**Sharepoint/Email Training Video & Activity**

**Name**:

**Directions**: You are going to watch the video below by yourself and complete a training activity on Skydrive and your email. Check off the boxes when you complete an activity. When done, show me for a grade. 4 points for completeness.

**Link to video (Ctrl + Click)**: <http://screencast-o-matic.com/watch/c2j6rKnsVd>

***Login*** to your Office 365 account via the website and check keep me signed in! NEED TO DO THIS IN ORDER TO ACCESS DRIVE!

***Customize*** your profile and add a picture if you wish. (Top right corner).

***Create folders*** for all of your classes this year.

***Move all files*** that you had last year and organize them into folders!

***Save this document*** as (*Skydrive Training Activity*) to your Skydrive account by clicking Save as, clicking the folder on the right side, then finding your folder with your name under computer!

* If you can’t find your folder to save to, go back into Skydrive, click on the library tab at the top left, and click on open with explorer. This will populate your folder for you to save.

***Open*** your email and give yourself a ***signature*** in settings. (***HINT***: click round circle in email top right hand corner, go to options, then settings.)

***Open*** a ***NEW*** email and pick a friend in class to send an email to. Find their email address by clicking on ***TO***: Your subject line should be (*My Goals*). In the body, you will write **2 SHORT-TERM** goals and **1 LONG-TERM** goal you have! ***ATTACH*** this document! ***SHOW ME BEFORE YOU SEND! REMEMBER to give a greeting and write in complete sentences or bullet your goals.***

When done, explore the business & computer games in Moodle or the new website!