

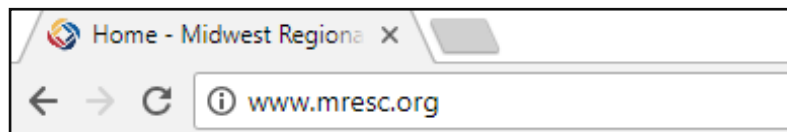
OFFICE 365—YOUR GATEWAY TO EMAIL, FORMS, POLICIES, & MORE

The Midwest Regional Educational Service Center uses Office 365 for email communication, online storage of relevant forms, job descriptions, and more. It also provides you with access to Outlook, Word, Excel, PowerPoint, OneNote, and OneDrive via your computer, phone, or tablet's internet browser or dedicated app.

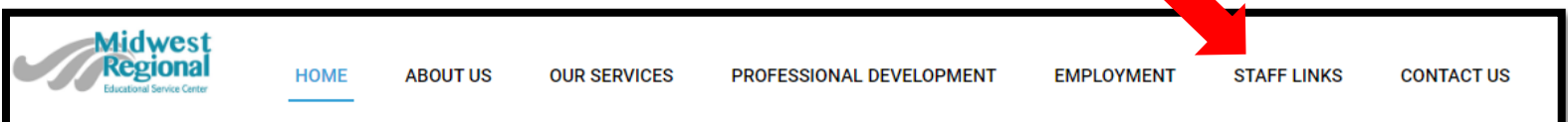
Log In—Accessing Your Office 365 Account

Login by typing the following address into your internet browser:

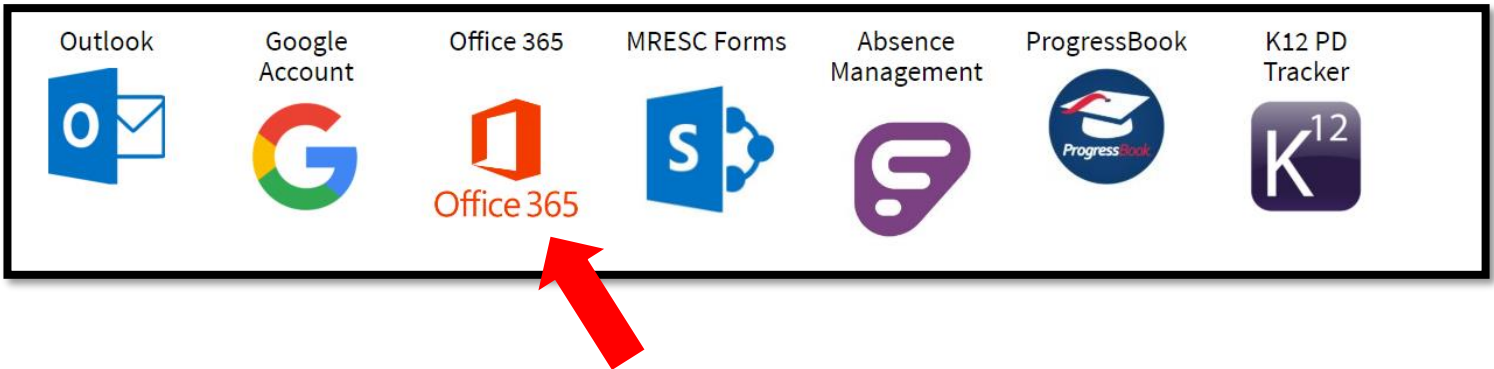
<http://www.mresc.org/>



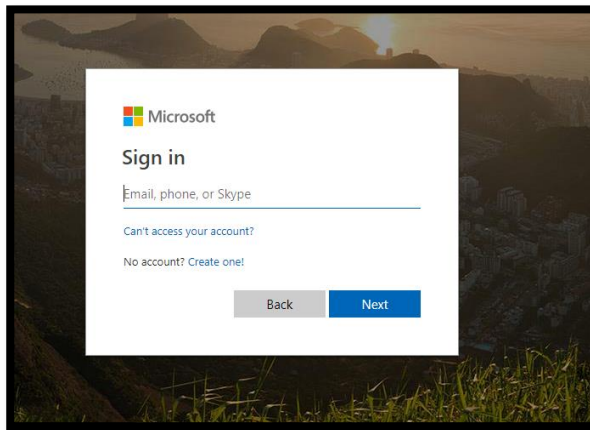
Step #1 — Pull Up the MRESOC Website—Once you have entered the webpage address (listed above) you will arrive on the MRESOC main landing page (pictured below). To access the **Office 365 login screen**, click on the **STAFF LINKS** tab located below our logo.



