

Office Suite

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General Overview & Tips

Office Suite Overview

In this document, we'll be going over each of the Microsoft Office suite products and what they individually do as well as how they interact with each other. One thing to note is that the Microsoft Suite allows users to access these programs from anywhere with an internet connection. Traditionally, Office products have just been desktop applications but now Microsoft works on more new features for the web version of their programs. (You can access these at: <https://office.com/>) As a district, we have full scale Office licenses available for any staff member or student. This document will serve as an onboarding document for those new to the Office line of products or a refresher for existing district members.

Outlook

Outlook is our email client. This allows for communications between district members. This tool let's users organize their emails, set priorities, and access shared mailboxes. There's also a calendar built into Outlook that allows users to share invites to events, meetings, etc.

Teams

This is our primary classroom software that teachers can use. We currently enroll students automatically into the Teams that are managed by their teachers. Teams lets teachers break down their courses into subjects and different pages, allowing them to organize their course materials so students can access them. Through Teams teachers can post lecture notes, assign homework to students, and share entire sections of their courses with others. Users can upload documents, spreadsheets, and PowerPoints to share with other team members.

OneDrive

Cloud-based storage has become mainstream and OneDrive is Microsoft's answer to that. OneDrive empowers users to backup their data and access it from anywhere with an internet connection. You can store anything from documents, presentations, or pictures in OneDrive. Many teachers choose to automatically sync and backup any documents they make with OneDrive.

OneNote

OneNote is a digital workbook that allows users to create different sections of notes. You can organize, share, and create notes that can be freely edited. This is a very helpful collaboration tool that allows users to create entire documents. Unlike saved documents, OneNote can be edited live, so any changes that need to be made can be made without having to worry about sending out the correct version of a specific document.

Word

Probably the most popular program on this list, Word is the best tool for creating documents. Anyone who uses word can create anything from essays and homework to resumes and contracts. Word is used almost every day by the majority of the Microsoft users in our district.

Excel

This program is used to generate spreadsheets that can be used for a variety of purposes. Many people use Excel for organizing data, managing finances, purchase orders, or just creating generic lists. The mathematical computations you can make in Excel make this a particularly useful tool for those in finance or have an interest in mathematics.

PowerPoint

Slideshows can be used to present information to viewers. This is a leading professional tool and is frequently used in meetings, classrooms, and various other presentation formats. The templates that come included in PowerPoint prove useful for just about every user that has access to this program.

