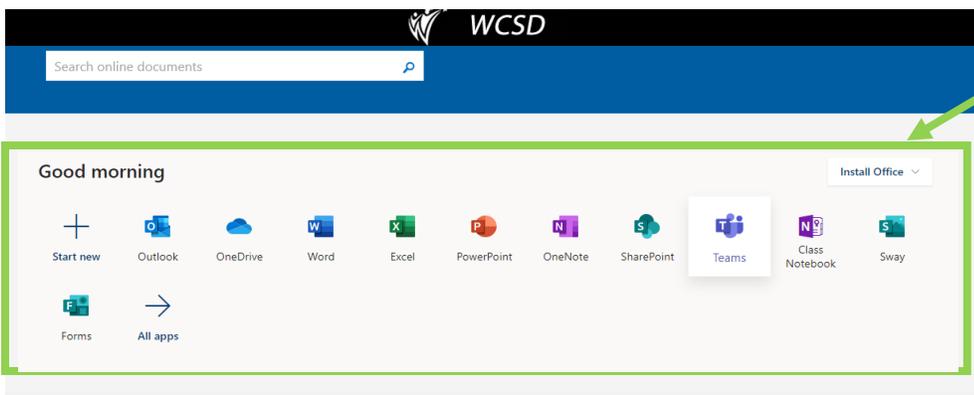
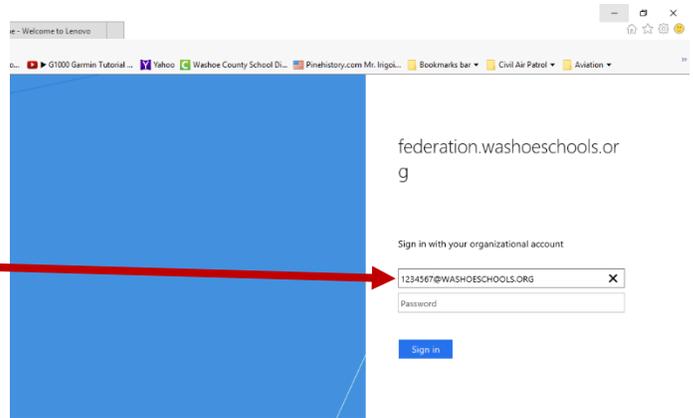


How Students Access OneDrive and Microsoft Office

1) Students need to use a Microsoft-compatible web browser such as Internet Explorer to access <http://www.washoeschools.net/Domain/628>. There are clear directions on the page explaining how to log on using the student account outside of school.

2) Please remember that students must enter a slightly different login name. Instead of just using the student ID (such as 7654321) students will need to add the specific @washoeschools.org (such as 7654321@washoeschools.org). The password is the same as it would be at school.

3) In some cases, based on your own computer's settings, you might have to enter the login and password again on a smaller window.



4) You will be taken to the main screen where you can select apps such as Teams, which you will do the majority of work.



5) The screen also shows the recent files you have worked with, and you can directly access them below

6) if you wish to continue to work on a file after you have opened it, you will need to click **EDIT DOCUMENT** and click **EDIT IN BROWSER**, unless you have the latest Office installed on your computer.

