Accessing School Email
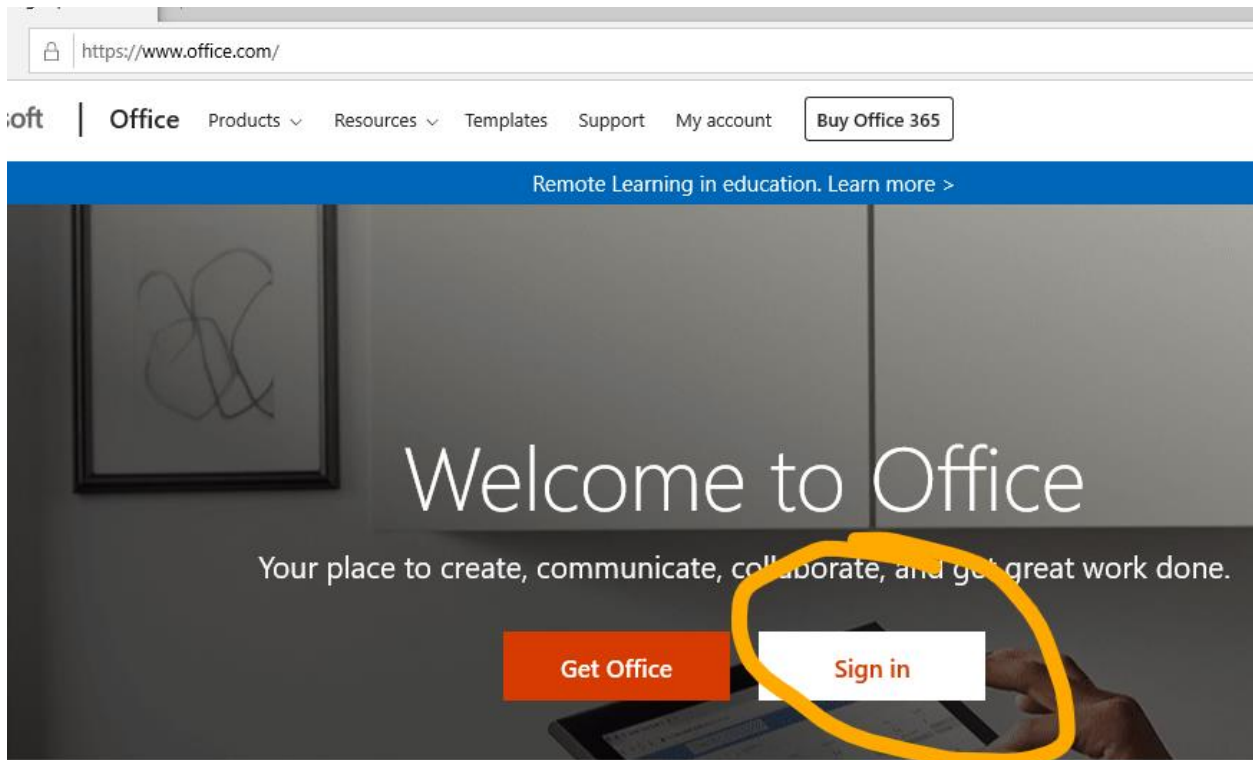
Step 1: Go to the following site: office.com

Step 2: On the screen that appears, click on "Sign in"

Step 3: Enter your email: Username used for computer log-in at school + email domain
_____ @charleston.k12.il.us

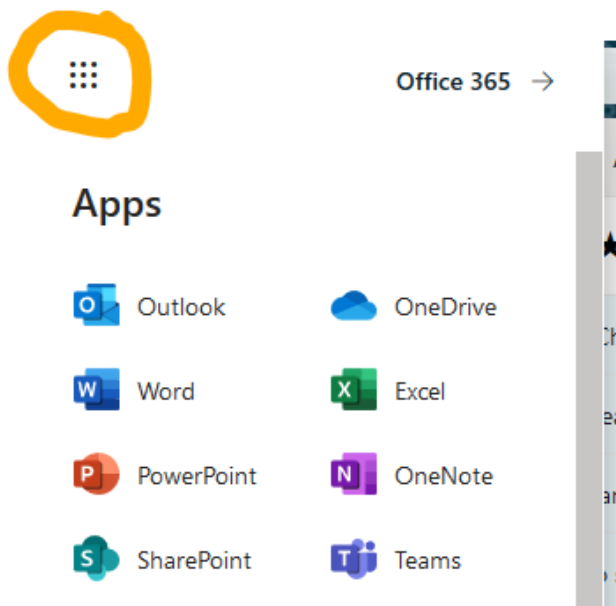Step 4: Enter your password: Same as computer log-in at school: _____

