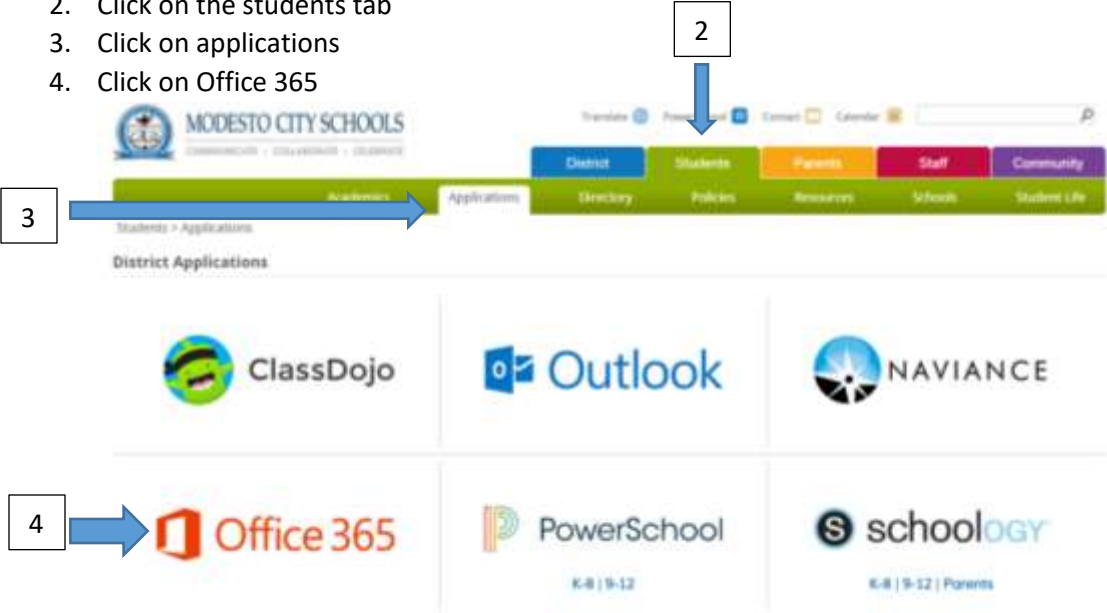


# How to access and use Office 365 Apps

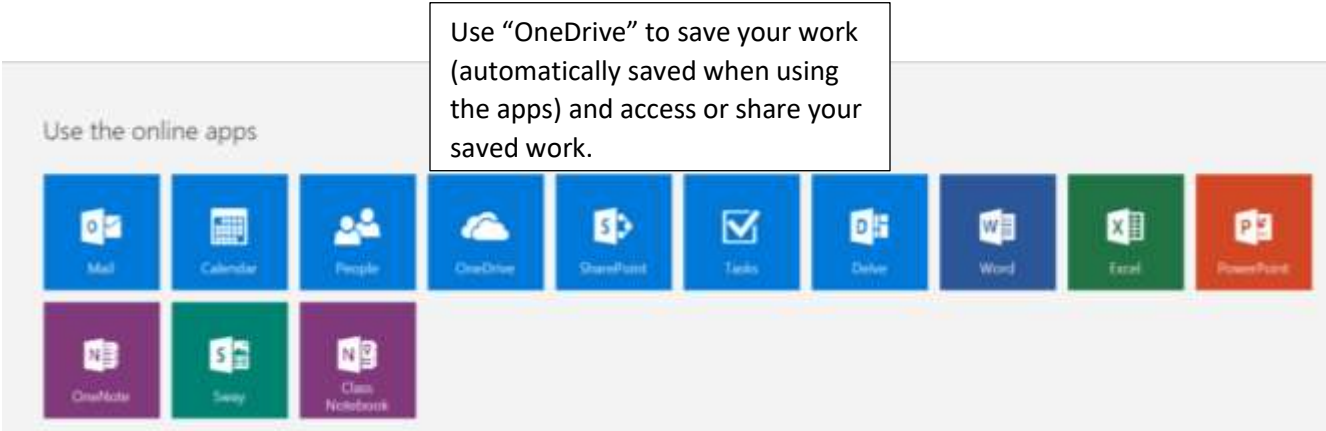
This set of web-based applications may be used on any personal device (tablet, computer, smartphone, etc.) However, with a donated computer with the Linux operating system, Office 365 may not be downloaded to your computer, but it can still be accessed using the Internet.

1. Go to the Modesto City Schools website: [www.monet.k12.ca.us](http://www.monet.k12.ca.us)
2. Click on the students tab
3. Click on applications
4. Click on Office 365



5. Log in using your student id# (example: [012345@monet.k12.ca.us](mailto:012345@monet.k12.ca.us)) and your password (the same one you use to login to a computer at school or Power School).
6. You are taken to the homepage for your Office 365 account:

Use "Mail" to access your student email, contact teachers with questions or assignments, etc.



Use "OneDrive" to save your work (automatically saved when using the apps) and access or share your saved work.

Use "OneNote" to take notes for a class, create a to-do list, write out ideas, outline a project, etc.

Use "Sway" to create a different type of presentation, report, or story.