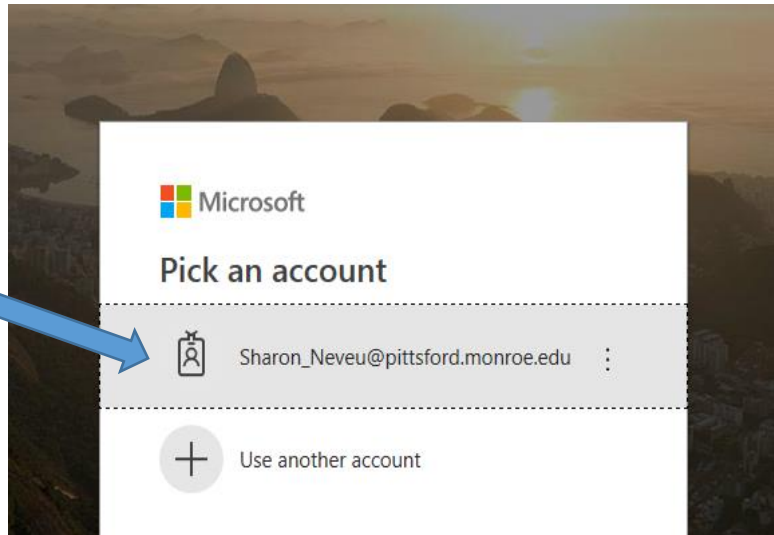


# Office 365 Basics- Login

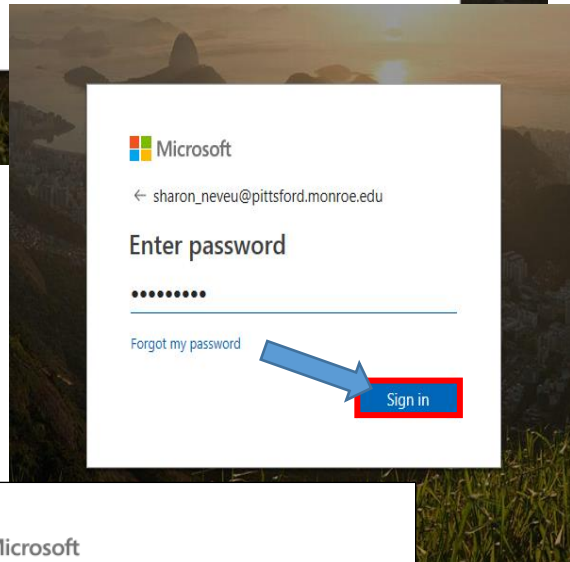
Link to [Computer Lab Calendar Signup](#)

Sign in using your email and network password (same password to login to school computers)

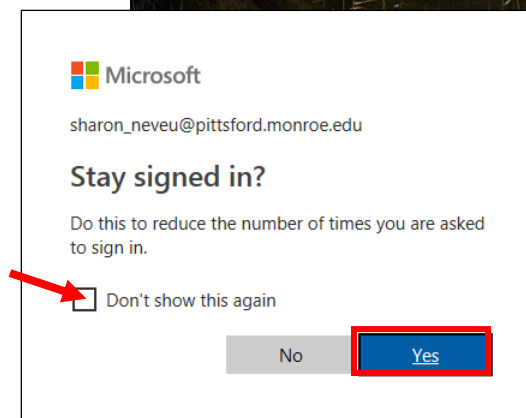
1. Click your account.



2. Enter password.  
3. Click **Sign in**.



If Stay signed in? popup appears, you can click **Yes** and **check the box** Don't show this again.



Enter your name in the date/time slot you would like to reserve. Changes in Excel Online are saved automatically (you no longer need to save)

\*\*\*NOTE: Use the slider to move through the columns or the small arrow or the small arrows to move one column at a time. There is a sheet for 1<sup>st</sup> Semester, another sheet for 2<sup>nd</sup> semester. Click the tab at the bottom to move between sheets. (Additional sheets)

The screenshot shows an Excel spreadsheet with the following structure:

Row	Time Slot	Day	Date	Reserver
1	FIRST SEMESTER 2017-2018	DEC		
2		F	12/1/17	
3		S/S		
4	P1	M	12/4/17	Hill (WL)
5	7:49-8:29	T	12/5/17	Hill (WL)
6	P2	W	12/6/17	Shea (SS)
7	8:33-9:13	Th	12/7/17	Critelli (WL-9)
8	P3	F	12/8/17	Hannelin (Sci)
9	9:17-9:57	S/S		
10	P4	M	12/11/17	Baroody-S (FL)
11	10:01-10:41	T	12/12/17	Baroody-S (FL)
12	P5	W	12/13/17	Shea (SS)
13	10:45-11:25	Th	12/14/17	Shea (SS)
14	P6	F	12/15/17	Parham
15	11:29-12:09	S/S		
16	P7	M	12/18/17	12/18/17
17	12:13-12:53			
18	P8			
19	12:57-1:37			
20	P9			
21	1:41-2:21			
22	P10			
23	2:25-3:05			
24	P11			
25	3:05			
26	and beyond			
27	Notes			

Callout boxes in the image:

- Additional sheets:** Points to the bottom sheet tabs: "Dec 2017-Jan 2018" and "Jan-June 2018".
- Move slider to navigate through sheet.:** Points to the horizontal scrollbar at the bottom of the spreadsheet.
- TIP: Click arrow to advance one column at a time.:** Points to the small arrow next to the scrollbar.

### World Language policy

Please note the established policy- World Language has priority to use the lab for speaking/recording software (Virtuoso/Soloist) and can displace other subject areas if they need to reserve the lab 5 days prior to the date.

Send a quick email if you reserved a time slot or changed your time/dates on the spreadsheet.

Sharon\_neveu@pittsford.monroe.edu