

Using your Laredo ISD Office 365 account

Email, One Drive for Business, Word, Excel, OneNote & PowerPoint online

Accessing your Office 365 account

1. To access your Office 365 account go to the Cigarroa High school home page at <http://cigarroahs.elisd.org>.
2. Once there click on the STUDENTS menu
3. Then click on **Classlink for Students**.

The screenshot displays the website's navigation bar with the following menu items: HOME, ABOUT OUR CAMPUS, CALENDAR, CAMPUS NEWS, PARENTS, and STUDENTS. The STUDENTS menu is expanded, showing a list of links including Classlink For Students, SolidWorks CHS-SPM, Student Access to Skyward, LISD General Scholarship Application, LISD Student Code of Conduct Handbook, Digital Textbook Information, Web Magnet School Application, Pep Rally Videos on You Tube, and Assisstive Technology Symbaloo. A red arrow labeled '2' points to the STUDENTS menu, and another red arrow labeled '3' points to the Classlink For Students link. A yellow box highlights the text: 'Student & Bus drop will be through the Aranda Field Access Road.' A red text box at the top reads: 'Starting on November 6, 2017 the campus parking lot will be closed for Student drop off.' A red text box at the bottom reads: 'Please follow these procedures to ensure everyone's safety.' A satellite map of the campus is visible in the background, with labels for various buildings and areas like Student Parking, Field House, New Gym, Girls Gym, and Band Hall.

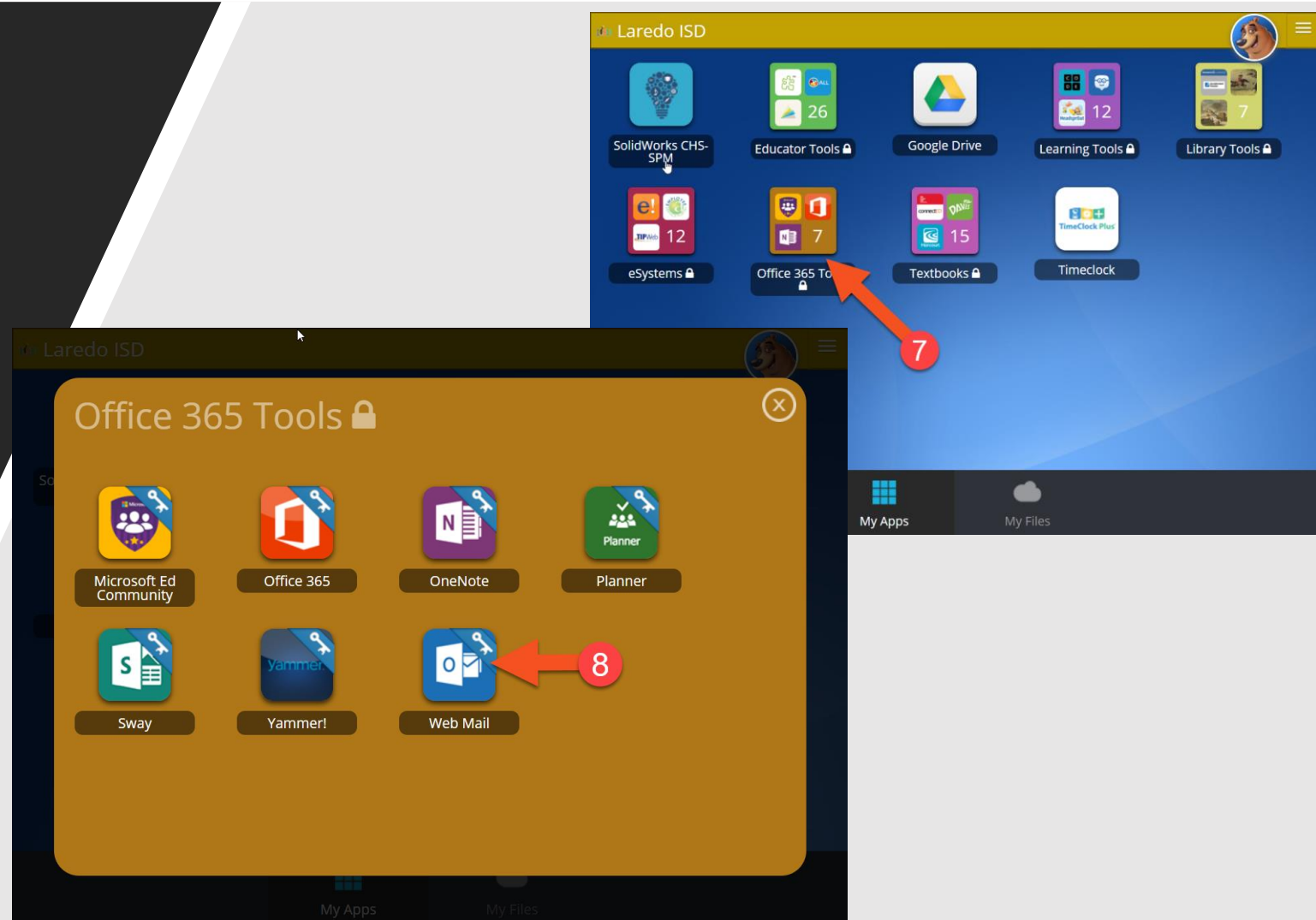
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4. Enter your username just like for logging into your computer.
5. Enter your password just like logging into your computer.
6. Next click on the **Sign In** button.



