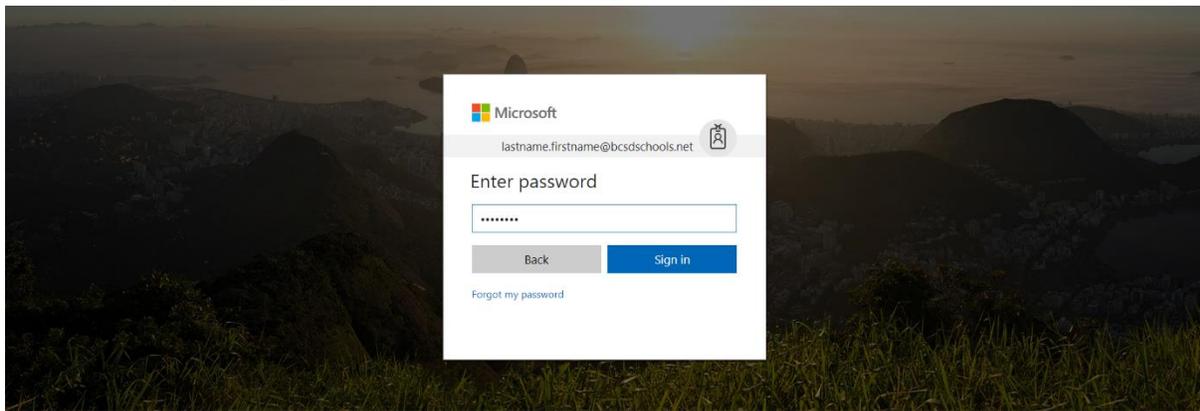# BCSD Office 365 Features

Every student and staff member has been provided an Office 365 account with email AND access to Microsoft Office features such as Word, Excel, PowerPoint and a Calendar. This account also provides cloud storage enabling you to access documents and files at any location with internet access and to share documents as part of group work.

First login to your BCSD email account at **webmail.bcsdschools.net** or find a link to **Webmail** under the heading **District Site Shortcuts** on the HHS and BCSD webpages.

Then enter your lastname.firstname@bcsdschools.net and **three zeros followed by your student computer login number (ex.000#####).**


Once inside your email account you will see your email inbox.

You can access the Office 365 features by clicking on the Grid to the left of Office 365 at the top of the screen.
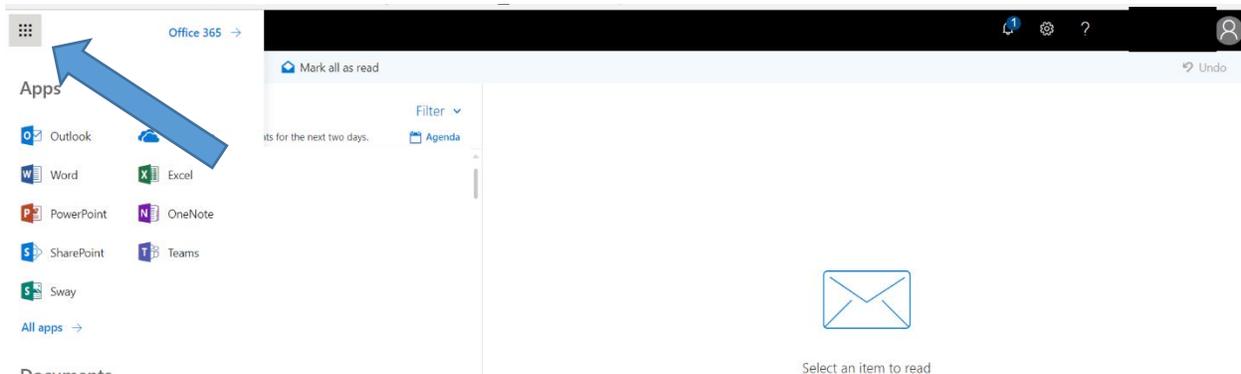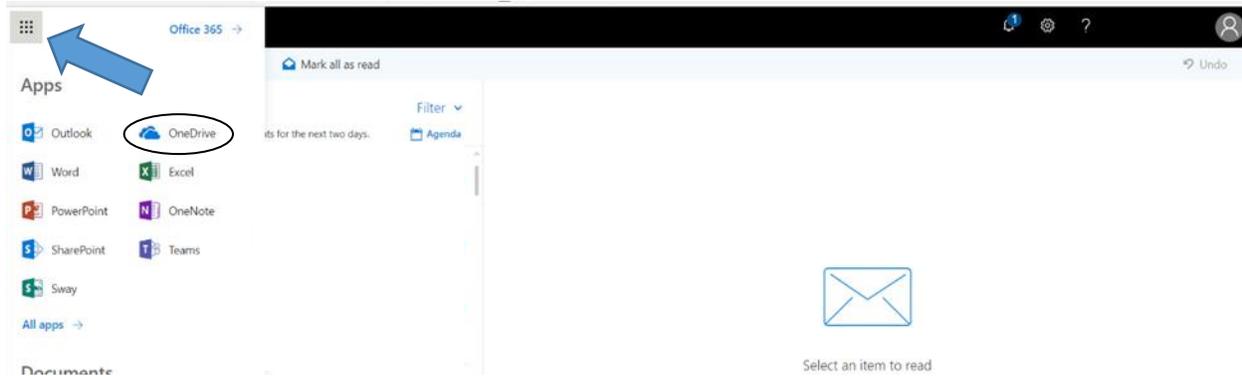

