

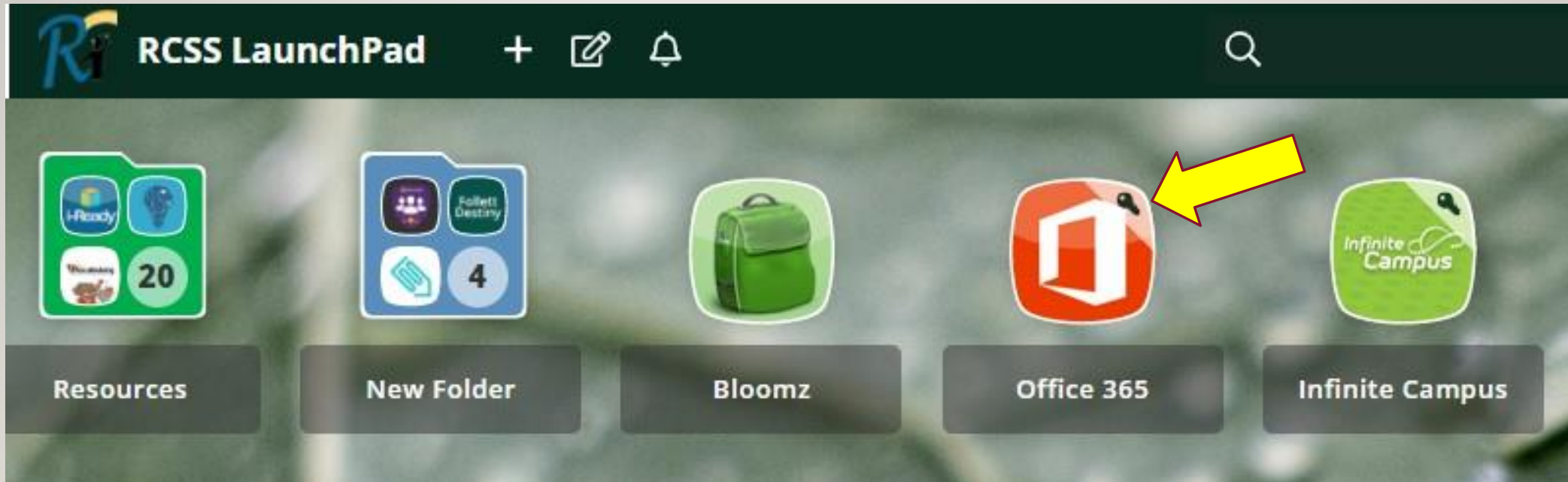
HOW TO ACCESS YOUR MICROSOFT SWAY

A QUICK TUTORIAL

HERE ARE SOME COOL THINGS ABOUT MICROSOFT SWAY

- ✓ Sway is free to use on any device by accessing your Launchpad
- ✓ Sway will automatically save your work when using it through Office 365
- ✓ With Sway, you can easily embed any sort of media to add flare to your work
- ✓ You can also easily record over your presentation with Sway

