



Unlock Office 365 for the classroom

Course 1: The keys to Office 365

Teacher takeaways

For more support and training videos, visit <https://support.office.com/education>.



Course 1: The keys to Office 365



Takeaways

These cards give you a quick visual reference of different features within the app. They're like slow-motion (*okay, totally still*) action shots. You can linger for as long as you like and take in any of the details you may have missed during the presentations.

Added bonus: Use these when you're back in the classroom and wanting to refresh your memory about what you learned today. They'll help you remember where to find that one button that does that one thing.

☆ Takeaways will help you remember where to find that one button that does that one thing.

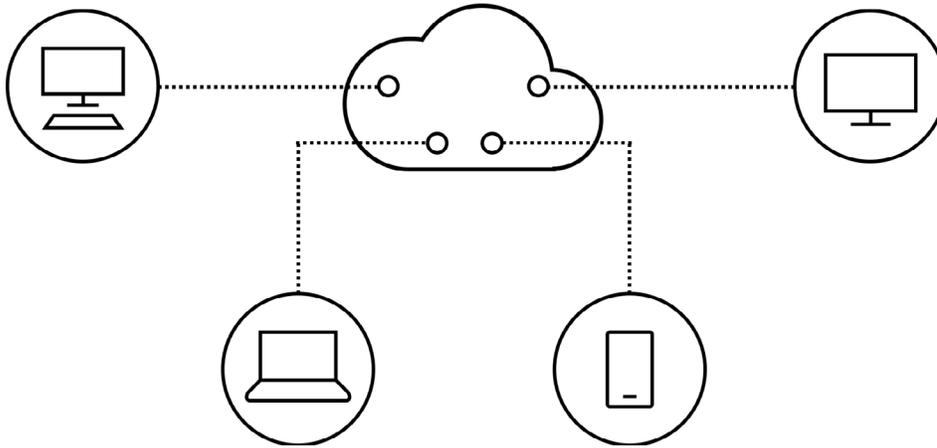
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Cloud-based storage

Office 365 keeps your files up to date and organized in the cloud.

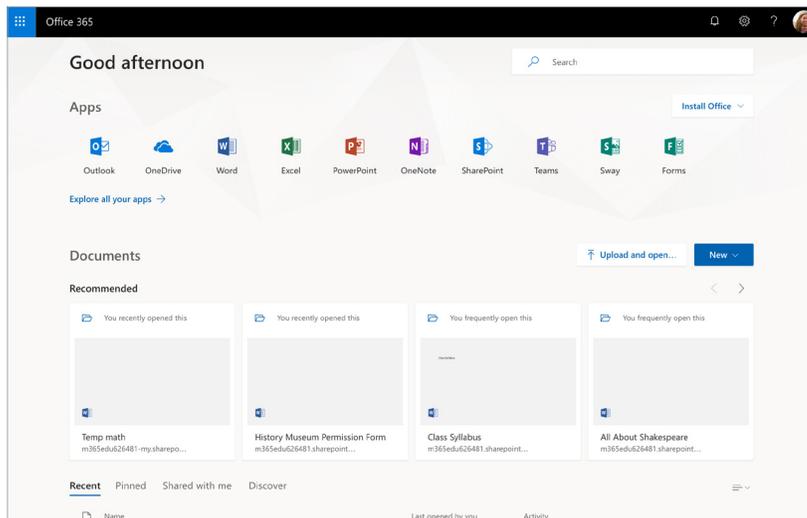
This means that:

- Nothing is stored on your computer.
- Huge files won't slow you down.
- You can access anything, on any device, anywhere.