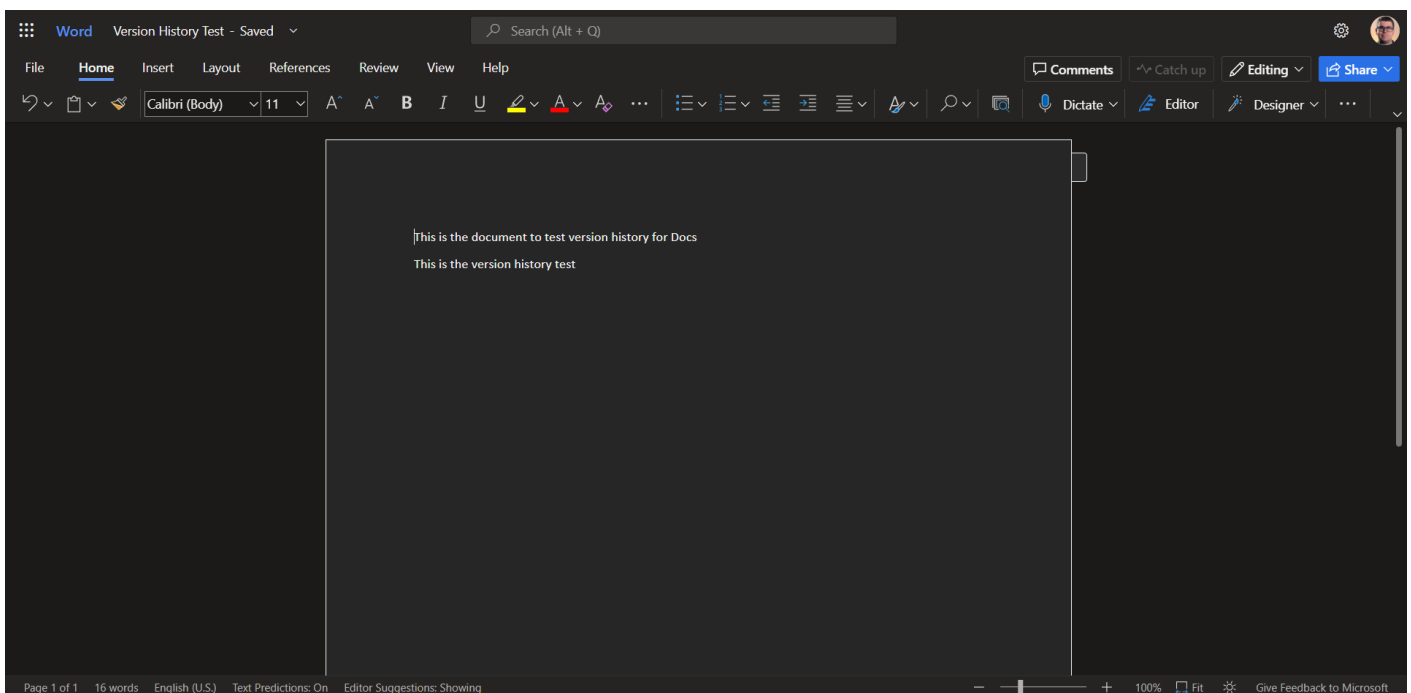
Forms

Forms is frequently used for polling and collecting data from a group of people. Microsoft Forms are highly editable which allow them to be used from anything from collecting attendance, to polling thoughts about a recent change, or just for collecting users names. This tool allows users to create forms that have anonymous results if that is desired. Be careful who you send forms to, however, because someone outside of your ideal sample range may answer!

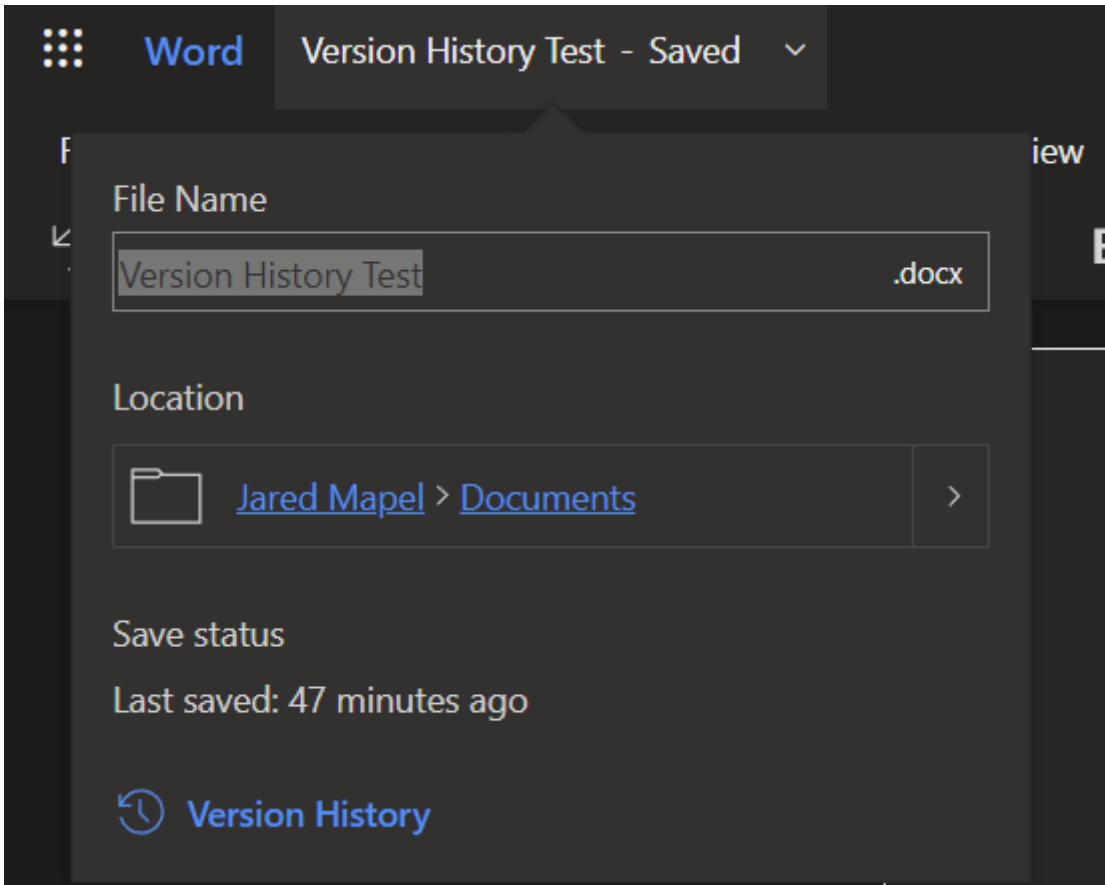
Restoring Previous Versions of a Document

The online version of most Office products allows for files that are consistently updated to the cloud. If your system crashes or even if you run out of battery, Microsoft will have backed up a recent version of your document. In this page I'll show you how to recover previous versions of projects you've been working on.