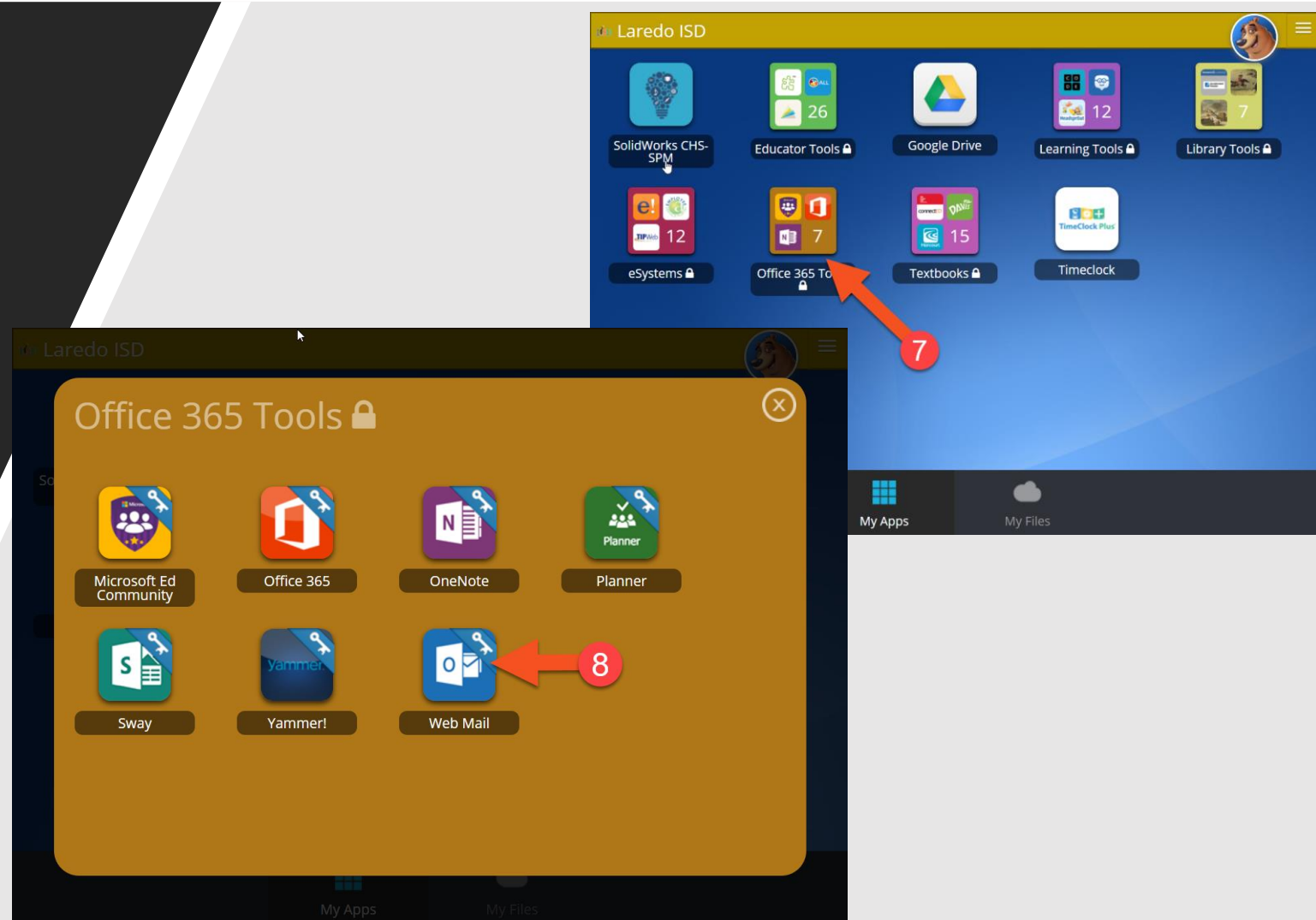
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7. Click on Office 365 Tools.
8. Click on Web Mail.
9. If a message pops up about installing an extension allow the extension to be installed.



