

Hello,

The Tolland Public Schools IT Department is excited to announce that we have created accounts for staff and students (students grades 3 and up) in Office 365, Microsoft's cloud-based office suite! Microsoft is now offering this program at no cost to school districts.

This gives all staff and students 1TB of cloud storage, access to Office Online, 5 copies of Microsoft Office on your home computers, and 5 copies of Microsoft Office for your phones and tablets.

To get you started quickly, we have put together some YouTube videos to walk you through the process.

Signing in to Office 365 and using Office Online

<http://youtu.be/JtmRylhXc>

Downloading Microsoft Office for Windows or Mac

<http://youtu.be/6XTRWRJ2YAM>

Downloading Microsoft Office for iOS

<https://youtu.be/h9N-gMJpt54>

Here's some cheat-sheet information as you watch those videos.

Sign in at: <http://tolland.sharepoint.com>

Sign in with your district email address.

For students, this looks like: adamsher11111@tolland.k12.ct.us

For staff, this look like: asher@tolland.k12.ct.us

You will use your WINDOWS password. If you've forgotten, IT can reset it for you.

If you are asked, choose Work or School account, not personal account.

Make sure to open your OneDrive 1st, it needs to setup before you can use Office.

We look forward to all that you will be able to do with Office 365.

Please let me know if you have any questions or ideas!

Adam Sher

District Director of Information Technology

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