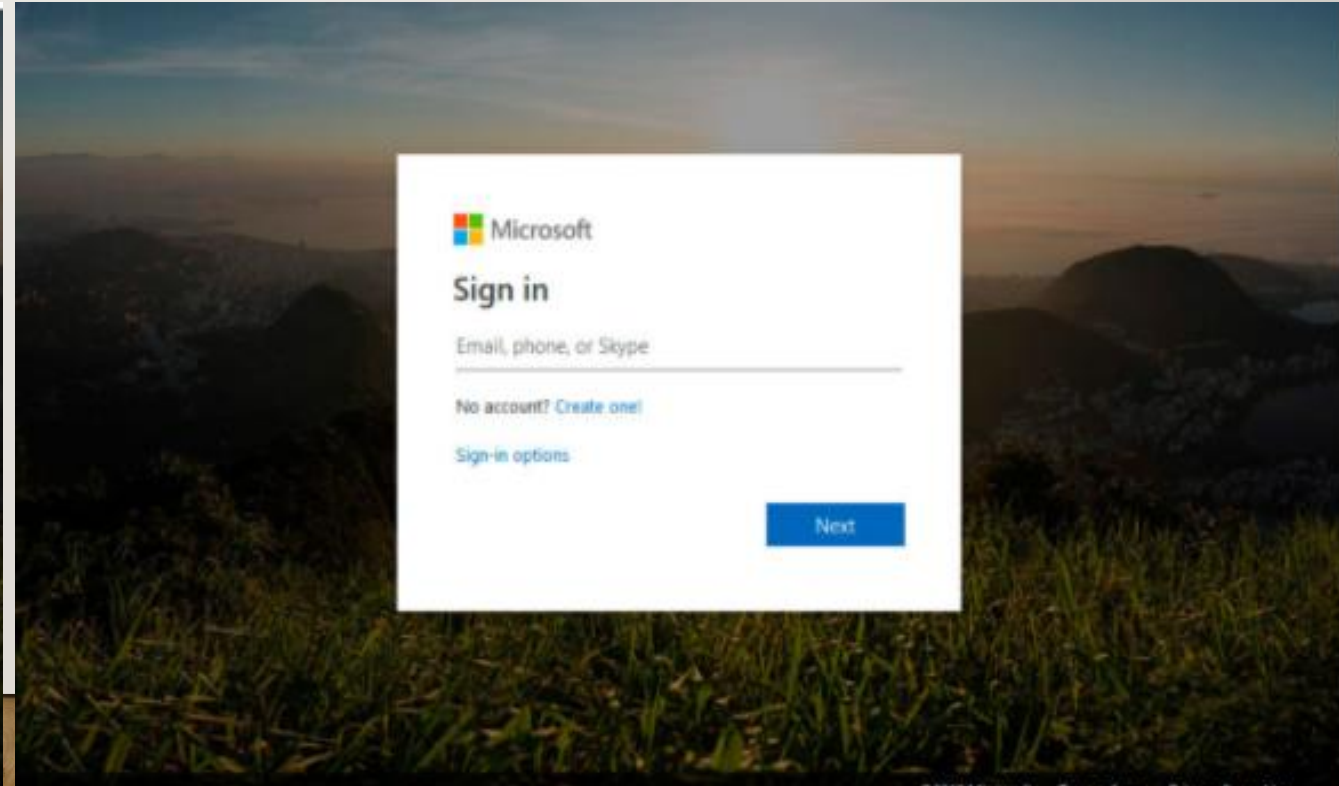
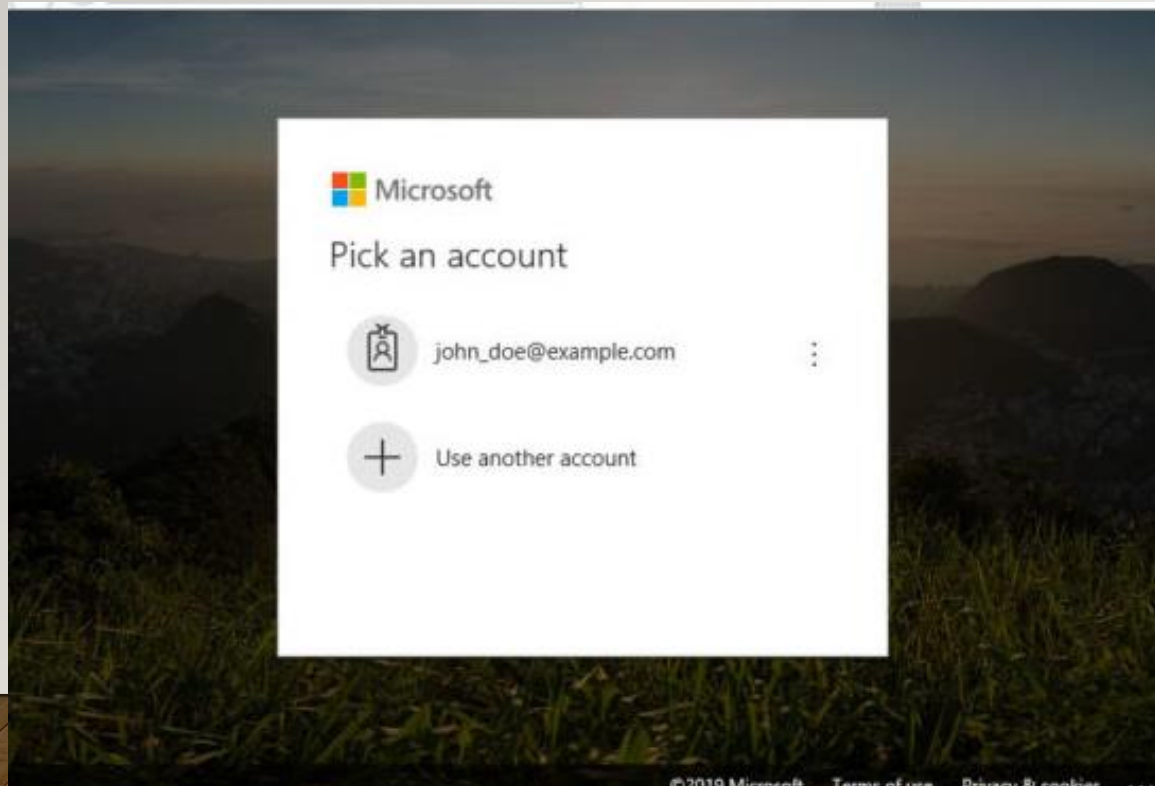
WHEN YOU LOG INTO LAUNCHPAD, YOU NEED TO SIGN INTO YOUR OFFICE 365

