Accessing Email and OneDrive in Office 365 On the Web

All students should develop the practice of regularly using Office 365 on the Web to check email and create and manage their school files in OneDrive via Office 365.

Among other uses of student email in Office 365, students will receive their WCW invitations here.

When students utilize OneDrive for file management, they will have access to their files both on and off campus (*Documents saved to student devices are only accessible while at school*). To access OneDrive via Office 365 on the Web, complete the following steps.

STEP 1: Open an Internet browser and navigate to www.nsd131.org. Once there, click on the Office 365 icon located under Quick Links.

STEP 2: Log into Office 365 using the username (your NSD email address) and password used to log into your device.

Sign in with your work or school account
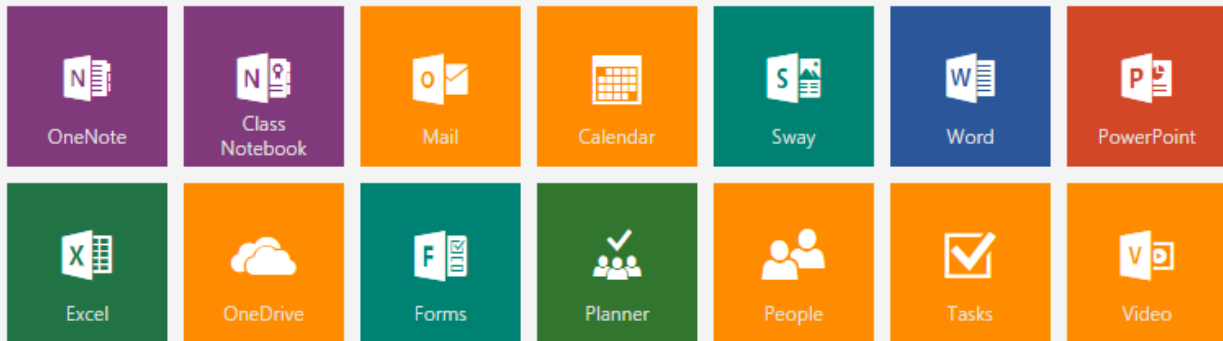
Guymon, David
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☐ Keep me signed in

Sign in   Back

Can't access your account?

STEP 3: Click on the desired icon (e.g. Mail, OneDrive, etc) located in the Online Apps section of this Office 365 screen (your display may look different from what you see here, as I have changed the theme of Office 365 in my account).

Use the online apps

| OneNote | Class Notebook | Mail | Calendar | Sway | Word | PowerPoint |
| Excel | OneDrive | Forms | Planner | People | Tasks | Video |

STEP 3A: For checking or composing email messages, click on the Mail app tile. Here, you will see your Inbox, with unread messages, as well as the (+) New tab for composing new messages. The Mail app is where students will see any WCW invitations sent to them by their teachers.
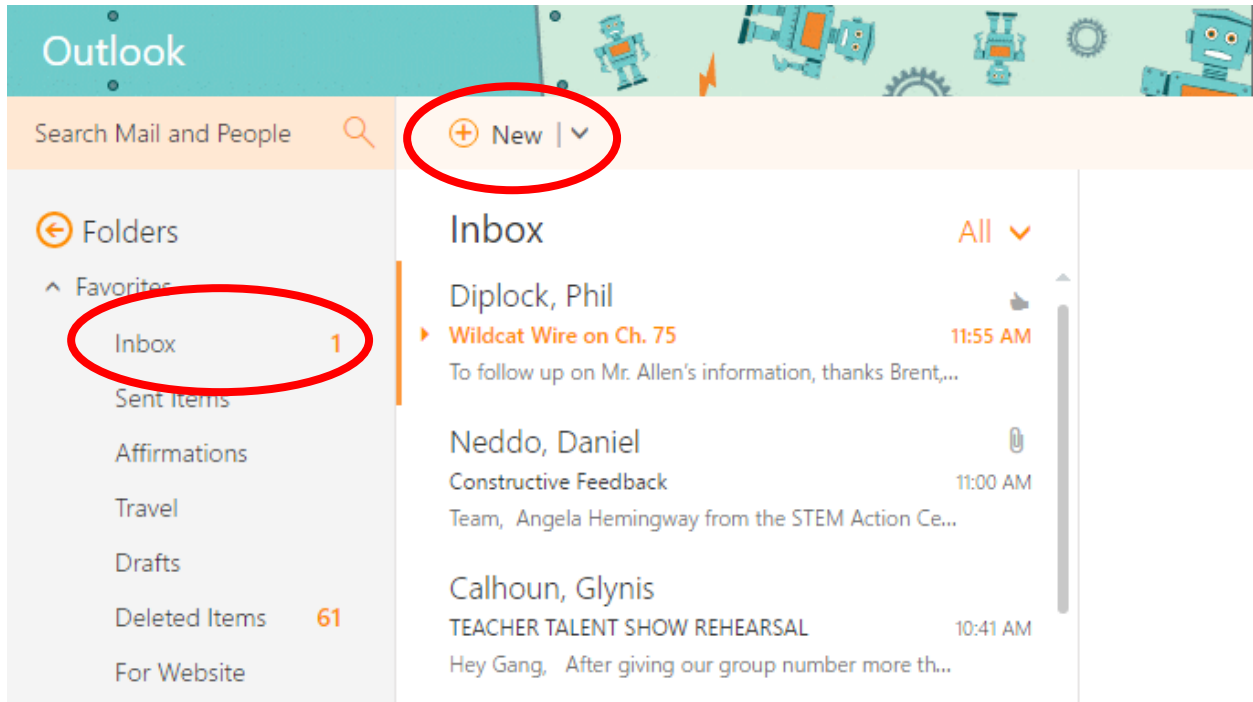
STEP 3B: For creating and managing student files, click on the OneDrive app tile. Here, you will see tabs for creating new files (Word, PowerPoint, Excel, etc) as well as uploading existing files you have saved to your computer. It is important to note that any file uploaded to OneDrive will be accessible to you both on and off Columbia's network. All files should be created and stored in OneDrive. Files created and stored in OneDrive can later be downloaded to your device when appropriate at a later time. Additionally, any files downloaded from OneDrive and edited on your device (such as a Word document) will sync any changes to the original file stored in OneDrive. No more lost work!

	↑ Name	Modified	Modified By	File Size
	2016-2017	August 24	Guymon, David	
	CHS	April 13	Guymon, David	
	Class Notebooks	August 30	Guymon, David	