Click on app buttons to access the desired feature.

A help feature is available to answer questions. You can also download Office components onto your computer, smartphone, or tablet using the Mobile option.
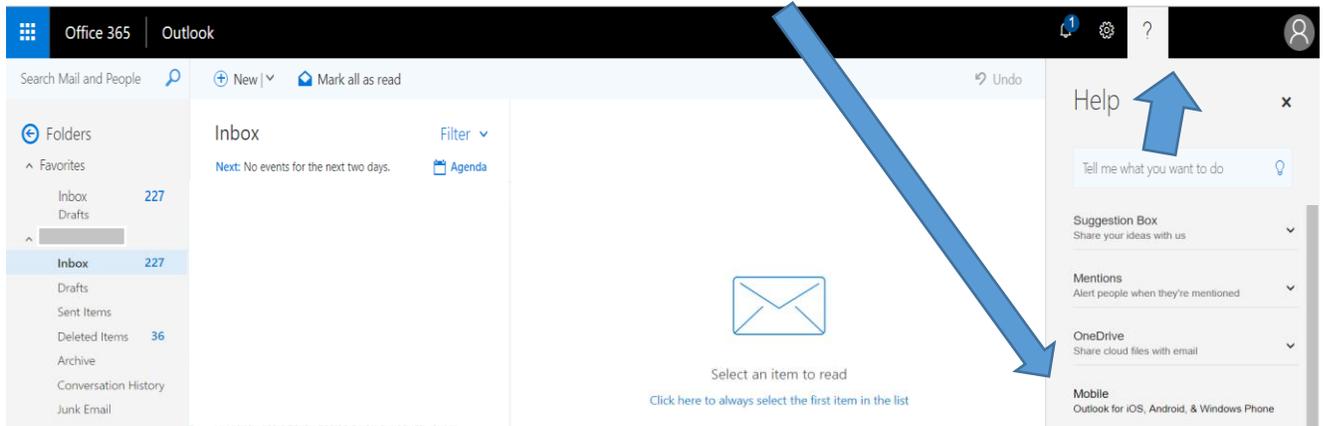
To access OneDrive, the cloud storage and sharing option, click the grid button at the top left of your screen. Then click on OneDrive circled below.
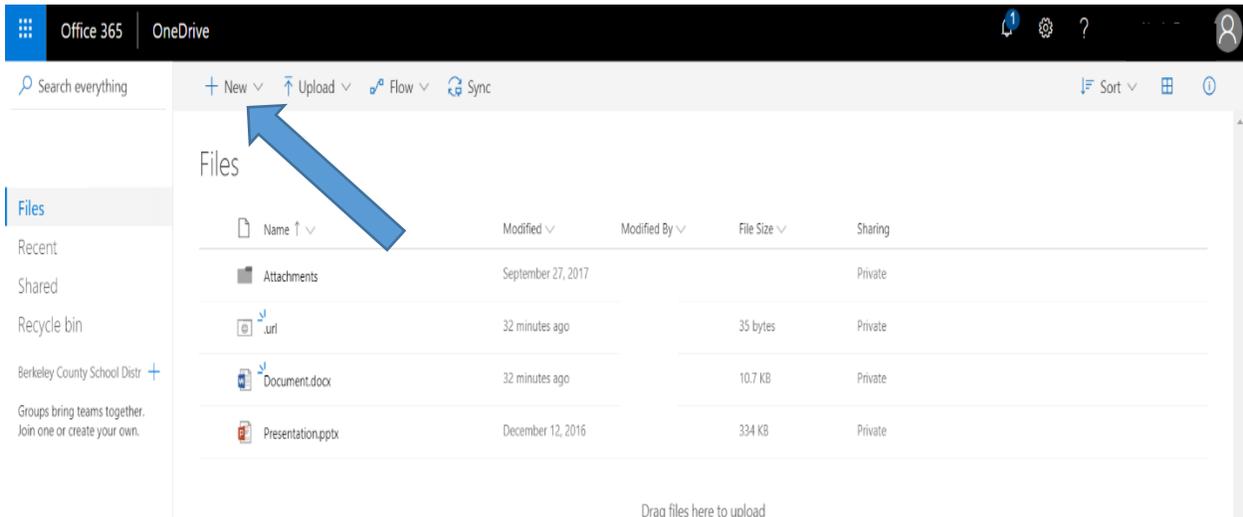

