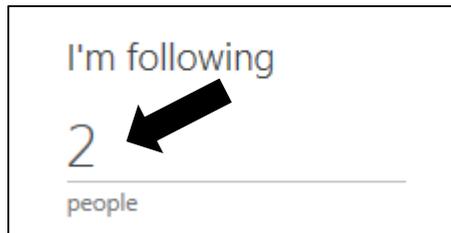


How to Follow a Teacher in Office 365

1. Log into Office 365 <http://portal.office.com> with your network email address and password.
2. Click on the **Newsfeed** app from your home page or from your App Launcher.
3. On the right side of the page under the **I'm Following** heading, click on the **number** above people. If you have not followed anyone, then you will click on the number 0.



4. Under the **People I'm following** heading, click on the word **follow** circled star icon.



5. In the Follow People window, search for your desired teacher's name and click **Follow**.
6. The teacher's name will now appear in the list under the People I'm following heading.

Access Teacher-Shared OneDrive Folders

1. After following a teacher, click on the teacher's **name** in your **Newsfeed**.
2. On the teacher's page, click the **OneDrive for Business** link under **Files**. You will see a list of folders that the particular teacher has shared with you. You may open or download files from can view folders. You may upload files in folders with can edit permissions.

