

# Using Office 365 for District Data Files

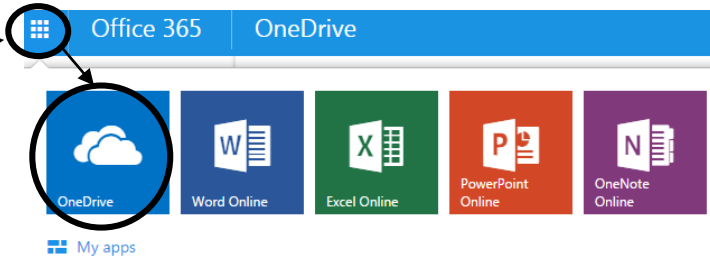
## Accessing Office 365

- From anywhere on any internet-ready device: go to <https://portal.office.com>
- Save as a favorite or bookmark by selecting the star icon
- Username – your district email EX: [sbutson@rsd17.org](mailto:sbutson@rsd17.org)
- Password – district password

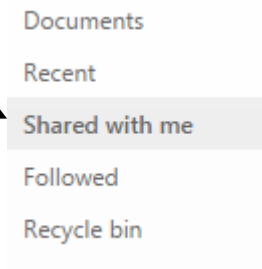


## District Data Files

- From the 9 dots, select “One Drive”



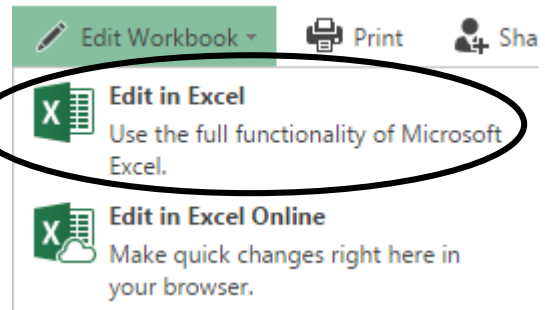
- In the left column, select “Shared with Me”



- Look for a folder that says your name. Double-click to open it. This is your data folder and contains all the spreadsheets that you need to enter data.

- Open a file by double-clicking.

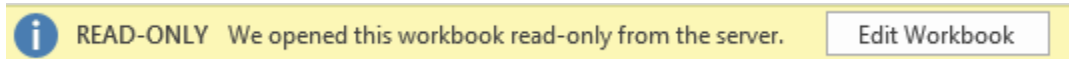
- In the top ribbon of options, you’ll see “Edit Workbook”. Select “Edit in Excel”



- A dialog box will come up for External Protocol Check. Select “Launch application.”

- Your computer will open the file in Excel just like if you were using regular Excel offline. Go to that Excel file (from the ribbon at the bottom of the screen).

- Excel files will have a yellow bar. Select “Edit Workbook”



- Enter data in the cells.

- When you are done, select the “save” icon  or go to File → Save. It will be saved on the cloud.

- Sign out → at the far right of the blue Office 365 ribbon, select the dropdown menu, then “sign out.”