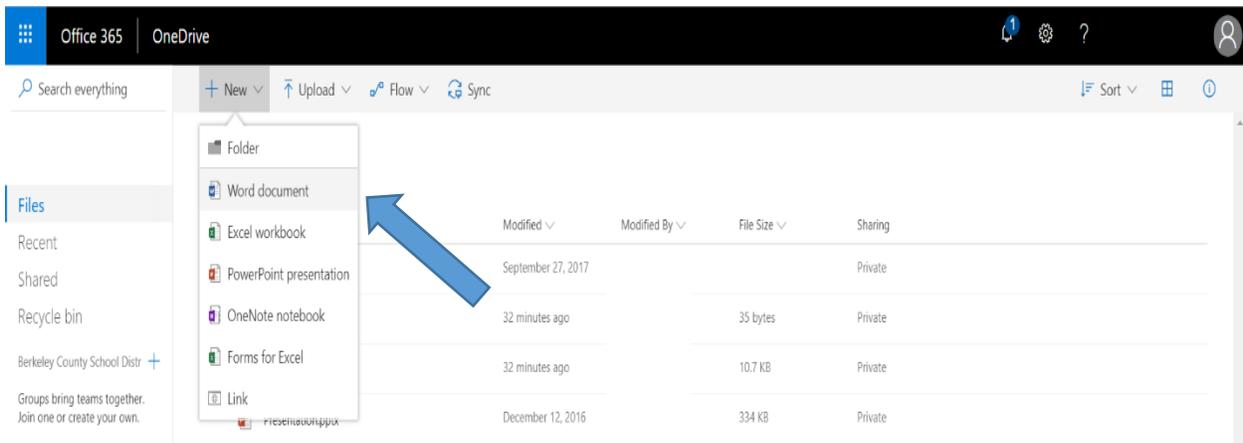OneDrive shows the below screen the first time you access it.
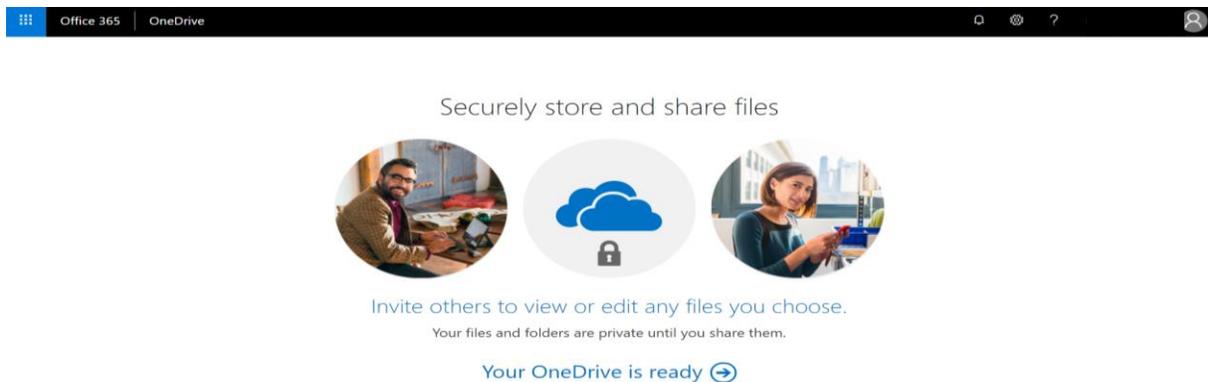
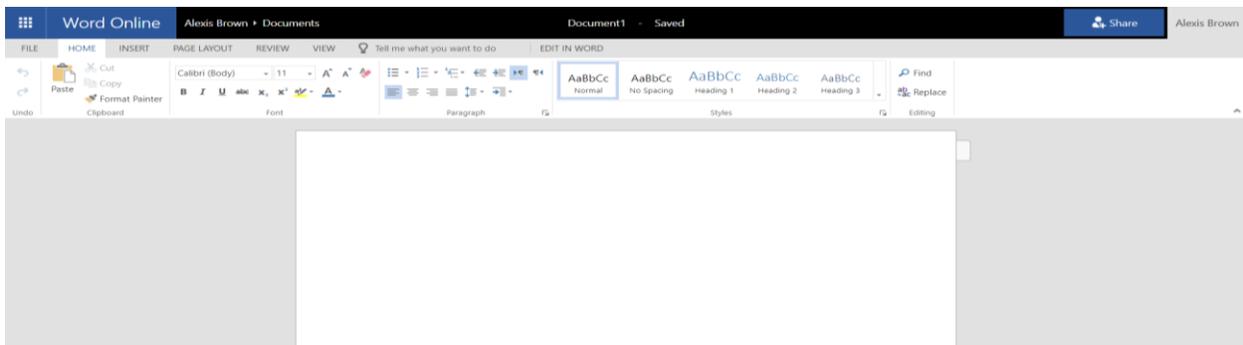You can then access your cloud storage.

