



## NEW EMPLOYEE WELCOME PACKET OFFICE 365 /OUTLOOK MAIL

### WHAT IS OFFICE 365?

Office 365 is a cloud-based suite of applications you access from your web browser including these apps:



Outlook Mail, Calendars & Contacts



Word, PowerPoint & Excel Online Apps



OneDrive Personal Cloud Storage



OneNote (Electronic notebook for organizing files – personal/shared)



SharePoint Sites (Internal communication for schools and departments)



Teams (Internal small group collaboration and web conferencing)

### BROWSER SPECS FOR OFFICE 365 APPS

Make sure your computer has the recommended browsers installed.

Operating System	Browser
Windows 10	Microsoft Edge, Internet Explorer 11, Mozilla Firefox or Google Chrome.



## Information Technology

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### ACCESS OFFICE 365/OUTLOOK

From within the BCPS network or from home - In your browser, go to <http://insite.browardschools.com>

*(You do not need VPN to access Office 365/Outlook from home)*

Sign in with your P number and your Active Directory (AD) Password.

### IMPORTANT OUTLOOK ACCOUNT INFORMATION

- New employees will automatically receive an Office 365/Outlook account shortly after their start date that was entered in SAP.
- Your default Display name in the Outlook Global Address List is how it appears in SAP.
  - **First Name/Email Address Change Requests** – Submit the form on the Identity Management (IDM) website. Once the form is processed, it will automatically sync to all systems and update your name/generate a new email address. Any emails sent to your old email address will still go to you. New emails you send will be from your new address.

Access this form at <https://IDM.BrowardSchools.com>

- **Last name changes**, you must still go through SAP to supply proper documents before a last name can be changed.
- Outlook Attachment Size Limit: 100 MB

### EMAIL SIGNATURE DISCLAIMER FROM THE PUBLIC INFORMATION OFFICE (PIO)

Under Florida law, email addresses are public records. Your email address and the contents of any email sent to the sender of this communication will be released in response to any request for public records, except as excluded by F.S. 119.071, 1002.22(3)(d) [student records], or any other law of the State of Florida. If you do not want your email address to be released as part of any public records request, do not send email to this address, rather contact this office by phone or in writing.

The School Board of Broward County, Florida expressly prohibits bullying, including cyberbullying, by or towards any student or employee. See Policy 5.9: Anti-Bullying for additional Information.

### SECURITY RECOMMENDATIONS

As with all internet applications, including Office 365, it is highly recommended to NEVER save your password in a browser. Saving passwords in a browser allows anyone who may use your computer access to all your saved online passwords.

Users should get in the habit of logging out of Office 365 and/or locking their desktop if they step away from their computer.



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### **MICROSOFT STUDENT/STAFF ADVANTAGE PROGRAM**

Once you log in, the splash page to install Microsoft Office will open. This is part of the Microsoft Student and Staff Advantage Programs. **Employees may choose to install the free copies, but it MUST be installed on personal computers on your home network – not on BCPS computers.** The install code for the Microsoft Advantage Program and Broward's Enterprise Agreement are different. If users install the Microsoft apps from this page on BCPS computers, they will have to be removed and reinstalled from the images on the IT Service Desk server.

***Note: This applies to active employees and students. If employees or students know they are retiring or graduating, they should download the documents stored in their OneDrive prior to their end date. Once users are no longer active in SAP/TERMS, they will no longer have access to Office 365.***

***If you have shared documents in OneDrive from a user who will be retiring etc. make sure you download those documents to your local computer. Once the person sharing the documents is no longer active, those documents won't be available to other users.***

For more information on the Microsoft Advantage Program, see the instructions posted on the Broward Schools web site at:

<https://www.browardschools.com/Page/36596>



## Information Technology

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### **OFFICE 365/OUTLOOK TRAINING**

TECHNOLOGY SYSTEMS & OPERATIONS (TSO) COURSE CATALOG

**At this time, IT is not offering any Face-to-Face training while the District is working remotely and we no longer have the vendor trainers who facilitated some of Microsoft Office/Office 365 classes.**

#### Online/Self-Paced Video Training

Online, self-paced training is available from many sources. These courses are available to all staff for free and can be accessed 24x7 from any location. These courses are not official courses in LAB, so they cannot be used for Inservice Credit/CAP points. However, Hoonuit does provide a Certificate of Completion for each course completed and participants can earn Microsoft Digital badges once courses are completed.

All online training resources available to staff is noted in the IT and Online Training OneNote at the link below.

[Online Training OneNote](#)

### **LEARNING ACROSS BROWARD (LAB)**

**Access from Clever SSO LaunchPad or**

<http://broward.truenorthlogic.com>

#### **For Classes Offered by IT**

*Once Face-to-Face classes resume or for any online courses available from IT that are entered in LAB:*

- Registration is closed in LAB two days prior to a class. Please don't wait until the last minute to register or the class will not show up in LAB.
- Please drop the class if you are unable to attend so others may participate.
- *We can accept "walk-ins" if we can fit you in the room. If not, you will be asked to attend an upcoming session.*
- *Please bring your charged and updated laptop with you to class.*
- Please complete the LAB Survey to get credit for attending the class. Reminders are sent via LAB. (truenorthlogic.com) Classes are closed in LAB one month from the class date. Once a class is closed, IT will not make changes.
- IT classes are considered training and not professional development so teachers cannot use these classes toward recertification.

**LAB Hotline 754-321-5055**

[PDSS SharePoint site for LAB Support](#)



## Information Technology

### INSTRUCTIONAL DOCUMENTATION IN SHAREPOINT

Although IT is not offering Face-to-Face classes at this time, PowerPoint presentations, practice exercises and online resource links can be downloaded from the I&T Training Site/Documents.

#### [I&T Training Site](#)

Documents are organized in folders by the name of the class. You can view these documents online, download or print them.

Click on the Class Name folder to display the contents.

The screenshot shows the SharePoint interface for the Information & Technology Training Intranet Site. The top navigation bar includes 'SharePoint', a search box, and links for 'Home', 'Schools', 'Departments', 'BCPS Resources', 'Initiatives', 'Communities', and 'My Team Sites'. The main content area displays a list of documents under the 'Office 365' folder. The list has columns for 'Name', 'Modified', and 'Modified By'. The 'Office 365' folder is selected and highlighted.

Name	Modified	Modified By
Hoonult Office 365_Microsoft Office Vide...	August 12, 2019	Brenda J. Markley
Intro to Windows 10	December 15, 2016	Brenda J. Markley
LAB info_Instructions	August 12, 2019	Brenda J. Markley
Microsoft Office 2016	June 27, 2017	Brenda J. Markley
Mobile Devices	January 16	George J. Sherman Jr
Office 365	December 16, 2016	Brenda J. Markley

Documents > Office 365

The screenshot shows the contents of the Office 365 folder, which includes a list of sub-folders. The list has a 'Name' column.

Name
Forms & Sway
Microsoft InfoGraphics
OneDrive
OWA & Outlook