Enter password
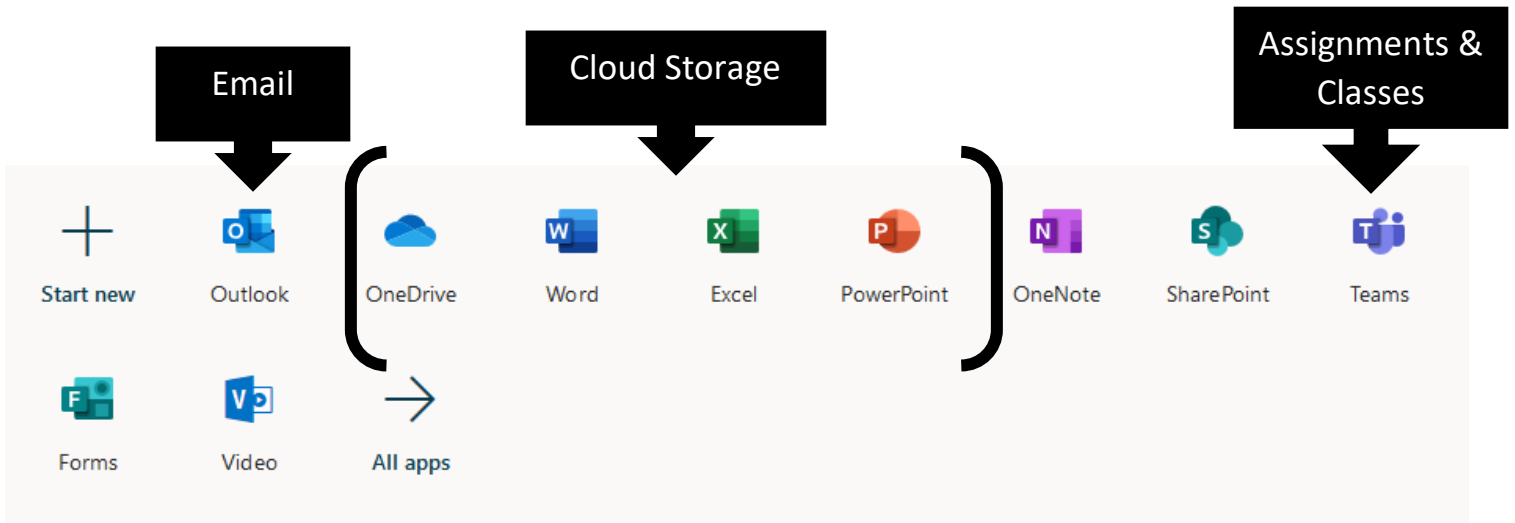
Password
_____

Forgot my password

Sign in with another account

Sign in

App Dashboard should appear upon logging in.

Email

Cloud Storage

Assignments & Classes

Start new   Outlook   OneDrive   Word   Excel   PowerPoint   OneNote   SharePoint   Teams

