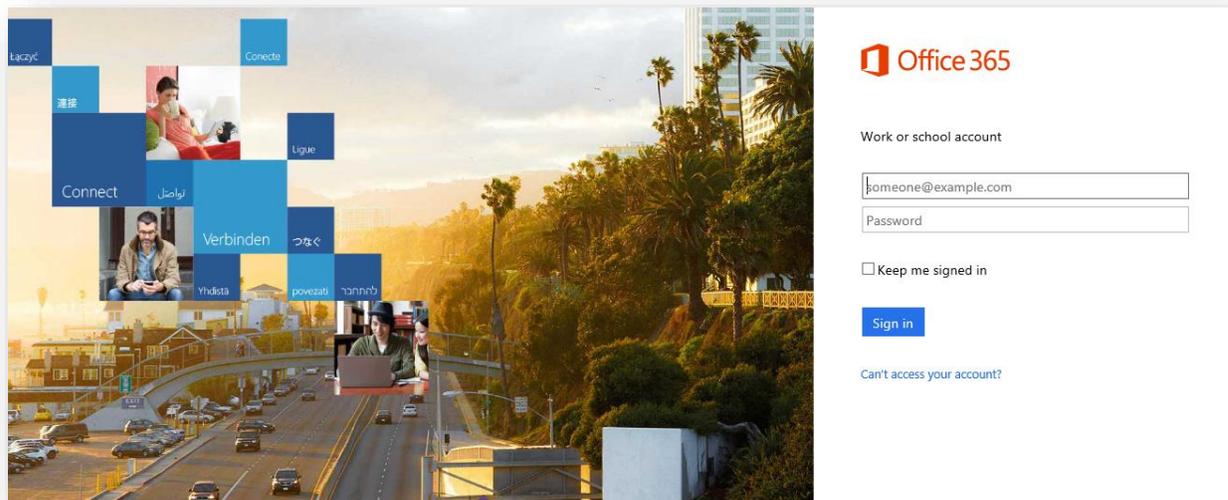# Microsoft 365 DCPS log-in

INSTRUCTIONS

It is exciting for DCPS to become a Microsoft 365 district. Our teachers, students, and their families will have the Microsoft Office Suite, both online and the applications to download and install for **free**. There are many ways Microsoft 365 helps the teacher with teaching, assessing, communicating, creating, sharing, and collaborating in the classroom. We will learn together in the upcoming school year the impact and reach these applications can do to offer more efficient ways to complete school tasks.

TO LOG INTO MICROSOFT 365:

1. Go to **http://portal.office.com**.

2. Enter your **username** as:
   DCPSemailUsername@k12.dc.gov
   For example, if my DCPS email is ron.brown@dc.gov, in Microsoft 365 it will be ron.brown@k12.dc.gov

3. Enter the same **password** as you use to access your DCPS email.
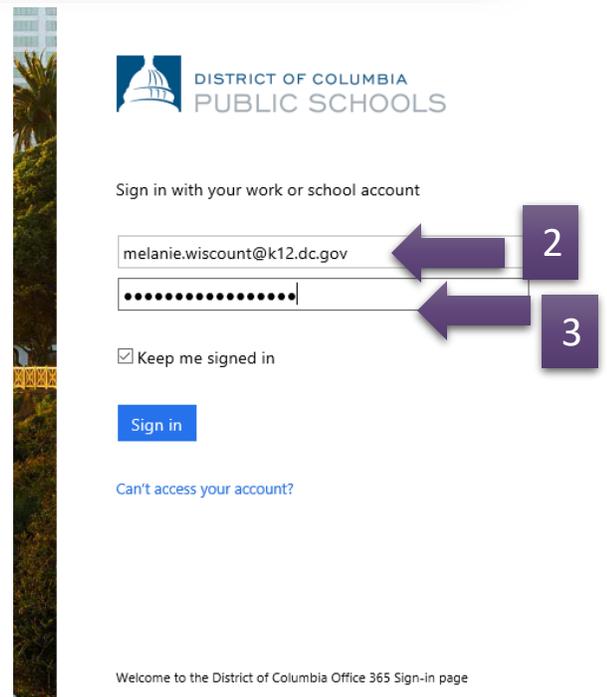
4. When you log in for the first time, it will tell you to wait until it loads all the settings and your configurations. **It takes between one and two minutes**. When it is finished you should see the a button at the bottom that to continue. I believe it is a right-pointing arrow.

