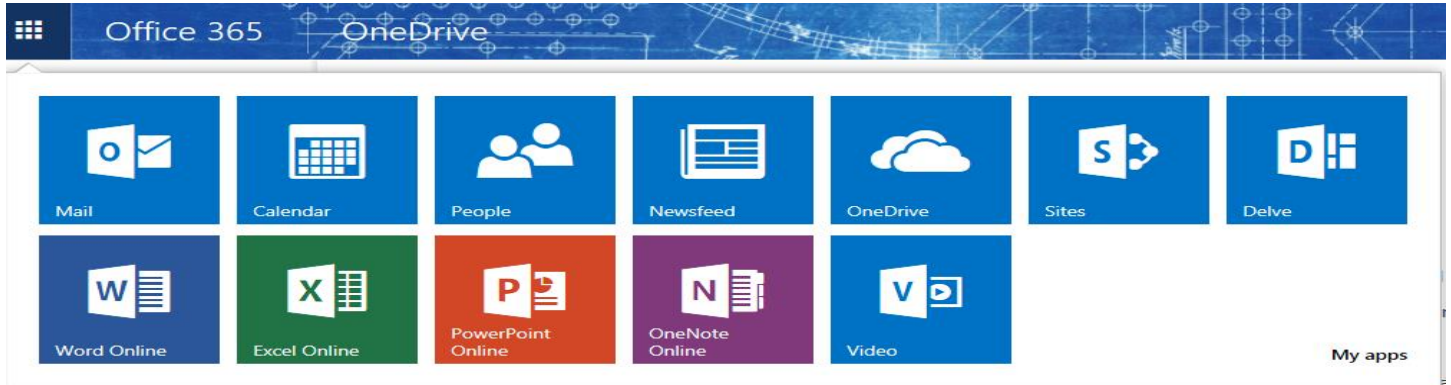


# Microsoft Office 365 MUST KNOWS:



## 1. MNPS teachers and students have Office 365.

Office 365 is a web based product and includes MNPS email, calendar, contacts, as well as a few other features. OneDrive is also a part of Office 365 and allows teachers and students to upload and create files in the 'cloud' and to use Microsoft Office Web Apps (including Word, Excel, PowerPoint, OneNote, and Excel survey) wherever internet connection is available. Go to <https://login.microsoftonline.com/>.

- a. Teachers use MNPS [username@mnps.org](mailto:username@mnps.org) and current MNPS password to login.
- b. Students use MNPS [username@mnpsk12.org](mailto:username@mnpsk12.org) and current MNPS password to login.

## 2. Microsoft Office for FREE

You can download the full version of Microsoft Office up to 5 computers for FREE. Login to Office 365- Click on Office 365 in the Navigation, Login and click download now. This will stay on your computer until you leave the district and your mnps.org email is disabled.

## 3. Get the APP for your iPad

From the App store download the OneDrive for Business App. It is not necessarily great for editing files, but great for quick access and viewing.

## 4. Contact Library Services Team from the Learning Technology Department

We will be happy to help with questions or training for your staff

Password Reset: <http://aup.mnps.org/password/>