Forms   Video   All apps

Office 365 →

Apps

Outlook   OneDrive

Word   Excel
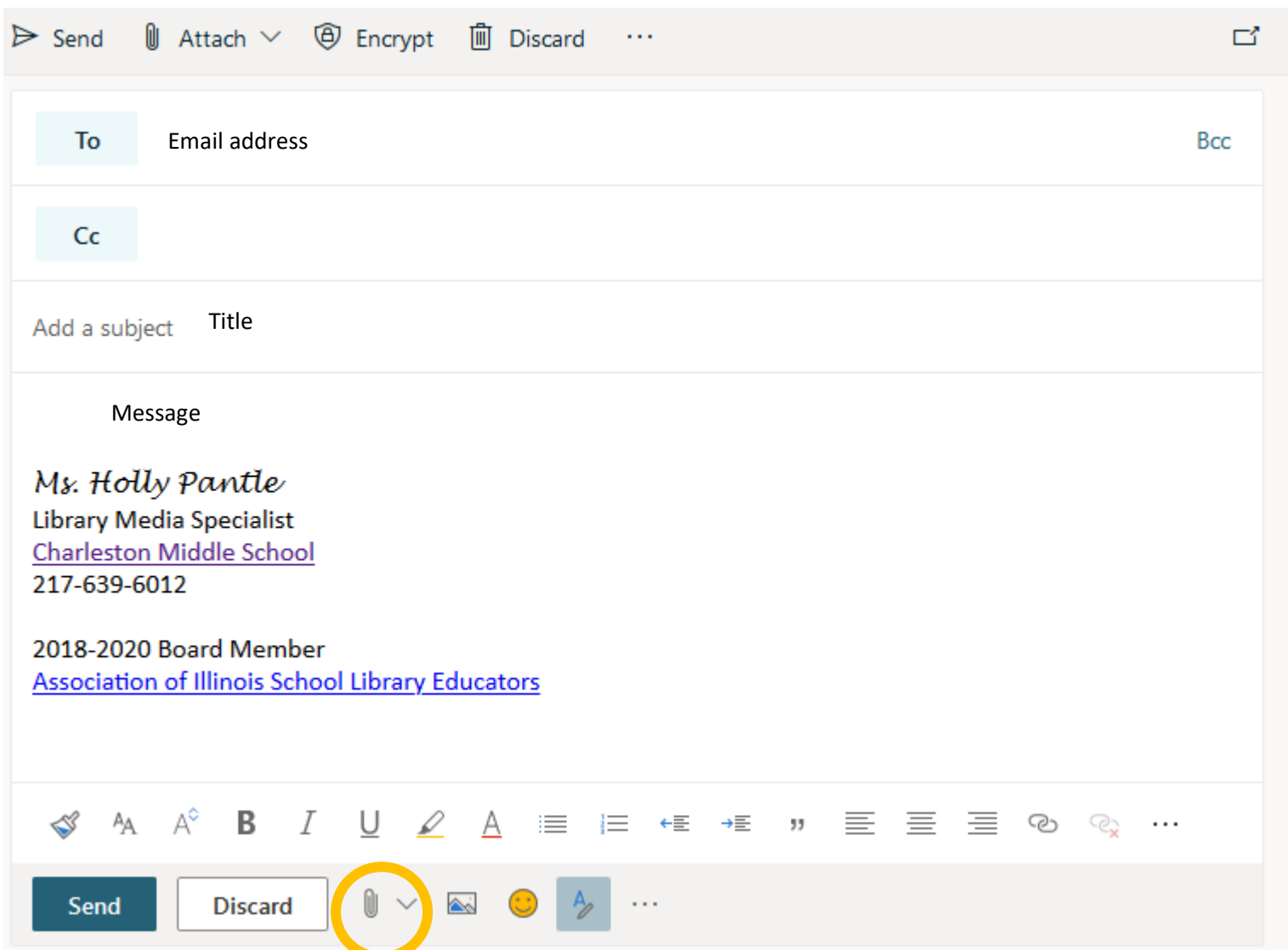
PowerPoint   OneNote

SharePoint   Teams

NOTE: If you don't see these apps, click on the "Waffle" or menu app in the upper left corner of your screen.