To create a new file you want to save on the cloud or plan to share it with others, click **NEW.**
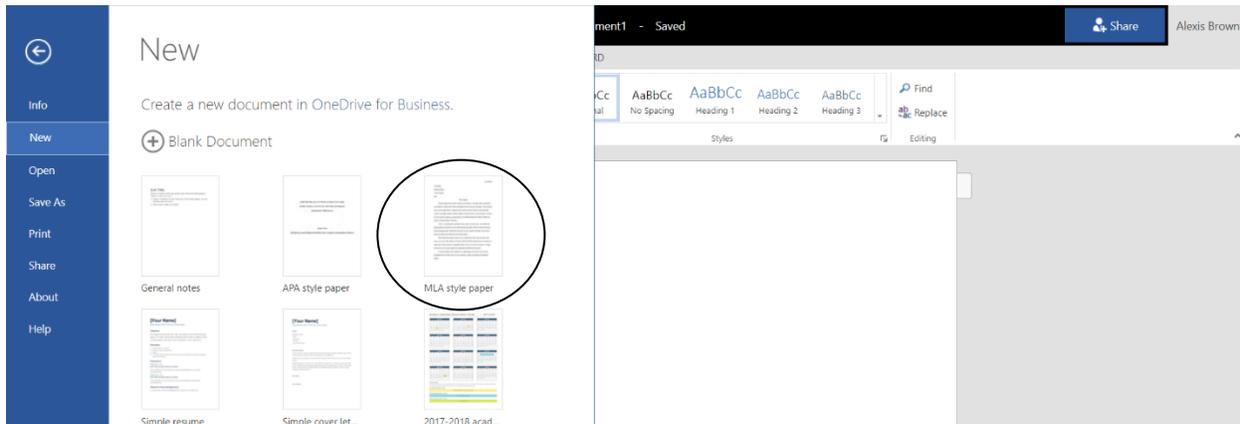

Then select the Office file type you want to create.

For example if you click create a Word document, the application will open.

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Within Word there are some built in templates you may find useful including an MLA style paper, to access templates click **New** and you will see your options.

Once done with your document you can name the file. To do so, click save as in your file options then **rename** or click on top bar and type over **document**.
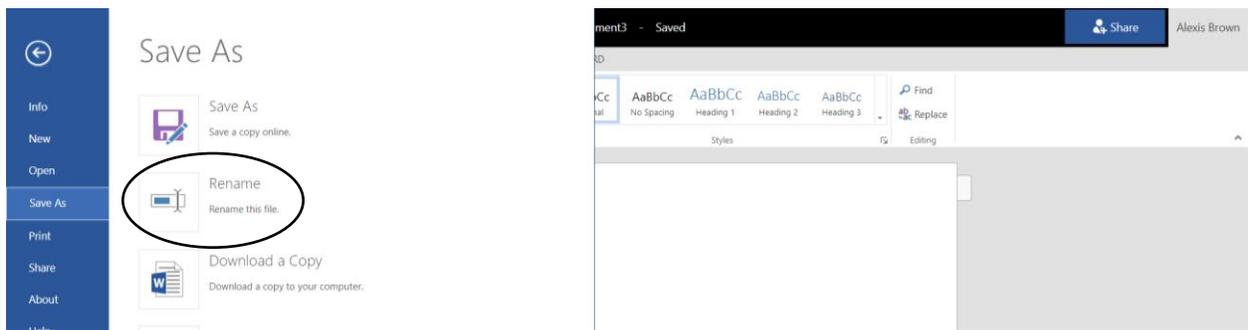

