

Getting Started in Office 365

Office 365 on the Go

Download one of the many Office 365 mobile apps from <https://products.office.com/en-us/mobile/office>

For instructions on how to configure Office 365 Email on your mobile device, go to www.mpsri.net/office365

Mail Tips & Tricks

Reply All to Reply

1. Click the Gear icon
2. Select Mail under Your app settings
3. Select Reply settings under Automatic processing
4. Select Reply
5. Click Save

Turn off Clutter

1. Click the Gear icon
2. Select Mail under Your app settings
3. Select Clutter under Automatic processing
4. Uncheck Separate items identified as clutter
5. Click Save

Turn off Conversation View

1. Select the dropdown arrow next to **All** in your email inbox
2. Under View as, select Messages


Email Folders

Click **More** to view additional email folders.


What is Office 365?

Office 365 is a cloud-based suite of applications available to Middletown Public Schools students and staff. Office 365 provides many productivity and collaboration services including online hosted email, online storage with OneDrive, Microsoft Office Online, and so much more. Office 365 also allows students and staff to download and install the desktop version of the latest Office applications across multiple computers and devices including PCs, Macs, Android tablets, Android phones, iPad, and iPhone.


How to login to Office 365

To access Office 365 at any time, login at www.mpsri.net>QUICKLINKS>OFFICE365 with your MPSRI Username@mpsri.net and your MPSRI password. Click the App Launcher (waffle icon ) to access features and applications. To customize your tiles, click View all my Apps. Then move your cursor over the app until you see the ellipses (...). Click the ellipses and select pin or unpin from app launcher.

Change your Office 365 theme

Personalize Office 365 by choosing from various available themes. To change your Office 365 theme, click the Settings gear  icon. Click the drop-down arrow to the right of the Theme option and click on a theme of interest. Click the Save button.

Upload your profile picture to Office 365

Personalize your profile picture in Office 365 so that email recipients can see a face to go with your name. Click the gear icon  to open the Settings menu, and then click Office 365 settings. On the Office 365 settings page, click Personal Info to open your profile page. On your profile page, click the Change Photo link. Browse to the picture that you want, select it, and then click save.

Outlook Email & Office365 Online (Direct Links)

Enter your full MPSRI email address and your MPSRI password to access email via the portal at <https://outlook.office365.com/>

Enter your MPSRI email address and your MPSRI password to access email and other Office 365 apps at <https://login.microsoftonline.com/>

Outlook Calendar Online

Schedule meetings and events, even online meetings, or share your calendar with others at MPSRI. Collaboration is much simpler using your Outlook calendar online.

OneDrive for Business

With unlimited online storage you can create, access, and edit your documents from anywhere via any device even if you don't have the full Microsoft Office suite installed. Sharing files has never been easier. Students can work on collaborative projects with peers. Employees can share files with colleagues in different departments. With Microsoft Office Online, you can even update documents at the same time.

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