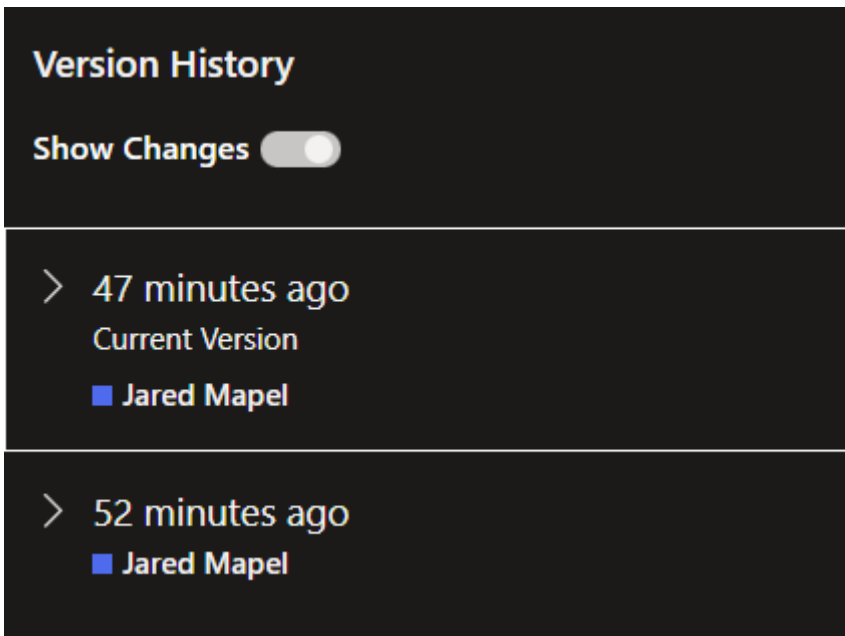
Your first step is to open the document that you were working in, even if it's the wrong version.



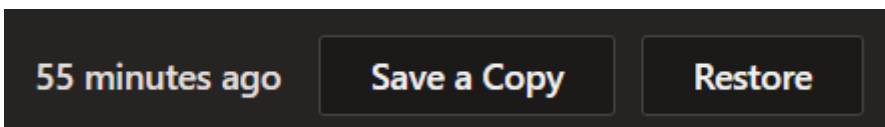
Next, click on the name of your document in the top left hand corner of your screen and go to version history. In this example, the name of the document is "Version History Test"



Once you do that, you can then locate and view all the different versions that your worksheet has had.



Once you're viewing the right document, just click on restore!