After working on your document you can choose to share it with others. **Do not** choose Anyone or People in BCSD, it will share with EVERY teacher, student, and staff member in BCSD. Just use Specific people, you will have to enter the names or email addresses of the people you wish to give access.
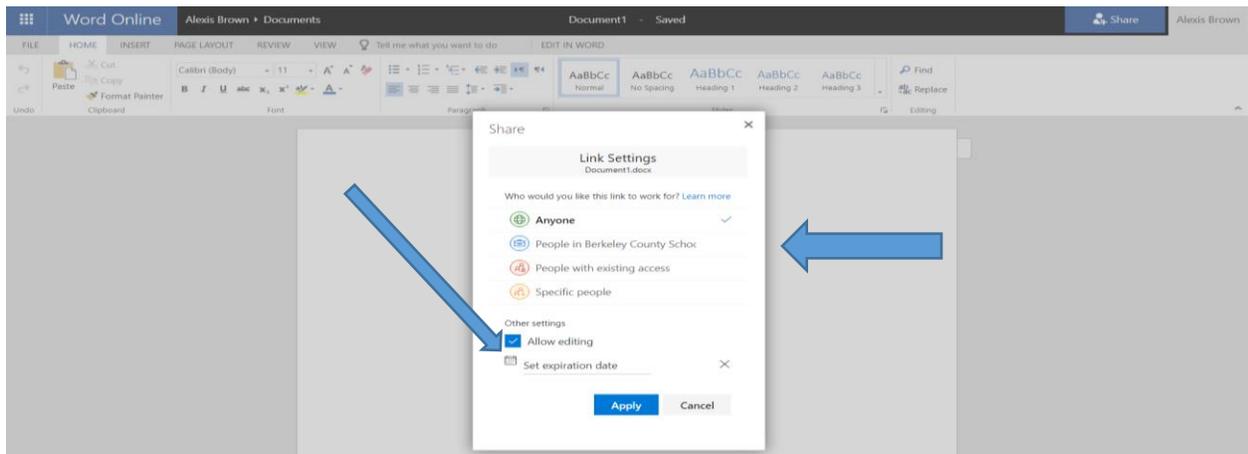

Under **other settings** you can also choose what rights others have to the document. They Can Edit or Can View.