Step #2 — Once at the staff links, click on the Office365 logo and you will be brought to the sign in screen.

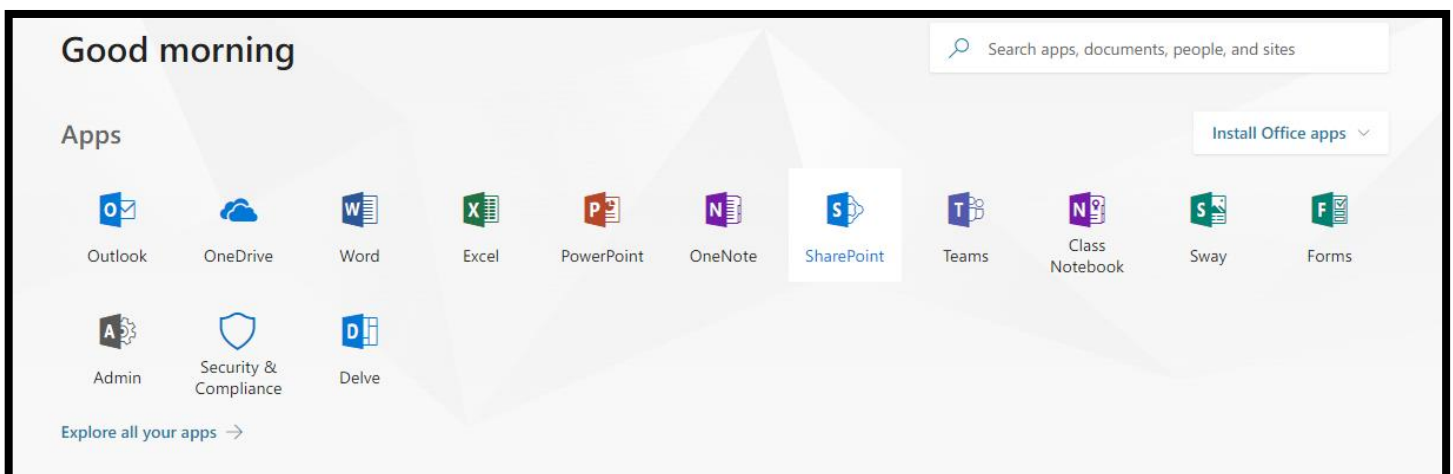


Step #3 — Type in your MRESC email and password.



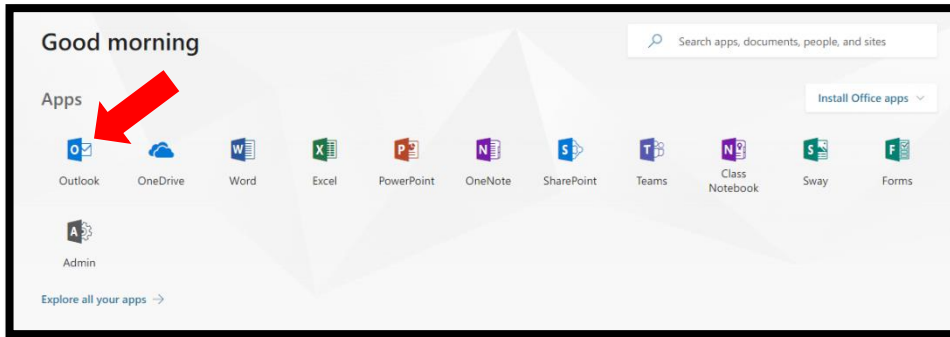
Navigating Office 365—The Basics: Email & MRESC Team Site

Once you have logged into the system, you will be directed to Office 365 home screen. From the home screen, you will be able to navigate to your MRESC Mail (Outlook) and the SharePoint Site (MRESC forms, job descriptions, & more). The following pages provide an overview of how to access your email and the SharePoint Site to obtain up-to-date information, download required forms, and other key information.



Email—Accessing Your MRES C Email (Quick & Easy)

From the Office 365 Home Screen (pictured above), click on “Outlook” tile. You will be redirected to the Outlook Online page. From here you can read, forward, reply, or delete MRES C email.



You can also access your email from the MRES C website “Staff Links” Page.



Quick Access Toolbar
Keep favorite commands permanently visible.

Explore the ribbon
See what Outlook can do by selecting the ribbon tabs and exploring available tools.

Find whatever you need
Enter a keyword or phrase to look up Outlook commands, get Help, or search the Web.

Customize the ribbon display
Choose whether Outlook should auto-hide the ribbon.

Navigate your mail folders
Select a folder to see its contents. To turn this pane on or off, select **View > Folder Pane**.

