

USING OFFICE 365 ONE DRIVE FROM HOME

Visit the school website <http://RCAS.org>

Hover over “students” A drop down series of options will appear. Choose “Secondary Services”

Select “Office 365 Portal”

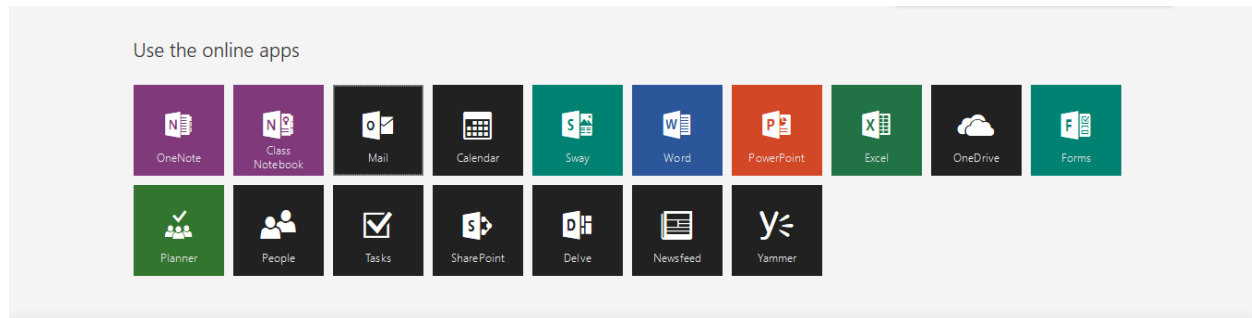
You will be prompted for your username and password

Enter your school log in as an email address using k12.sd.us

Example: DS1234@k12.sd.us

Enter your school password

A screen with the options below will appear. Choose OneDrive and your files will be visible



You can edit the files with the online programs or you can load them through the programs you have already loaded on your computer.

Files may have to be uploaded to the cloud for them to actually be there. SO upload the ones you may need at non school locations.