Attaching Files to Emails

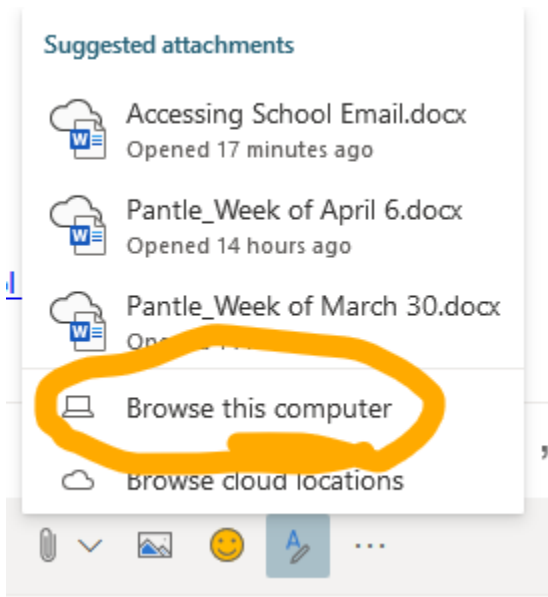Step 1: Open a new message.
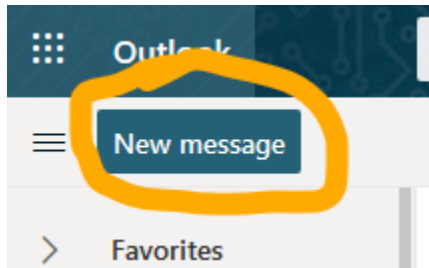
Step 2: Add email address of who you are contacting, a title in the subject line, and your message in the body of the email.
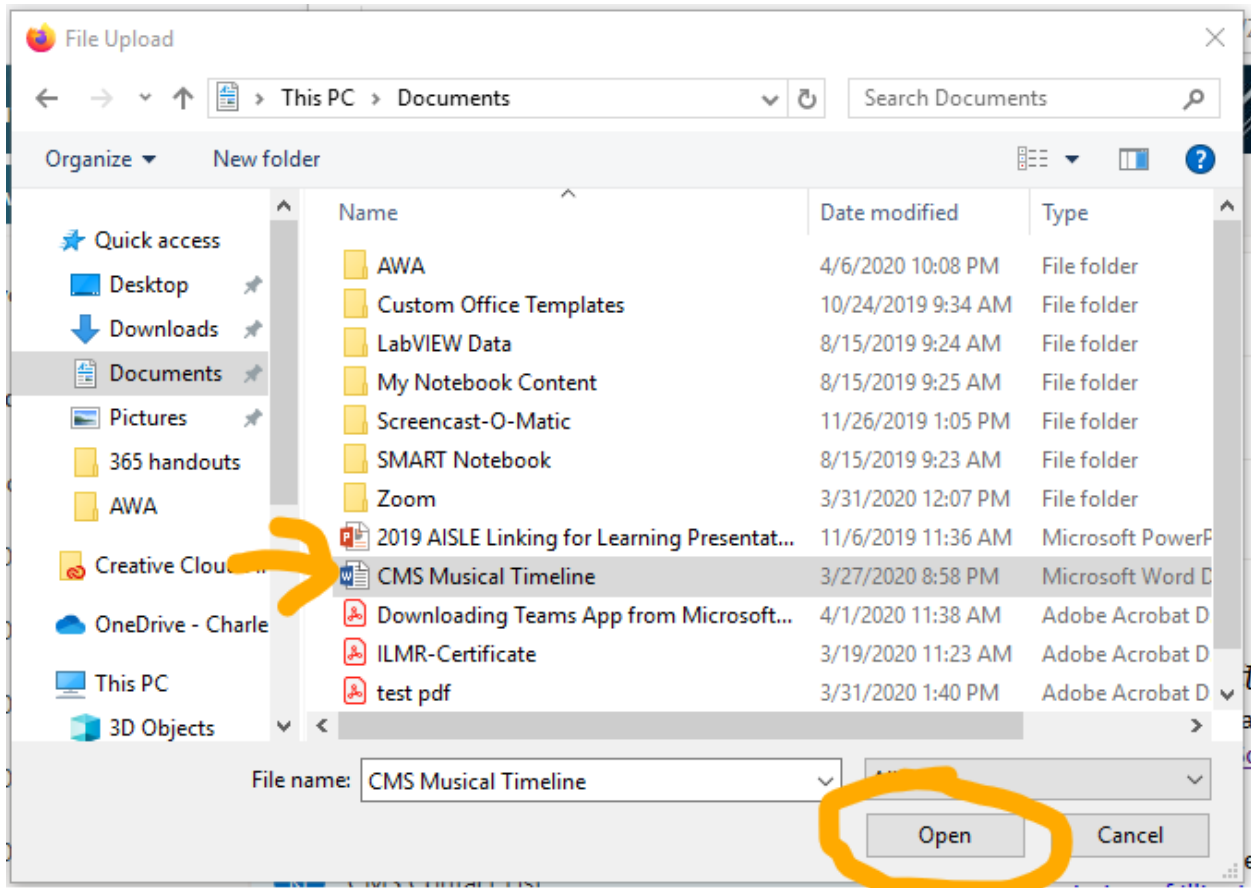