Manage Outlook Groups
Communicate with teams and share conversations, messages, calendars, and events.

Your inbox, your way
Sort and filter messages, and group messages by subject in conversation view

Show or hide the ribbon
Select the pin icon to keep the ribbon displayed, or hide it again by selecting the arrow.

Read emails faster
Dock the reading pane on the side or at the bottom to view messages where you want to.

Display what you need
Switch between the different Outlook features like Mail, Calendar, and People views.

View connection status
See your folder sync status and server connection status here.

Easy to use Calendar tools and commands
In Calendar view, the ribbon displays everything you need to manage every day, week, month, and year.

Switch your point of view
Select to see how busy your days, weeks, and months are.

Look someone up before scheduling
Type a name and search to verify someone's contact info before setting up a meeting.

Sunshine required?
Glance at the weather forecast to make sure your meeting or event won't be rained out.

Navigate your schedule
While looking at the current day, week, or month, select the Back or Forward arrows to switch the current view.

Look back — or way ahead
Need to look up a past event or want to schedule something in the distant future? Select the small arrows to the left and right of the current month to skip to the day you want.

Search your calendar
Start typing in the Search box to instantly find meetings and appointments.

Change your point of view
Select to switch between Mail, Calendar, People, and more.

View shared Calendars
Focus on your own schedule or display any additional Calendars that have been shared with you by other people or Groups.

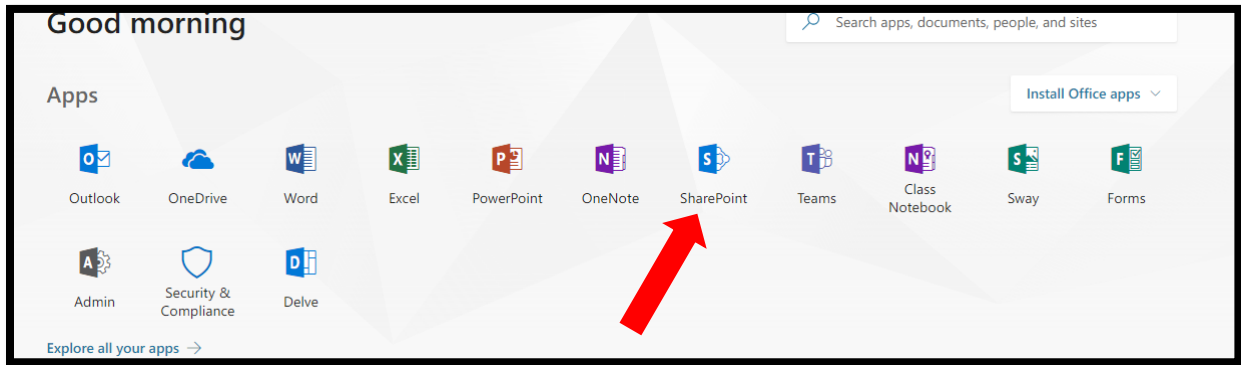
Create new items in place
Right-click anywhere to create a new meeting, appointment, or other event.

NAVIGATING OFFICE 365—ACCESSING THE SHAREPOINT TEAM SITE

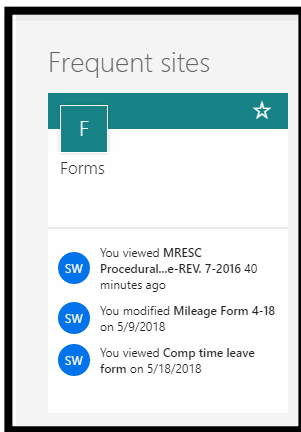
The MRESC uses Office 365 to share internal documents, forms, job descriptions, staff directories, and other important information across all three counties. This information is stored in SharePoint To access the team site, you will want to return to the HOME screen by clicking on the "OFFICE 365" tab in the top left.



