



To contact the IT department email the help desk at helpdesk@pennhighlands.edu or call the help desk at 814-262-6470.

NOT AVAILABLE FOR ACE STUDENTS

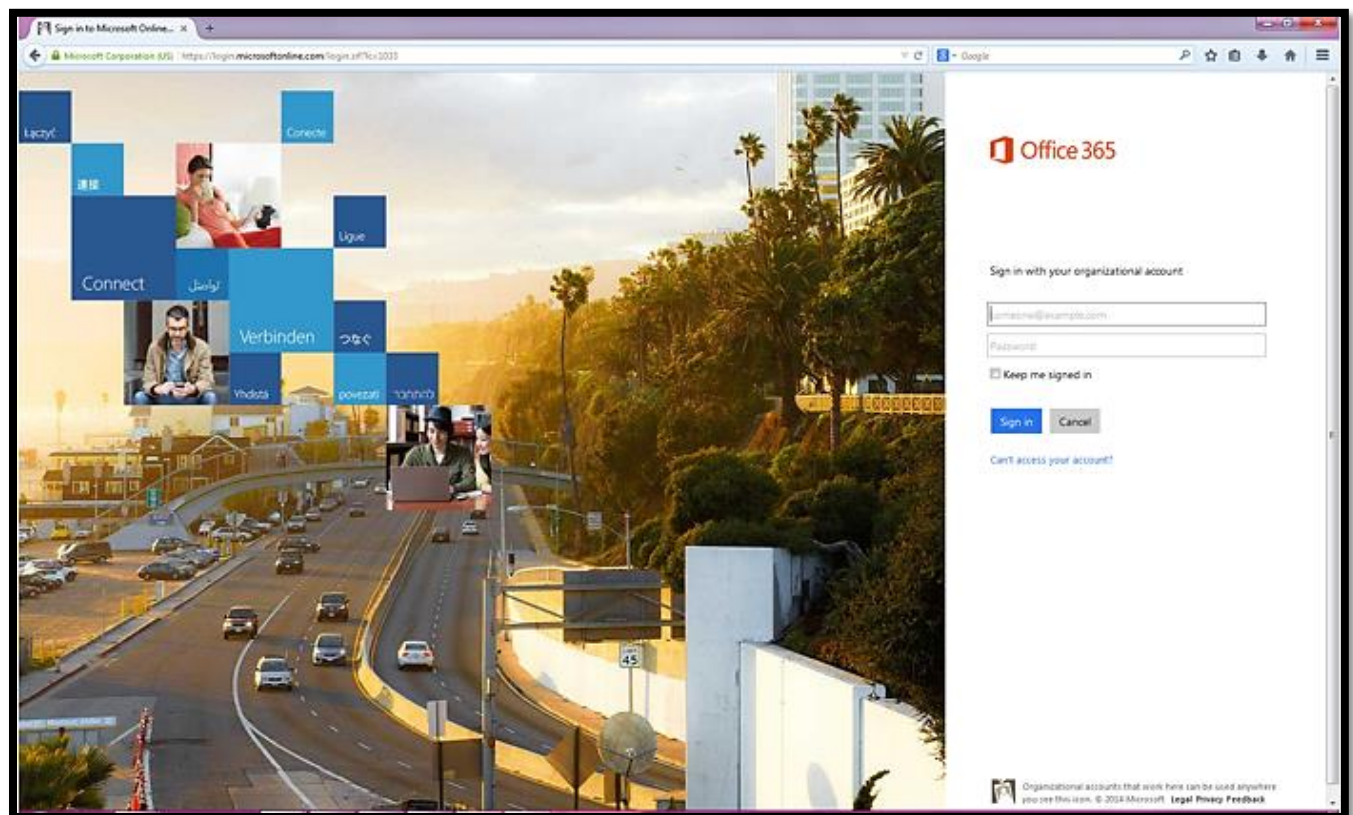
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Logging In

Log in at this link to your PHCC Office365 account – <http://login.microsoftonline.com>

The login screen will then appear



At the right hand side of the page log in with your email address and password



Sign in with your organizational account

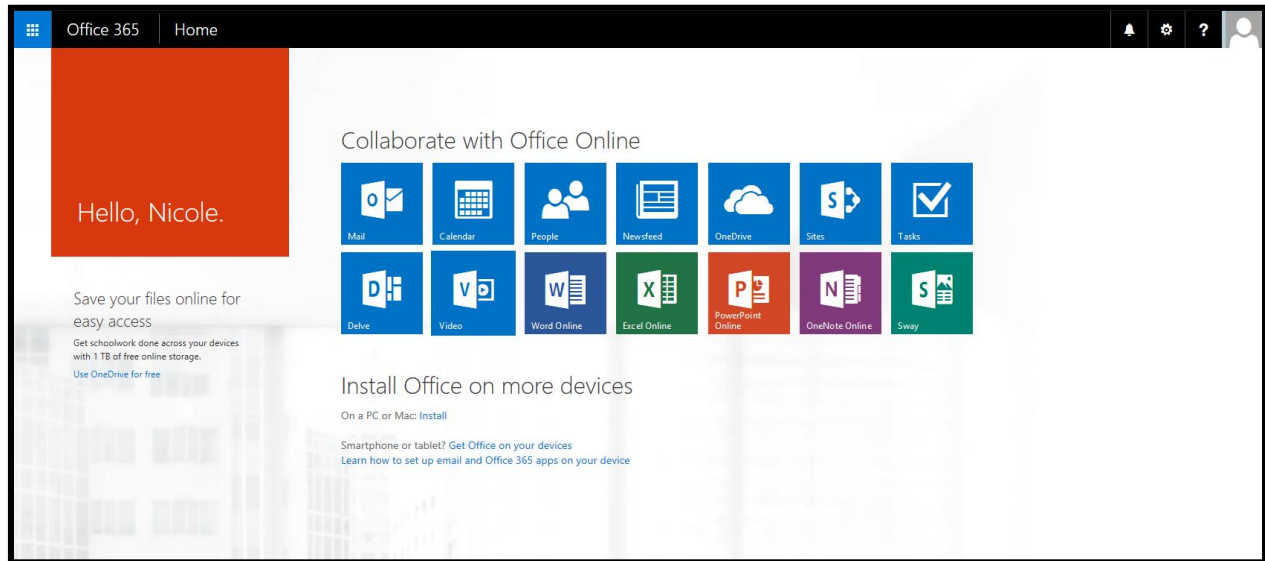
☐ Keep me signed in

Sign in

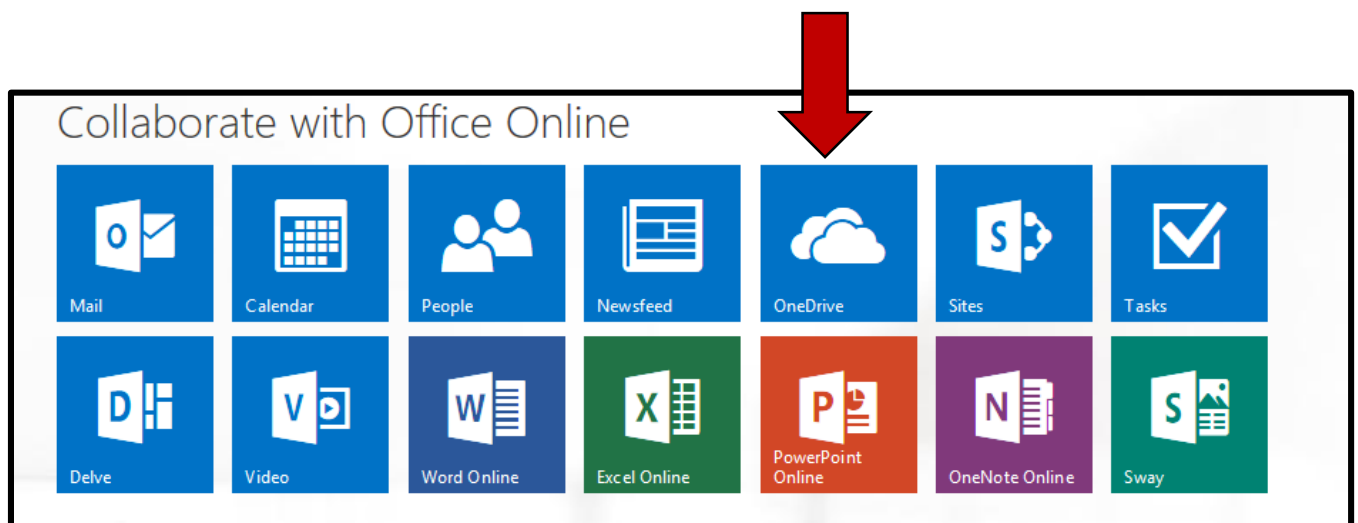
Cancel

[Can't access your account?](#)

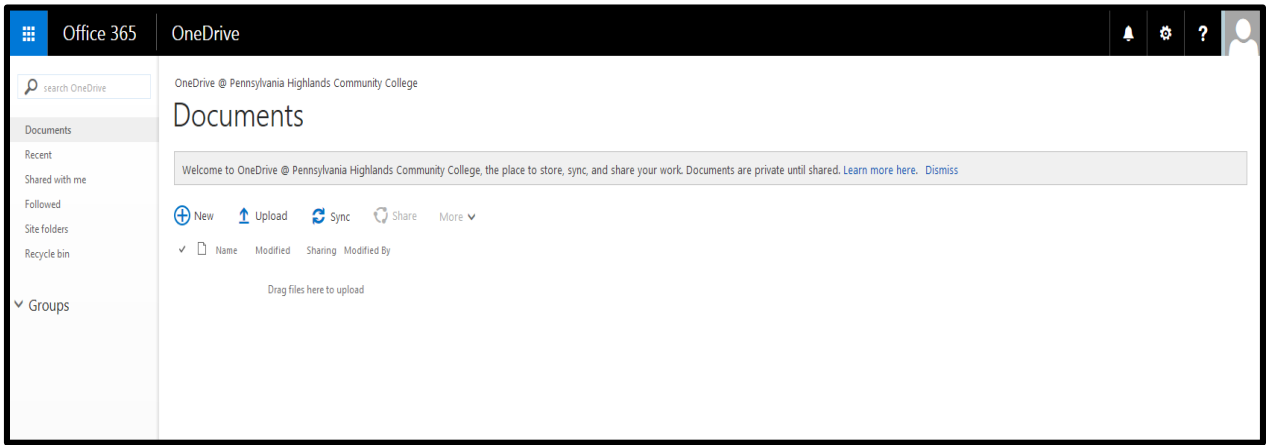
This will be your home page for you Microsoft 365 account



In the center of the page, Click on OneDrive. This will be where all of your documents are created and stored.



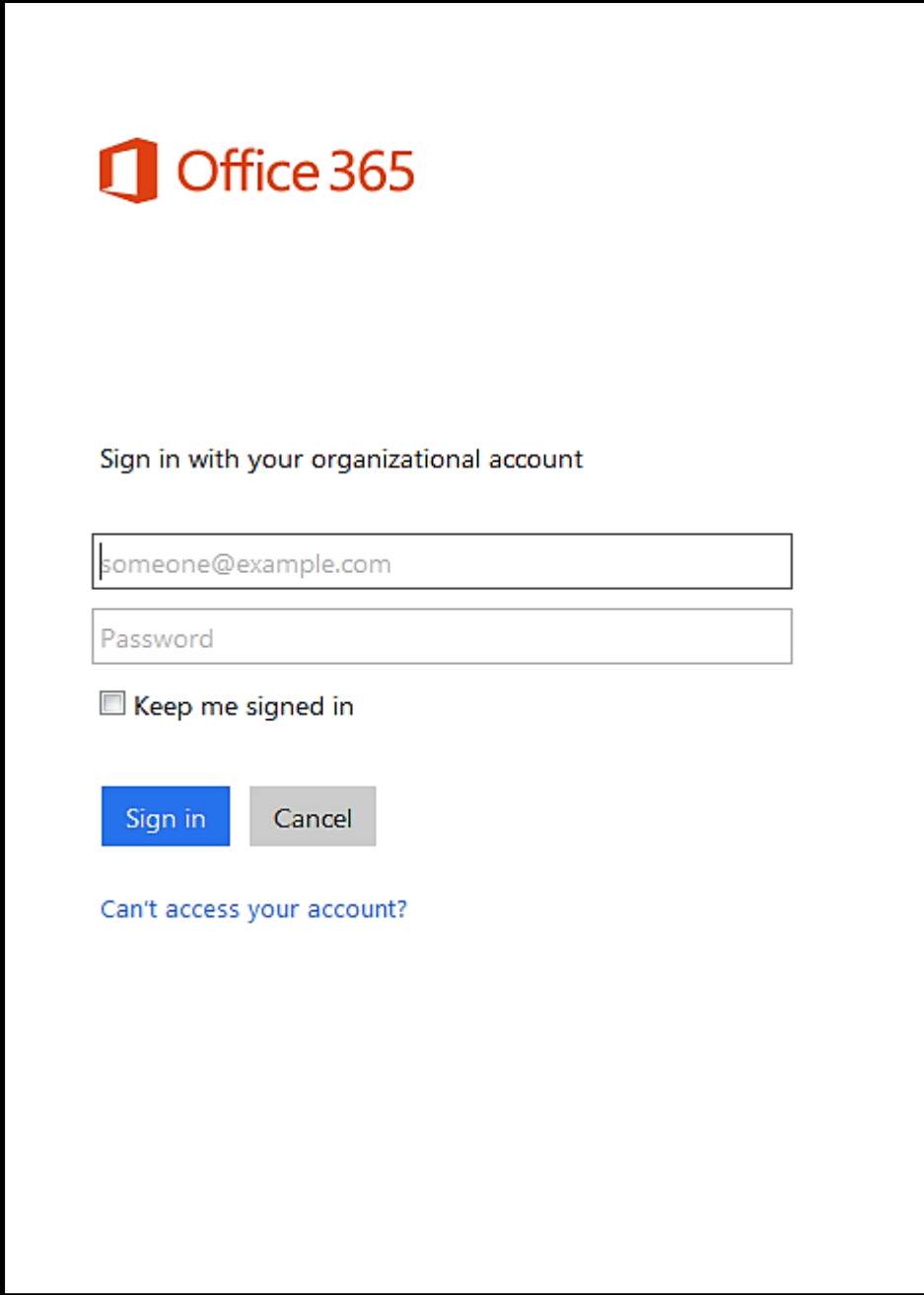
This brings up your OneDrive Home Page



Creating a New Document on Desktop

(The directions in the following sections can be used with any type of documents you create)

Log into your Office 365 Account (if not already logged in)



The image shows a screenshot of the Office 365 sign-in interface. At the top, the Office 365 logo is displayed. Below the logo, the text "Sign in with your organizational account" is centered. Underneath this text are two input fields: the first for an email address, which contains the placeholder text "someone@example.com", and the second for a password, which is labeled "Password". Below the password field is a checkbox labeled "Keep me signed in". At the bottom of the sign-in section are two buttons: a blue "Sign in" button and a grey "Cancel" button. Below the buttons is a link that says "Can't access your account?".

