**Office 365 How-To Sheet (for students)**

**Step 1: Login to the computer as “Guest” (not student/student.) This guarantees that nothing can be saved to the computer.**

**Step 2: Click “ok” on the pop-up that comes up to tell you that all files will be deleted.**

**Step 3: Click on “myPascoConnect”**



**Step 4: Sign in to “myPascoConnect”**

* **If prompted- put in password on pop-up screen**

 

**Step 5: Click on the “Office 365” app**



**Step 6: Click on “One Drive”**



**Step 7: Click on “New” to open the drop down to create a new Word document**