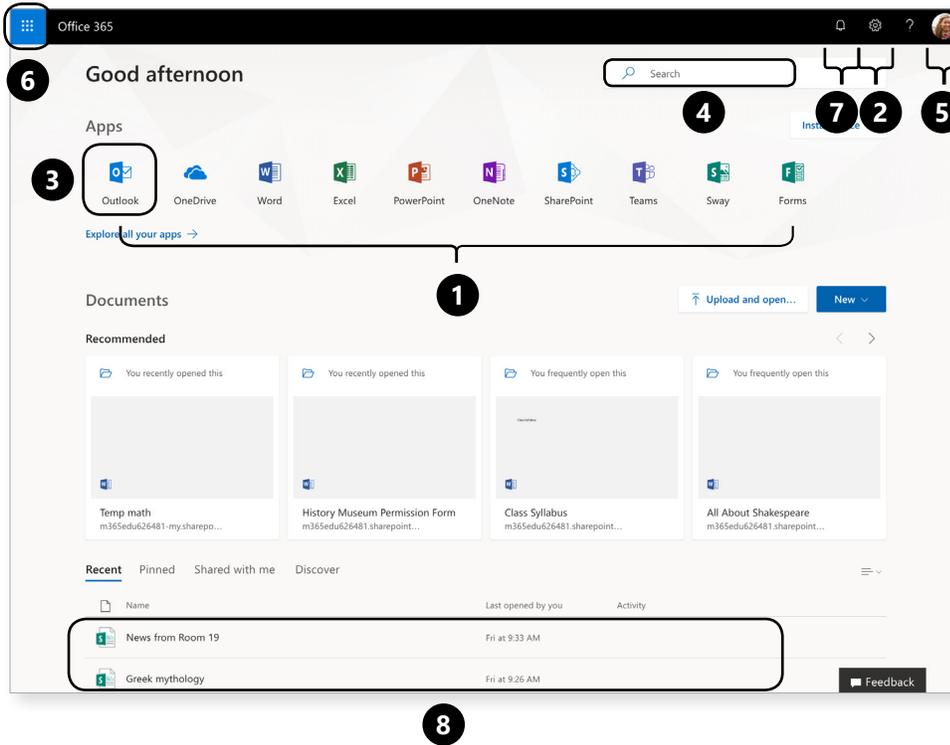


Office 365 spaces

Office 365 is your online dashboard for all things Microsoft. You'll find your latest and most used apps and files alongside documents that have been shared with you and apps you may not have even explored yet. No time like the present!



Test your knowledge of Office 365 features

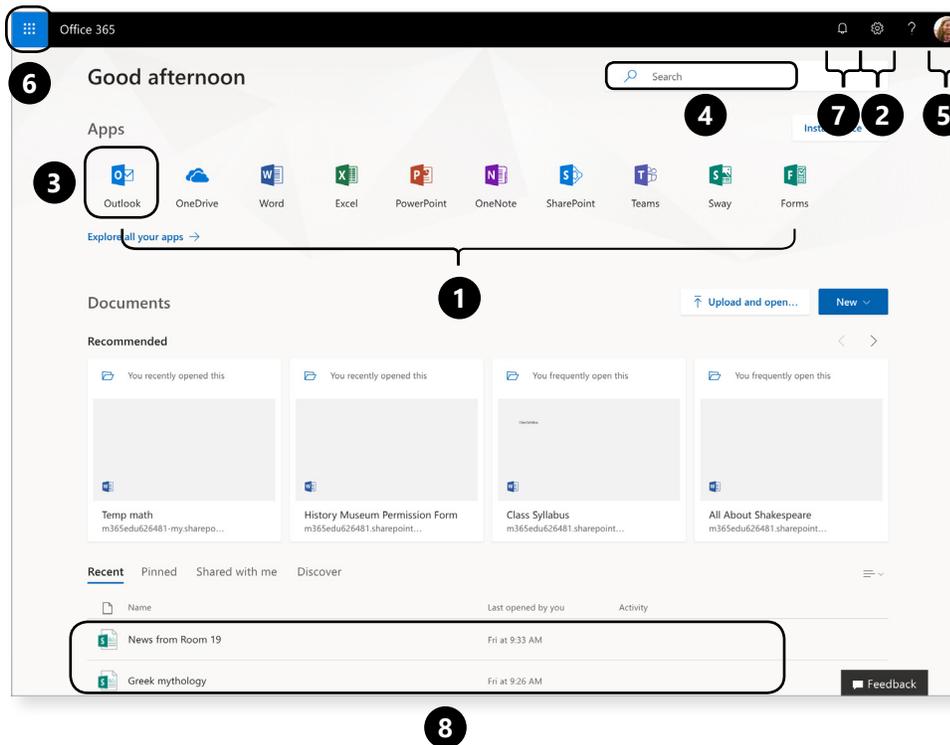


Fill in the blanks

- ___ Waffle
- ___ Search
- ___ Activity bell
- ___ Settings
- ___ Profile
- ___ Apps ribbon
- ___ App icon
- ___ Documents

(Answer key on next page)

