

Using Office Online

1. Navigate to this site:

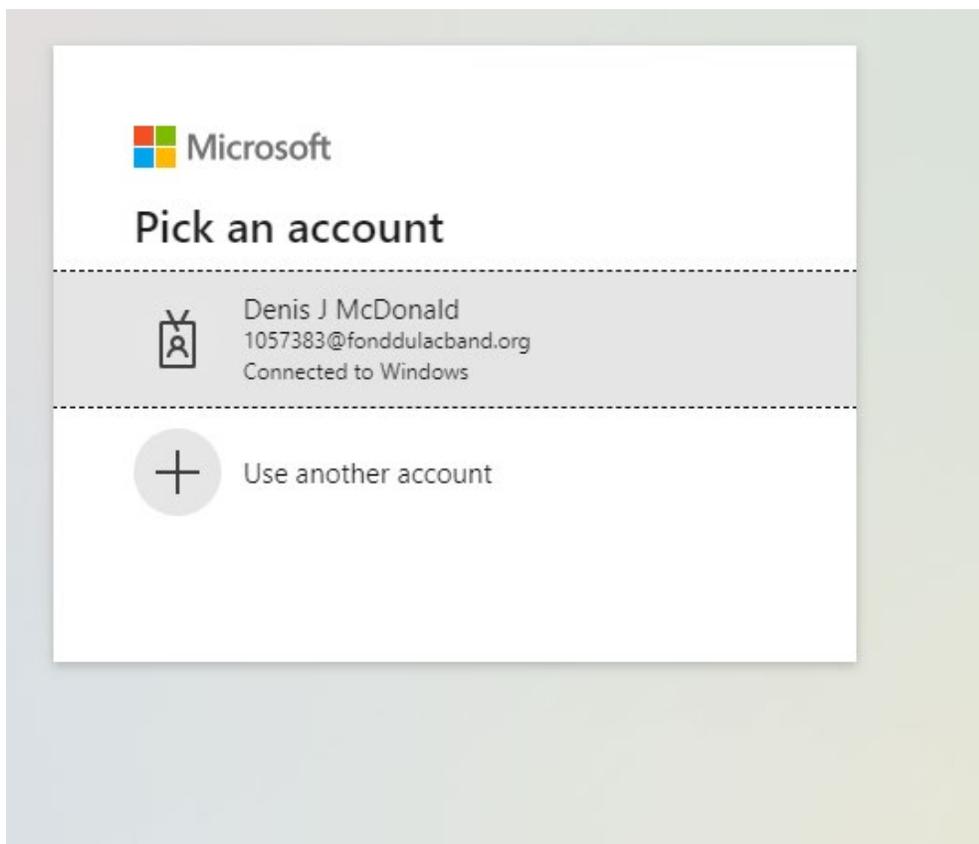
[Login | Microsoft 365 \(office.com\)](#)

2. Click “Sign In” (upper right-hand corner)

All Microsoft ▾ Sign in 



3. Select “Use another account” (or your account if you have logged in before)



IMPORTANT: Your username is your EMPLOYEE ID NUMBER (1057383) @fonddulacband.org. NOT your FDLREZ email address!

If you don't know your password, you will need to call the IT Service Desk (x3727) to receive it.

4. You will land on your HOME page. Your HOME page will display your recommended (most recently opened) files as well as a Quick Access feature.

The screenshot displays the Microsoft 365 Home page. At the top, there is a search bar and the text "Microsoft 365". Below this, a navigation sidebar on the left includes icons for Home, Create, My Content, Feed, Apps, Outlook, Teams, Word, Excel, and PowerPoint. The main content area is titled "Welcome to Microsoft 365" and features a "Recommended" section with three cards. The first card, "M365 Upgrade", shows a document thumbnail with the text "M365 Upgrade" and a timestamp of "17m ago". The second card, "KnowBe4 List", shows a spreadsheet thumbnail with the text "KnowBe4 List" and a timestamp of "Mon at 1:48 PM". The third card, "Fond du Lac Reservation SATT and GDPR Proposal", shows a document thumbnail with the text "INFOSEC CLOUD MANAGED SATT PROPOSAL PREPARED FOR FOND DU LAC RESERVATION" and a timestamp of "Mon at 10:37 AM". Below the recommended files is a "Quick access" section with buttons for "All", "Recently opened", "Shared", and "Favorites". A list of files is shown below, including "M365 Upgrade", "TechTimes Quiz Feb 2024", "Technology Training Needs Assessment", "IT Training Needs Form", and "Microsoft 365 Training Sessions", each with a timestamp and a "You e" icon.