Office 365

Sign in with your organizational account

someone@example.com

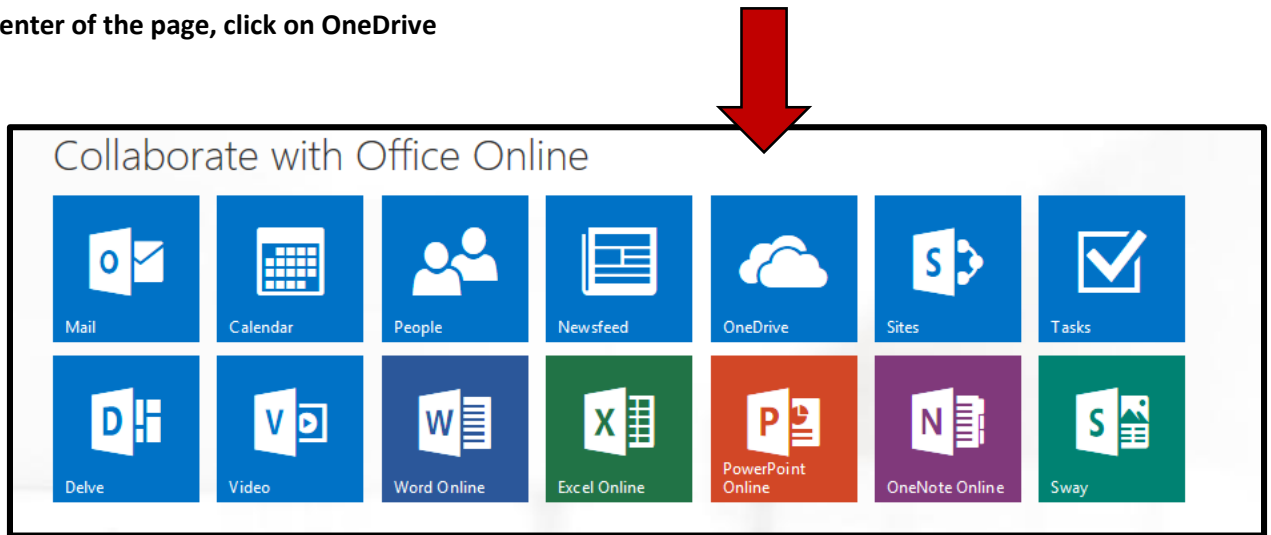
Password

☐ Keep me signed in

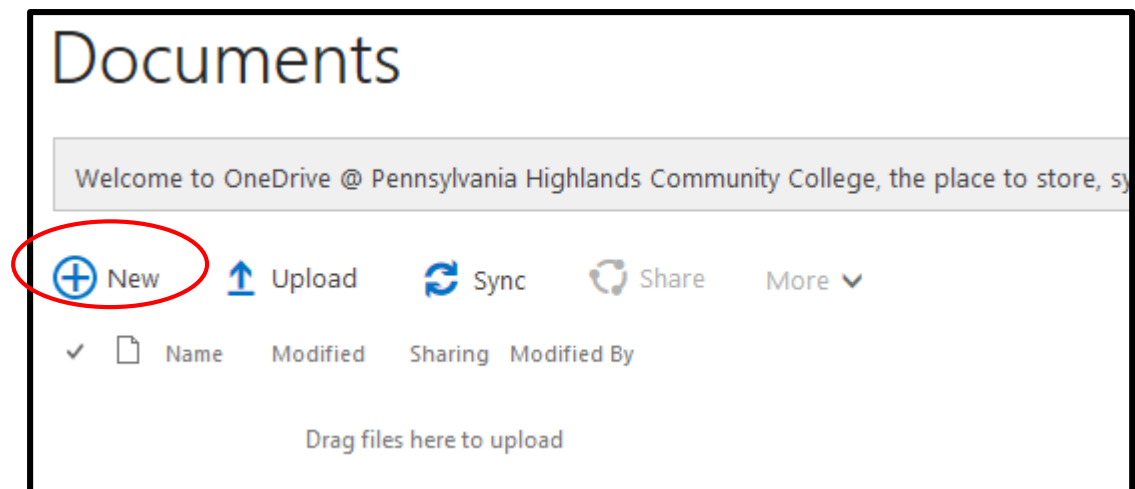
Sign in Cancel

[Can't access your account?](#)

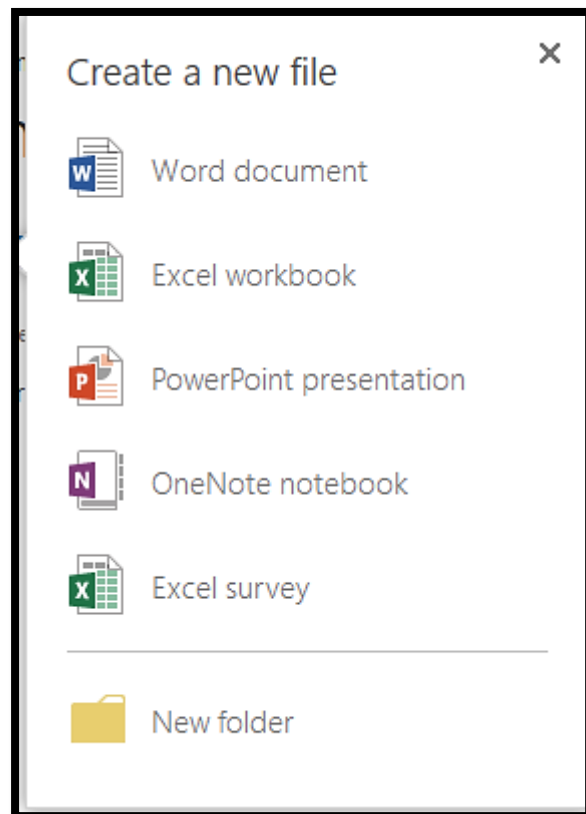
In the center of the page, click on OneDrive



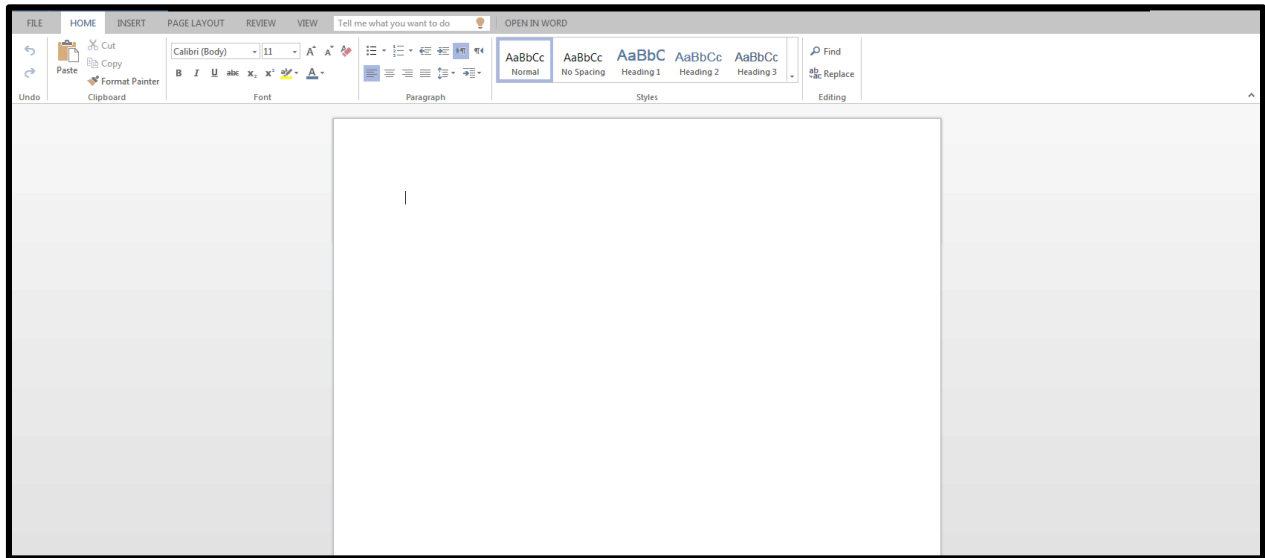
Click on new (has a plus sign inside of a circle)



Select which Office document you want to create – This will open your document within the internet browser



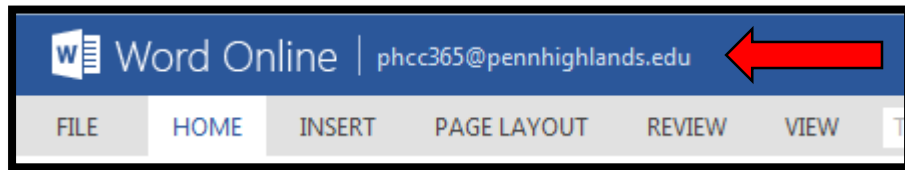
This will then open a blank page in the document you chose



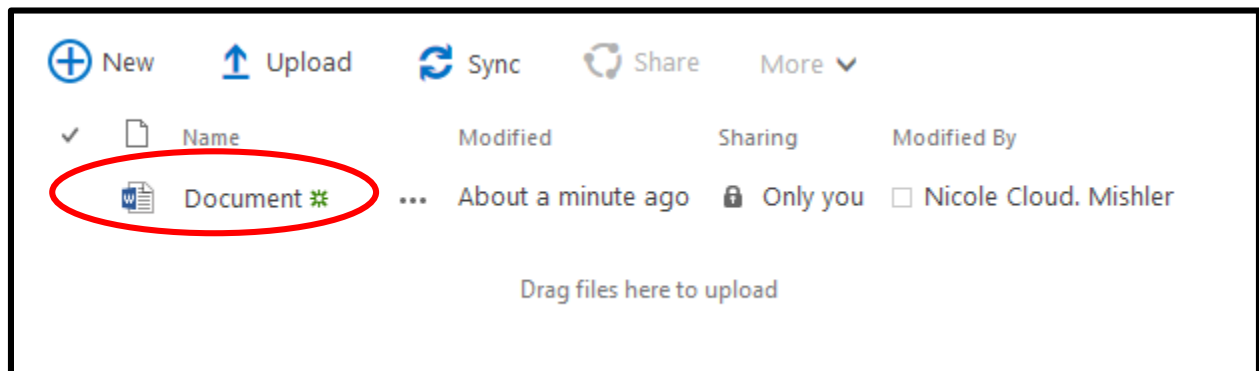
Saving Documents on a Desktop

Documents will automatically save to the OneDrive

Click on your email address on the top left hand corner to return to your OneDrive Home Page

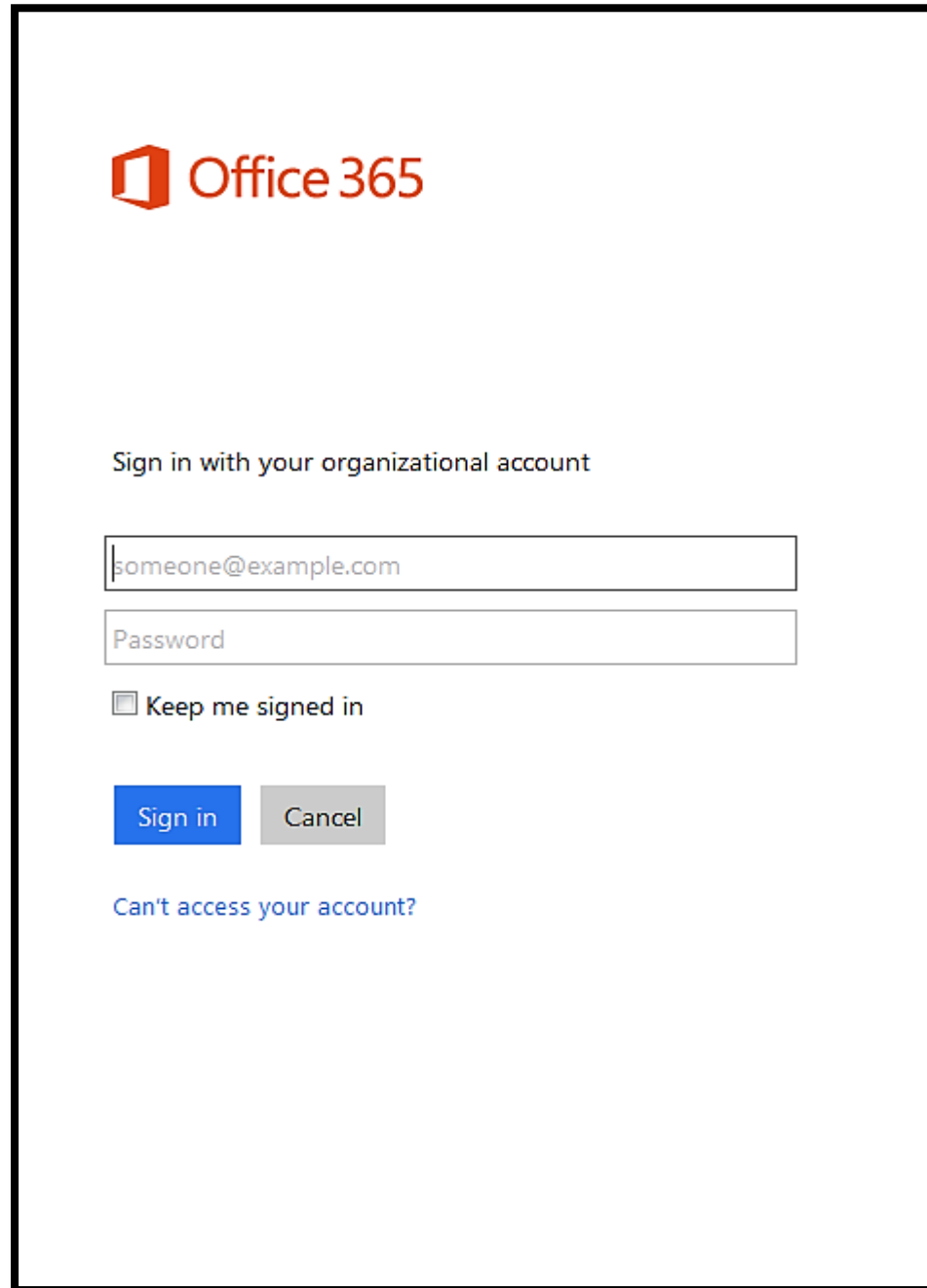


This will then take you back to the home screen and show it is saved and in Documents



Editing a Document on a Desktop

Log into Office 365 (If not already logged in)



The image shows the Office 365 login interface. At the top, there is the Office 365 logo, which consists of a red square icon with a white 'O' and the text 'Office 365' in red. Below the logo, the text 'Sign in with your organizational account' is displayed. Underneath this text are two input fields: the first field contains the email address 'someone@example.com', and the second field is labeled 'Password'. Below the password field is a checkbox labeled 'Keep me signed in'. At the bottom of the login area are two buttons: a blue 'Sign in' button and a grey 'Cancel' button. Below the buttons is a link that says 'Can't access your account?'.