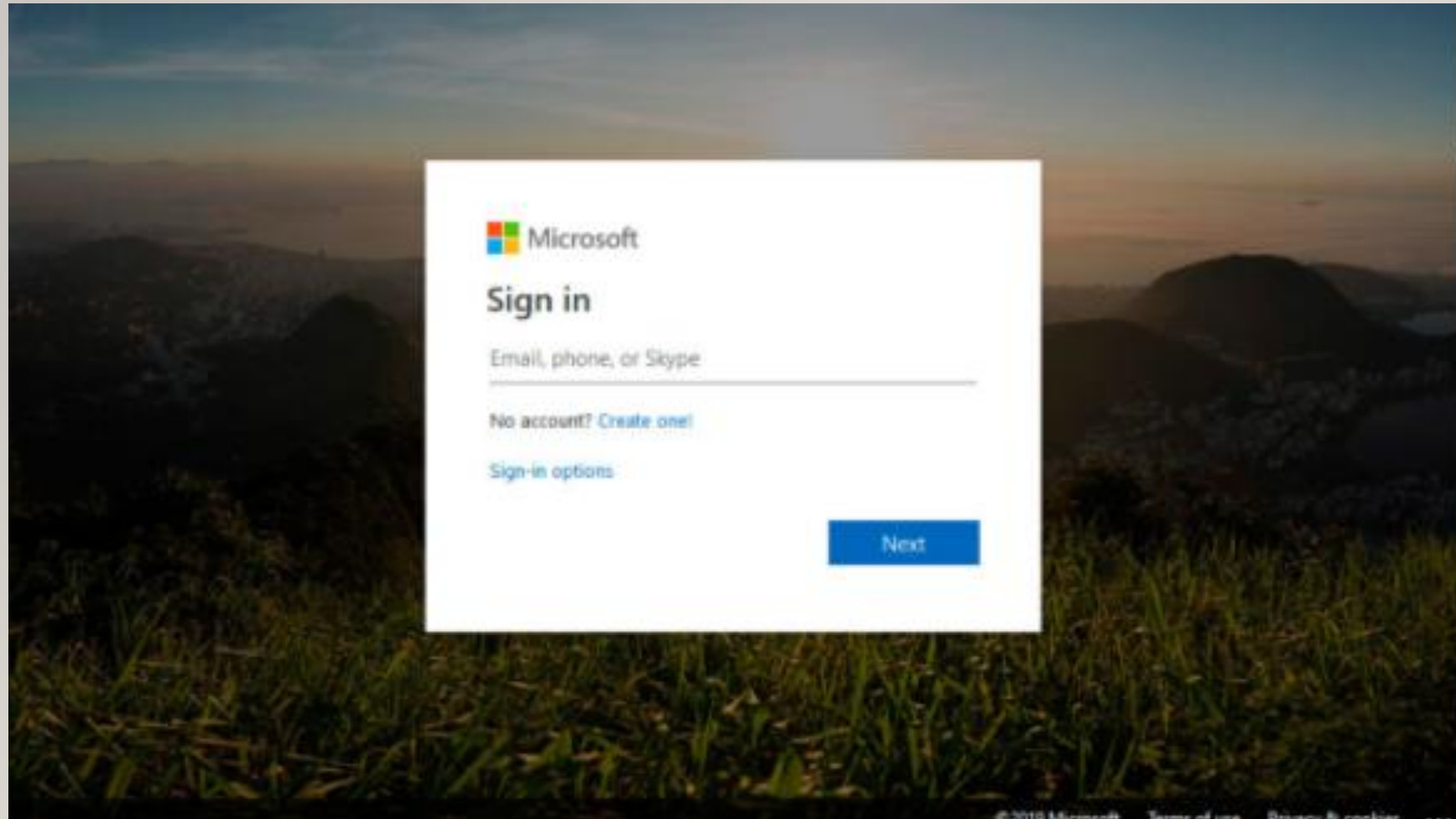


YOU MAY SEE THIS SCREEN WHEN SIGNING INTO MICROSOFT FOR THE FIRST TIME

IF YOU SEE THIS SCREEN 1ST,
CLICK "USE ANOTHER ACCOUNT"

YOU WILL BE PROMPTED TO ADD
YOUR EMAIL AND PASSWORD...





What's Your Email?

Your email is based off your Launchpad login username:

