Information & Technology

NEW EMPLOYEE WELCOME PACKET
OFFICE 365/OUTLOOK MAIL

WHAT IS OFFICE 365?

Office 365 is a cloud-based suite of applications you access from your web browser including:

- Outlook Mail, Calendars & Contacts
- Word, PowerPoint & Excel Online Apps
- OneDrive Personal Cloud Storage
- SharePoint Sites (replacing CAB Conferences)

Mail, Calendars & Contacts

All staff are now using Outlook Mail. The CAB server will remain online for staff to continue accessing CAB Conferences, Group Calendars and Faxes during the SharePoint migration process.

Online Apps & OneDrive Cloud Storage

Use Word, Excel and PowerPoint in the cloud in real-time. There are two great benefits for using the online apps and cloud storage.

1. Once you upload documents to OneDrive, you can access them any time, any place or from any device. No more emailing yourself documents or putting them on a flash drive to work on them from home.

2. Share and collaborate on documents like never before. Multiple staff members can share and edit documents in real time, track version changes and make comments. This is currently not possible using the desktop versions of Microsoft Office and uploading documents to CAB Conferences or file servers.

SharePoint

The functionality of CAB Conferences will be recreated inside of SharePoint. The initial rollout will include Announcements, Discussions, Calendars and Document Libraries. Schools and Departments will appoint SharePoint Controllers similar to CAB Controllers to manage their SharePoint site.

BROWSER SPECS FOR OUTLOOK MAIL

Make sure your computer has the recommended browser/version installed.

- At least Google Chrome 18 **(Recommended Browser)**
- At least Windows Internet Explorer 9 (Windows 7 operating system)
- At least Apple Safari 5 (10.5/10.6 operating systems)
- At least Mozilla Firefox 12

ACCESS OFFICE 365

Access Office 365/Outlook at the link below. Bookmark this page for quicker access.

http://office365.browardschools.com

Sign in with your P#@browardschools.com and your Active Directory (AD) Password.
The default AD password is "PassXXXX" - the X's are your birth year.

IMPORTANT OUTLOOK ACCOUNT INFORMATION

- Your Display name in the Outlook Global Address List will be how it appears in SAP.
- **First Name Change Requests -** The current process is to contact the I&T Service Desk at 754-321-0411. A Remedy ticket will be created and escalated to the Office 365 team. ***Only first names will be changed this way***. ***The request must come from the user whose name is to be changed.*** For last name changes, you must go through SAP to supply proper documents before a last name can be changed.
- Outlook Attachment Size Limit: 100 MB

EMAIL DISCLAIMER CURRENTLY BEING USED BY THE PUBLIC INFORMATION OFFICE

Under Florida law, email addresses are public records. Your email address and the contents of any email sent to the sender of this communication will be released in response to any request for public records, except as excluded by F.S. 119.071, 1002.22(3)(d) [student records], or any other law of the State of Florida. If you do not want your email address to be released as part of any public records request, do not send email to this address, rather contact this office by phone or in writing.

The School Board of Broward County, Florida expressly prohibits bullying, including cyberbullying, by or towards any student or employee. See Policy 5.9: Anti-Bullying for additional Information.

SECURITY RECOMMENDATIONS

As with all internet applications, including Office 365, it is highly recommended to NEVER save your password in a browser. Saving passwords in a browser allows anyone who may use your computer access to all of your saved online passwords.

Users should get in the habit of logging out of Office 365 and/or locking their desktop if they step away from their computer. Mac users can do this through their System Preferences under Security & Privacy or Desktop & Screen Saver depending on the version of the OS.

MICROSOFT ADVANTAGE – DO NOT INSTALL ON SBBC COMPUTERS

Once you log in, the splash page to install Microsoft Office will open. This is part of the Microsoft Student and Staff Advantage Programs. **Employees may choose to install the free copies, but it MUST be installed on personal computers on your home network – not on SBBC computers**. The install code for the Microsoft Advantage Program and Broward's Enterprise Agreement are different. If users install the Microsoft apps from this page on SBBC computers, they will have to be removed and reinstalled from the images on the I&T Service Desk server.

Note: This applies to active employees and students. If employees or students know they are retiring or graduating, they should download the documents stored in their OneDrive prior to their end date. Once users are no longer active in SAP/TERMS, they will no longer have access to Office 365.

If you have shared documents in OneDrive from a user who will be retiring etc. make sure you download those documents to your local computer. Once the person sharing the documents is no longer active, those documents won't be available to other users.

