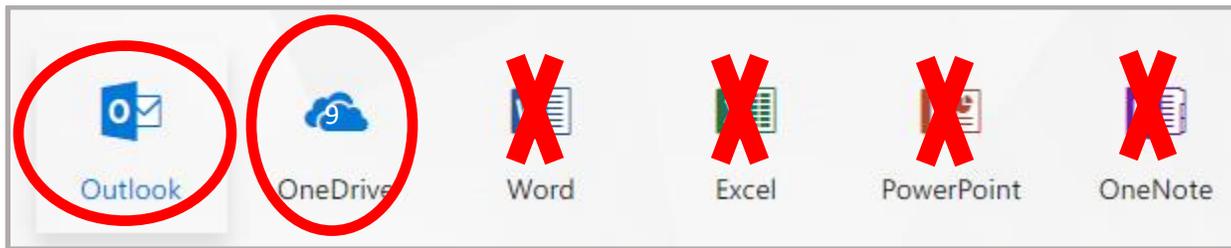


Office365

Go to tms.hcbe.net and choose Office365 from the right side.

Sign in with your email address (username@student.hcbe.net) and password.



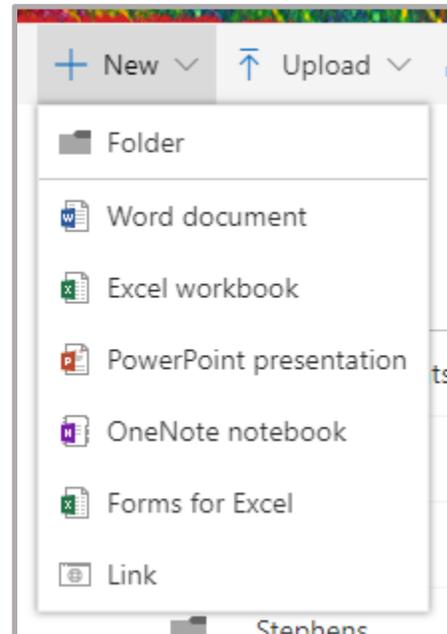
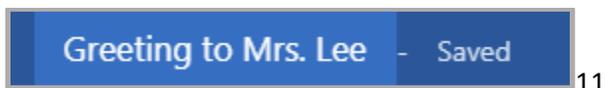
Always begin with OneDrive (outlook if you are just composing an email). Do **NOT** start at Word, Excel, PowerPoint, or OneNote.

Choose New. Then select Word Document.

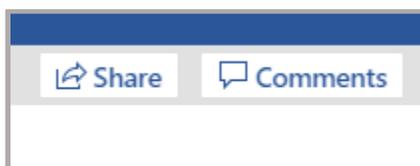
Your document is saved automatically, and by default is named Document 1, Document 2, Document 3, etc. until you rename it.



Rename it right away to something that makes sense for your particular assignment. Just click on the word Document1 and it will highlight; then you give it a new name.



In the top right corner of your window you should see "Share." When you click that it opens a box for you to fill out to share with your teacher.



Click where it says "Enter a name or email address." If you type Lee, the box will begin to populate with all the "Lees" in our county.

When you see your teacher, click it. Or if your teacher has given you the email, just type in the full email. Example: Susan.Lee@hcbe.net Then Click Send.