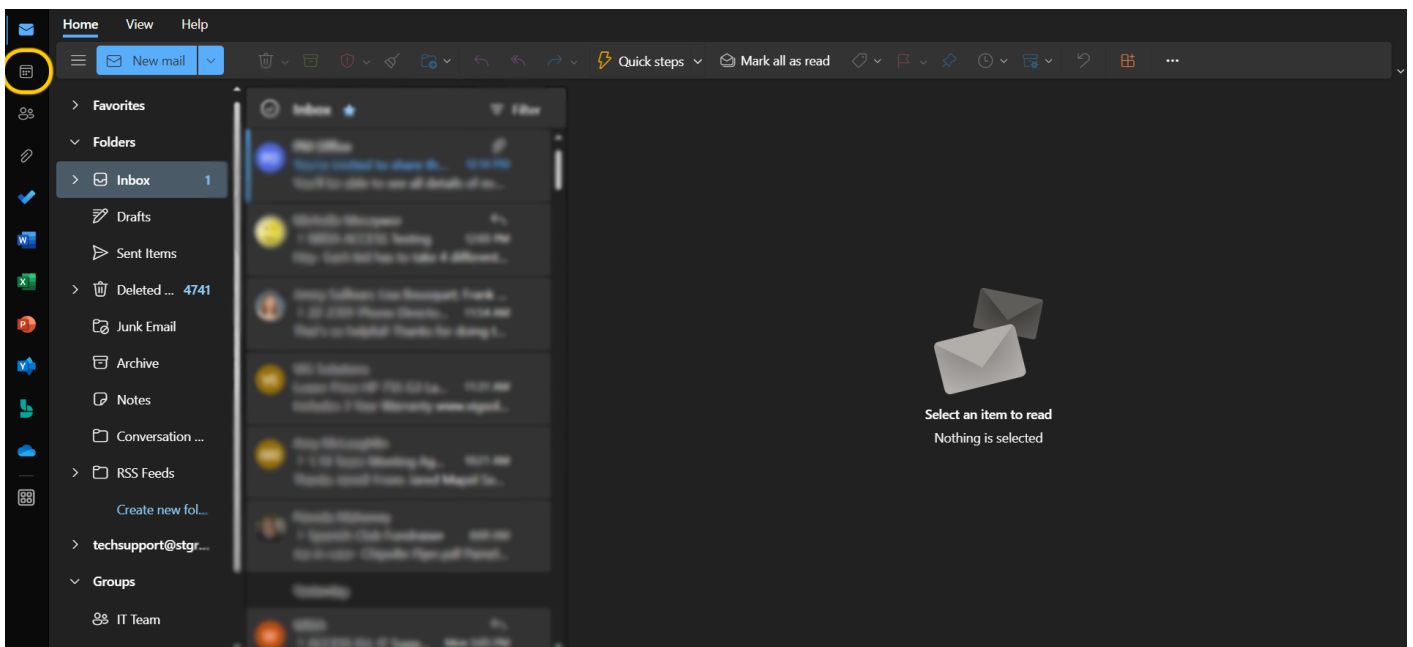


Outlook

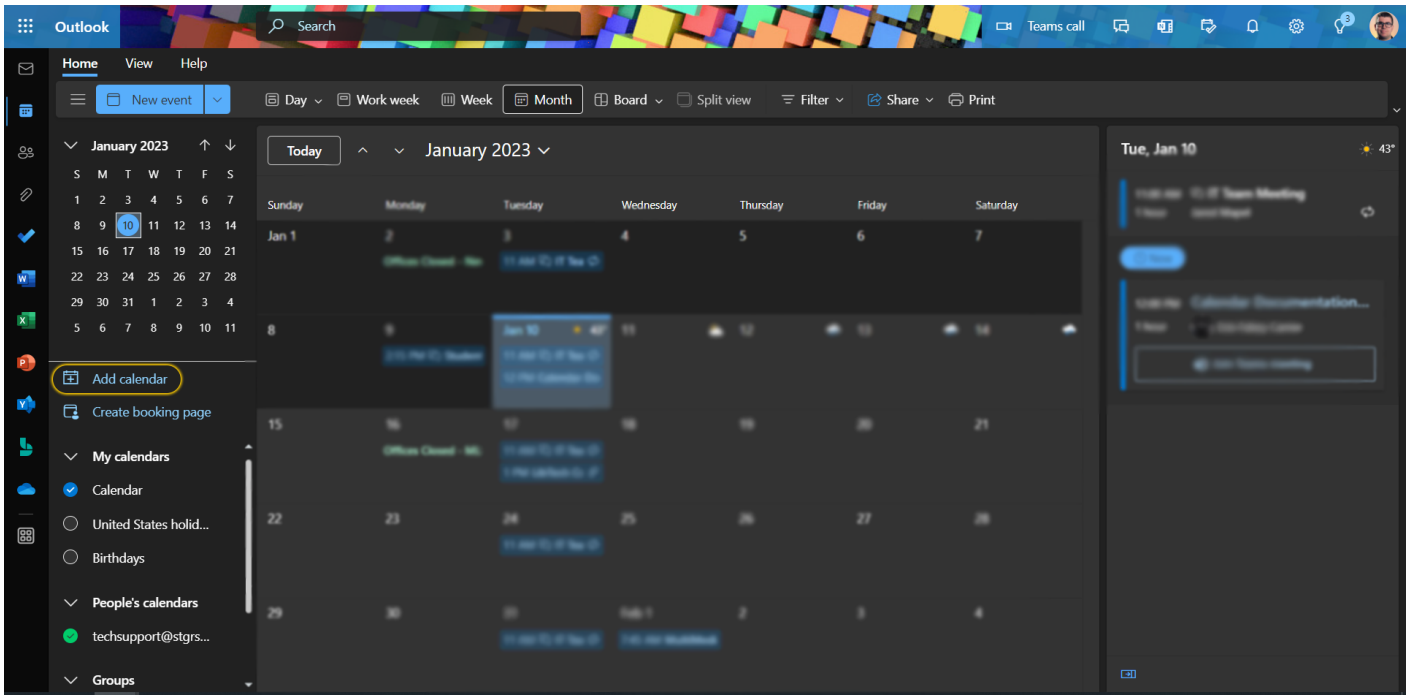
How to access: Powder Mill Office Calendar

In this document we'll be going over how to open the Powder Mill office calendar. All Powder Mill staff should have access to open this calendar. So, if you're having issues please reach out to Mary or Karen in the front office and they can share it with you.