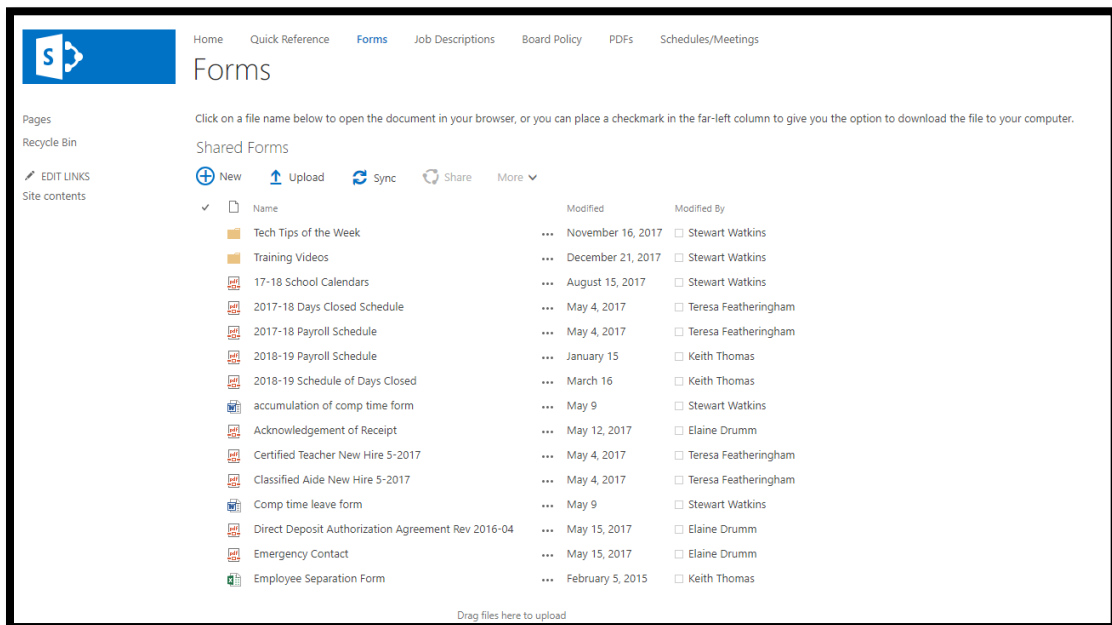
Step #1 - From the Office 365 home screen, select the SharePoint icon.



Step #2 – Select the 'Forms' page.



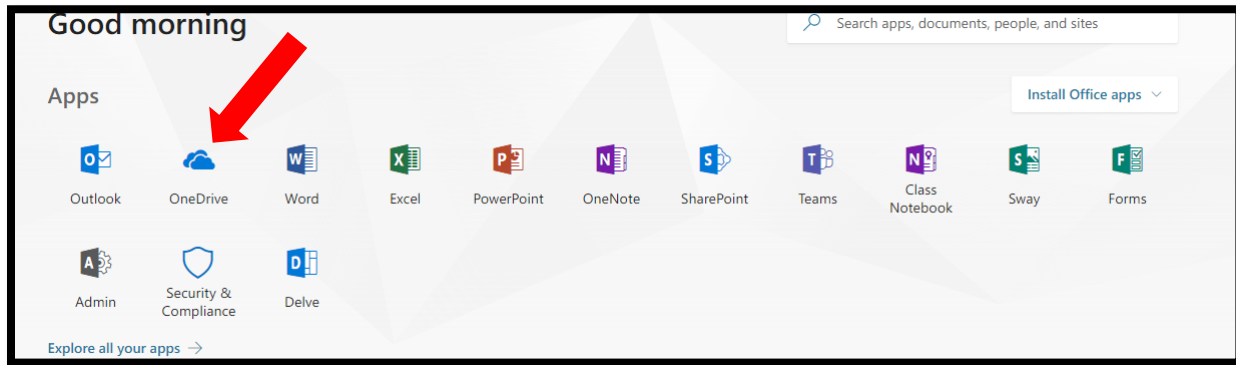
Step #3 – From here, you can browse the MRES forms.



You can also access SharePoint directly from the www.mresc.org 'Staff Links' page.

Accessing and Navigating OneDrive

Your OneDrive is the space where you can easily store documents online and access them from anywhere as long as you have an internet connection. To access OneDrive, go to the Office365 homepage and select OneDrive.



Quick Start Guide

Do more wherever you are with secure access, sharing, and file storage. Sign in to your Office 365 subscription and select OneDrive from the App launcher.

The image shows the OneDrive interface with several callout boxes explaining key features:

- Open:** Open and edit a file online or in a desktop app.
- Share:** Share files directly from OneDrive. Files are private until shared.
- Copy link:** Get a link to the selected file to insert in an IM, email, or site.
- Move to/Copy to:** Move or copy a file to another destination. Drag and drop is also supported.
- Information Pane:** See file information, recent activity, and manage access permissions to the file.
- Shared with me:** View and sort files with date shared, activity or who it is shared with.
- Discover*:** View trending content in your organization and content relevant to your work. This is powered by MS graph.
- Download:** Download a copy of a file to work offline that takes local device space.
- Version history:** View a file's version history and restore a file to a previous version.
- Recycle bin:** Recover files you've accidentally deleted up to 90 days.
- Team Sites:** Navigate to SharePoint Team Sites you're following.
- Sharing status:** See which files are being shared and with whom.
- Recent Activity:** See the sharing, viewing and editing activity for a file.