Step 3: Click on the paperclip image to attach a document.
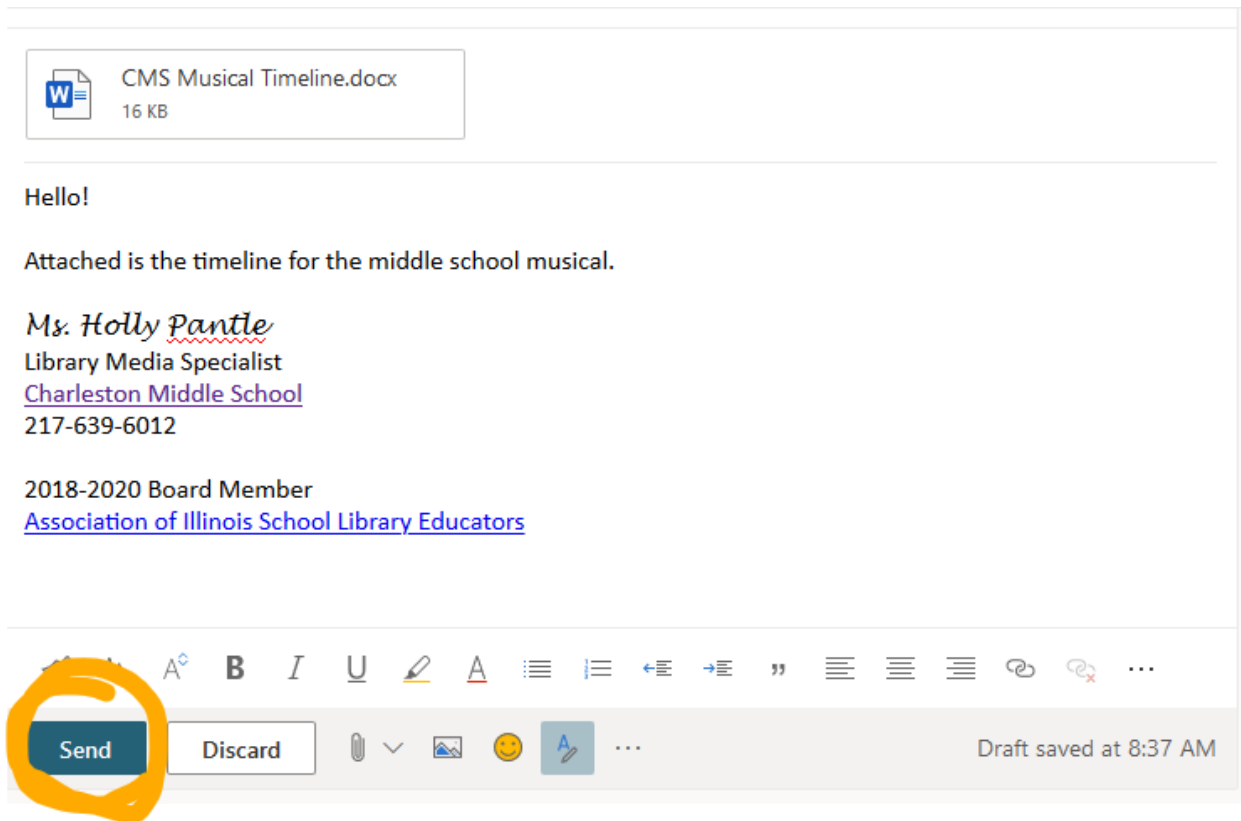
Step 4: From the menu that appears, click on "Browse this computer."

