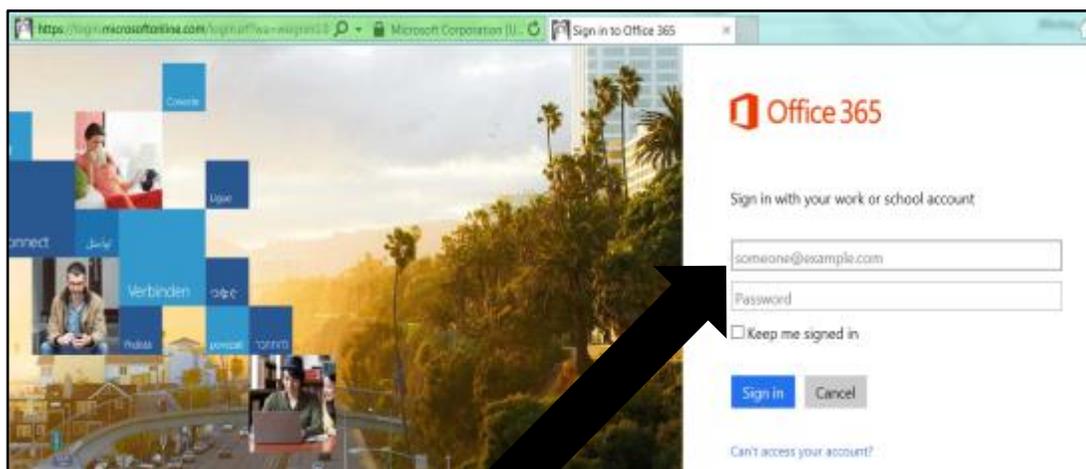Dear Parents,

This year students in fourth and fifth grade have the opportunity to communicate the results of their science fair using Powerpoint Online. The traditional science fair board will not be accepted at the campus level science fair. PowerPoint Online is part of the Microsoft Office 365 package that all students in CCISD have access to at home.

To access PowerPoint Online, your child needs to do the following.

1. On your home computer open a Web Browser. It could be Internet Explorer, Google Chrome, Microsoft Edge, Mozilla Firefox, etc.

2. Type into the browser:

   ➤ portal.office.com
   ➤ This should open the log in page of Microsoft Office 365. You can bookmark this site for future use.
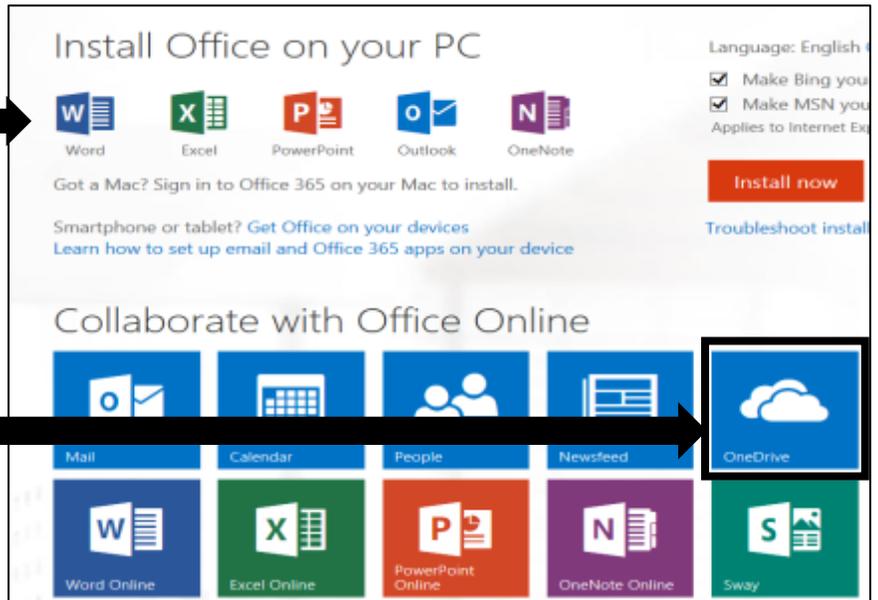

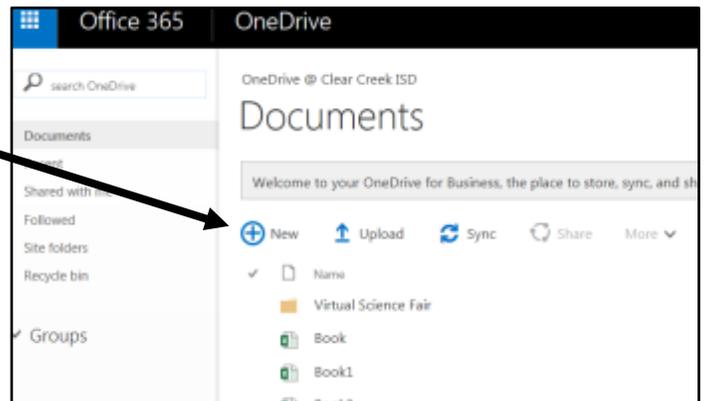3. Sign in with your school account:

   ➤ Username: StudentIDNumber@ccisd.net
   ➤ Password: 00Lunchpin (Type two zeros and the student's personal lunch pin number)

Install Office on your PC is for home use only. Your child receives a home license to install Office with their Office365 account. **It is not necessary to install in order to use the online Microsoft Office365 features.**
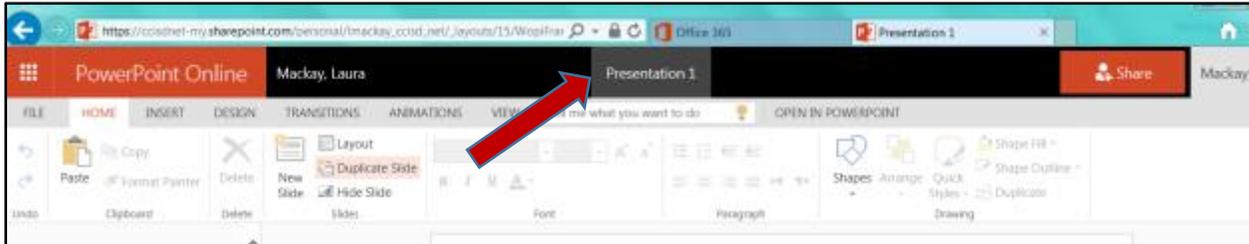
4. Select the **OneDrive Tile**. If prompted to access SharePoint, click "No Thanks".
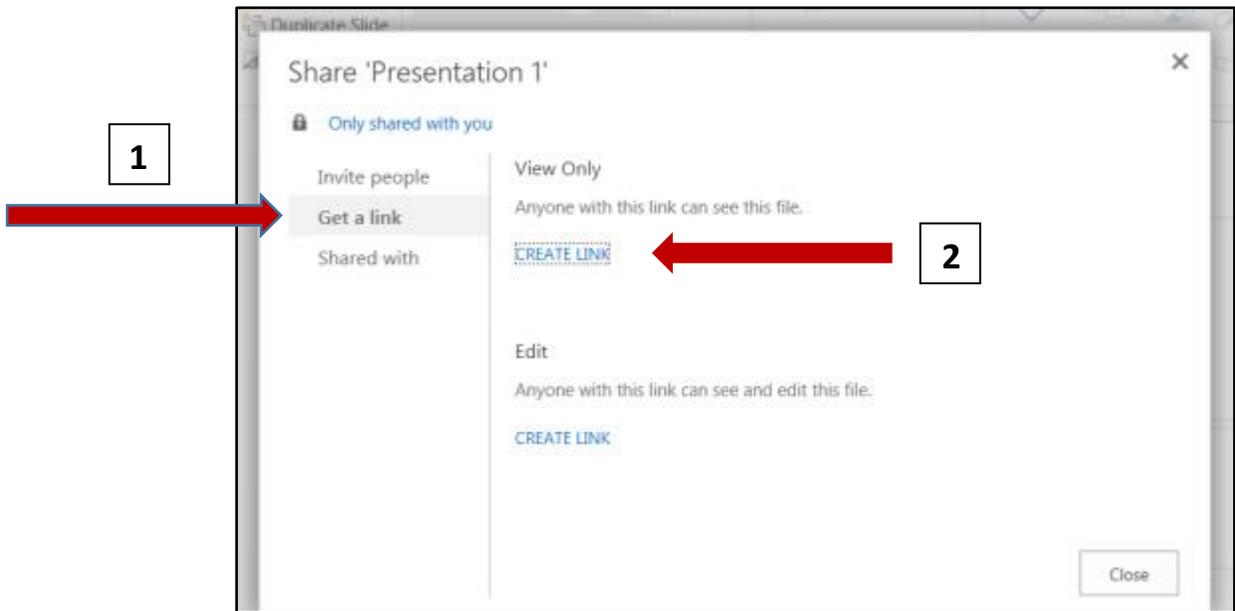

5. Select "**New**" and click on PowerPoint Presentation.

7. Students can begin working on their PowerPoint Presentation online. They can name their presentation by double clicking on the word "Presentation" in the black area at the top of the screen. PowerPoint Online automatically saves your work under this title. Use the **Insert** button to create your slides. Type in your information about your science fair projects. Clip art and pictures are allowed. **The only person identifiable in the picture should be the researcher**.

8. After you have finished your PowerPoint you can go to your OneDrive account and place a checkmark on the box next to the title of your presentation. Then choose the "Share" button and the screen shown below will open. Click *GET a LINK* (1). You will see a field that looks like this:

7. Click *Create a LINK* **(2)** under the "View Only" section. Copy and paste the code for your link into the Science Fair Submission Form that will be sent to you from your school before science fair. If you are having trouble, you teacher can help you share the file. Make sure you leave the settings to say **"Anyone with this link can see this file"** because you want the judges to be able to access your material.