

Using Computers at TMS

2018-2019

Every TMS student has a school-provided username and an email address

- The username is used to log in to the school computers
- The email address is used to log in to Office365
- The password for both is Hc+lunch number+zeros (enough zeros to make the entire password 10 characters long)
- Example: Hc34652700

What is Office365?



- This of Office365 as your online tool kit for school
- You can email teachers
- You can create documents and presentations
- You can share them with teachers, and even share and work together with classmates.

- On school computers you will find an "Office365" icon.
- From computers outside the school, you can find a link to Office 365 at tms.hcbe.net

The first time you log in you may be required to provide a few basic details

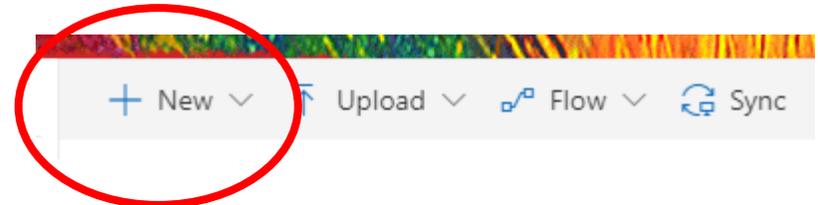
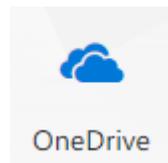
- Language = English
- Time zone = Eastern time (US and Canada)
- Read boxes and click continue or next until you have finished

The most important apps

- You will use **OneDrive** the most. This is like a “My Documents” folder in the cloud. You can access it from anywhere that has the internet.
- You can create Word documents, PowerPoint presentations, Sway presentations, Excel workbooks, and more online without ever having to download office to a computer.
- When your document is in **OneDrive**, you can click “Share” to send it to any other HCBOE user.
- **Outlook** is the app you use to send emails.

When in doubt...

- Click the waffle. 
- Clicking this little grid will show you your apps and allow you to navigate to OneDrive or Outlook.
- When creating a new document or presentation in Office365, do **NOT** choose Word, PowerPoint, Excel, etc.
- **ALWAYS** choose OneDrive. From One Drive you can click “new” and create anything you want. Going to OneDrive first ensures it will save automatically EVERY time.

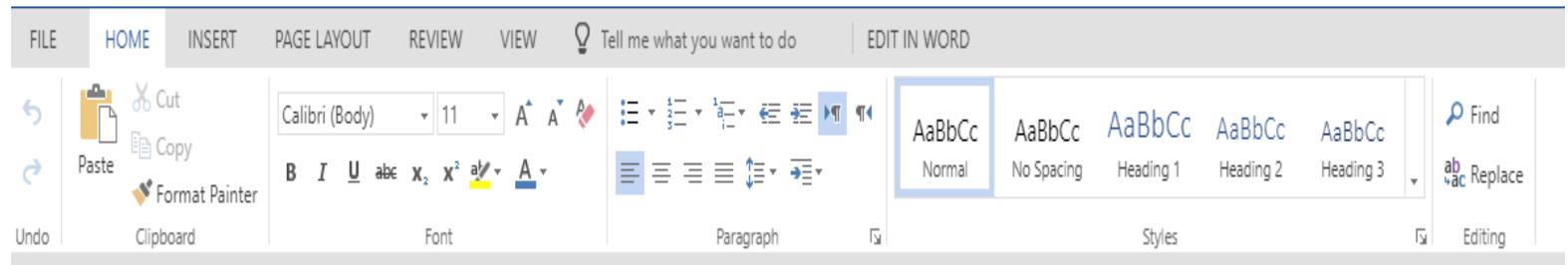
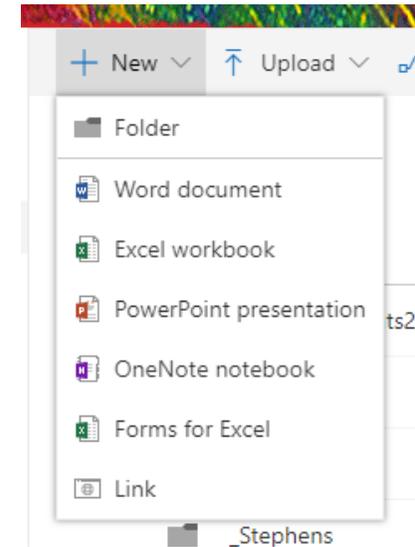


Never worry
about losing
your stuff

- When you use OneDrive, your work is saved automatically in real time. It's always there. No flash drives, no forgetting it on the computer at home.
- You can even upload files you created offline.

