How to Access Office 365
(Outlook-mail, Teams, OneDrive, Word, Excel, PowerPoint)

1. Double click and open a web browser. Google Chrome is the best option.

2. Go to the Scio Central School Homepage.
   (Inside the address bar at the top of the browser page, type: scio.wnyric.org)

3. Click on Staff Resources.


5. Enter your school email address. Click next.

6. Enter your password. This will be the same password you use when signing into computer at school. Click Sign In
7. Check the “Don’t show this again” box and click “No”

8. Once logged in, you will see your dashboard.

9. Click on the icon of the app you would like to use. If you do not see your icon, click All apps to see more.

**Common Apps:**

- **Outlook**: Your School Email Account
- **OneDrive**: Your On-Line Storage
- **Teams**: Learning Platform for Grades 3-12
- **Word**: Microsoft Word used for Writing Documents
- **PowerPoint**: Microsoft PowerPoint used for making Presentation