Office 365

Sign in with your organizational account

someone@example.com

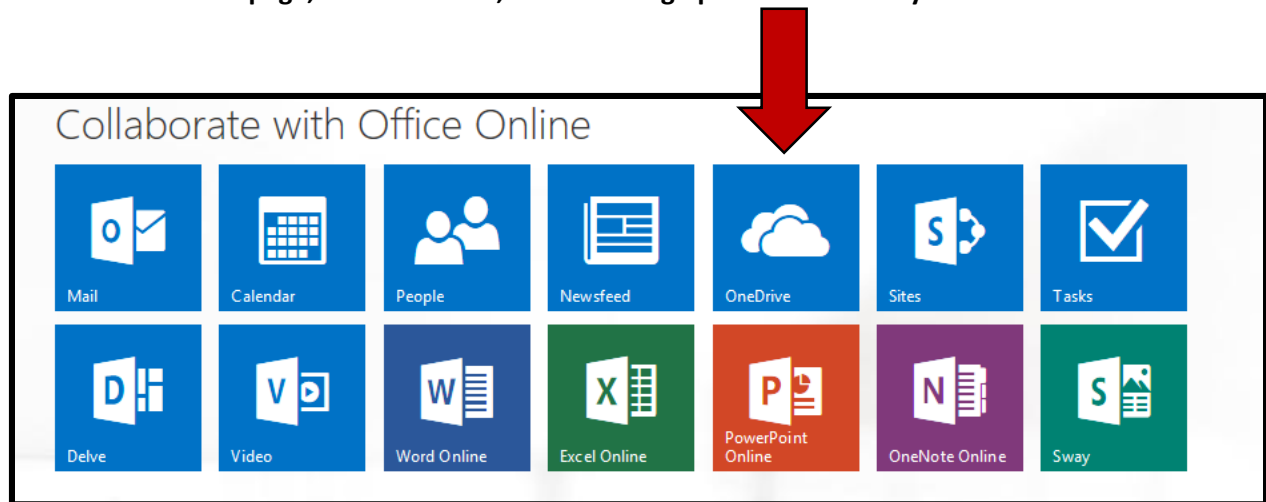
Password

☐ Keep me signed in

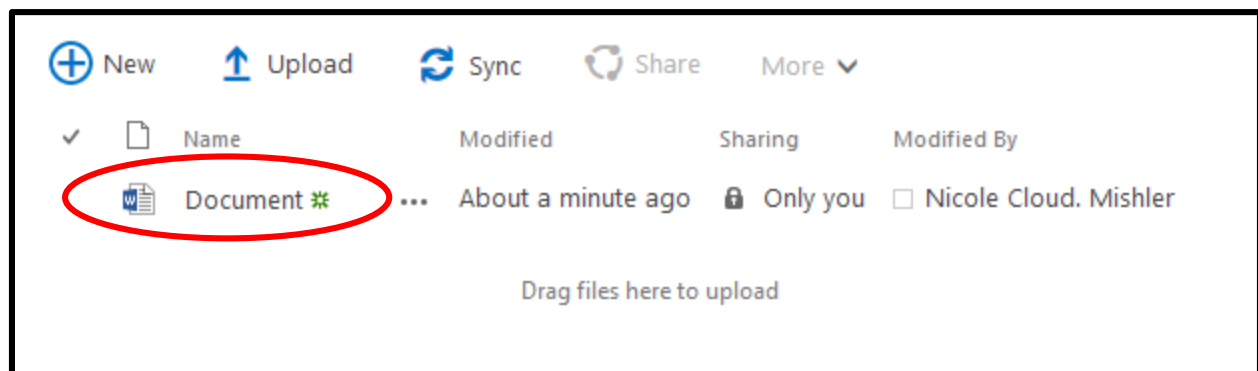
Sign in Cancel

[Can't access your account?](#)

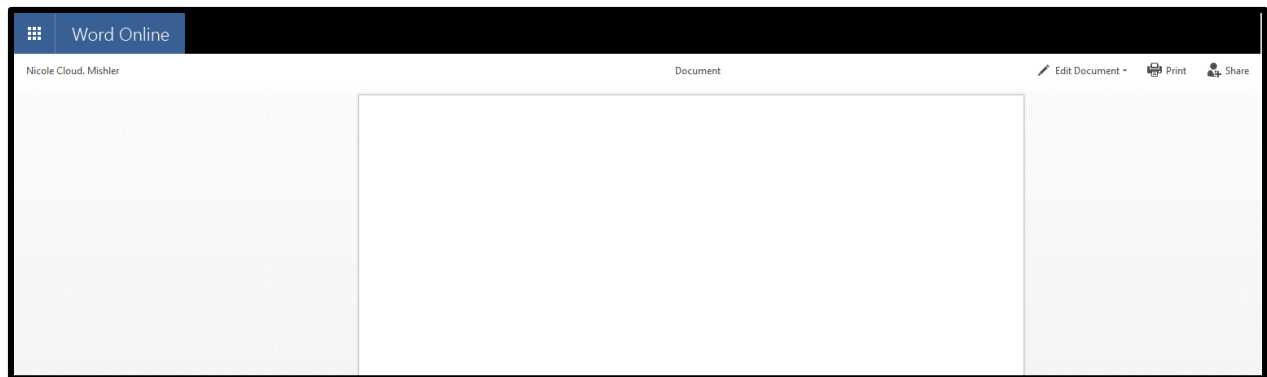
In the center of the page, click OneDrive, this will bring up the list of all of your documents



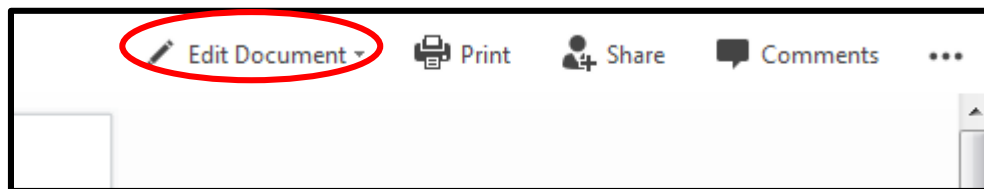
Click on the document you would like to edit



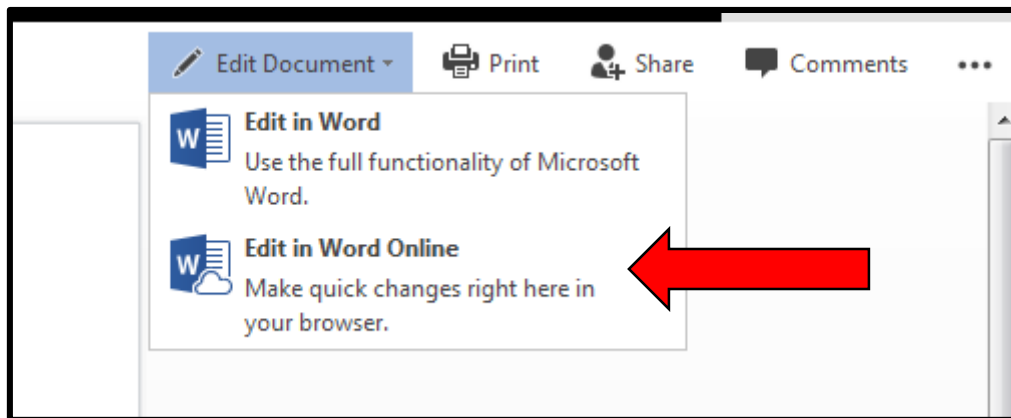
You will then see your document in only a read-only format



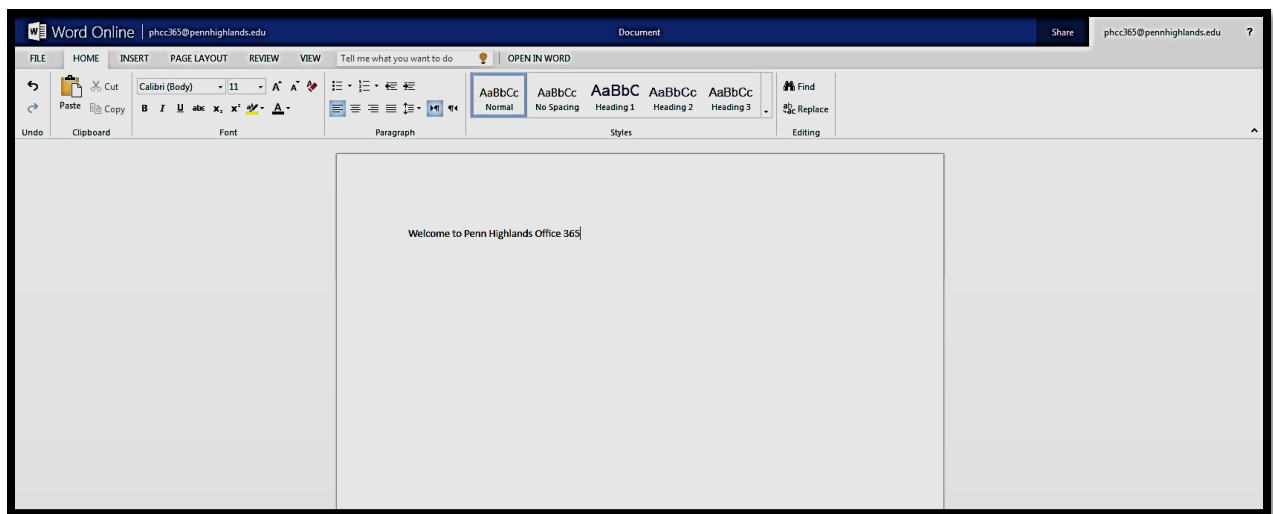
Click on the upper right hand side on Edit Document, this will bring up a drop down menu



Click on Edit in Word Online



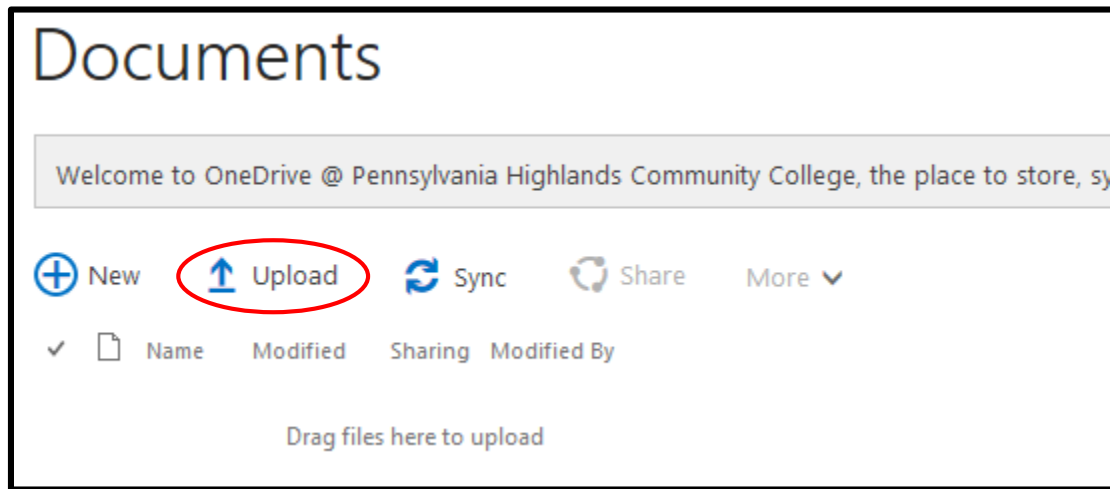
This will then open the document in Office 365 online



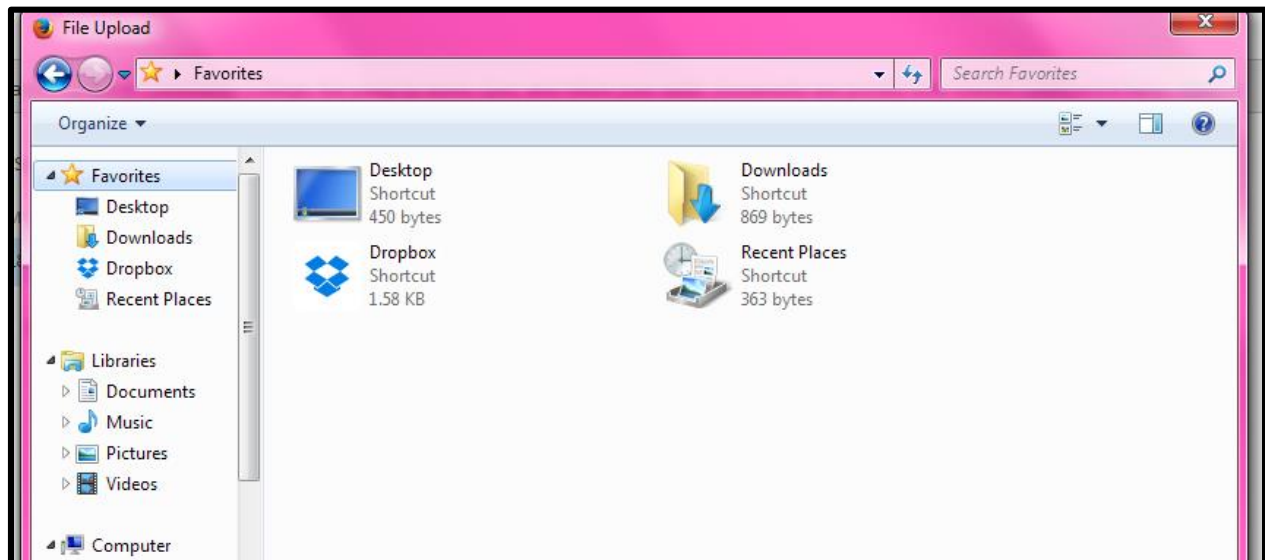
The document is now able to be edited

Uploading a Desktop on a Desktop

Click on Upload



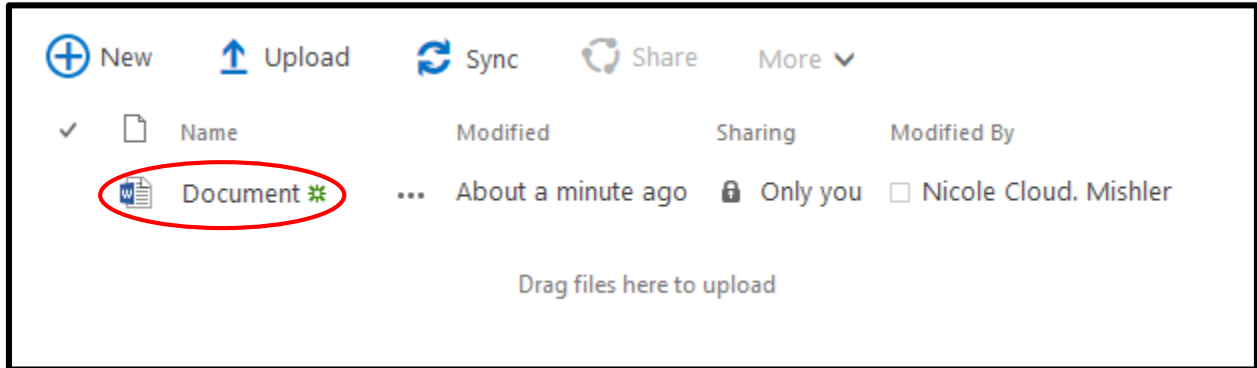
The window will then open for you to select from where you would like to upload.