Step 5: From the box that appears on your screen find the document you want to attach. Click on the document and then click on the "Open" button.
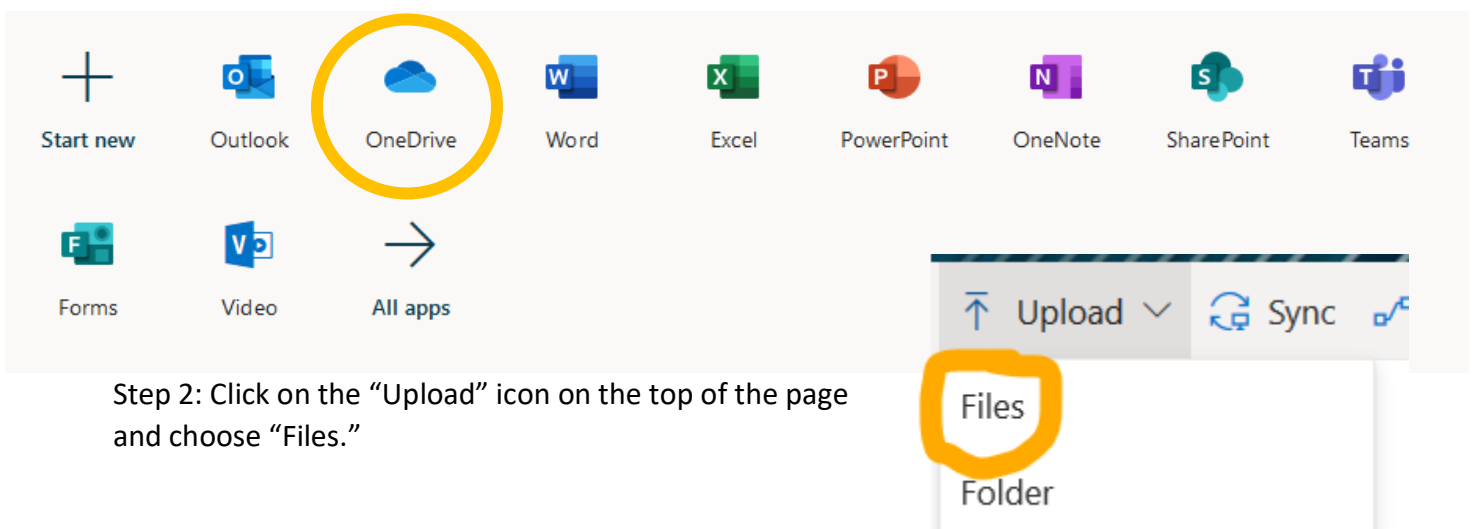
Step 6: This will attach your document to the email. You can add more than one! When ready, hit "Send."
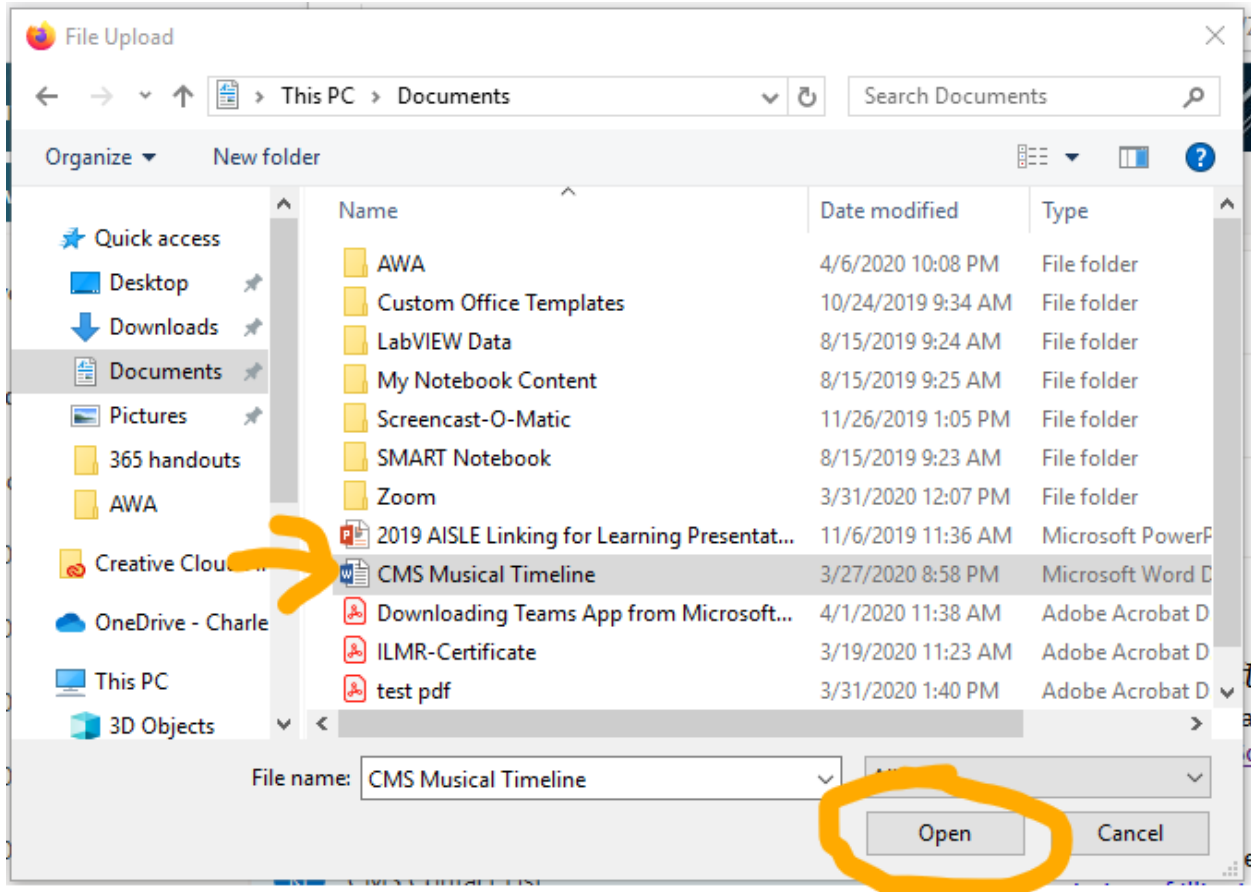