Test your knowledge of Office 365 features

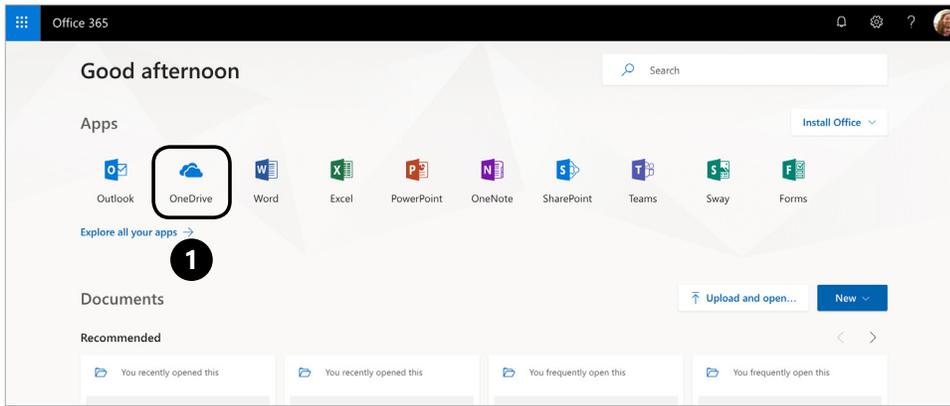


Answer key

- 6 Waffle
- 4 Search
- 7 Activity bell
- 2 Settings
- 5 Profile
- 1 Apps ribbon
- 3 App icon
- 8 Documents

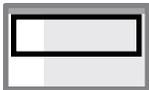
Using OneDrive

OneDrive is your personal storage space. It saves your Office 365 files and helps keep you organized. Here's how you get started:



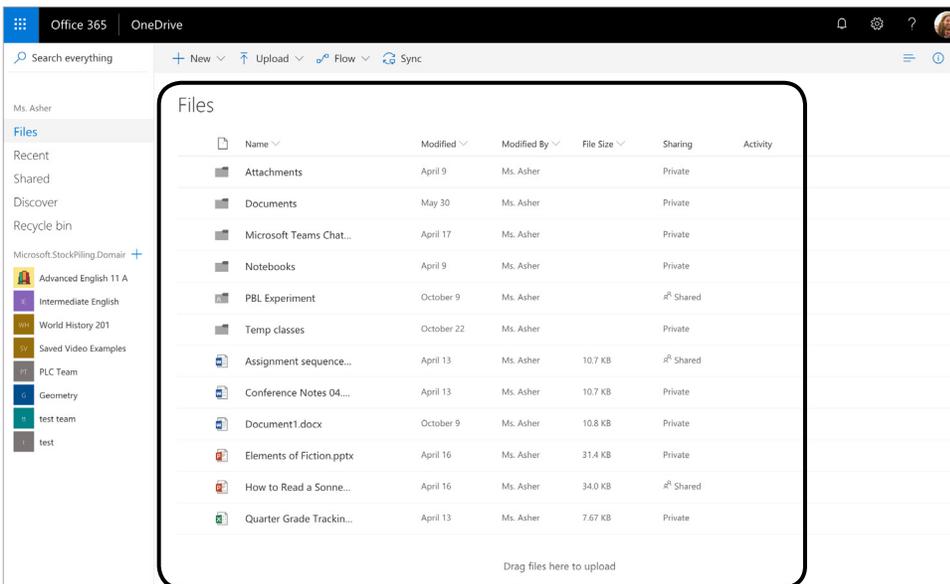
1. Select the OneDrive app.

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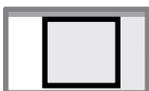
Screen key

Using OneDrive



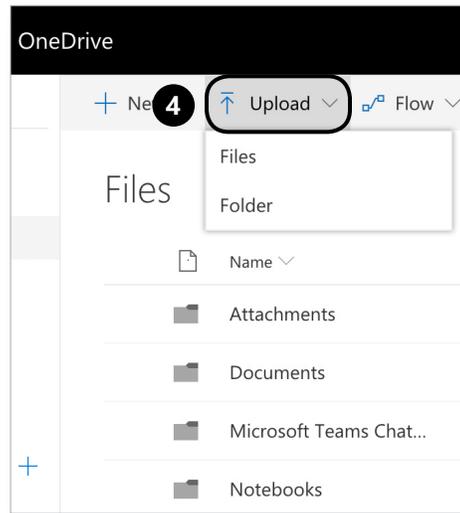
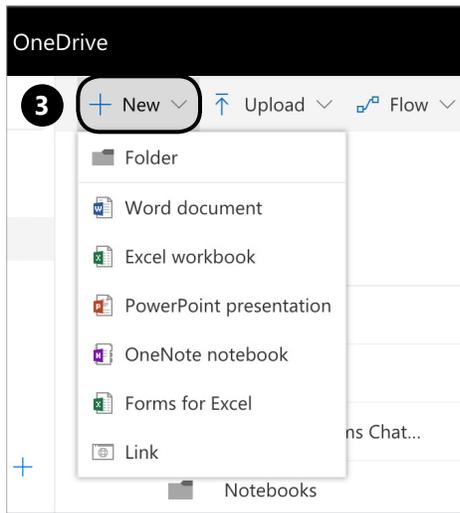
2. Your OneDrive home screen shows files and folders.

