



## Office 365 for Education features (all part of free plan):

- 50GB Email Storage Per User
- 1 TB (Terabyte) Cloud Document Storage Per User (private, but each document can be shared to view and/or edit)
- Web App Versions of Word, PowerPoint, Excel, OneNote, and Outlook
  - Desktop versions not required, but will sync with desktop version if installed
  - Web Outlook App includes access to email address directory and the calendar includes integrated meeting RSVP management and ability to find meeting windows by viewing invitees' Free/Busy status
- Lync Audio/Video Conferencing with Recording Capabilities and up to 250 connections ability
- Team Workspaces, Sites, Blogs, and Newsfeeds
- Ability to lock down security groups to different levels of access
  - YCJUSD will start in "Closed Campus" mode for all student users—only email to/from @ycjUSD.us or @ycjUSD.k12.ca.us will get through.
- State-of-the-art security filtering, specifically designed for education
- Communications archiving
- Phone and tablet apps for OneDrive, Outlook (Exchange/Enterprise version), and Lync available for iPhone/iPad, Android, and Windows phones/pads

**Students Log in as Specified in Parent Letter:** Example—Johnny Smith with ID 1234567890 would log in as [JohnS890@ycjUSD.us](mailto:JohnS890@ycjUSD.us) and the password would be 1234567890. The student's formal first name as in Aeries' first name field was used. Preferred browsers: Internet Explorer and Firefox. All browsers will work except Chrome. Do not use Caps Lock or numeric keypad when entering password. If an error is returned on the log-in attempt, it is necessary to completely close ALL windows of the browser and open a new browser session before retrying.

**"Closed Campus" Email System:** All student users will operate in "closed campus" mode. Email can only be sent/received from @ycjUSD.us or @ycjUSD.k12.ca.us addresses. Staff users can exchange emails with outside addresses, and 11<sup>th</sup>/12<sup>th</sup> grade students may eventually be granted the same permission.

**Sent messages containing offensive language will be redirected and quarantined for disciplinary review.**