

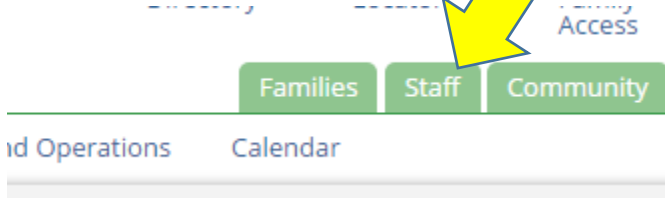
How to access Office 365

All Staff and students have an Office 365 account. Here is how to access it.

From school

Go to the Renton School District Website.

Click on the Staff Tab



Find Office 365 in the list of *Staff Quick Links*

If you are a staff member use your computer login @rentonschools.us (not your e-mail)

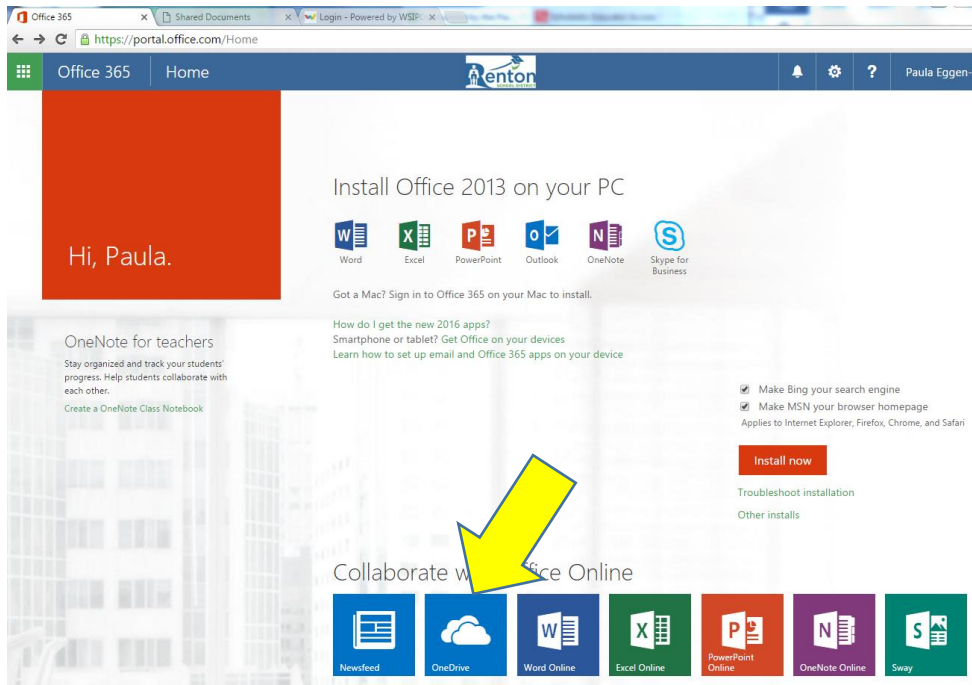
Password is your computer password.

If you are a student the first time you need to log in here is how:

Your log in is your computer user name (first 3 letters of your first name.first 3 letters of your last name ###)@rentonstudent.us (example: fir.las000@rentonstudent.us)

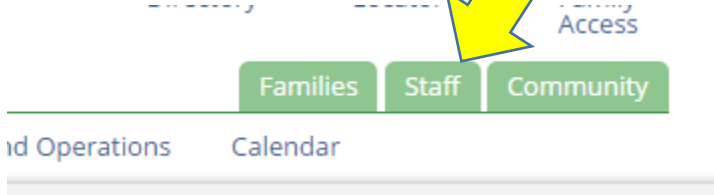
Password is your computer password.

Click on the icon **OneDrive** at the bottom of the screen:



From Home

Go to the Renton School District Website.
Click on the Staff Tab



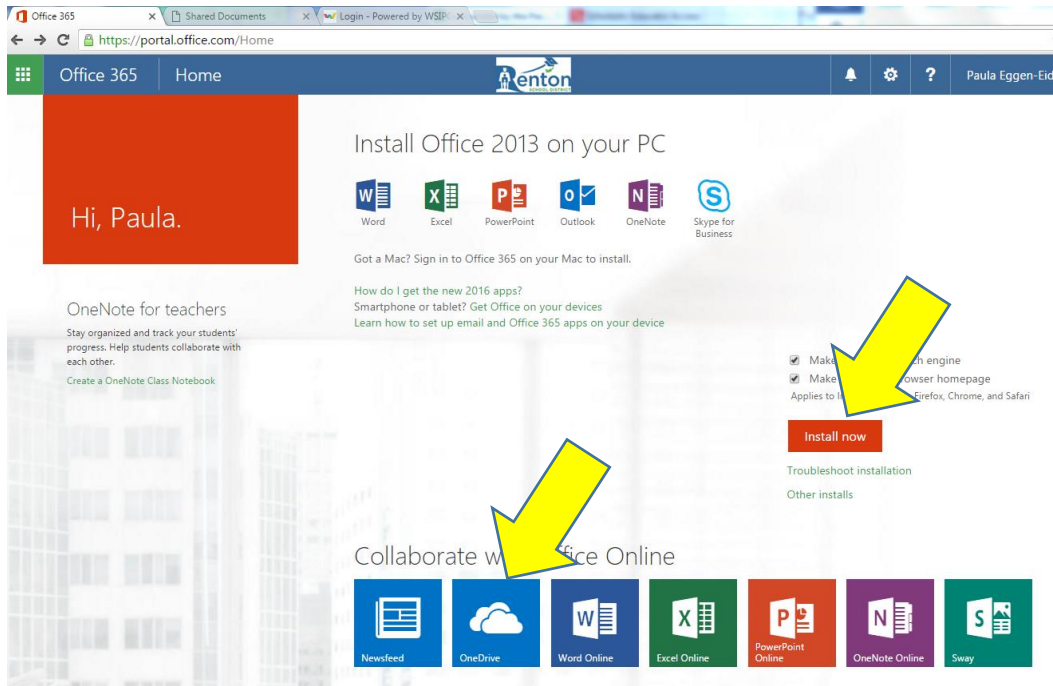
Find Office 365 in the list of Staff Quick Links

If you are a staff member use **yourcomputerlogin @rentonschools.us** (not your e-mail)

If you are a student the first time you need to log in here is how:

Your log in is your computer user name (first 3 letters of your first name.first 3 letters of your last name ###)@rentonstudent.us (fir.las000@rentonstudent.us)

Password is your computer password.



You do not need to install the “program” to your computer:

You are installing the office suite so you may encounter memory or permissions issues. Work with your parent or guardian. You don't have to “Install” this on your home computer, you can work online.

If you have enough memory and are an administrator for your computer Click >Install now

Follow the on screen prompts for installation.

Once installed be sure to always start from the One Drive button. This works for PC or MAC systems.

You can upload documents from your W drive to work on from home. Or work on stuff at home and then access it at school. Make sure you saving documents to the appropriate place so that you have access.