

Screen 1: Go to the website <https://login.microsoftonline.com/login.srf?bk=1409352573> and type your email address only...not the password. Click Sign in.

Office 365

Sign in with your organizational account

someone@example.com

Password

Keep me signed in

Sign in

Can't access your account?

Organizational accounts that work here can be used anywhere you see this icon. © 2014 Microsoft Legal Privacy Feedback

Screen 2: Type your email address and your email password. Then click sign in.

K-12 Data Center SSO

Sign in with your email address or K12SD1\username.

someone@example.com

Password

Sign in

Screen 3: Click on OneDrive.

Office 365 Newsfeed OneDrive Sites Bartels, Michelle ?

Get started with Office 365

It's all about you
Go to Office 365 settings to change your personal settings or download software.
1 of 2 Next

online
Learn what you can do with Office 365

PC & Mac
Install software and connect it to Office 365

Phone & tablet
Set up Office 365 to work on your mobile device

welcome
What's included in Office 365?

Office and Office Online
Use Office from your computer or online.

Watch the video
Welcome to Office 365

share documents
Save documents to OneDrive for Business and collaborate with others.

communication
Use Lync for online meetings, IM, and to share your desktop.

Learn more about Office 365
Get started with Office 365
Set up your Mac or iPad for Office 365
Change your account settings in Office 365

Screen 4: Click on +new.

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BROWSE FILES LIBRARY

search OneDrive

My Documents
Followed Documents
Shared with Me
Site Folders
Recycle Bin

Recent Documents
8th Period.docx
Back From the Dead...
Practice1.docx
Titles Data Book (1).d...
Document.docx
SHOW MORE
USE OFFICE ON DEMAND

OneDrive @ State of South Dakota K-12 Data Center

Documents

Welcome to OneDrive @ State of South Dakota K-12 Data Center, the place to store, sync, and share your work. Documents are private until shared. [Learn more here.](#) Dismiss

+new upload sync edit manage share

✓ Name Modified Sharing Modified By

There are no files in the view "All".