

Office 365 How To

Accessing Office 365 From Home

Student Access to Office 365 (SharePoint/OneDrive)

(Internet Explorer and Chrome seem to work best)

-Go to the Ashland Middle School Website (www.ashland.k12.or.us/ams)

-Click Student Portal (lower right)

-Click Office 365 icon (lower left)

Username: joe.smith@asdconnect.org (with your first and last name)

Password: your password you use for PowerSchool

This will open the AMS SharePoint Page

-Hover over the team name and click on the teacher's last name to access pages

-To access OneDrive documents click OneDrive (left of your name, upper right)

-To get back to SharePoint from OneDrive click Sites (left of your name, upper right)

-Click AMS SharePoint

Parent Access to Office 365 (SharePoint/OneDrive)

-Go to the Ashland Middle School Website (www.ashland.k12.or.us/ams)

-Click "Click Here" under Teacher Web Pages

-Sign in with

Username: parent@asdconnect.org

Password: asd2014

To sign out as one user and back in as a new user you must close out of the web browser (for example, quit Internet Explorer and then re-open)

Please Note: These directions are specific to accessing Office 365 from computers that are not networked to the school district. If a student is logged on as themselves at school on a networked computer they will not be asked to enter a Username or Password but will still need to be able to follow these steps to access Office 365 from home.