For more information on the Microsoft Advantage Program, see the information on the Broward Schools web site at:

http://browardschools.com/studentadvantage

MICROSOFT WORK AT HOME PROGRAM

Employees may also purchase Microsoft Office through the District's "Work at Home" Program. To review the flyer and instructions for purchasing through the e-store, visit the site below.

http://www.broward.k12.fl.us/erp/itstandards/softstan.html

Access the e-Store
https://estore.browardschools.com/OSP/default.aspx

ACCESSING THE BCPS NETWORK USING BROWARDSCHOOLS ACTIVE DIRECTORY (AD) / SINGLE SIGN-ON (SSO)

When you log into your Windows computer, you are using Active Directory / Single Sign-on. These credentials include your P number and your password. This provides users a convenient way to log into multiple resources with one account. The following applications/systems also use Active Directory credentials.

- File Servers
- Filemaker
- FLDOE Web Site
- Lynda.com
- Office 365
- Pinnacle
- Schoology
- VPN

HOW CAN USERS CHANGE THEIR PASSWORD?

Visit the Password Change site if you know your existing password and want to change it.

https://pass.browardschools.com

NOT SURE IF YOU KNOW YOUR PASSWORD…

The default AD password is "PassXXXX" - the X's are your birth year.

Visit the Credential Checker site if you want to verify your password.

https://pass.browardschools.com/checkpass

HOW CAN USERS GET THEIR PASSWORD RESET IF THEY'VE FORGOTTEN IT?

Please work with your school TLC who can assist you with resetting your password. Once the TLC resets your password back to the default password, please go to the Password Change site and change it to a unique password following the complexity criteria below. Leaving it in the default format exposes your data and resources to unauthorized access due to the ability of others to deduce your password.

PASSWORD COMPLEXITY CRITERIA

- Passwords must be at least eight-characters long
- Passwords must contain at least 3 of the following 4 character types
  - Uppercase characters
  - Lowercase characters
  - Special characters such as !@#$%^& ?*()
  - Numbers (0-9)
- Passwords cannot be identical to any the last five passwords you've used
- Passwords must be changed at least every 180 days, recommended change each 60 days

Please note that when your password is changed, all the systems linked to Active Directory will also reflect the password change.

ONLINE TRAINING AVAILABLE

There are several series on Office 365 and Outlook mail in in Atomic Learning. Atomic Learning can be viewed from the office, your school or from home. You are welcome to watch these videos prior to training to get familiar with the Office 365 environment. Or, you may watch them after training for a refresher on any of the topics.

Video tutorials on Office 365/Outlook

- Outlook Web App Mail 2013
- Outlook Training 2013 (Client)
- OneDrive Training
- Collaborating and Sharing Using Office365
- Outlook for iOS
- Microsoft Office for Android

Log into Atomic Learning at:

http://www.atomiclearning.com

User Name: P number
Password: broward (for all employees)

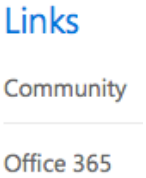
INSTRUCTIONAL DOCUMENTATION IN SHAREPOINT

All documents for Office 365 are posted in the Office 365 SharePoint site that all users have access to. Documents are in folders organized by the application. The Outlook User Guide is in the "Outlook" folder and includes step-by-step instructions since not every feature can be covered during the two-hour session.

To find these documents, follow the steps below.

1. Click on the App Launcher (Waffle) and click on the

tile.



2. Under "Links" click on "Office 365"
3. All documentation is posted in folders by the application. There are documents for **Outlook**, installing apps on **Mobile Devices**, **OneDrive**, **Word**, **PowerPoint**, **Excel** and more! Just click on the folder for the application you want documentation for, then click on a document to download it.

OFFICE 365/OUTLOOK TRAINING
TECHNOLOGY SYSTEMS & OPERATIONS (TSO) COURSE CATALOG

OWA Web Access (OWA) 2013 Mail (Browser based Mac or Windows)

Participants will learn how to navigate in the OWA 2013 environment including create, sort, view, filter messages, create and manage Flagged and Draft Messages, create Folders, create and manage new Contacts/Groups, create and manage Tasks, create, share and permission Calendars, create Meetings and Appointments and configure Options/Settings (ex. Automatic Replies, Signatures, Rules).

Hours in Session 3

Target Audience: All Employees

Outlook 2013 Email Client (Windows only)

Participants will learn how to navigate the Outlook 2013 Desktop including create, sort, view, filter messages, create and manage Flagged and Draft Messages, create Folders, create and manage new Contacts/Groups, create and manage Tasks, create, share and permission Calendars, create Meetings and Appointments and configure Options/Settings (ex. Automatic Replies, Signatures, Rules).

Hours in Session 4

Target Audience: All Employees

SBBC Office 365

Participants will learn to navigate the Office365 environment, identify the difference in hosting documents in OneDrive vs. SharePoint, create and edit Word, Excel, and PowerPoint documents online in the Cloud, upload documents, assign permissions and share documents hosted in OneDrive with other co-workers, and use versioning tracking and comment features on documents.

Hours in Session 3

Target Audience: All Employees

MyLearningPlan (MLP) Support
http://www.broward.k12.fl.us/talentdevelopment/html/mlp-support.html

Login MyLearningPlan
http://www.mylearningplan.com