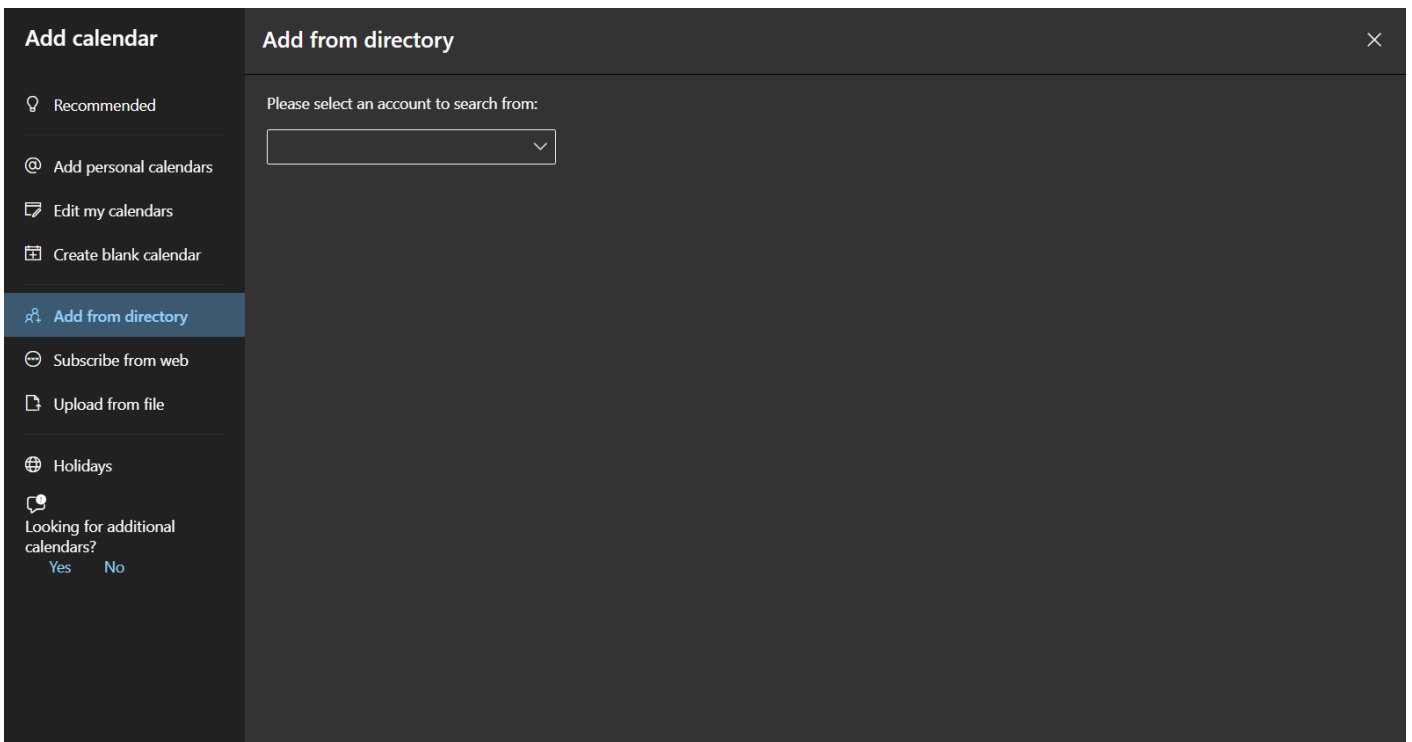
First, log into your Outlook and click on your calendar icon, circled on the left of the screenshot:



Once your calendar is open, click on Add Calendar

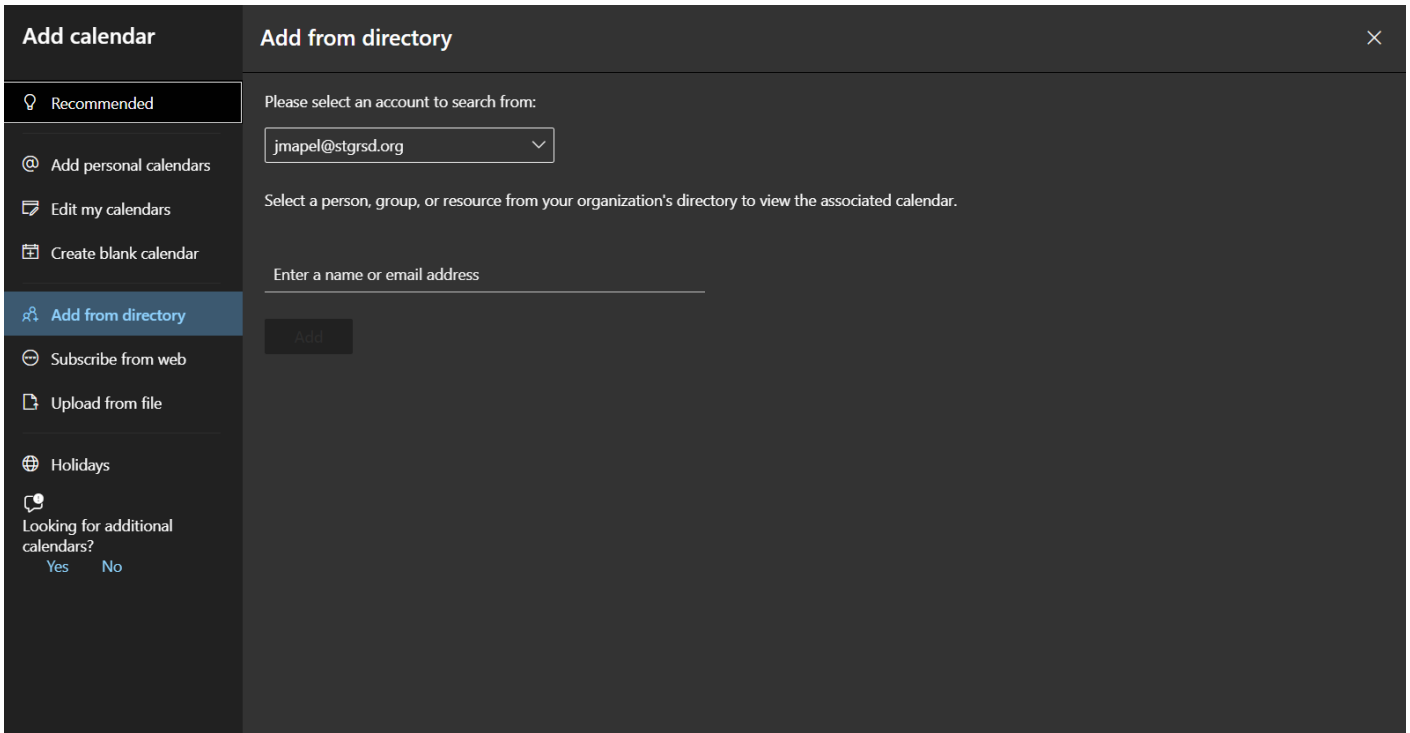


Then, click on Add from directory

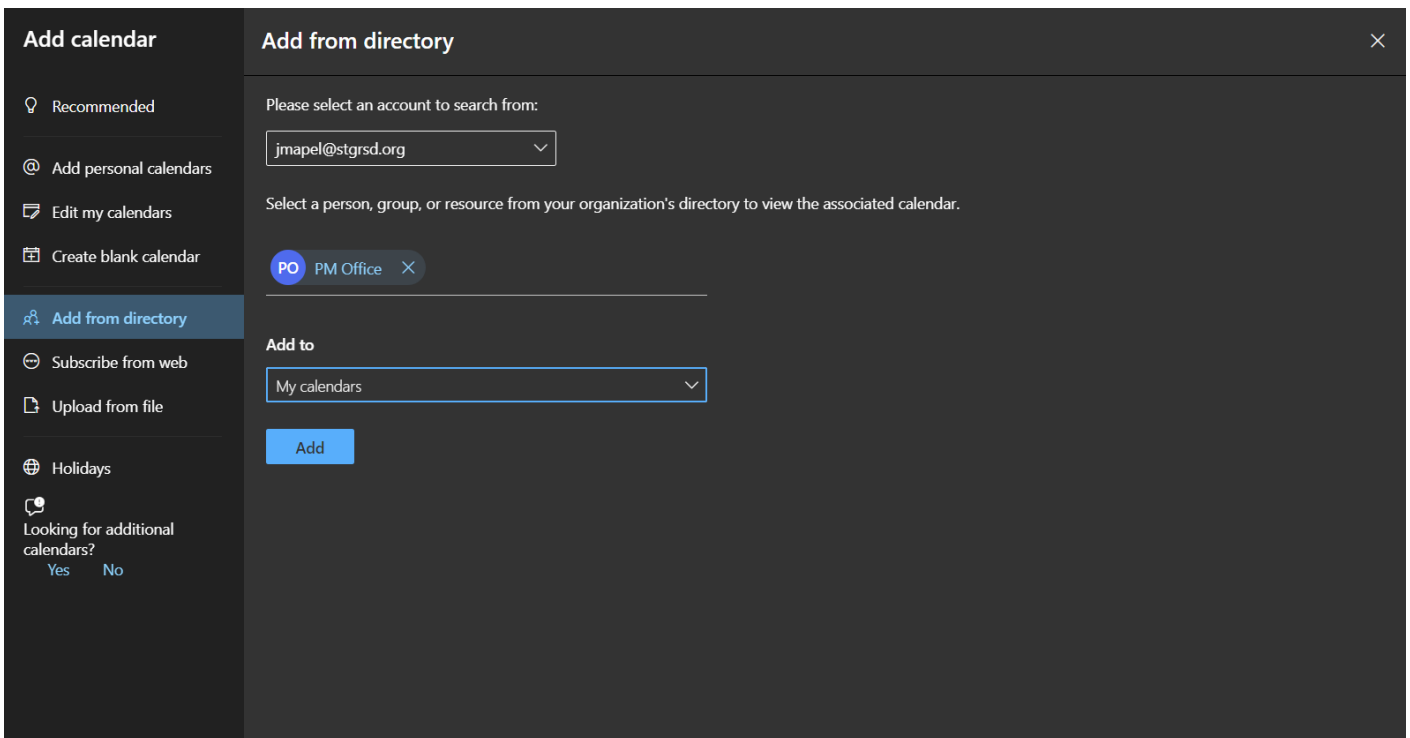