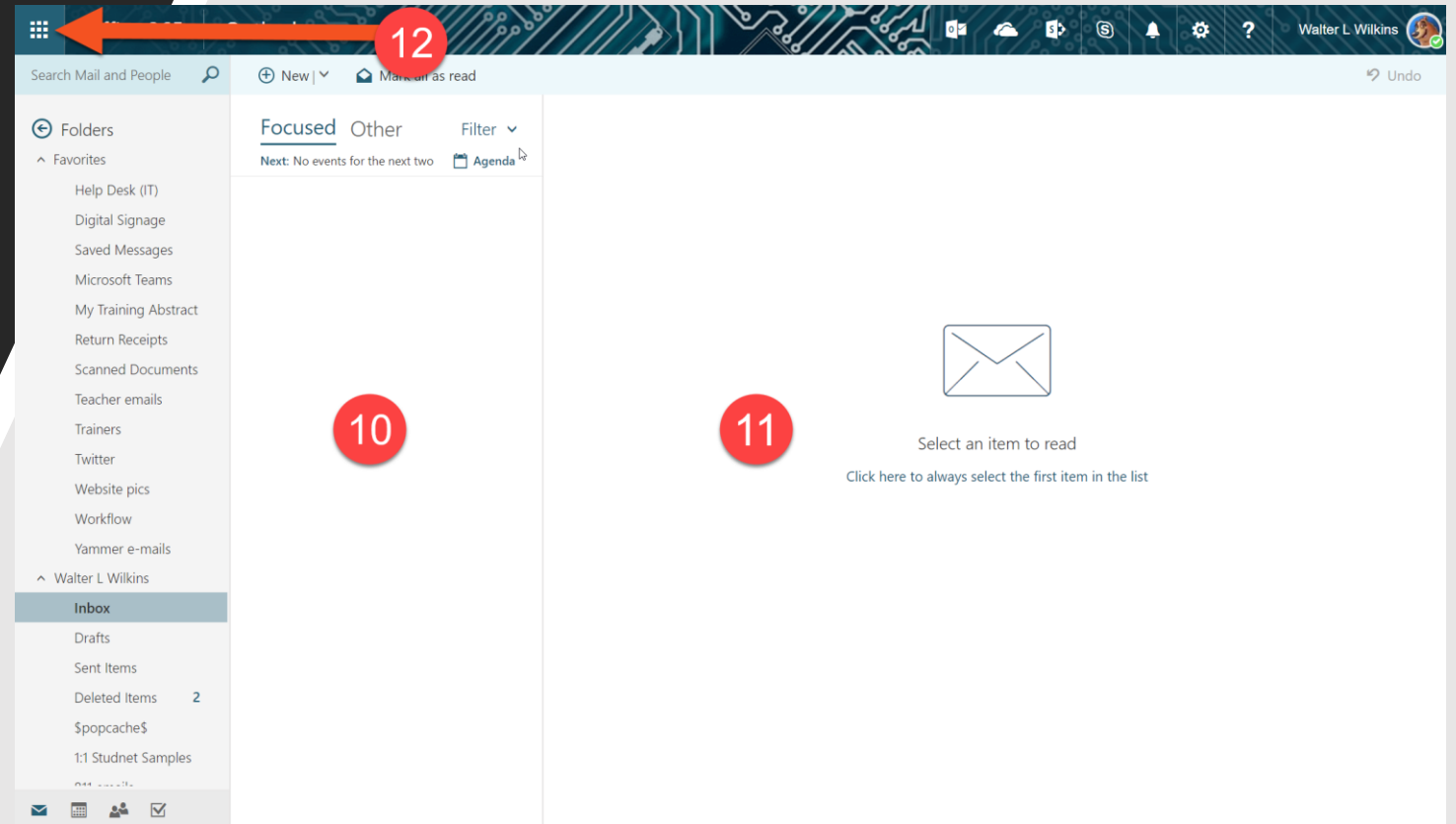
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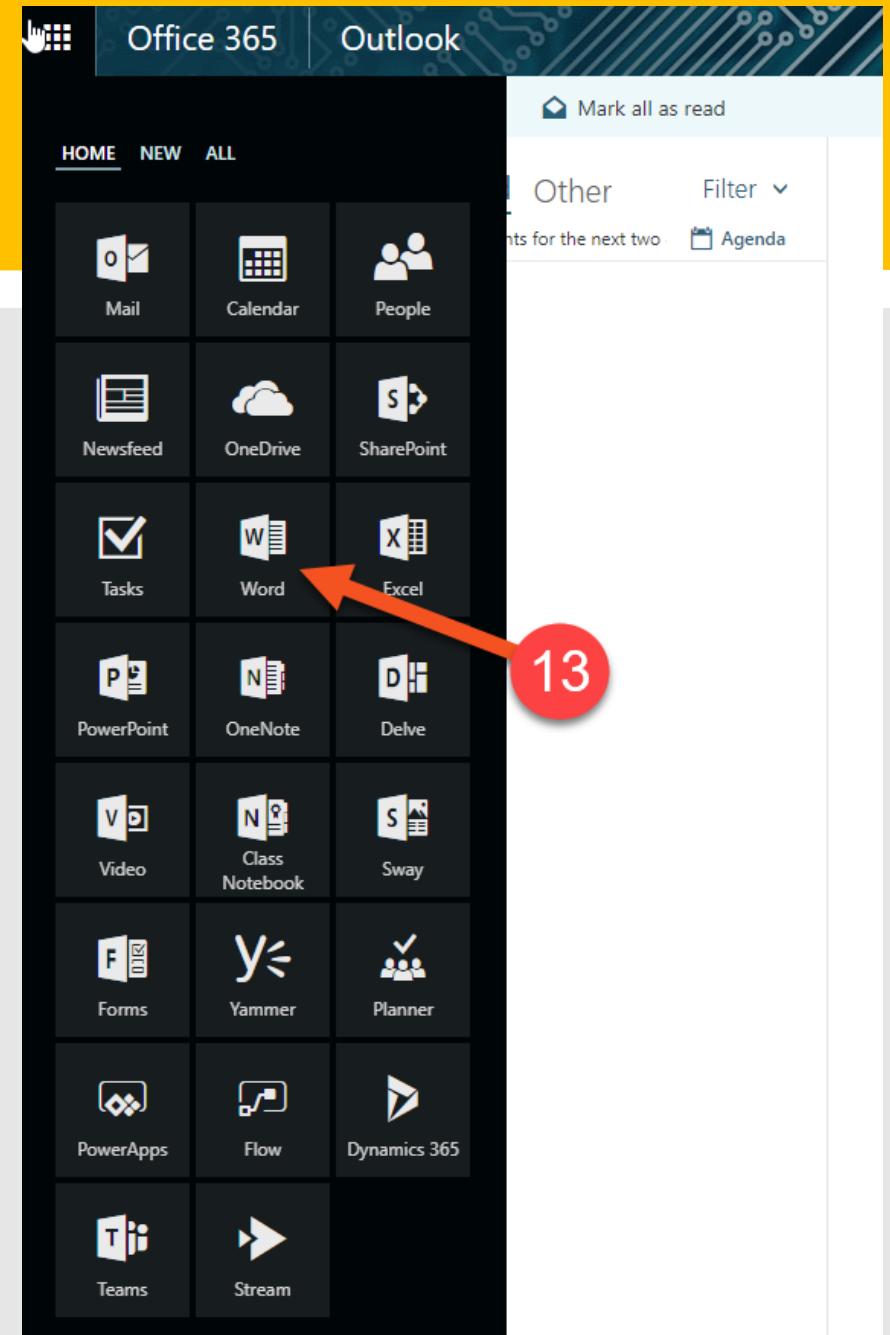
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10. Pane listing all emails in the folder selected. Inbox has a Focused and Other tab to separate important emails.
11. Reading pane, will show the contents of any selected email.
12. The image of the 9 small squares is called the app launcher. This will show you the online apps that you can use.



