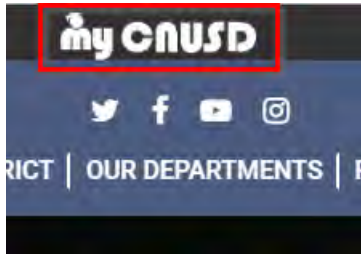


Instructions to Use Office365 Online

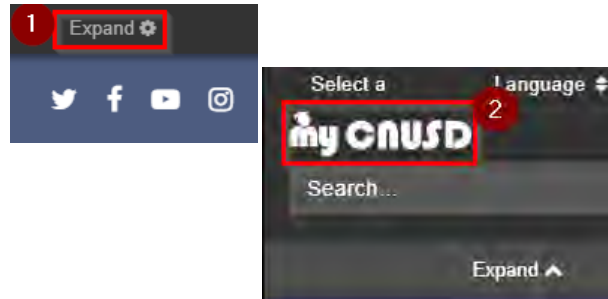
In a web browser (Google Chrome, Internet Explorer, Microsoft Edge, etc.)

- Go to the Corona-Norco Unified School District website at www.cnusd.k12.ca.us
- Click on the **MyCNUSD** logo as shown below.

On Large Screens

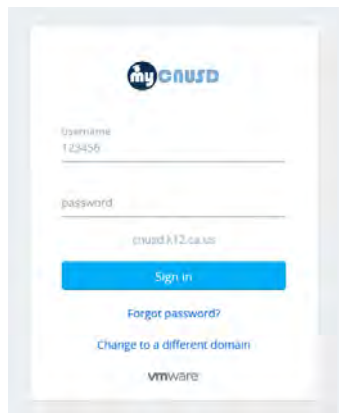


On Mobile Devices



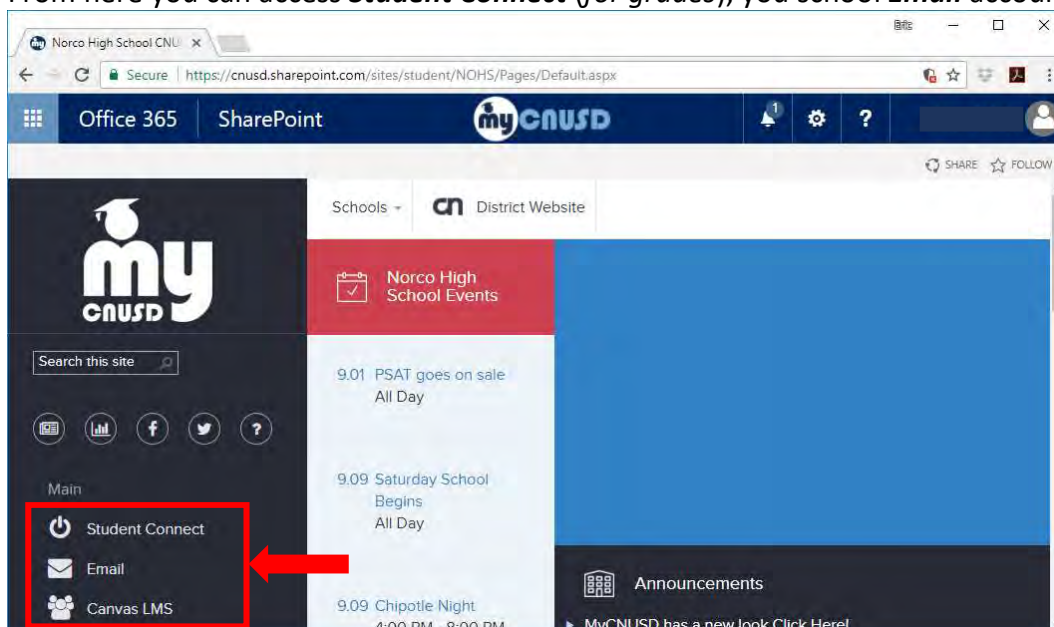
The **Sign In** page should open

- Enter your student ID number and district password.
Your password is same as what you use to log in at school.



