



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

- *50GB Email Storage Per User*
- **Unlimited** 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 and the password would be 1234567890. The student's formal first name as in Aeries' first name field was used, minus any spaces. 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 11th/12th grade students may eventually be granted the same permission.