Office 365 Basics- Login
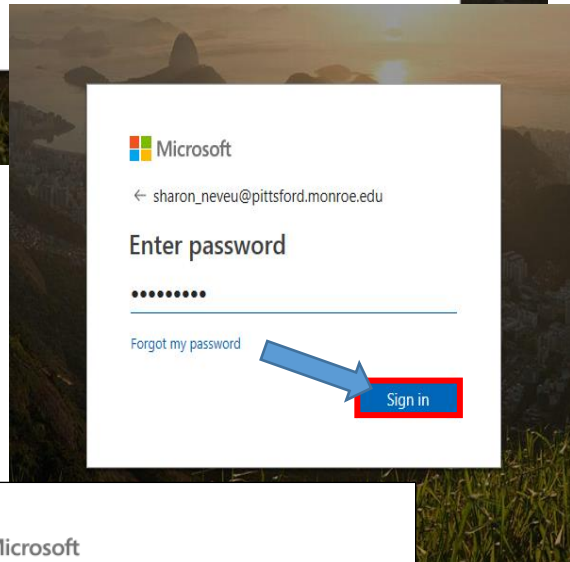
Sign in using your email and network password (same password to login to school computers)
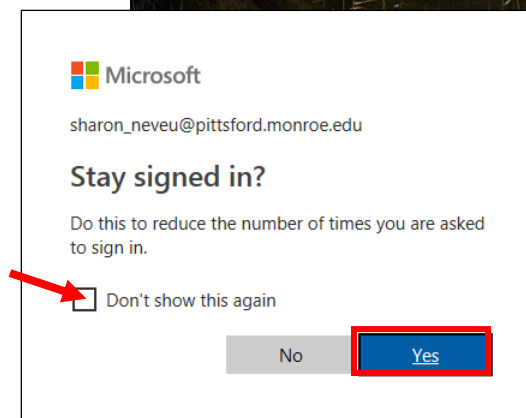
1. Click your account.
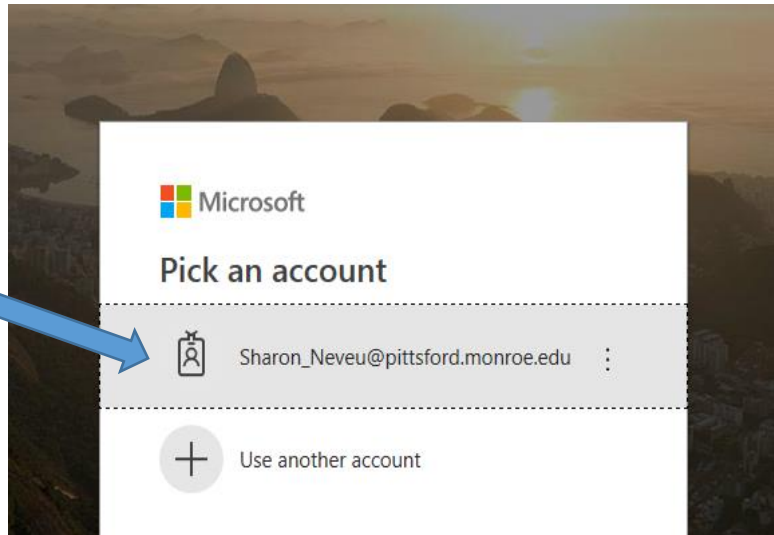
2. Enter password.
3. Click **Sign in**.

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 1st Semester, another sheet for 2nd semester. Click the tab at the bottom to move between sheets. (Additional sheets)

Callouts in image: "Additional sheets", "Move slider to navigate through sheet.", "TIP: Click arrow to advance one column at a time."

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