

## Microsoft Online Instructions and share point

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1. First time login
  - a. From our web page hover over staff and select staff links
  - b. Click the MSONline Login link
  - c. Enter your full email address (ie. [GeneM@nestucca.k12.or.us](mailto:GeneM@nestucca.k12.or.us))
  - d. Your initial password is Bobcat101
  - e. Click the settings gear in the upper right corner
  - f. Click “Change your password”
  - g. Follow the instructions to change your password
2. Select “One Drive” from the main Office 365 app page to get to your files and shared files (share point)
3. To create a new file
  - a. Click the One Drive app from the main page
  - b. Click New and select the program type (ie Excel)
  - c. At the top center of the page is Book1, click here and type the name of the document
  - d. Changes are now automatically saved
4. To share a file
  - a. Open the file to share
  - b. Click the share button in the upper right corner
  - c. Type the name of the person (or group) to share the file with
  - d. To change the edit rights:
    - i. Click the > to the right of “People in Nestucca Valley SD with the link can edit”
    - ii. Uncheck Allow editing if that is what you would like
    - iii. Click the apply button
  - e. You can enter a message to go along with the email they will receive
  - f. Click the send button when you are finished.
5. To get to a SharePoint website:
  - a. You need to be logged into the MS Online site
  - b. Option #1:
    - i. Click the One Drive app from the main page
    - ii. Click on Shared (from the left menu window)
    - iii. Click on the file to edit (NVSD Tech Survey.xlsx)
    - iv. Make your changes, click into a different cell
    - v. Exit the web browser tab showing the file
  - c. Option #2:
    - i. You will get a link to the site in your mailbox.
    - ii. Just click on the link and it will open the SharePoint site you have been invited to
    - iii. On the left side is a menu. Click on the Documents link
    - iv. This area will contain any documents that your team (the people who have access to this site) will be working on.
  - d. More than one person at a time can be in the document, and the changes will be saved.