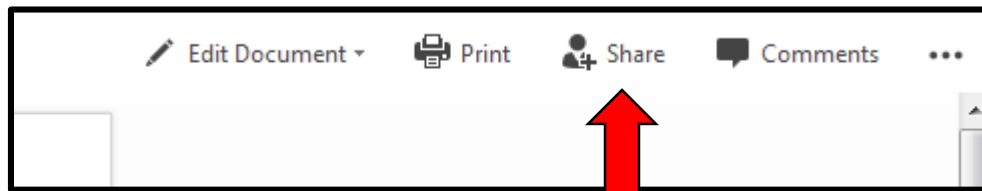
Select your file and it will upload directly to the OneDrive.

Sharing a Document on a Desktop

Open the Document you would like to share



Click Share in the upper right hand corner, this will open a window



Enter in the email address of the person you would like to share the document with

Share 'Document'

✕

🔒 Only shared with you

Invite people

Get a link

Shared with

Enter names, email addresses, or 'Everyone'.

Can edit ▾

Include a personal message with this invitation (Optional).

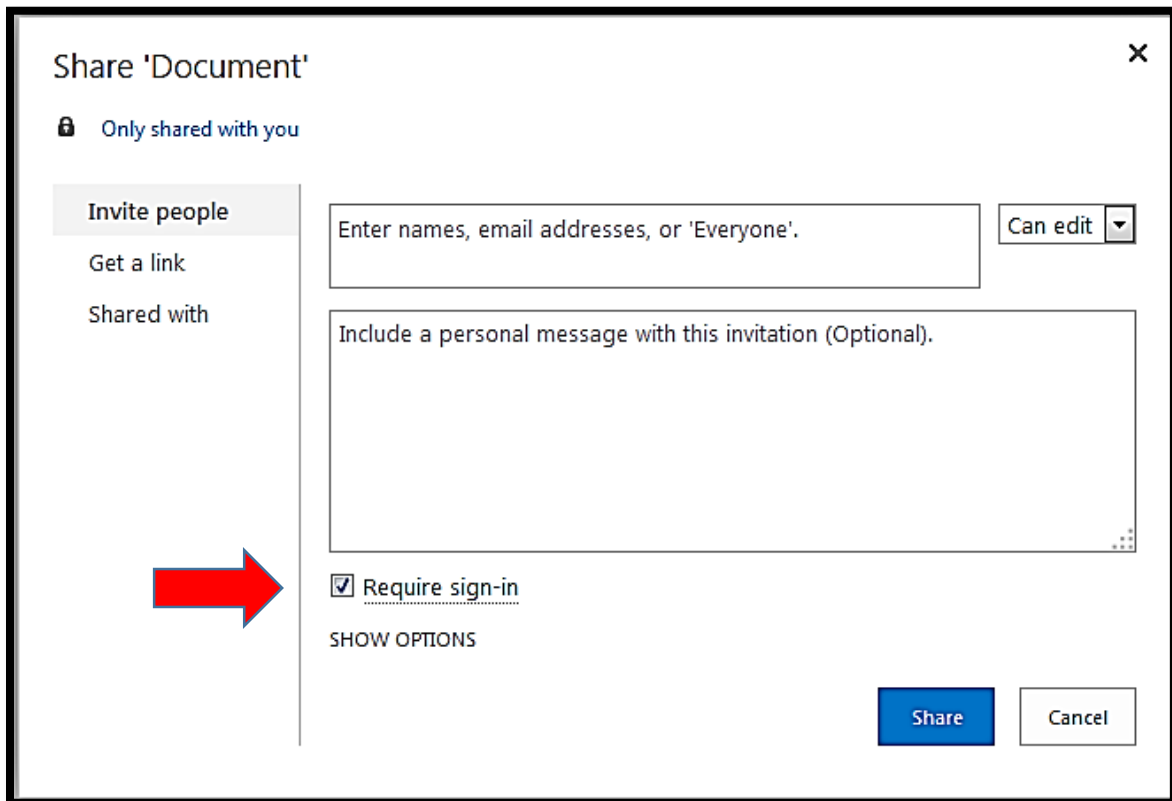
☒ Require sign-in

SHOW OPTIONS

Share

Cancel

You can unclick the Require Sign In box if the recipient does not have an Office 365 account, it will send it to them and say they are a guest contributor



Share 'Document'

Only shared with you

Invite people
Get a link
Shared with

Enter names, email addresses, or 'Everyone'.

Can edit

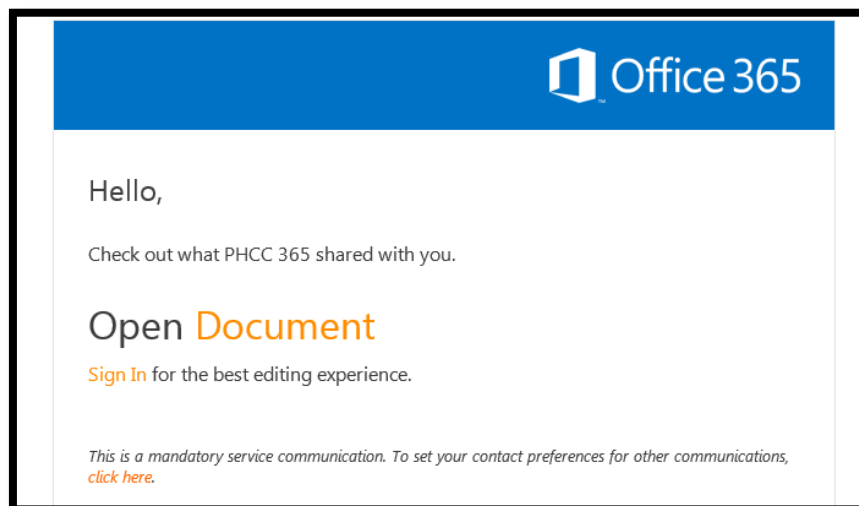
Include a personal message with this invitation (Optional).

☒ Require sign-in

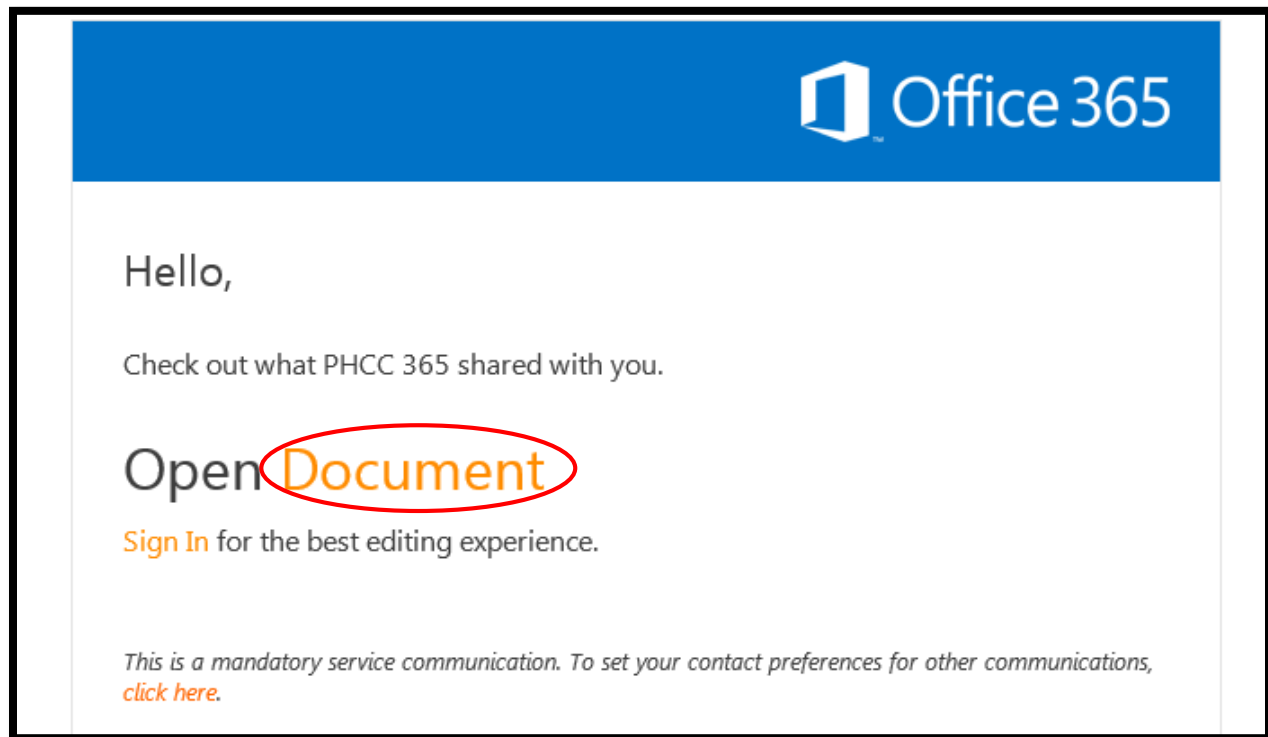
SHOW OPTIONS

Share Cancel

This will send an email to the recipient with the document



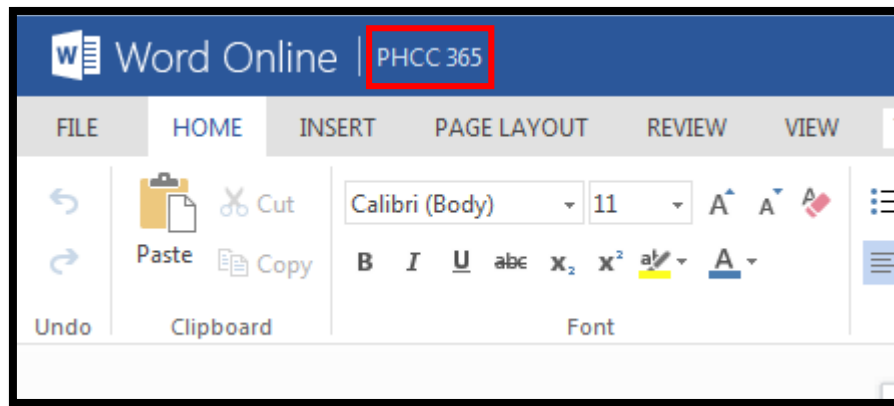
They can then click on the link and view/edit the document



Going Back to the Home Page

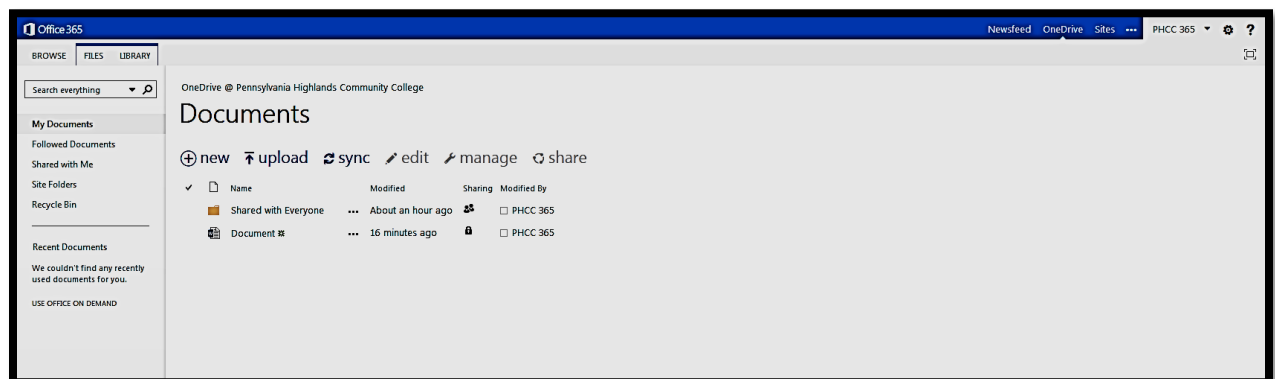
Once in a document, you can easily get back to the home page listing all of your documents

In the top left by the type of document you are creating (Word, Excel, Powerpoint) you will see your log in name beside it



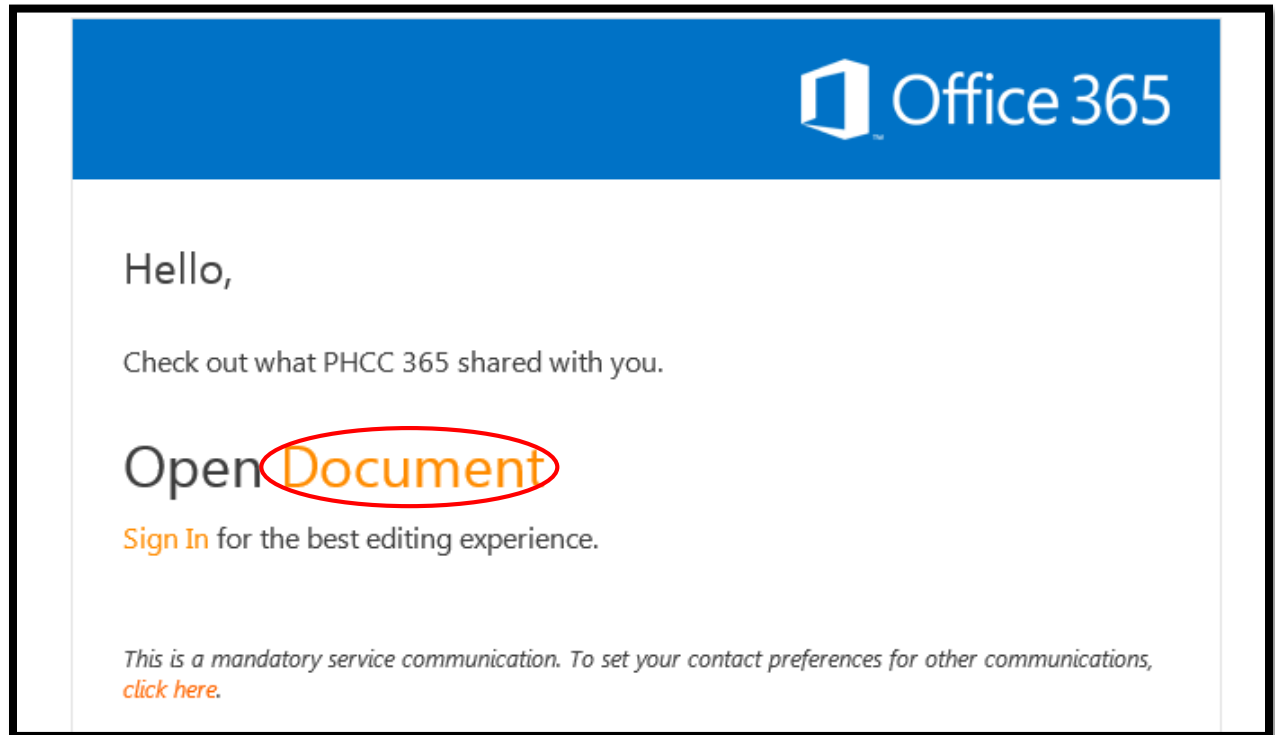
Click on your log in name

This will send you back to the main page

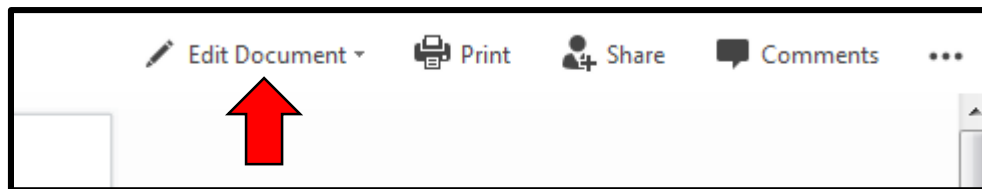


Editing a Document shared with you

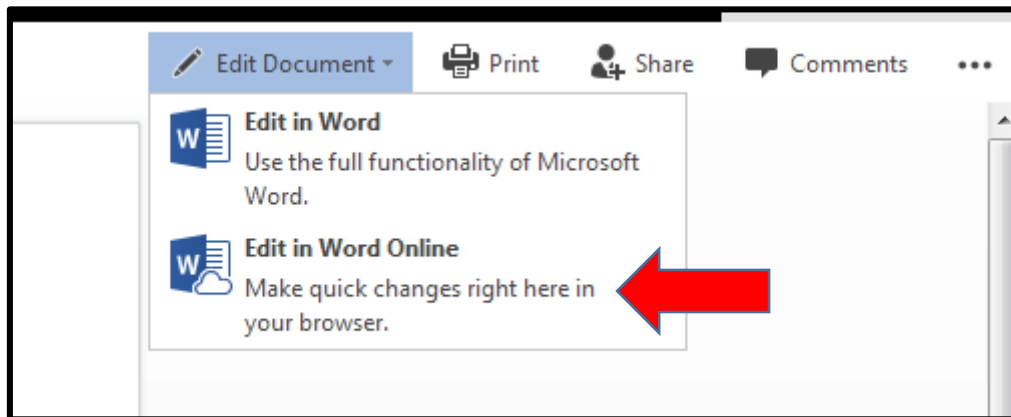
Click on the link that was sent to you when the document was shared with you, this will open the document