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13. Once you click on the App Launcher you will see all the apps available to your log in. Click on OneDrive.



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14. This shows the files you have uploaded to your OneDrive.
15. Will show the most recent files you have accessed on your OneDrive.
16. Shows the files that other people have shared with you from their OneDrive.
17. This shows files you have deleted that can be recovered.
18. You have 1 terabyte of space to store files on your OneDrive account. If you save your files here. You can access from any computer with internet.

The screenshot displays the OneDrive web interface for user Walter L Wilkins. The left navigation pane includes sections for 'Files', 'Recent', 'Shared with me', 'Discover', and 'Recycle bin', each with a red callout box containing a number (14, 15, 16, 17 respectively). Below these are 'Sites' with a plus sign and a list of shared sites including Cigarroa High School Staff, 811 Technology Trainers, Staff Notebooks, CHS Twitter Account Users, Student laptops needing Up, and Laredo Independent School. The main area shows a table of files and folders with columns for Name, Modified, Modified By, File Size, and Sharing. The 'Absences' folder is currently selected.

Name ↑	Modified	Modified By	File Size	Sharing
2017-18_Procedures_and_Documentation	October 3	Walter L Wilkins		Only you
2017-2018 Training Certificates	October 3	Walter L Wilkins		Only you
Absences	October 3	Walter L Wilkins		Only you
Access Files	October 3	Walter L Wilkins		Only you
Admin Manual	October 3	Walter L Wilkins		Only you
All-In Learning	October 3	Walter L Wilkins		Only you
AP SPanish Language Files	October 3	Walter L Wilkins		Only you
Apple Teacher Logo	October 3	Walter L Wilkins		Only you
Assignment Letters	October 3	Walter L Wilkins		Only you
Atomic Learning & PD360	October 3	Walter L Wilkins		Only you
Attachments	October 3	Walter L Wilkins		Only you
Attendance Presentation	October 3	Walter L Wilkins		Only you
AUP - Student	October 3	Walter L Wilkins		Only you
AUP Clearance	October 3	Walter L Wilkins		Only you
Bilingual Mail merge	October 3	Walter L Wilkins		Only you
Brother Printer Drivers	October 3	Walter L Wilkins		Only you
Campus Plan of Action	October 3	Walter L Wilkins		Only you

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19. Once you have activated your OneDrive for Business app a folder on your computer will be made that will sync to your OneDrive Online.
20. Any file saved to this folder will be automatically uploaded to your OneDrive when ever you are connected to the internet. Any changes will automatically be uploaded and saved.

