

Office 365 Quick Start Visual Guide

This quick start guide will help you get started and show you where features are located.

The image shows a screenshot of the Office 365 web interface. At the top, there is a purple navigation bar with the Office 365 logo, 'Newsfeed', 'OneDrive', and 'Sites' tabs. Below this is a user profile for 'Monroe Student' and a settings gear icon. The main content area is titled 'Documents' and shows a list of files with columns for 'Modified', 'Sharing', and 'Modified By'. A 'new' button is highlighted, and a 'Create a new file' pop-up menu is shown with options like 'Word document', 'Excel workbook', and 'PowerPoint presentation'. A settings menu is also open, showing options like 'Change theme', 'Office 365 settings', and 'OneDrive settings'. A 'Web Apps' window is visible in the bottom right corner, showing 'Install Office on your PC' and 'Collaborate with Office Online'.

Click the **Office 365** to return to the **Home Page** at any time.

Files and Library Ribbon: To display the file or Library ribbon just click on the tab for more options.

Newsfeed and Sites: Connect and interact with the district while you're on the go.

Click the **Settings (Gear):** Pop-out menu to switch views and change settings.

Create new documents or folders: Pop out menu is displayed when you click **new**.

Access **OneDrive** or create new documents with **Web Apps**.

Browse files: Left-hand side navigation pane to quickly access recent files, site folders, and for easy navigation.