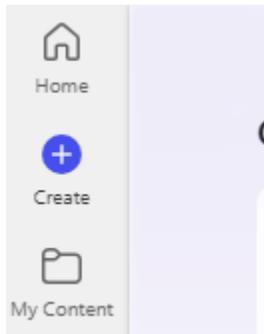
5. If you use your mouse to hover over a file name, you can click the three dots to “Open,” “Share,” “Add to,” “Favorite,” “Tag,” or “Hide” the file.



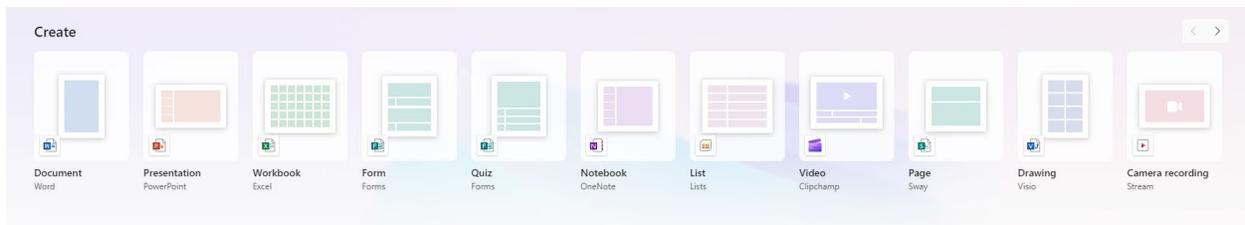
This will make the file(s) you frequently use more accessible to you.

6. You can CREATE new content using the web platform as well. This is how I make my quizzes I send out for the Tech Times.

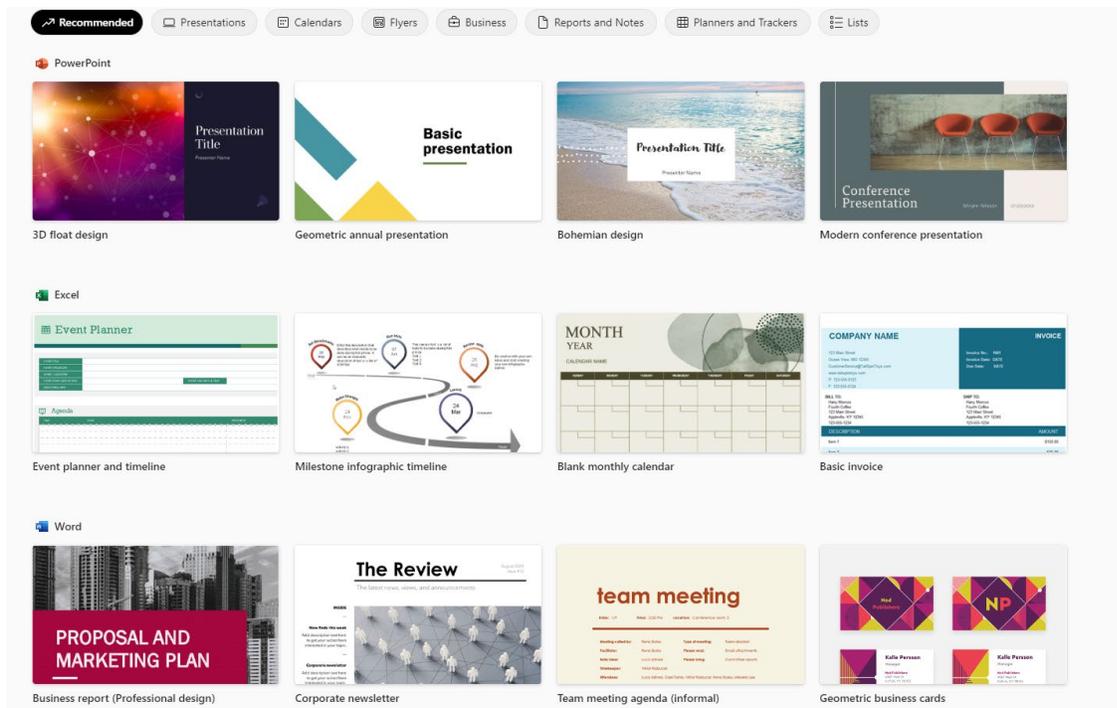
Click on “Create” right below the Home tab.