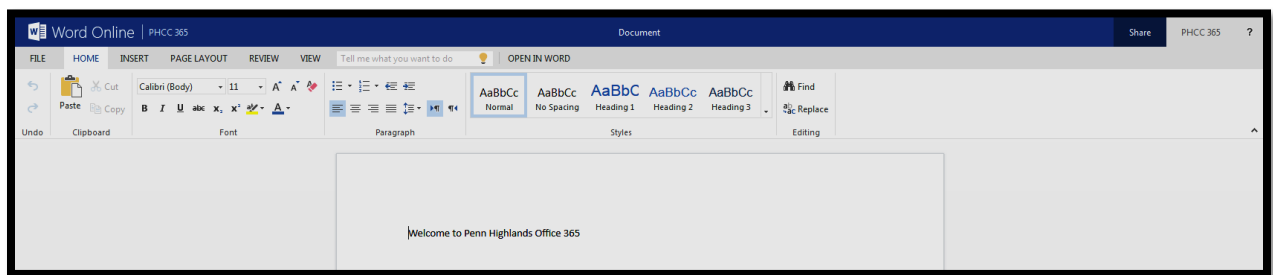
In the right hand corner, click on Edit Document



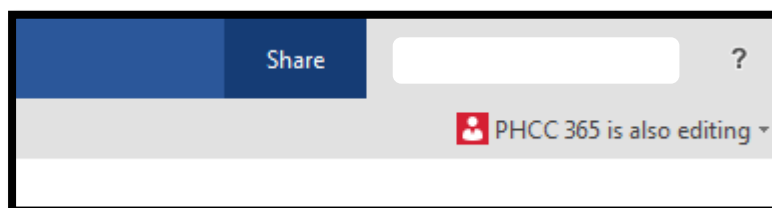
Click on Edit in Word Online



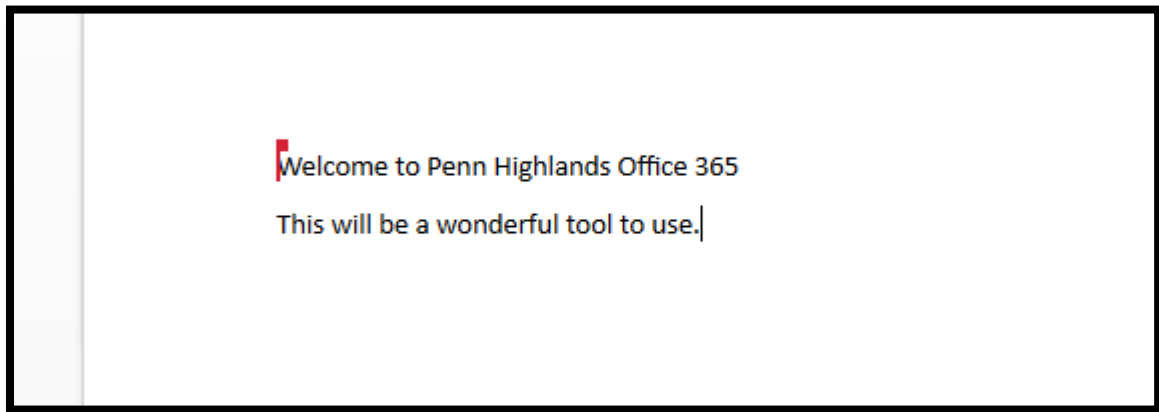
This will open the document so you will be able to edit it



It will show what was edited by the other people who share this document with you
In the upper right hand corner it will also let you know if the other person is on the document at the same time as you

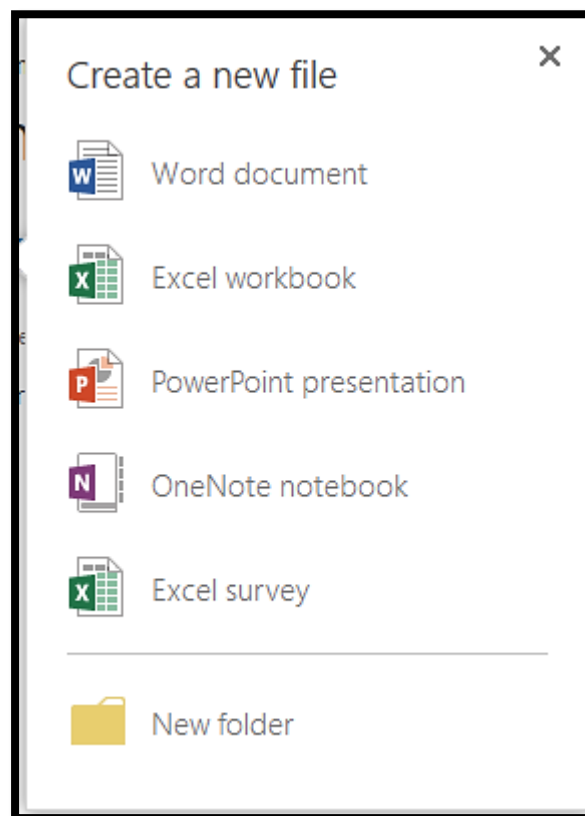
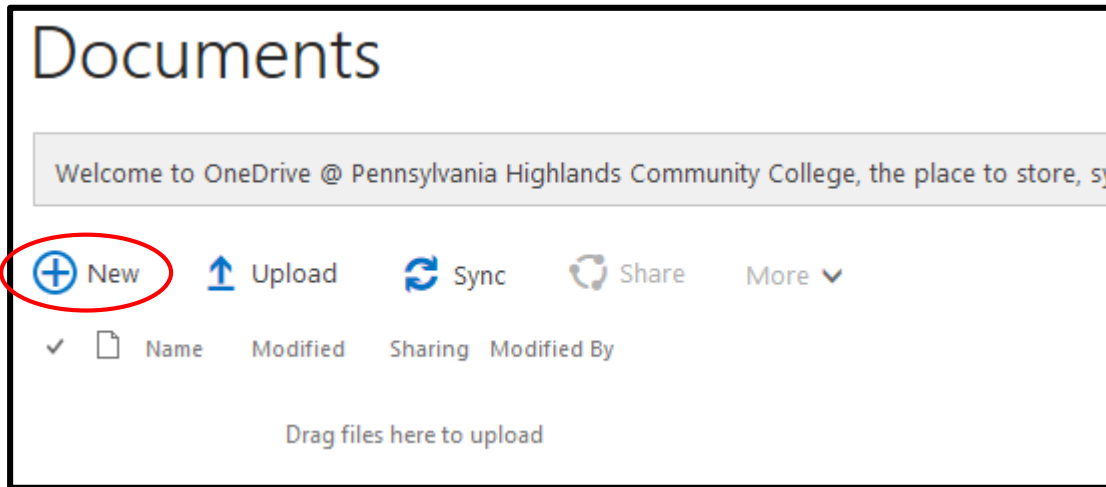


Colored flags on the page will let you know where the other person has their cursor on the page

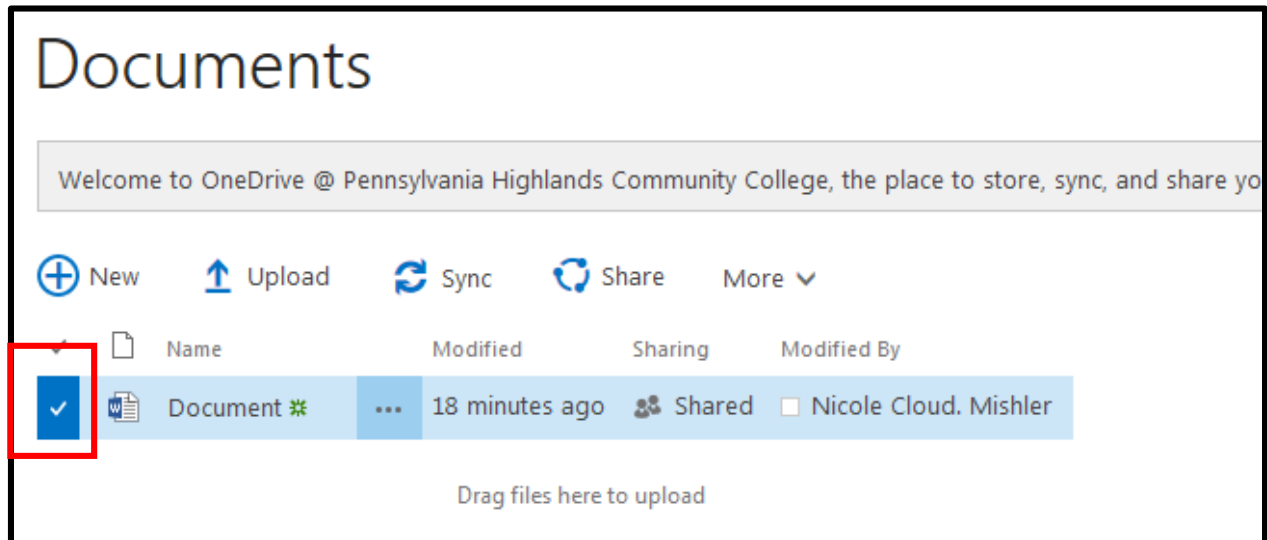


What You All Can Do From Main OneDrive Page

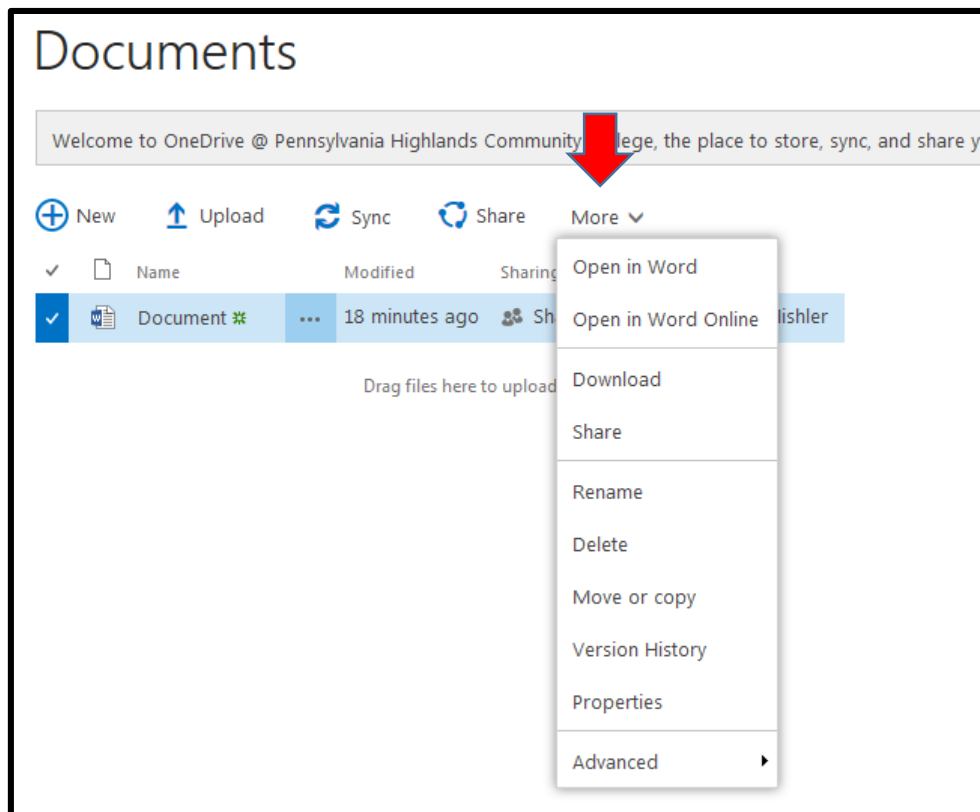
You can create a new document from clicking New and then selecting the document you would like



