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Subject: FW: A quick refresher on setting up your Office 365 Account

Here are some instructions and notes about setting up your Office 365 Account. These instructions also apply to your student Office 365 accounts. Do them in order and you should have no trouble.

1. Go to edutech.nodak.edu and click on the password registration link on the lower left side under Office 365 Links.
2. Enter your username and temporary password. (Password is case sensitive.)
3. Answer the 5 security Questions. The answers are case sensitive. No answers may be duplicated. They must be at least 4 characters long. No answer can be your first or last name.
4. Go back to edutech.nodak.edu and click on the Password Reset link under the Office 365 Links
5. Answer 3 of the 5 security questions you just answered. The answers are case sensitive.
6. You will be prompted to enter a new password. Your password has the following requirements: 8 character minimum, at least one uppercase, at least one lowercase, at least one number, at least one punctuation mark. Also, your password cannot contain your first or last name.
7. Once you have reset your password, you should be taken to the Office365 login. If not, go back to edutech.nodak.edu and click on the Office 365 Login in the upper right side of the window.
8. Enter your User.Name@k12.nd.us (be sure to include the @k12.nd.us part) and your new password. Your screen should change as you are typing, do not be alarmed. You will wind up in one of two places: you will (probably) be asked to set your language (English) and your time zone (Central Time US and Canada) If this is the case, you will end up in your Outlook online, which is the email portion of Office 365. (If you are using an iPad and get this screen, you need to log out of Office365, then close the window you were in, and finally go back to the edutech.nodak.edu page and re-log in to Office 365.) The other place you may wind up is a page that will have the Office Online Apps listed as squares or tiles on the screen. Your screen will also have a button that says "Install Office" You DO NOT need to install Office as it is already installed on your Mac. If you click on Word Online, you will get a window with an online version of Microsoft Word. This will create a document that will be saved automatically to your OneDrive. You may get a message the first time you use OneDrive that it is setting up your OneDrive and it may need a few moments to be ready. Wait for it, then proceed.
9. Take some time and get familiar with the Office 365 product. There is real value to its use. Some of the biggest are: it is accessible everywhere you have an internet connection; your work is saved automatically; you can access it from a smart phone, tablet or iPad, or a computer (Mac or PC); students will be using this going forward which will give them better access to work on their assignments whether they are on campus or away. Hopefully this will translate into better academic performance from

our students.

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