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To see ALL your files and documents shared with you click the grid icon at the top left, then click on **shared.**
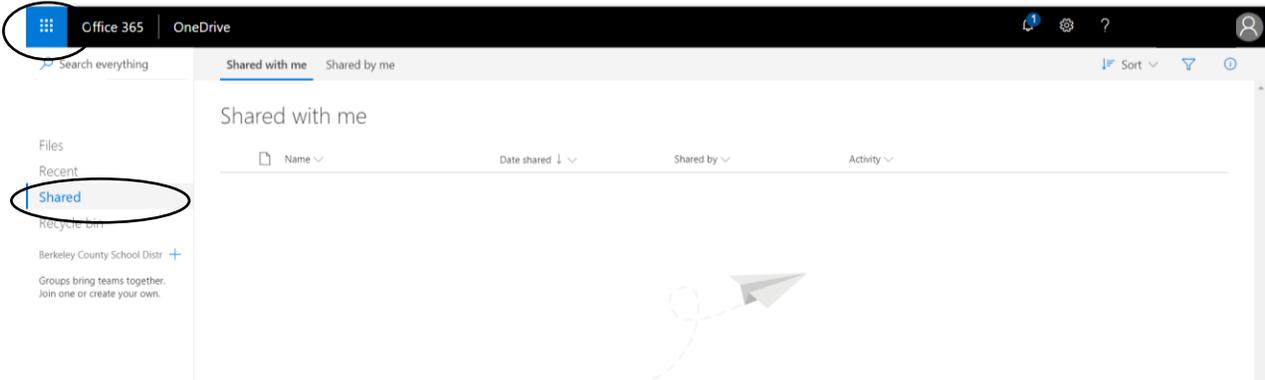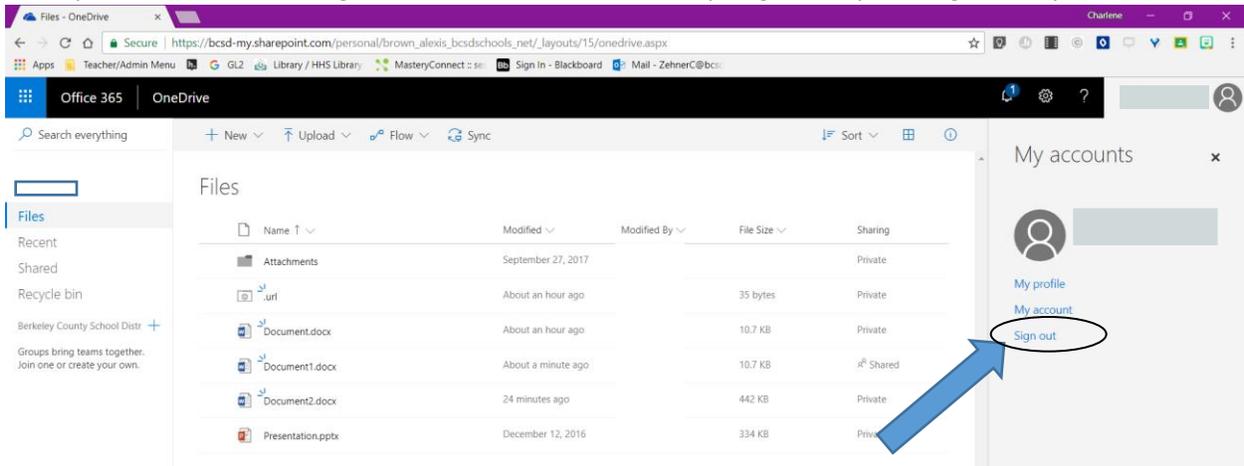

You can also Upload files from your computer in order to access them in any location or to share with others.

Click the upload button and browse to the file you want to add the OneDrive.

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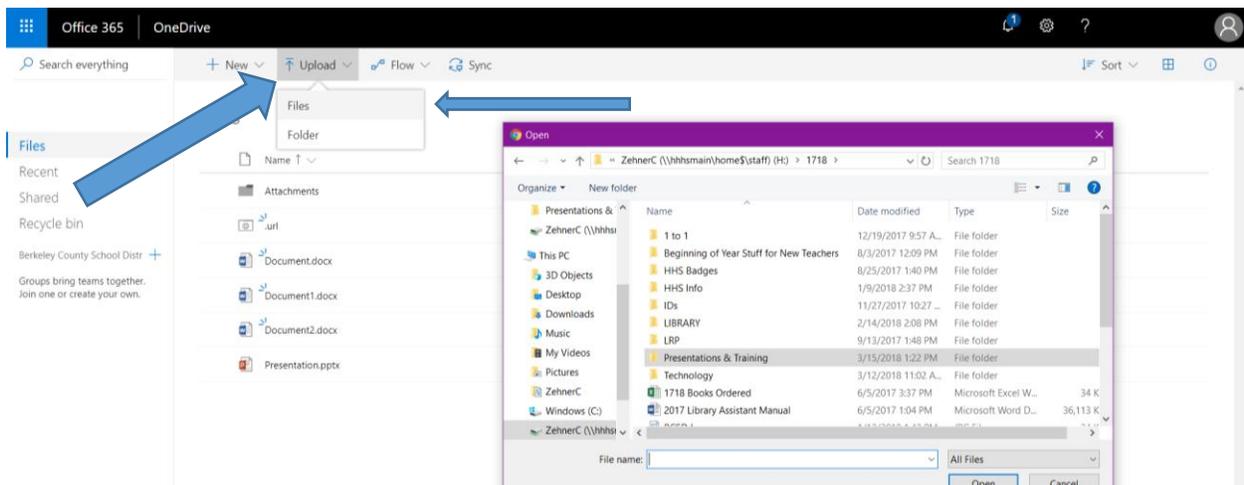
Once you have finished using Office 365 remember to always Sign out by clicking on the person icon.

A few more important bits of information. This program is monitored by BCSD to insure users are following Acceptable Use Policy Guidelines. Due to account limits, this email address should not be used to set up any accounts other than educationally related accounts. If a student leaves the district his/her files and account will be active for 30 days after which these files and accounts will be deleted.

Updated on 3/21/18