Select your email address from the dropdown menu and in the bottom field type:

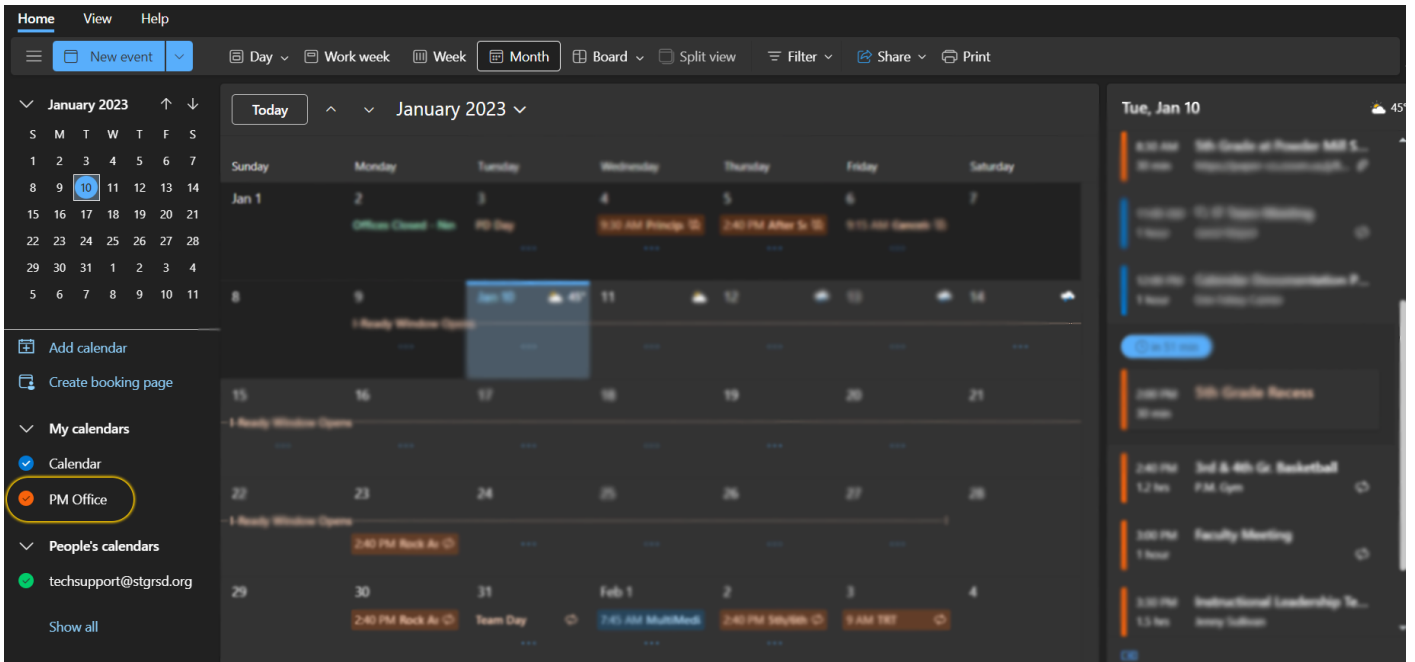
pm_office@stgrsd.org



Once you do that, select "My calendars" from the dropdown menu and click Add.



