DeKalb County
School District

MICROSOFT OFFICE 365

## 5 Things Everyone Should Know about Office 365

1. How to login to Office 365 from anywhere

- Navigate to the following URL: portal.dekalbschoolsga.org
- Enter your username and password for Office 365
- Username- your complete employee number followed by @dekalbschoolsga.org (e12345678@dekalbschoolsga.org)
- Password – your same password that you use for your ActivDirectory of your computer sign in.
- Click **Sign in** and you will be logged into the system
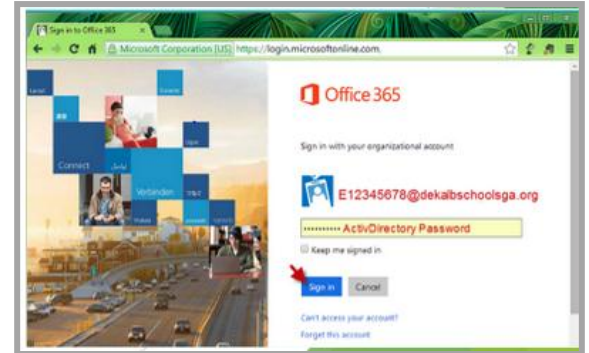
2. How to view and send an email

- When you open Office 365, the first icon you see and the first program that opens is **Mail**. You will be able to see and read your Inbox and be able to navigate to other folders.
- To read and email, just click on the one you want to read.
- To create a new message click the plus next to **New** ⊕ New from the left pane. A new window will open.
- To add recipients, type the name of the person in the **To** field. You can also type the complete email address.
- Add a subject in the **Subject** field.
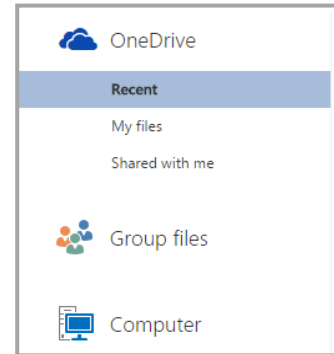- Type the message you want to send.
- Click **Send**.
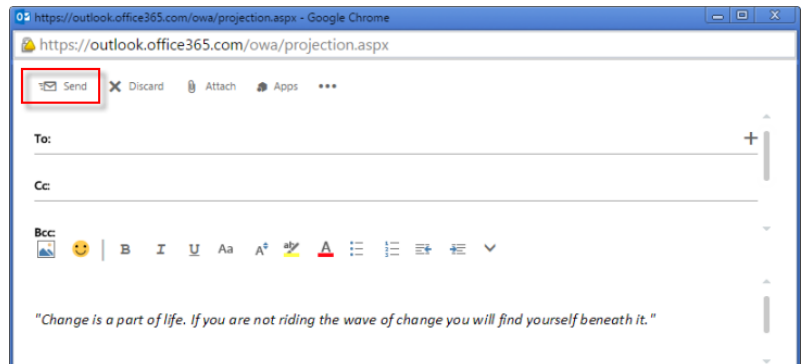
3. How to send an attachment

- To add an attachment to an email, click **Attach** at the top of the screen.

- Locate the file that you would like to attach.
- Choose the file and then click **open**.
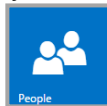- Click **Send as attachment**.
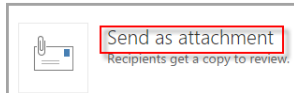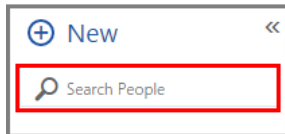
- Click **Send**.

4. How to use the directory

- People is where contacts are housed.
- To locate the directory, click on the grid in the top left corner.
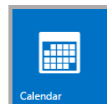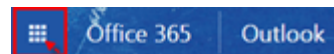- Click People button.

- To search for a colleague, type the name in the search box.

Note: Once the name is located, you can find out the email address, school, and phone number.

5. How to use the calendar

- To locate the calendar, click on the grid in the top left corner.
- Click **Calendar** button.

- To add a new event, click **New**.
- Enter event title.
- To add a location, if desired.
- Select a starting **date** and **time**.
- Use the **Notes** area to add any other information you want.
- Click **Save**.