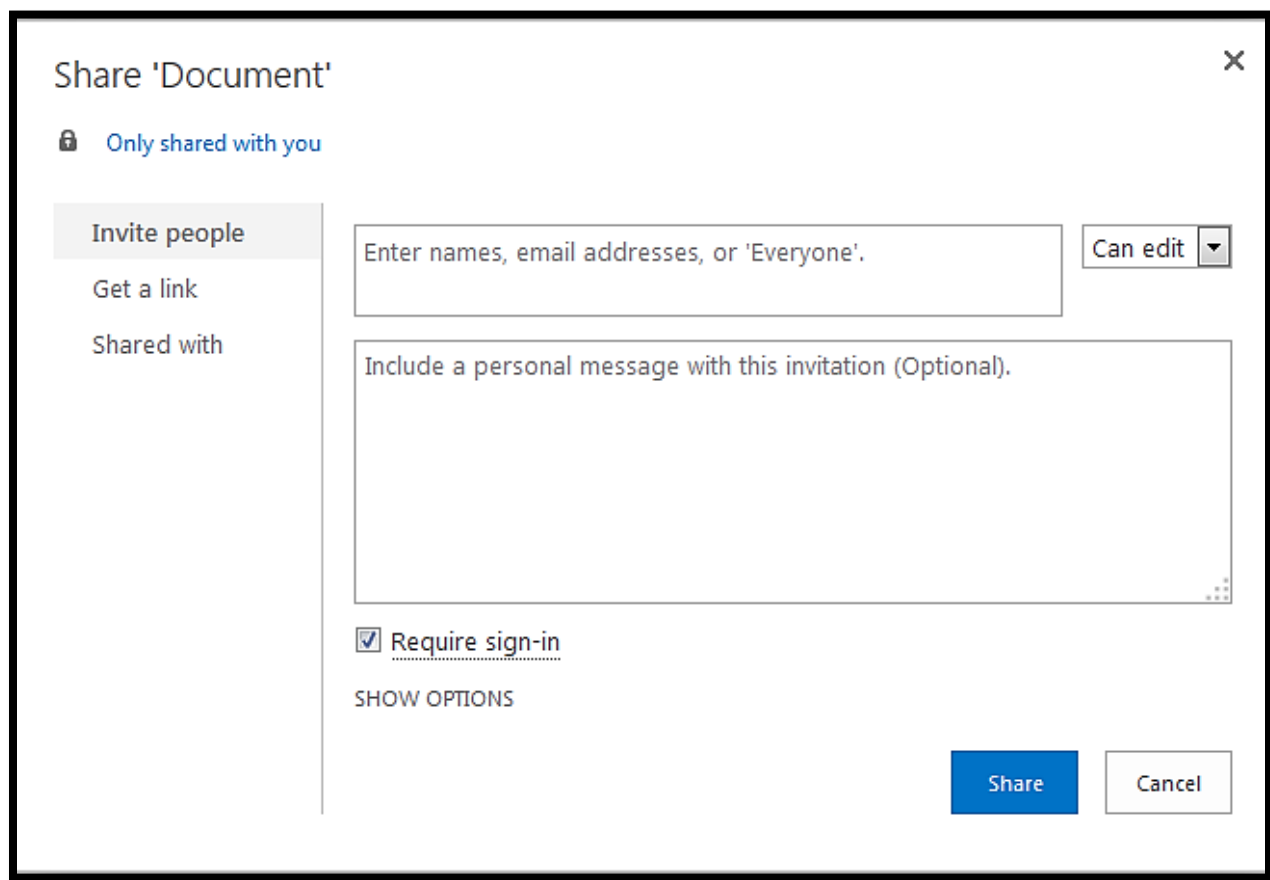
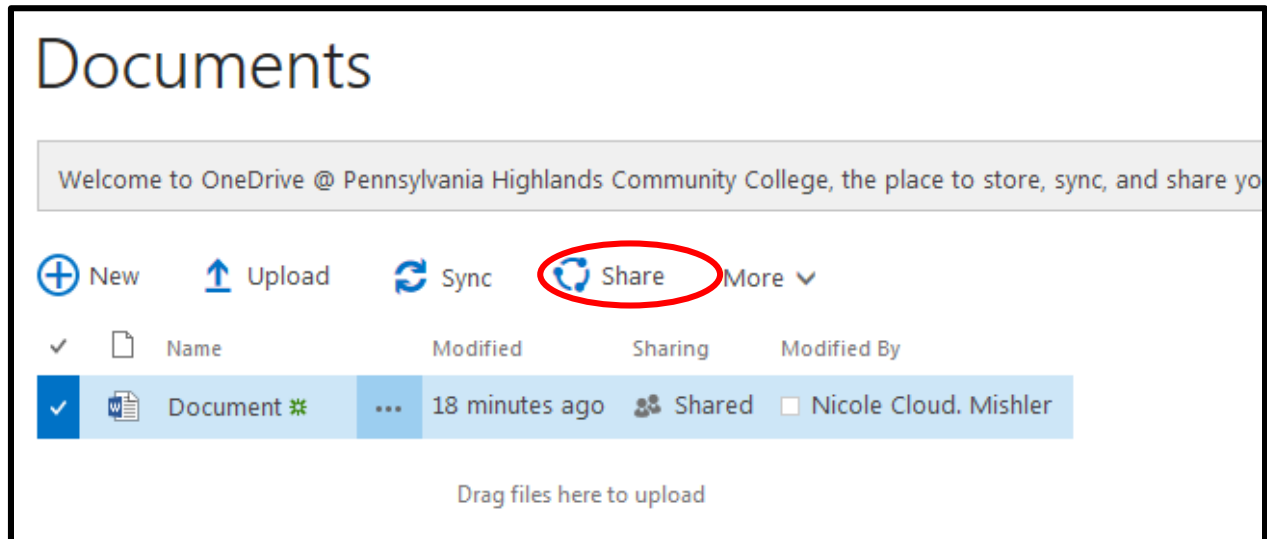
On the left hand side of the name of each document, click on the Check Mark for more options for each document



You can click More and do many tasks with the dropdown box that then appears



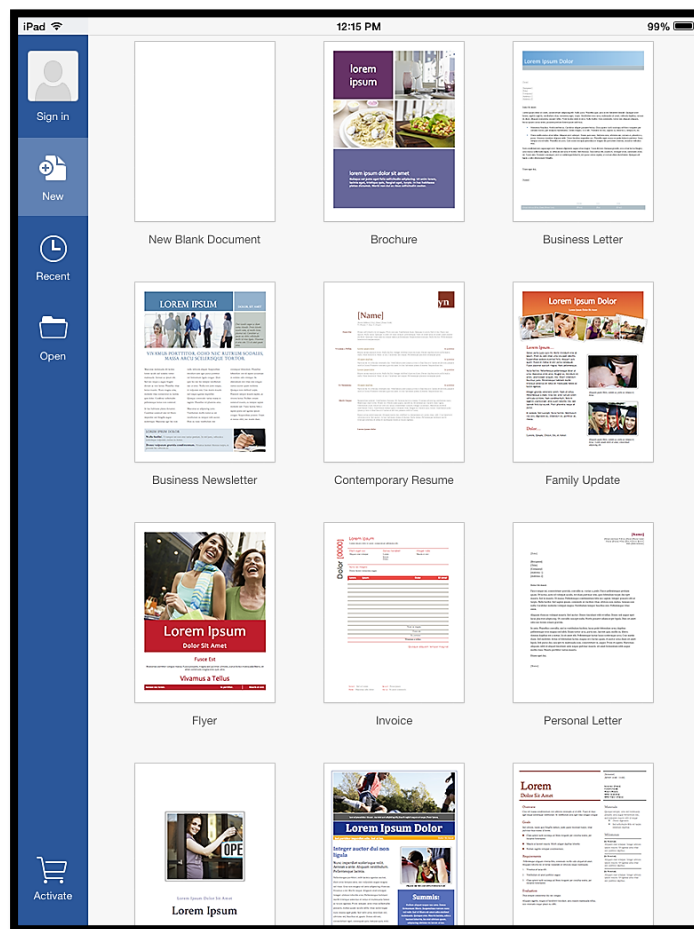
You can click share and enter in the email address of whomever you would want to share the document.



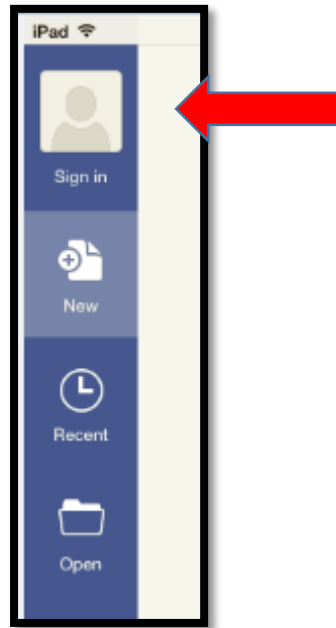
Logging into Office 365 on an iPad

*If using Word and Excel they can be used in either portrait or landscape. Powerpoint can only be used in landscape. *

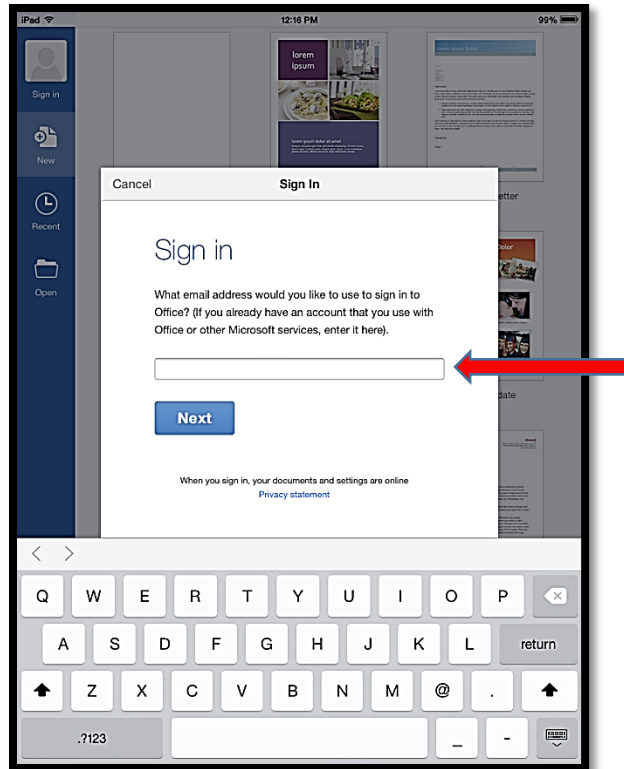
Click on the desired Office 365 app you would like to use



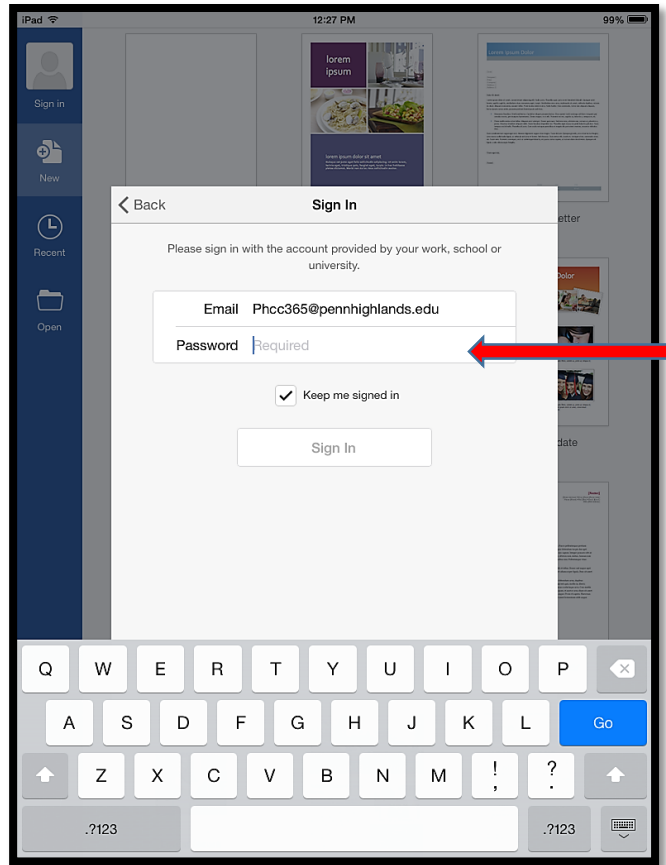
Once opened, in the upper left hand corner tap on Sign In



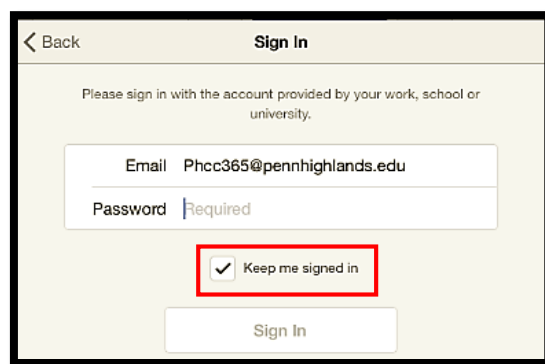
On the next screen type in your email address and hit next



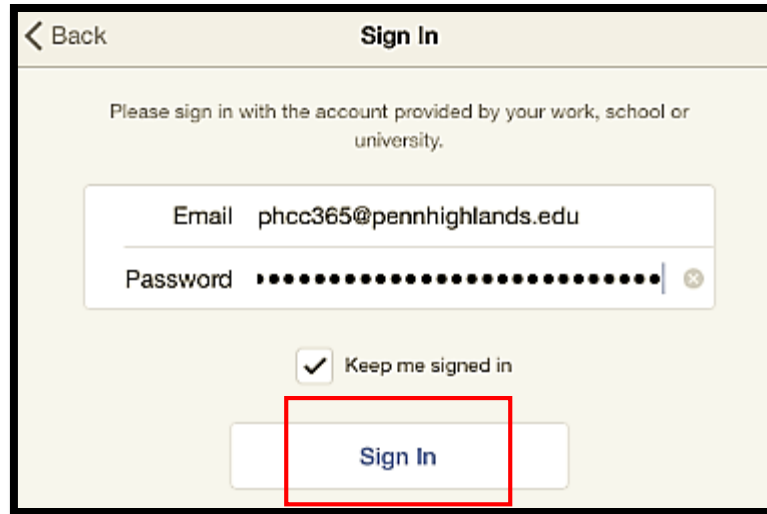
The next page should auto fill in your email as typed on the previous page, then type in your password



Uncheck the Keep me signed in box

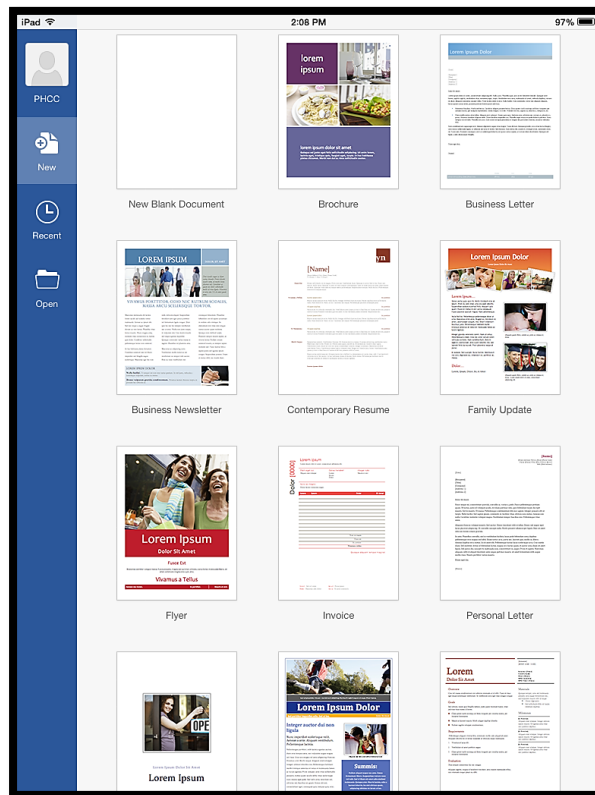


Tap sign in

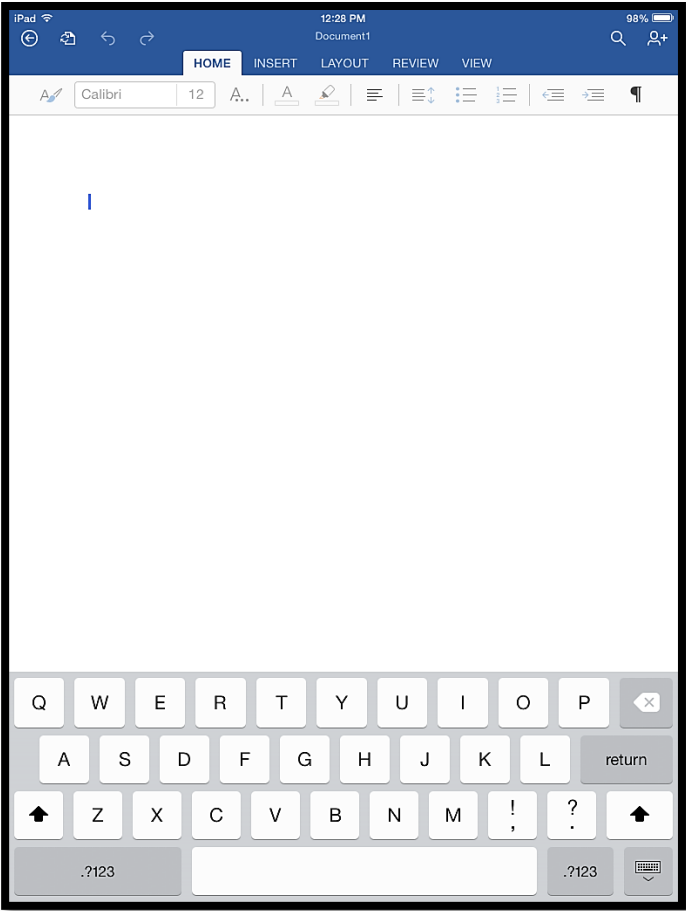


The image shows a 'Sign In' screen from a mobile application. At the top, there is a 'Back' button and the title 'Sign In'. Below the title, a message reads: 'Please sign in with the account provided by your work, school or university.' There are two input fields: 'Email' with the text 'phcc365@pennhighlands.edu' and 'Password' with masked characters. Below the password field is a checkbox labeled 'Keep me signed in' which is checked. At the bottom, there is a 'Sign In' button, which is highlighted with a red rectangular border.

