



How do I log in?

Go to portal.office.com
or westiron.sharepoint.com

Also, school computers automatically ask you to login when you open a new browser.

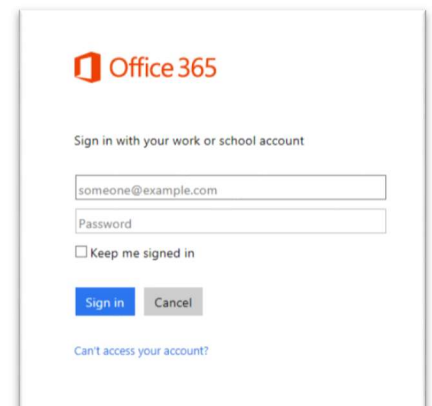
Students: Use the same information you use to log in to a school computer, plus @students.westiron.monroe.edu.

abstudent20@students.westiron.monroe.edu

(First initial, middle initial, full last name, plus last two digits of the year the student will graduate)

Use the same password you use to login to a computer at school.

Faculty & Staff: Use your school e-mail and password to log in.



What is in Office 365?



OneDrive is cloud based storage - you can upload, organize your documents in folders, and download when you need a copy saved locally



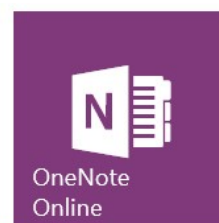
Use **Word Online** just like the installed version. Start and write essays here and they will save directly to OneDrive so you can access them anywhere.



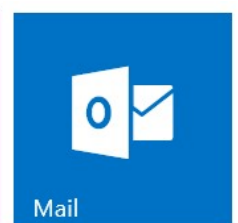
Excel Online features all the same cloud-based benefits as Word and other products.



PowerPoint Online is an effective way to collaborate with classmates for a group project.



OneNote Online is an online notebook. You can use it to take notes on specific pages and sort them into sections through tabs.



A school **email** account has been created for you. Use it to contact your teachers. Make sure to keep your email content work related and professional.