[Your launchpad Username]
@richmond.k12.ga.us

For Example

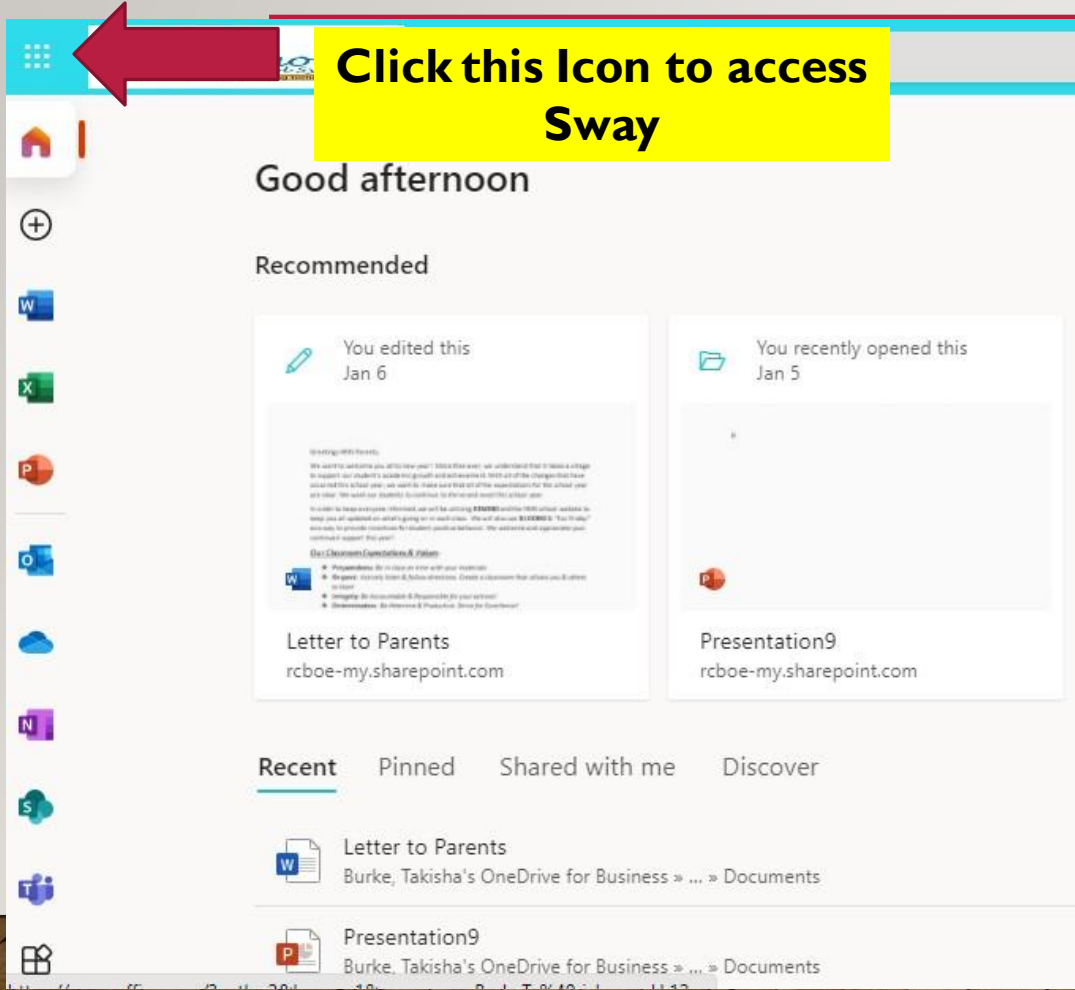
Student name: John A. Doe
Launchpad Username: doejoa

His email would be:

doejoa@richmond.k12.ga.us



ONCE YOU SIGN IN, YOU MAY SEE EITHER OF THESE SCREENS...



This screenshot shows the Sway home interface. At the top left, a red arrow points to a grid icon. A yellow callout box with the text "Click this Icon to access Sway" is positioned over this icon. The main content area displays a "Good afternoon" greeting, a "Recommended" section with two document thumbnails, and a "Recent" section with a list of documents. A vertical sidebar on the left contains various application icons.