5. **Note**: After you log the first time, and you check to keep me signed in, the log in screen will come up like what you see in the screenshot below with username inserted when you go to **http://portal.office.com**.
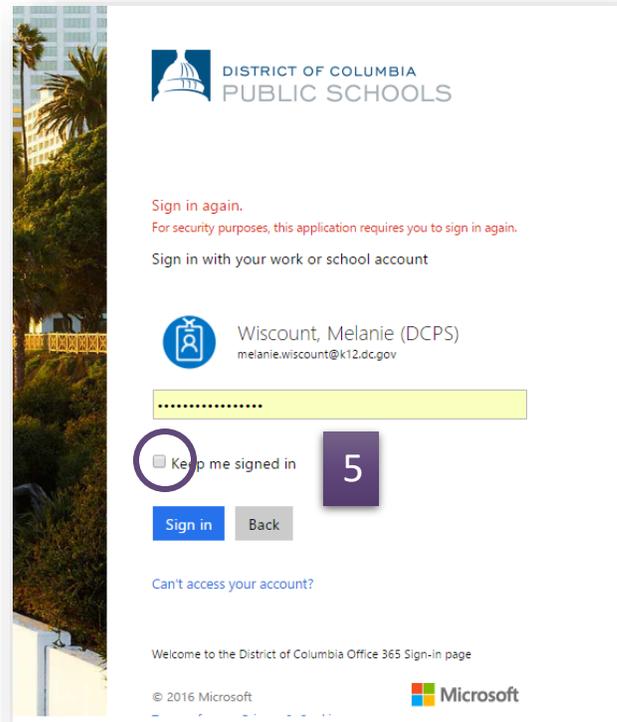
6. You should see a personalized welcome with all the tiles of the Microsoft Office 365 online suite.
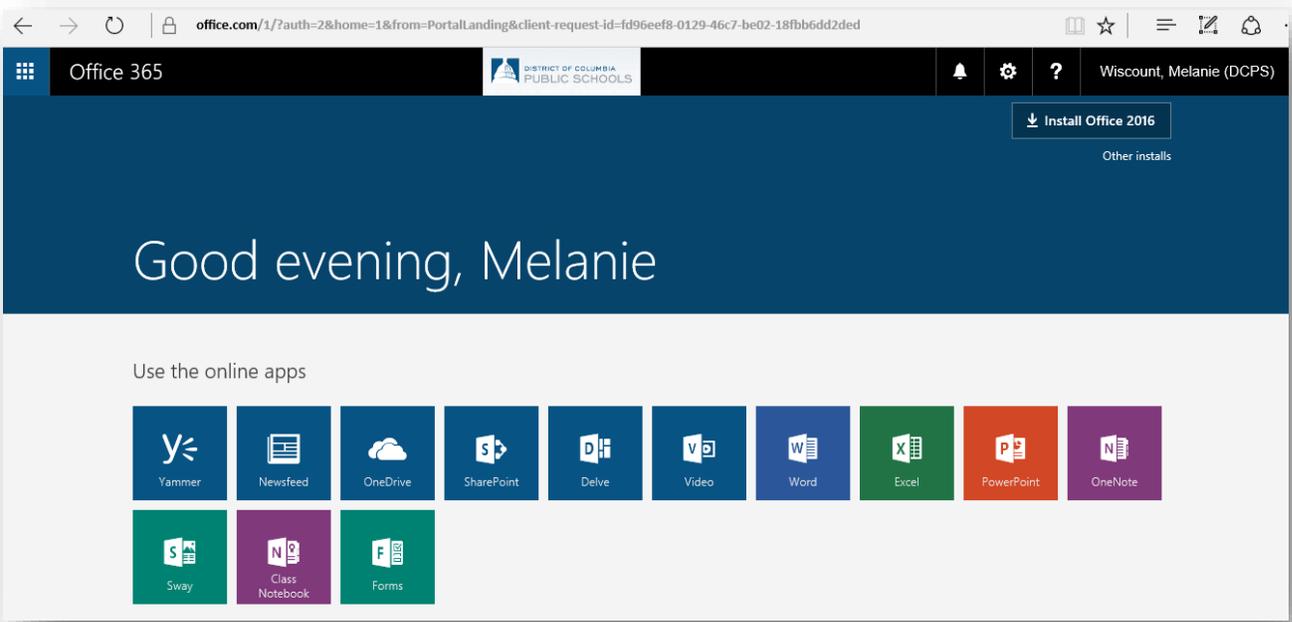
7. You will see the following **Microsoft 365 application** tiles:
    a. **Yammer** – the Enterprise (DCPS) social network where you create groups to communication and collaborate
    b. **SharePoint Newsfeed** – Collects RSS content about specific topics you choose according to your discipline, interests, education, etc.
    c. **OneDrive for business** – Your online cloud storage in Microsoft 365 – **1 terabyte of space – OneDrive** provides your douments an on demand access in education.
    d. **SharePoint** – Best place to collaborate and share documents for a project with a team of people. Can be used for Project Management reasons.
    e. **Delve** – After uploading and storing your files in OneDrive, Delve brings the most up-to-date and relevant information to you according to the content of your documents.
    f. **Video** – Create your own teacher video channel; great for flipped classrooms
    g. **Word** – word-processor
    h. **Excel** – spreadsheet
    i. **PowerPoint** – presentation software; when we add the **Office Mix add-in**, PowerPoint becomes an interactive presentation with quiz questions.
    j. **OneNote** – Create online notebooks for your students. Create a course notebook in Class Notebook and create your own notebooks in OneNote. The #1 Microsoft education tool in both Literacy and STEM courses!
    k. **Sway** – An online curator for creating a story; last year Sway was one of my students' favorite Web 2.0 tools.
       Class Notebook – Create a **Class Notebook** for all your students to use in your courses for lessons, assignments, and assessments. This is the same resource as in our Canvas courses for **Class Notebook** in the left side navigation. The class notebook could serve as a class notebook for your course and students as well as give everyone access on demand without carrying the traditional notebook. **OneNote** is probably the most exciting educational online tool for teachers right now. It is getting a lot of attention in the edtech world. With assignments in OneNote you will be able to give feedback to your students (on what they write with their stylus or type in their OneNote student notebooks) either by writing with your stylus, recording your voice, or typing comments. It is an incredible tool when we place math and literacy add-ins into the notebook. Students will share the **OneNote Class Notebook** with everyone but will only be able to see their own individual notebook. You will be able to see the **Class Notebook and all students' OneNote student notebooks**.
    l. **Excel Forms/Surveys** – Create online forms or surveys which takes the data submitted and enters the data automatically into an Excel spreadsheet

REMEMBER: All documents shared in Microsoft 365 can be viewed on any device, any platform, any time.

In DCPS MS 365, all staff and students have

- **unlimited cloud storage!**
- **Free Office 2016 downloads on five different home devices!**