A screen will then appear that has all the templates for the app. Choose the one you would like to use

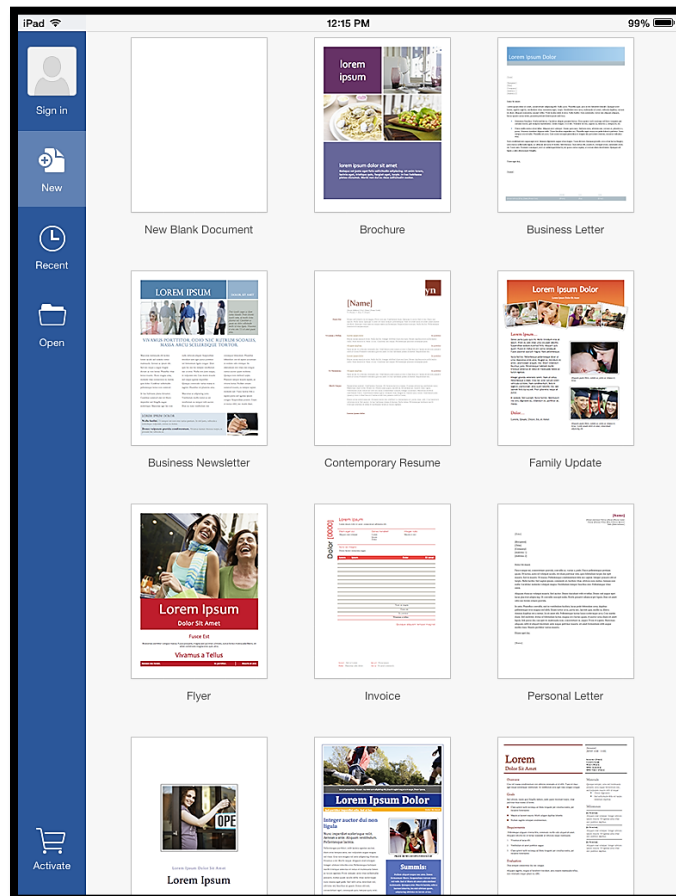


Start using the app the same as you would Microsoft Office on the desktop

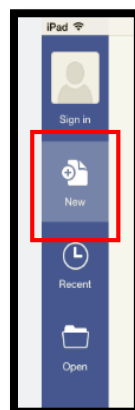


Creating a document on an iPad

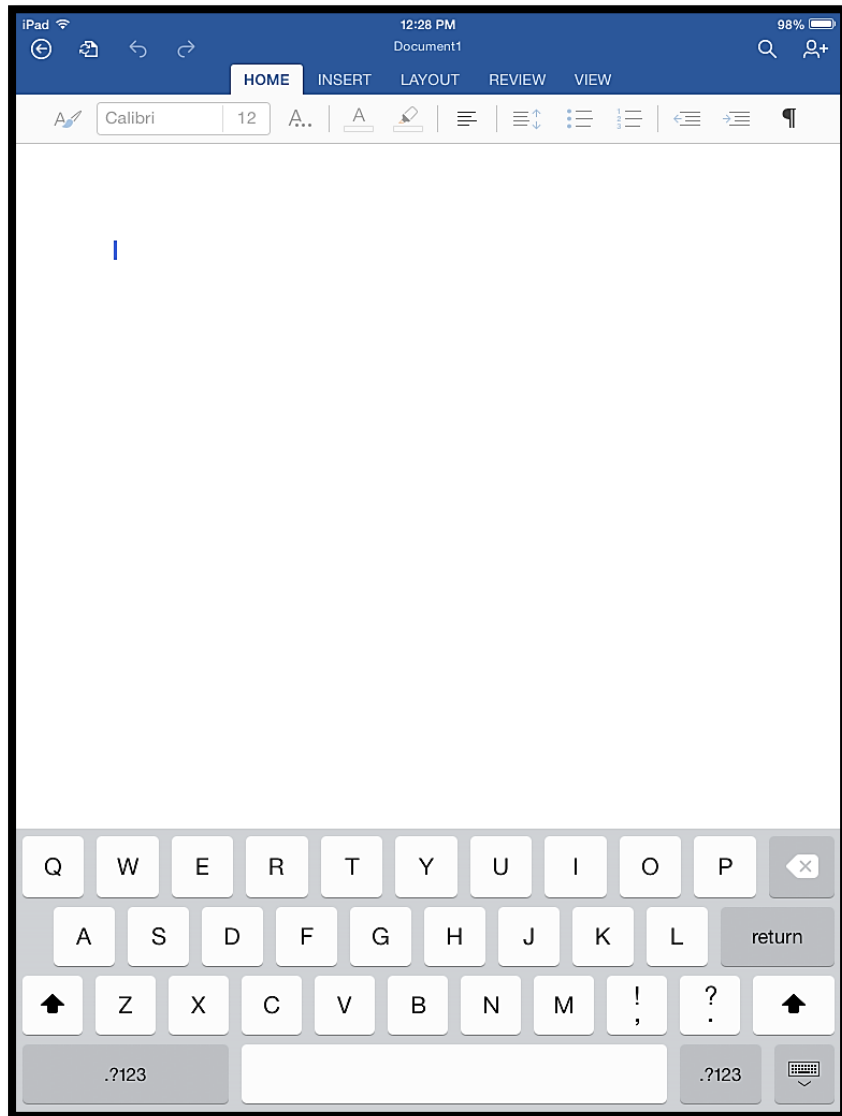
After logging into the app, you will be on the home page



Make sure New is selected on the left hand side This will show you New Blank Document and all the templates available



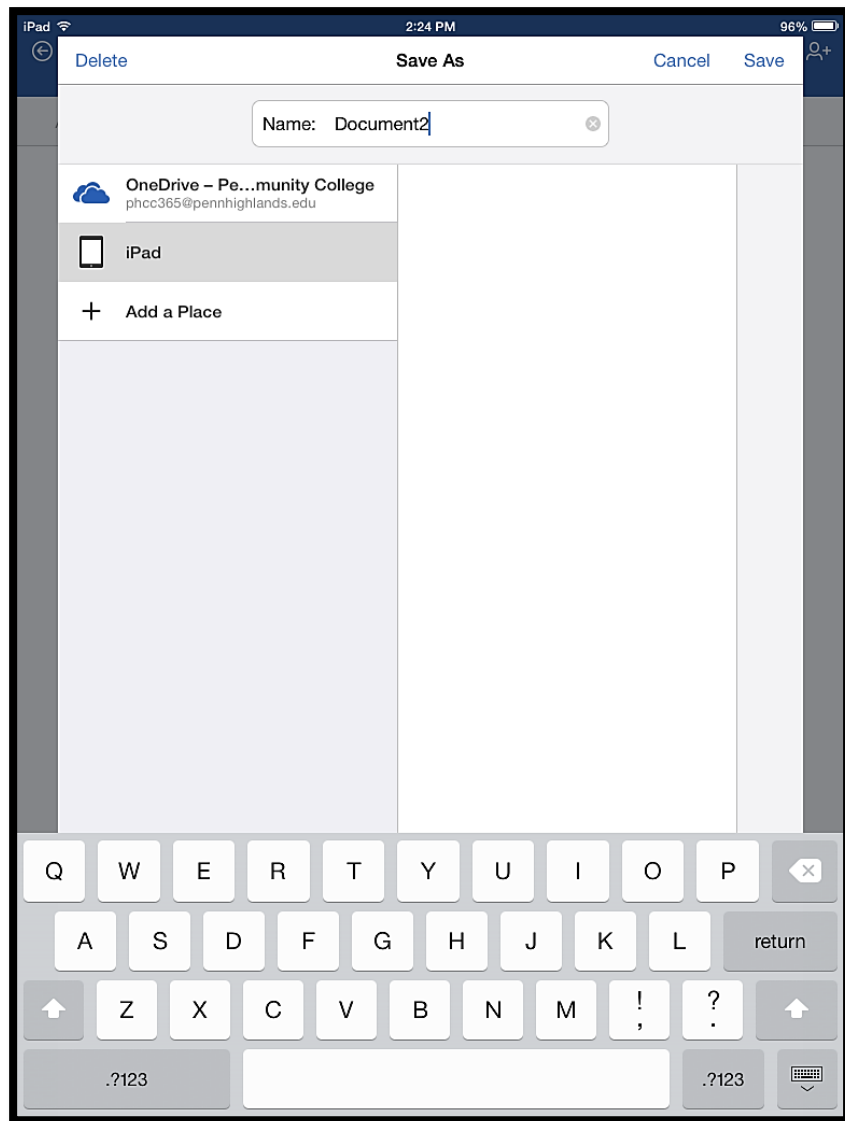
Tap on New Blank Document or whichever template you may want. This will load up the page you selected.



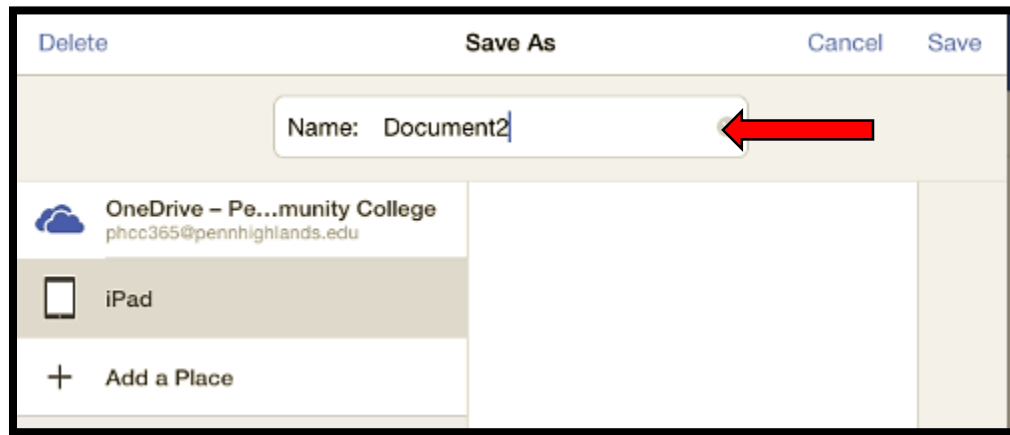
Saving Documents on the iPad

Documents will automatically save to the OneDrive

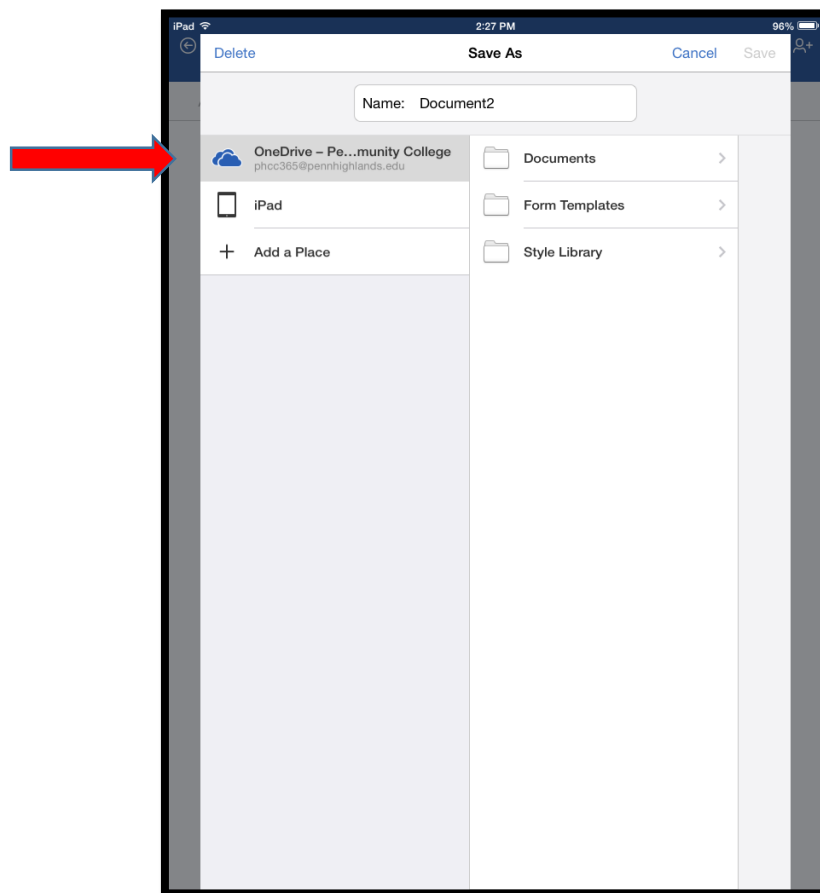
When leaving a document for the first time, it will ask what you would like the document to be saved as on the Save As page