Sharing Files via OneDrive

(Cloud storage)

Step 1: Click on the "OneDrive" icon from you 365 app dashboard.

Step 2: Click on the "Upload" icon on the top of the page and choose "Files."

Step 3: From the box that appears on your screen find the document you want to upload. Click on the document and then click on the "Open" button.

Step 4: After the file loads, you can click on the "Share" button (Image 1). You can also access this button by going to the document in your OneDrive list and clicking on the share icon (image 2) or click on the three vertical dots and choosing "Share" from the menu that pops up (image 3).
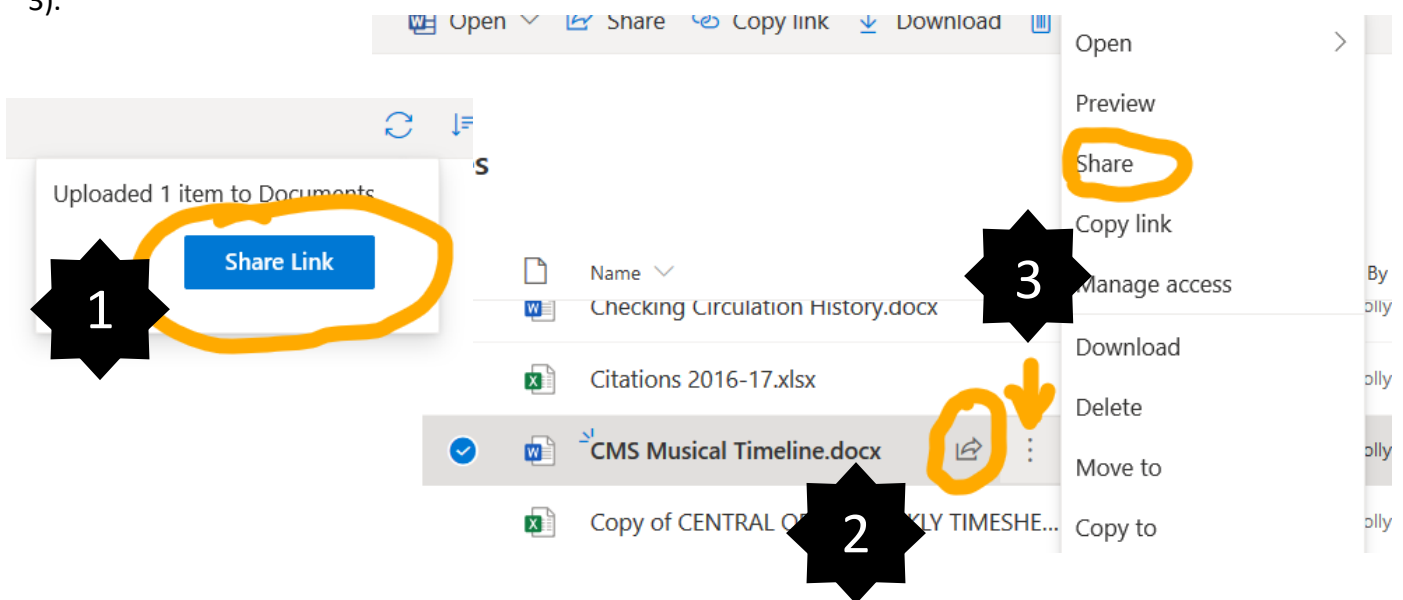
Step 5: Decide how you will share your document.