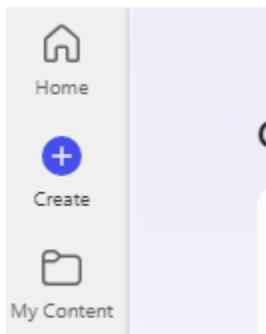
There are different options for you to create using various M365 tools, including Word, Excel, PowerPoint, Forms, OneNote, etc.



Just like in the desktop versions of Word, PowerPoint, and Excel, you can create files using templates as well here.



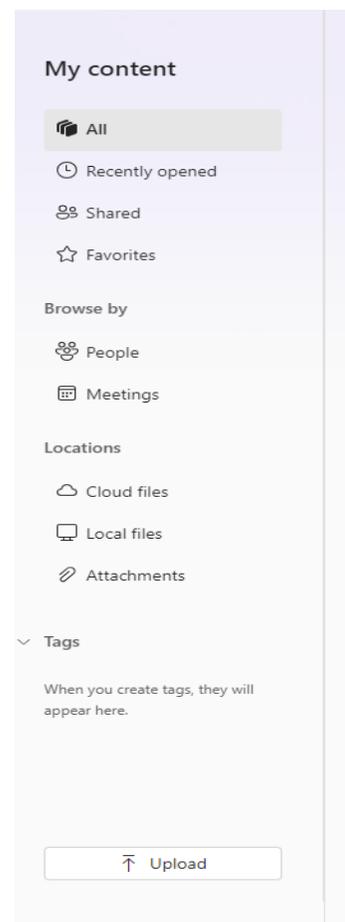
7. You can go to “My Content” and see all your files.



You will be able to browse by what you have recently opened, what you have shared (or what is shared with you), your favorites, people, and/or meetings, locations (where you have those files saved), and, if you use them, tags. This is also a place where you can upload new files and organize your documents.

8. If you go to “Feed” right below “My Content” you will be able to see, in real time, updates others are making to documents you have shared with them.

9. If you go to “Apps” you will be given a list of all the apps we have available. I encourage you to play around with each of these; I have not done so with all of them but have started to go through some of them.



< All apps

 Bookings Simplify how you schedule and manage appointments both inside and outside your organization.	 Calendar Manage and share your schedule.	 Clipchamp Make and edit videos.	 Delve Get personal insights and relevant information based on who you work with and what you work on.	 Engage Connect with coworkers and classmates, share information, and organize around projects.
 Excel Budget, plan, and calculate.	 Forms Customize surveys and quizzes, get real-time results.	 Insights Improve your productivity and wellbeing with Microsoft Viva Insights.	 Kaizala A simple and secure mobile chat app for work.	 Learning Keep learning, keep growing with Viva Learning.
 Lists Allows users to create, share, and track data inside lists.	 Loop Enabling teams to think, plan, and create together.	 OneDrive Safely store files, photos, and more.	 OneNote Create a digital notebook.	 Outlook Email, schedule, and set tasks.
 People Group, share, and manage contacts.	 Planner Create plans, organize and assign tasks, share files, and get progress updates.	 Power Apps Build mobile and web apps with the data your organization already uses.	 Power Automate Sync files and more to simplify your work.	 Power Pages Unleash the power of Copilot to craft secure, low-code business websites with ease.
 PowerPoint Easily make presentations.	 Project Develop project plans, assign tasks, track progress, and manage budgets.	 SharePoint Share and manage content, knowledge, and applications to empower teamwork.	 Stream Share videos of classes, meetings, presentations, and training sessions.	 Sway Create interactive reports and presentations.
 Teams Meet, share, and chat.	 To Do List and manage your tasks.	 Visio Simplify and communicate complex information visually.	 Viva Explore Viva apps that improve the way you work.	 Whiteboard Ideate and collaborate on a freeform canvas designed for pen, touch and keyboard.

All the usual programs (Outlook, Teams, Word, Excel, and PowerPoint) are available on here and off to the side.