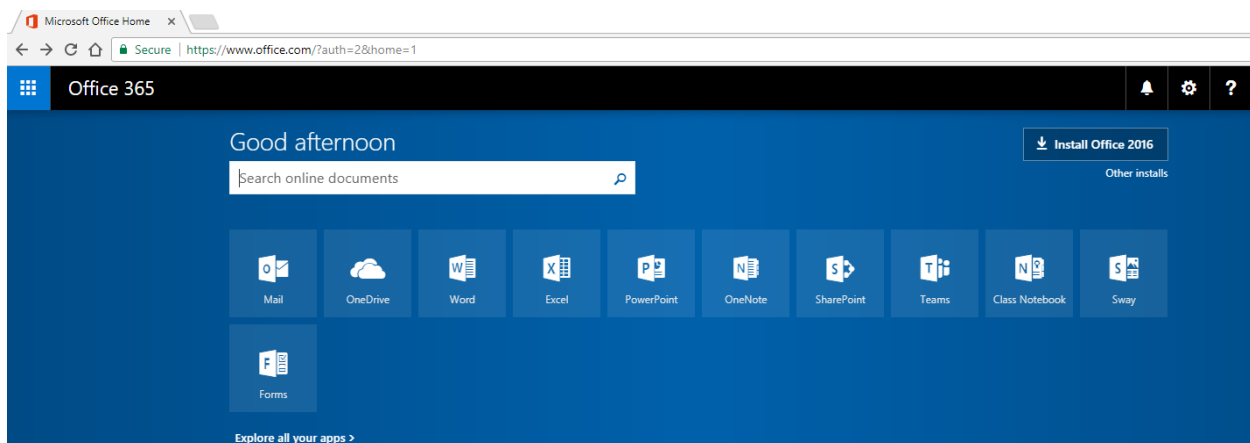


Student e-mail, cloud storage, Microsoft Office 2016, & BYOD (bring your own device)

- 1) Go to portal.office.com or go to the county website polkschoolsfl.com and under “Students” click on Office 365. Also under “Students” is “Classlink” which also has links to Teams, OneDrive, etc...
- 2) Enter your username followed by @mypolkschools.net (example: name@mypolkschools.net) and then enter your password.
- 3) Click on the 9 dots in the upper left hand corner and either click on the app you want use or click “Office 365” to open the Office homepage if it is not already open (your email may be set as the default page to open).



- 4) From the Office homepage, you can click on any of the Office products (Word, Excel, Powerpoint, etc...) and it will open an online version of the software.
 - a) “Mail” is your email
 - b) OneDrive is 1 terabyte of free cloud storage. You can open it and store any files you wish here. You can then log in to Office from any computer to access your OneDrive files.
 - c) If Office is installed on your computer, you can open OneDrive Business and it will set up a OneDrive folder on your computer. Anything you put in this folder will be automatically be copied to your online OneDrive folder. Students do not use the version of OneDrive that comes installed with Windows 10.
- 5) Every student gets 5 free installs of Microsoft Office. This is for their devices at home. The Office homepage has a button to install it in the upper right hand corner.
- 6) If a student brings a device from home (after getting a parent signature on a BYOD form), they can log into the schools “PCSB WiFi” wifi. Once connected, they will open a web browser and it will open a log in screen. Their username must be entered the following way: `mypolkschools\username`. They will then enter their password and will be logged into the schools wifi.