

Directions for Accessing “OneDrive” on Office365 from a Home Computer

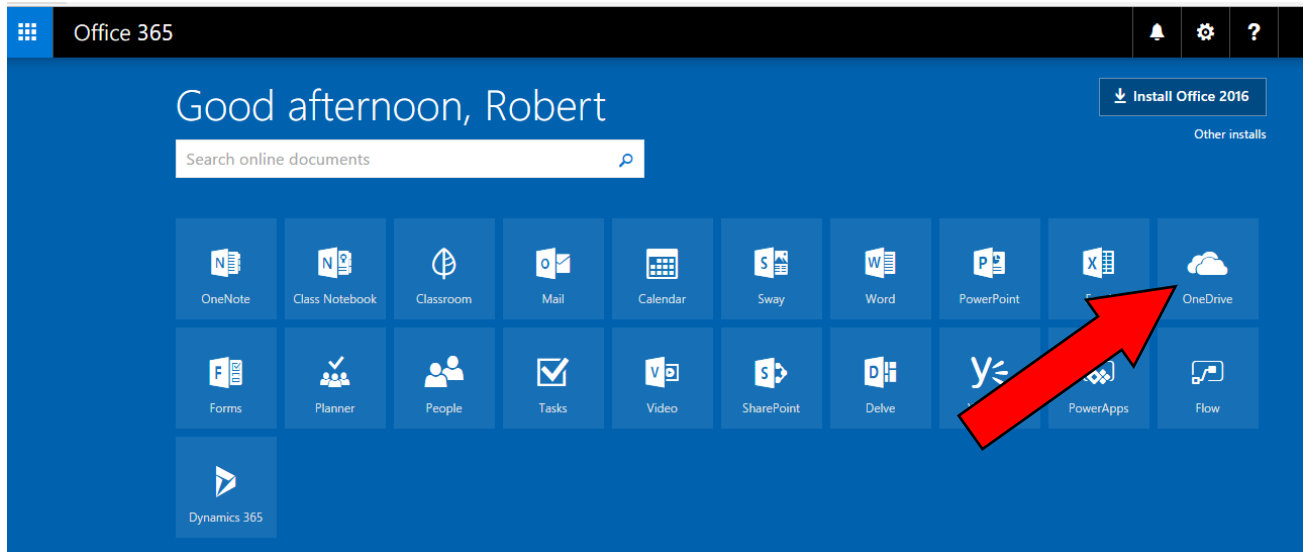
- 1) Go to the SCMS Homepage: <http://www.leonschools.net/swiftcreek>
- 2) Scroll down to where it says, “Click here for Office365” and click the link.

The screenshot shows the SCMS website homepage. At the top, there is a banner for "DEPUTY PETERS' CELEBRATION". Below this, the page is divided into several sections: "SPECIAL NOTICES" with links for "MEDIA RESOURCES", "2016 - 2017 Statewide Assessment Calendar", "Are you new to the Swift Creek community?", "SCMS School Tour", "STONEWARE", "2016 - 2017 SCMS SUPPLY LIST (All Grades)", and "SCMS Newsletter 9/28/16"; "ANNOUNCEMENTS" with a large heading "SCMS CHEERLEADING FOR 2017/2018" and a red arrow pointing to the link "Click here for Office365"; and a "CALENDAR" section on the right showing dates from JAN 25 to FEB 2 with various sports events. At the bottom right, there is a "SAY NO TO BULLYING" section.

- 3) Sign in as though you are logging on to the school computer.
- 4) Your school email will come up in Outlook. Click the tab at the top that says Office365.

The screenshot shows the Outlook web interface. The browser address bar displays "https://outlook.office.com/owa/?realm=leonschools.net". Below the browser, there are navigation tabs for "Office 365" and "Outlook". A red arrow points to the "Office 365" tab. The main content area shows a search bar "Search Mail and People", a "New" button, and a list of folders including "Inbox" and "Sent Items". The "Inbox" folder is selected, showing a preview of an email from "Wright, Patrick".

- 5) All of the app tiles will appear, click on the one that says, “OneDrive” and has the cloud icon.



- 6) Your OneDrive folder will appear. Find the document you saved (or the folder you saved it in) and click on it. It should open up so you can edit and save it from home.