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Screen key

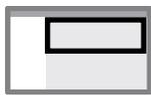
Using OneDrive



3. To create files and folders, select **+ New**.

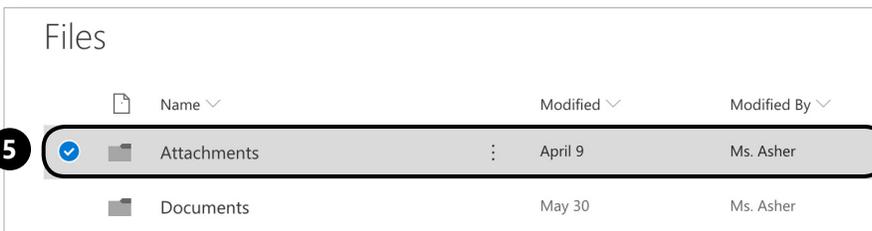
4. Select **Upload** to add existing files or folders.

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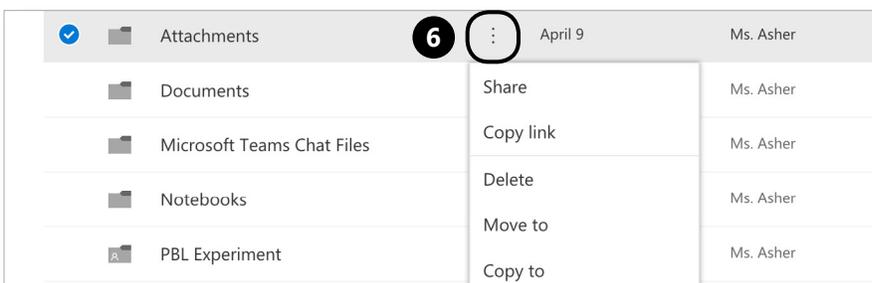


Screen key

Using OneDrive



5. To manage your files, highlight the line with the file or folder.



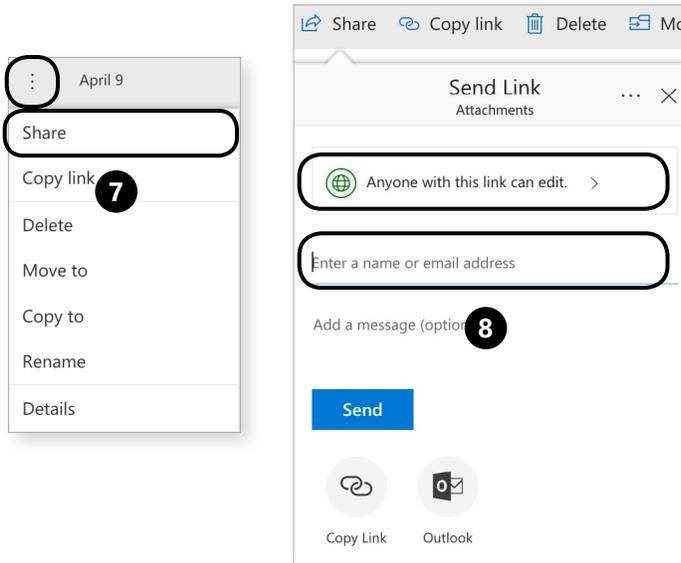
6. Click on the **⋮** ellipsis.

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Screen key

Using OneDrive



7. Share files from the ellipsis.

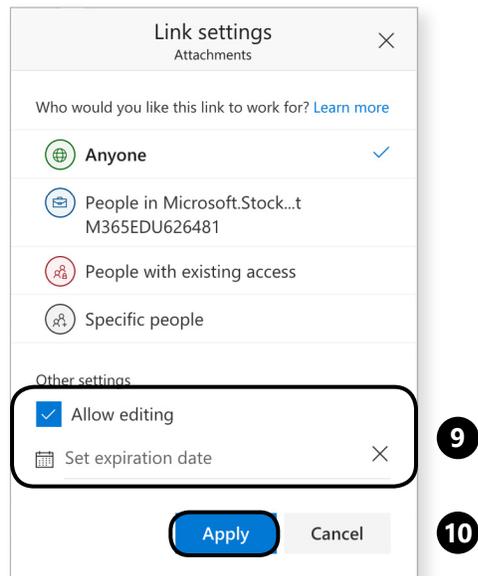
8. Select who to share with.

(Continued on next page)



Screen key

Using OneDrive



9. And decide what kind of editing rights those people get.

10. Click **Apply**.



Screen key