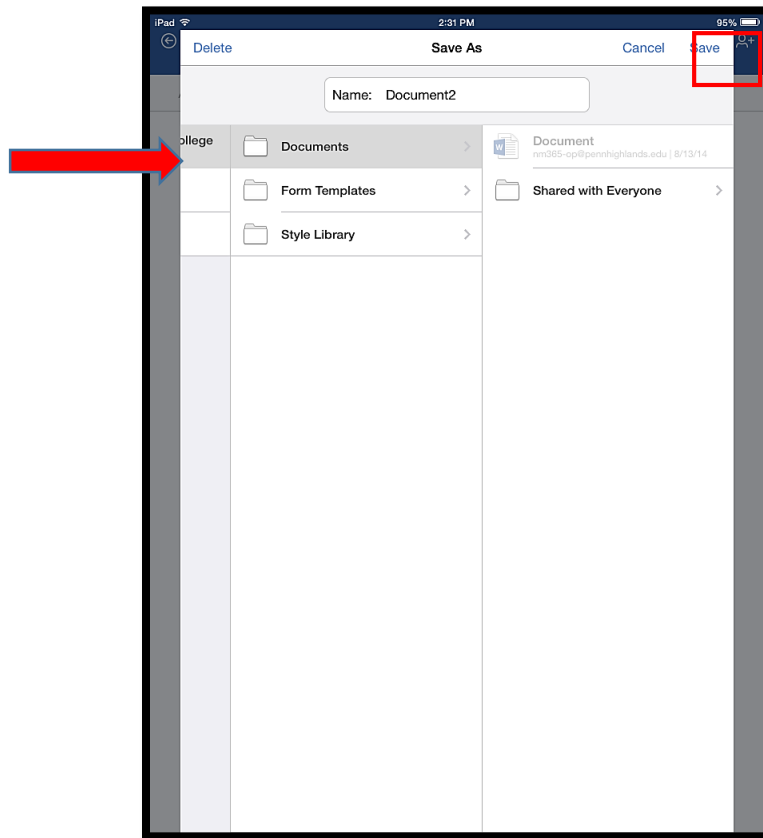


You can change the name of the document to whatever you would like

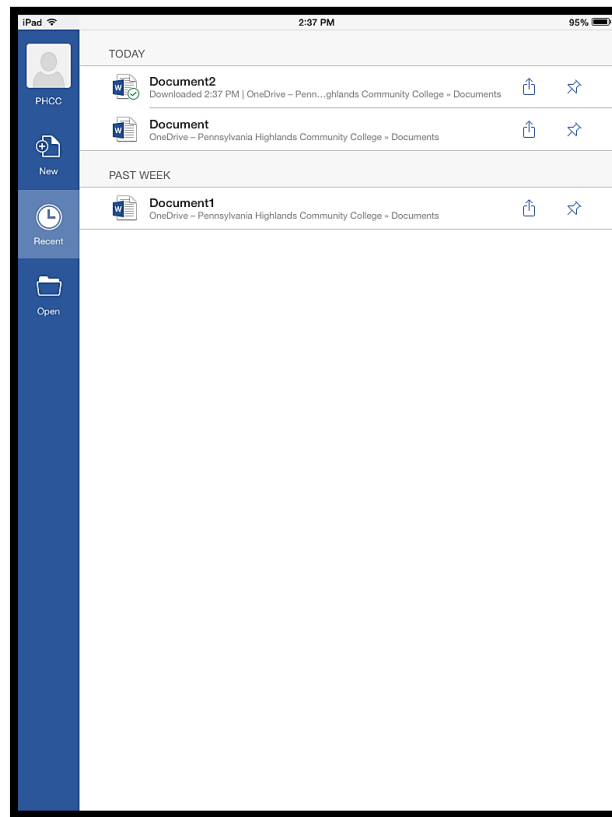


Make sure it is saved to the OneDrive and then Documents so it will be saved for you to access later. Then tap save.



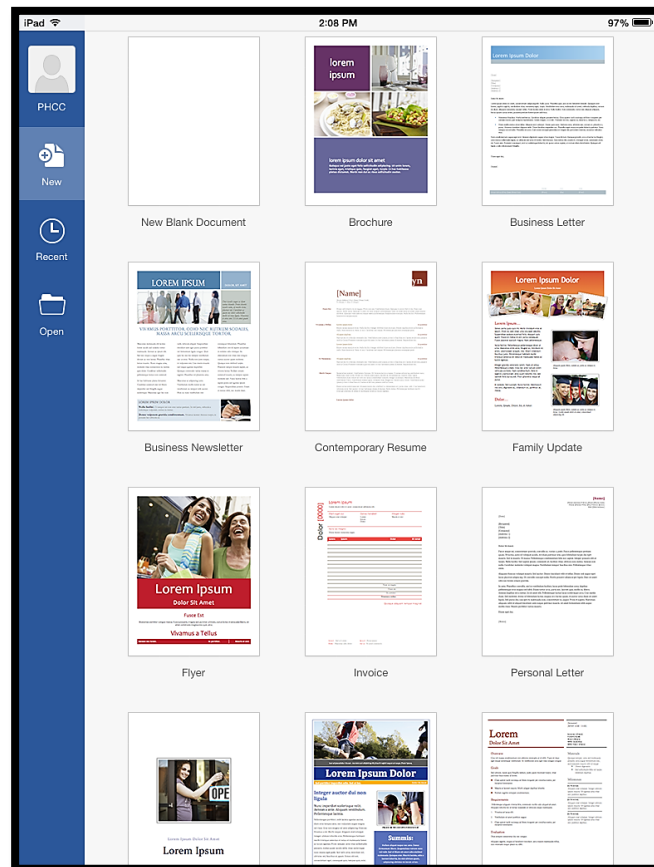


This will then take you back to the home screen and show it is saved and in the Recent Folder

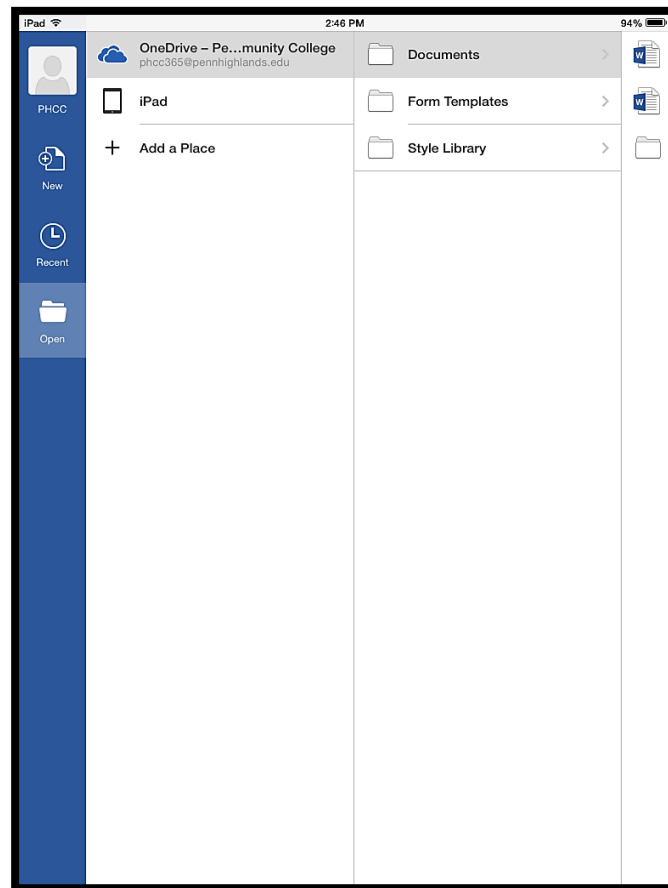


Opening Documents on an iPad

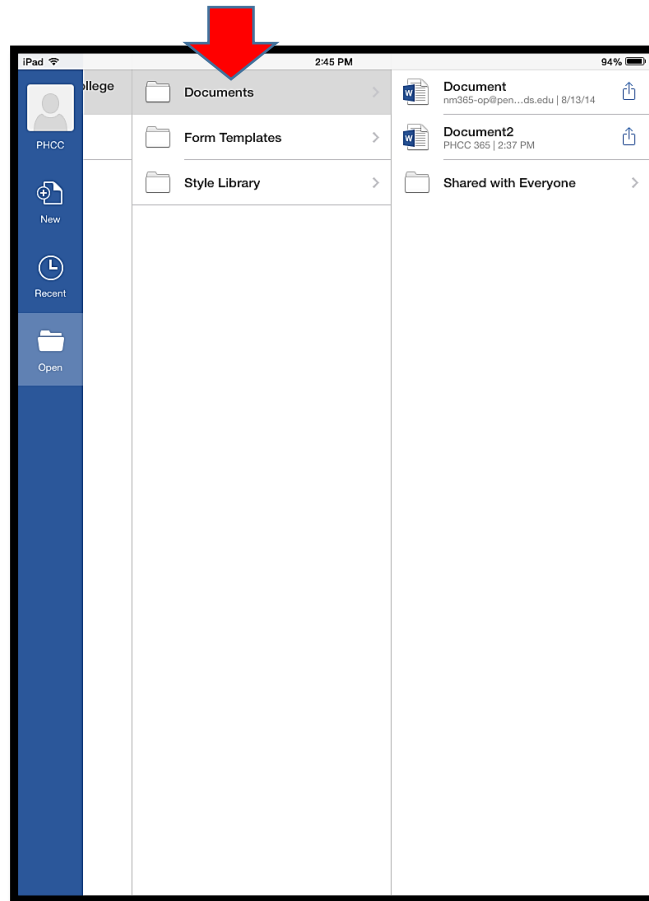
After signing into the app, you should be on your home page



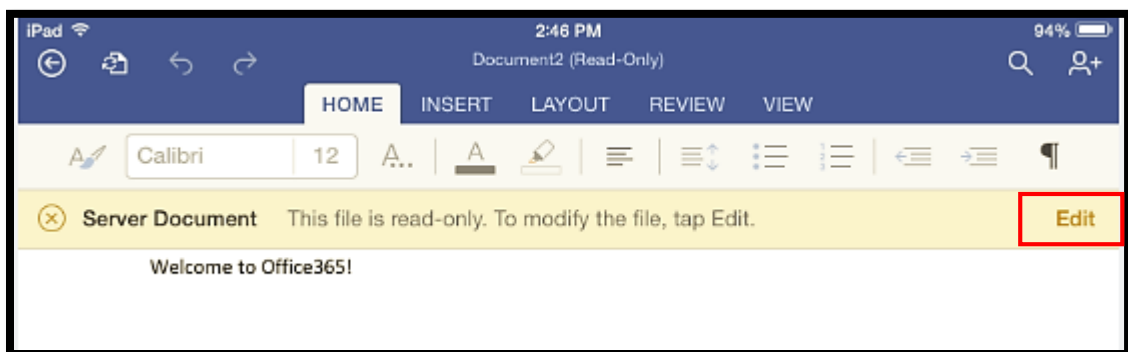
On the left hand side tap on Open, this will bring up your OneDrive



Tap on documents, and this will show you all of your created and shared documents
Tap on the document you would like to open



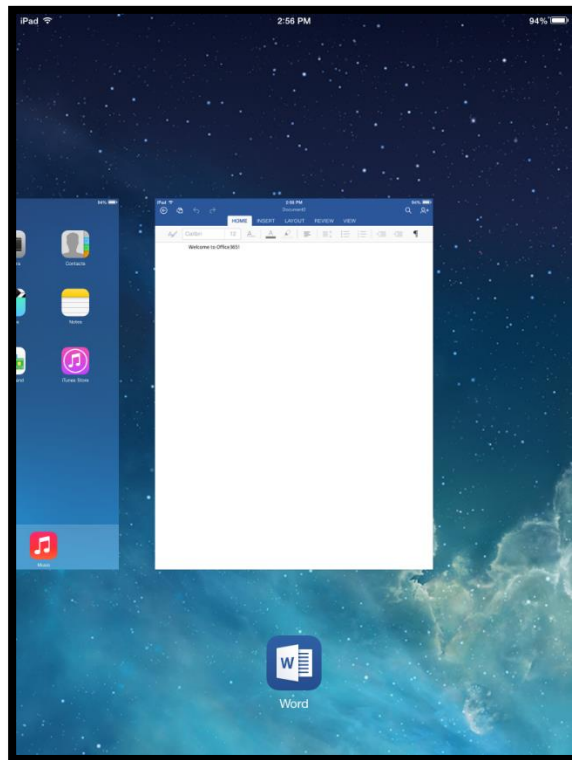
If you would like to continue to edit the document, hit edit on the orange bar that appears across the top of the screen



Signing out of the app on an iPad

Every time you will no longer be using the iPad during class time, you should sign out of the Office 365 app you are currently in

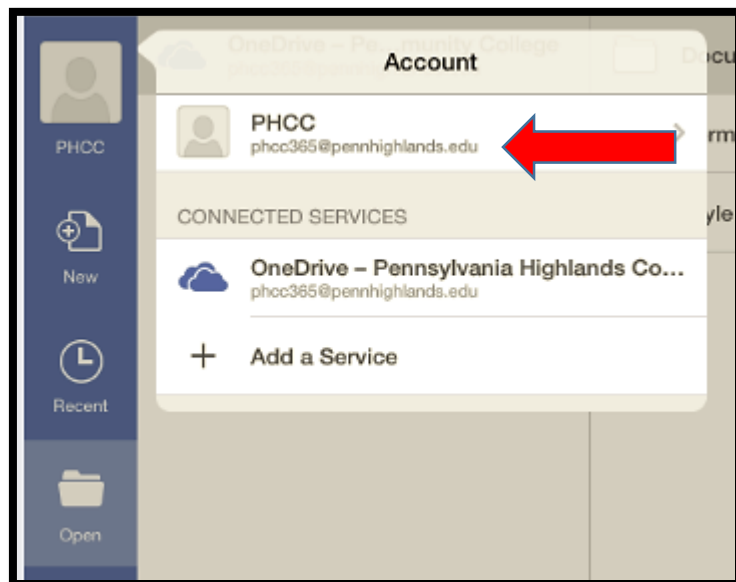
Closing out the app by double tapping the home button and swiping the app up will automatically sign you out if you unchecked the Keep Me Signed In box when you logged on



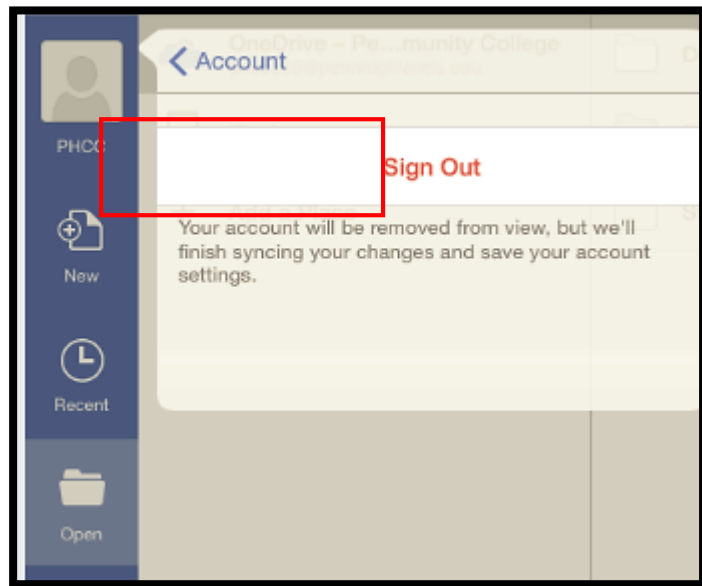
You can also log out on the main page by tapping your name in the upper left hand corner



This will bring up an Account window
Tap where your name appears in that window



This window will then say Sign Out



A window will ask if you are sure you want to sign out
Tap Sign Out and you will be logged out of the app

