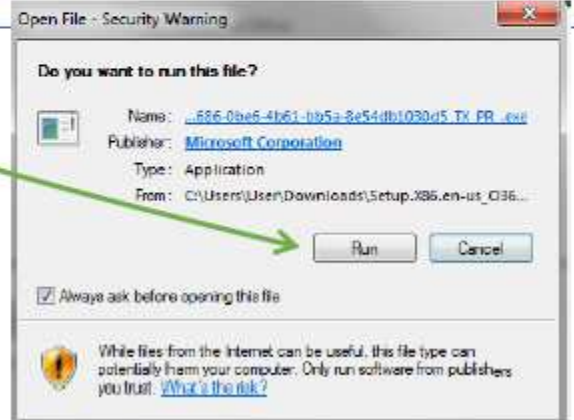
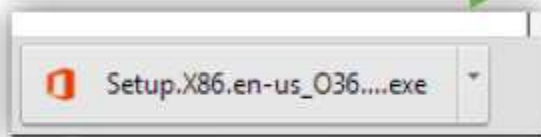
[Troubleshoot installation](#)

Install

A small .exe file will download to your computer.

Please note: this may look different depending on which web browser you are using.

Run this file.



Complete the install by following the directions on the screen.