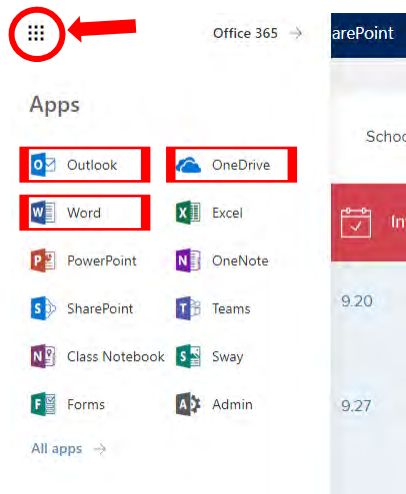
The **myCNUSD** page should open

- From here you can access **Student Connect** (for grades), your school **Email** account, and **Canvas**.



To use the online versions of **Word**, **Excel**, and **PowerPoint**, or access files from your district **OneDrive**:

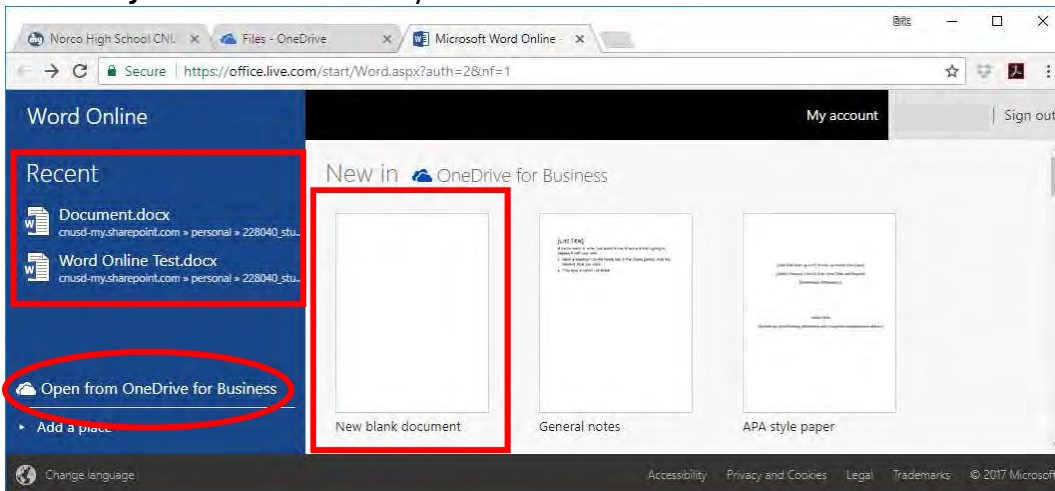
- Click on the waffle pattern in the upper-left corner of the page (it may appear in the middle).
- Select the program you want from the dropdown menu that appears (the location of the icons may vary).



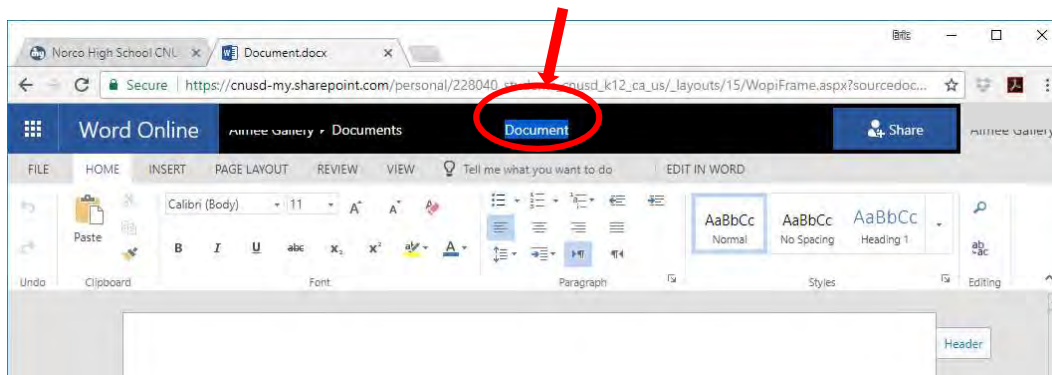
When you open **Word** (shown below), **PowerPoint**, or **Excel**; a window like the one shown below appears. The online versions of the Office programs work very much like the regular versions, but the work is saved automatically on your district OneDrive (which you can access from anywhere with an Internet connection).