After that, you should see the PM Office calendar located on the left side of your calendar page like so:



Now you should be able to view any upcoming events on the PM Office calendar!

If you have any issues please ask for assistance by submitting a help ticket at

<https://stgrsd.org/helpdesk>

How To Access: SRS Internal Calendar

In this document we'll be going over how to open the SRS internal calendar. All Southwick Regional School staff should have access to open this calendar. So, if you're having issues please reach out to Sue Romani in the front office and they can share it with you.

NOTE: We recommend using the browser version of Outlook, found at <https://office.com>

First, log into your Outlook and click on your calendar icon, circled on the left of the screenshot:

How to Encrypt Email in Outlook

How to Send an Encrypted Email

To ensure the secure transmission of confidential or sensitive information via district email.

Overview

STGRSD uses **FortiMail Secure Email Encryption** to protect messages that contain sensitive information. When a user includes the keyword **CONFIDENTIAL** in the subject line of an email, FortiMail automatically encrypts the message and sends it securely to the recipient.

This feature helps the district comply with **FERPA, HIPAA**, and other data privacy regulations.

You have received a secure message

Read your secure message by clicking the link below, the web browser will be launched and prompt you to log in.

[Click this to access the secure message](#)

If you have concerns about the validity of this message, contact the sender directly.

[About FortiMail Secure Message Service](#)

When to Use Encryption

Use encrypted email whenever you send information that includes:

- Student records (grades, IEPs, disciplinary info, etc.)
- Staff records or evaluations
- Personally identifiable information (PII) such as addresses, phone numbers, or Social Security numbers
- Financial or medical information
- Any content you would not want publicly accessible if intercepted

When in doubt — **encrypt it.**

How to Send an Encrypted Email

1. **Compose a new email** using your district Outlook account.
2. In the **Subject line**, type the word: **CONFIDENTIAL**
 1. (It must appear exactly as written — not “confidential info” or “confidential:” — the rule looks for the keyword *CONFIDENTIAL*.)

The screenshot shows the top portion of an Outlook email composition window. At the top left is a blue 'Send' button with a right-pointing arrow and a small dropdown arrow. To the right of the 'Send' button are three icons: a question mark, a downward arrow, and a trash can. Below the 'Send' button are two input fields: 'To' and 'Cc', each with a small dropdown arrow. The 'To' field is currently empty. Below these fields is the subject line, which contains the text 'CONFIDENTIAL: MY SUBJECT'. To the right of the subject line, the text 'Draft saved at 12:2' is visible. Below the subject line is a horizontal line, and below that is the text 'Type / to insert files and more'.

3. **Write your message** as usual. Attach any necessary files.
4. **Send the message.**

FortiMail will automatically detect the keyword and send your message using **Secure Message Encryption (SME)**

What Happens Next

- **You (the sender):**

You'll receive a confirmation that your message was sent via the encrypted channel.

- **The recipient:**

The recipient will receive an email notification with a secure link to access the message.

They'll be directed to the **FortiMail Secure Message Portal**, where they must verify their identity (usually by creating or logging into a one-time secure account).

Once verified, they can read your message and download any attachments securely.

Important Notes

- Encryption is triggered **only** when the keyword **CONFIDENTIAL** appears in the **subject line**.
- Do **not** include sensitive data in an unencrypted email body or attachment without this keyword.
- The encryption process works for both **internal and external** recipients.
- If you reply to an encrypted message from within the secure portal, your reply remains encrypted automatically.

What Happens Next

For the Sender

- You'll receive a confirmation that your message was sent via the encrypted channel.
- The encryption process is automatic—no extra steps are required on your part.

For the Recipient

When a recipient receives an encrypted email, they will be directed to the **STGRSD Secure Email Service** page to register or log in before viewing the message.

Below is an example of what they will see:

Recipients must complete the registration form (if first-time users) by entering their name and creating a password. Once registered, they can log in to securely read and reply to your message.

Register New User

User email: user@gmail.com

Language: English ▾

Time zone: (GMT-5:00)Eastern Time(US & Canada) ▾

First name: Last name: Password: Confirm password:

You haven't registered yet. Please register first.

Teams

OneDrive

OneNote

Word

Excel

PowerPoint

Forms