



LAUSD's Office 365 Services

What Office 365 Services will be available to me?

Email or "Outlook"

With Office 365, you'll not only have access to your LAUSD email as usual on your desktop, but you will also have access to your LAUSD mail, calendar, contacts and tasks on the web! All of these email services can be accessed over the internet via webmail and from virtually any device. Additionally, this new email system includes spam and malware protection, helping to eliminate unwanted spam emails.

Can you tell me more about our new email?

With LAUSD's upgraded email system, mailboxes are stored securely online (otherwise known as "the cloud"). The key features provided include:

- **Larger mailboxes:** You will now receive up to 50 GB of mailbox storage and can send messages that are up to 25 MB in size.
- **Access anywhere:** You will be able to access your mailbox anywhere in the world through the web. Webmail or "Outlook Web App" will give you the same look and feel as the Outlook that will be on your desktop.
- **Mobile access:** Access to your mailbox will be made available on mobile devices such as your iPhone, BlackBerry, Android or Windows Phone.

Does LAUSD plan to offer more Office 365 services?

Yes! LAUSD does plan to offer more Office 365 services once the email upgrade is complete. Among the service that we are currently reviewing is to enable OneDrive and Office Online for our staff and faculty as well as Office Online for students. More information will be provided on this topic in 2015.

What is OneDrive?

OneDrive provides storage in "the cloud" so that you can keep and share all of your documents, photos and videos even if something happens to your computer or device. OneDrive works with Microsoft Office and also can be accessed across different devices. OneDrive provides 1 TB of personal cloud storage, meaning, you don't have to worry about running out of space any time soon! A common use of OneDrive at schools is for storage of important files, assignments, and lesson plans. It can also be used as a way to collaborate with students, allowing them to "share" assignments with you rather than turning in a hard copy.