To use the program:

- To start a new file, click on **New blank document** to start a new file.
- To continue working on an existing document, find it in the **Recent** list on the left side or click **Open from OneDrive for Business** and find your file.



- When the document opens, you can click here to change the name of the document

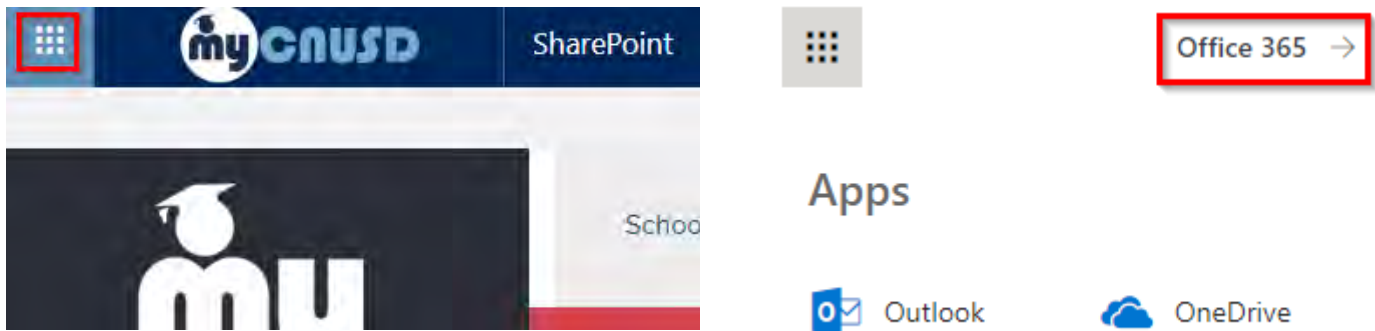


Install Microsoft Office 365 for Free

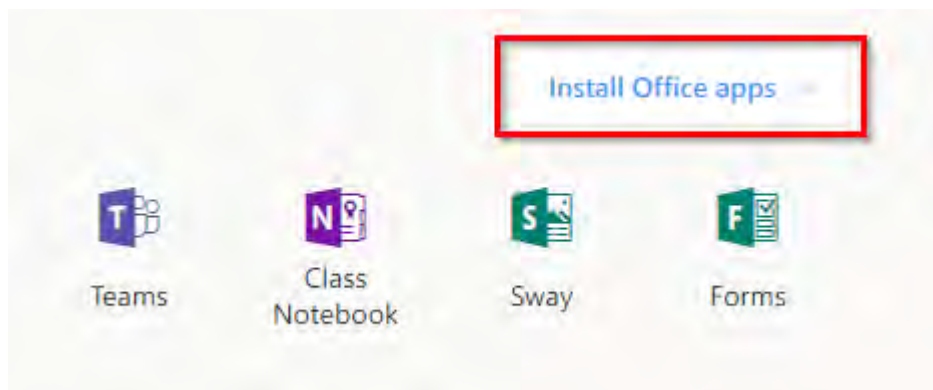
As a student in the Corona-Norco Unified School District, you are authorized to install Microsoft Office 365 on to your personal computer for free. This includes Word, PowerPoint, Excel, etc.

Follow these steps to install:

- Go to the **myCNUSD** page.
- Click on the waffle pattern in the upper-left corner of the page. Then click on **Office 365**.



If you do not already have Office 365 installed, the window shown below will appear.
Click Install Office Apps to install all the programs shown in the list



When you run one of the programs on your computer for the first time, it may ask you to sign in to Microsoft. Use your school Email and password to sign in.