Click this Icon to access Sway

Good afternoon

Recommended

- You edited this Jan 6
- You recently opened this Jan 5

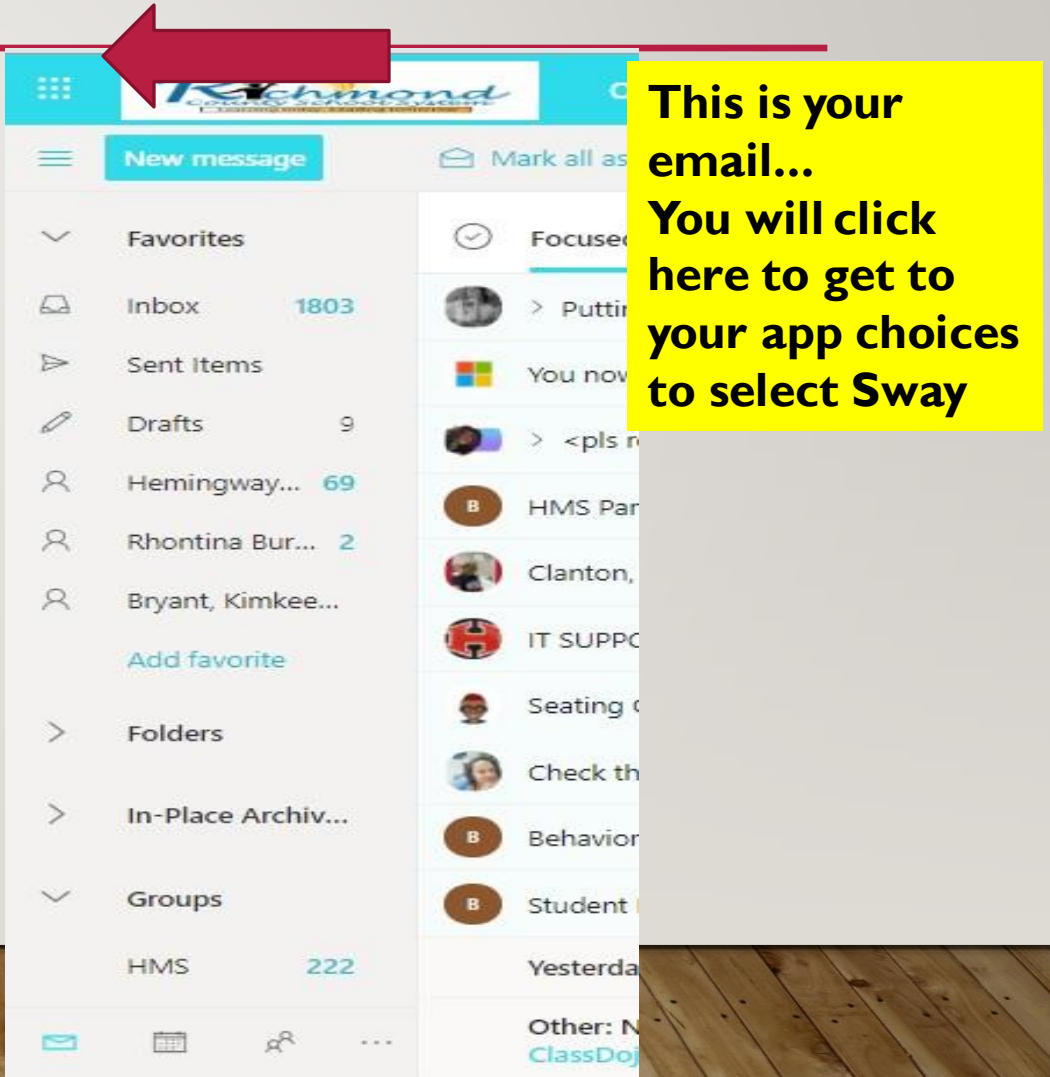
Letter to Parents
rcboe-my.sharepoint.com

Presentation9
rcboe-my.sharepoint.com

Recent Pinned Shared with me Discover

- Letter to Parents
Burke, Takisha's OneDrive for Business » ... » Documents
- Presentation9
Burke, Takisha's OneDrive for Business » ... » Documents

Or...



This screenshot shows an email inbox interface. A red arrow points to a grid icon in the top left corner. A yellow callout box on the right contains the text "This is your email... You will click here to get to your app choices to select Sway". The inbox list includes folders like Favorites, Inbox (1803), Sent Items, Drafts (9), and Groups (HMS 222). A right-hand pane shows a list of contacts and groups.

This is your email... You will click here to get to your app choices to select Sway

New message Mark all as

- Favorites
- Inbox 1803
- Sent Items
- Drafts 9
- Hemingway... 69
- Rhontina Bur... 2
- Bryant, Kimkee...
- Add favorite
- Folders
- In-Place Archiv...
- Groups
- HMS 222

- Focused
- Puttin
- You nov
- <pls r
- HMS Par
- Clanton,
- IT SUPPO
- Seating c
- Check th
- Behavior
- Student
- Yesterda
- Other: N
- ClassDoj

To get from your Microsoft email to your Sway account, click the dotted box