Try it out

- Click new then choose word document.
- You have all the tools you need along the top. Just start typing.



Rename your files to something meaningful

- OneDrive automatically names your file as “Document”

Document1 - Saved

- In order to keep track of your work, you’ll want to change the file name. Otherwise you end up with Document 1, Document 2, Document 3, etc. with no way to tell what assignment it is.
- Just click the word “Document” one time and you can rename it.

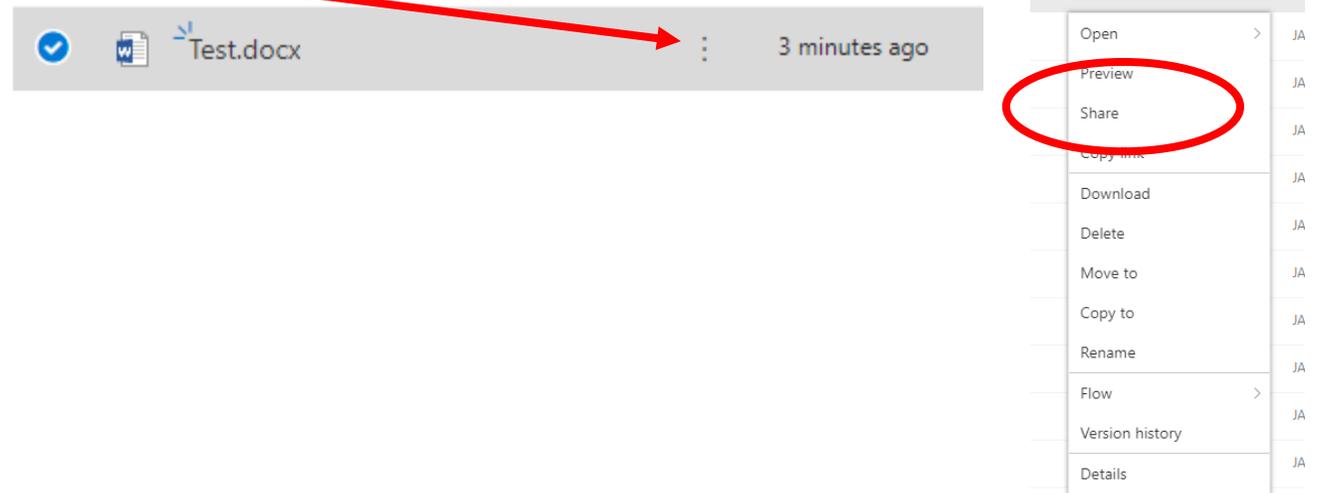
Test - Saved

Ready to share your work

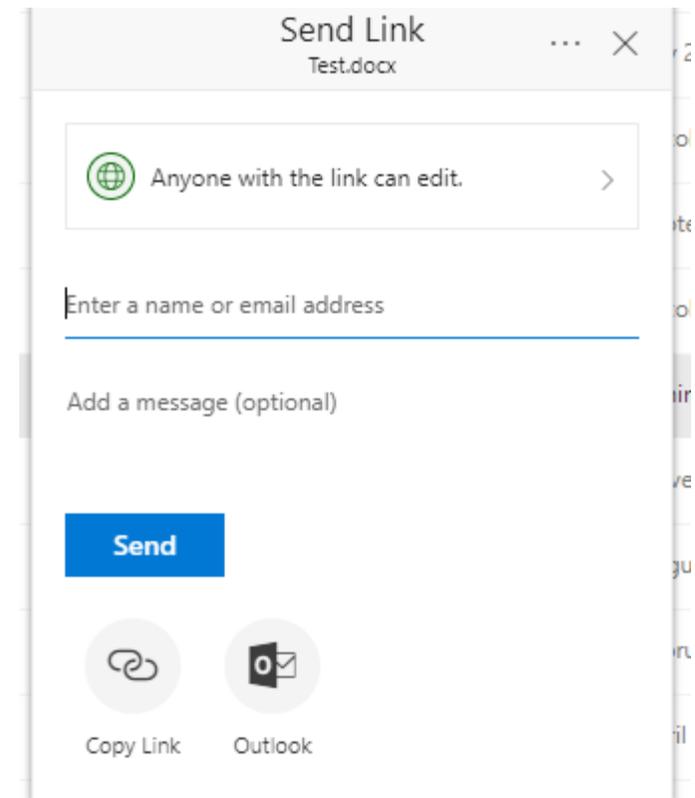
- Click Share. If you have the document open, “Share” is at the top right of your document.



- If you are in your OneDrive, find the document and click the three dots. Then choose “share.”



Easy Peasy



- Type your teacher's email and click send.