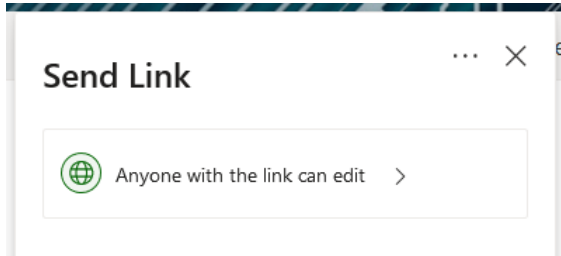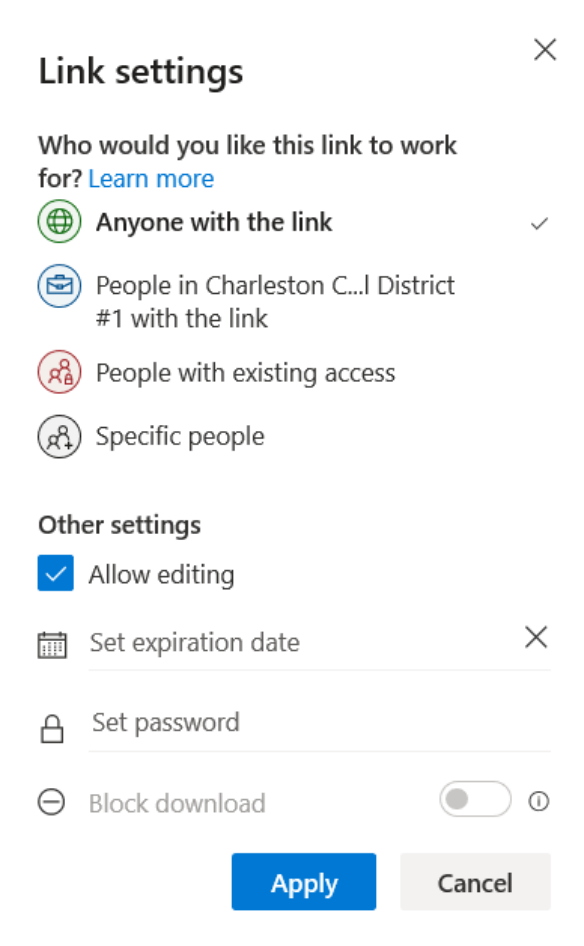- "I want others to be able to edit the document." --- Move on to Step 6.
- "I want others to not be able to change anything." Do the following:

1) Click on the arrow next to "Anyone with link can edit"

Send Link   ... ✕

🌐 Anyone with the link can edit >

Link settings   ✕

Who would you like this link to work for? Learn more

🌐 **Anyone with the link**   ✓

📧 People in Charleston C...l District #1 with the link

👥 People with existing access

👤 Specific people

2) From the "Link settings" menu, uncheck the box next to "Allow editing"
3) Click on the "Apply" button

Other settings

☑ Allow editing

📅 Set expiration date   ✕

🔒 Set password

⊖ Block download   ⚪ ⓘ

[Apply]   [Cancel]

Step 6: Type the email address in for the person you are sharing the document with. Add a short message. Click "Send."

Send Link   ... ✕

🌐 Anyone with the link can edit >

Enter a name or email address

Add a message (optional)

[Send]

🔗 Copy Link   📧 Outlook