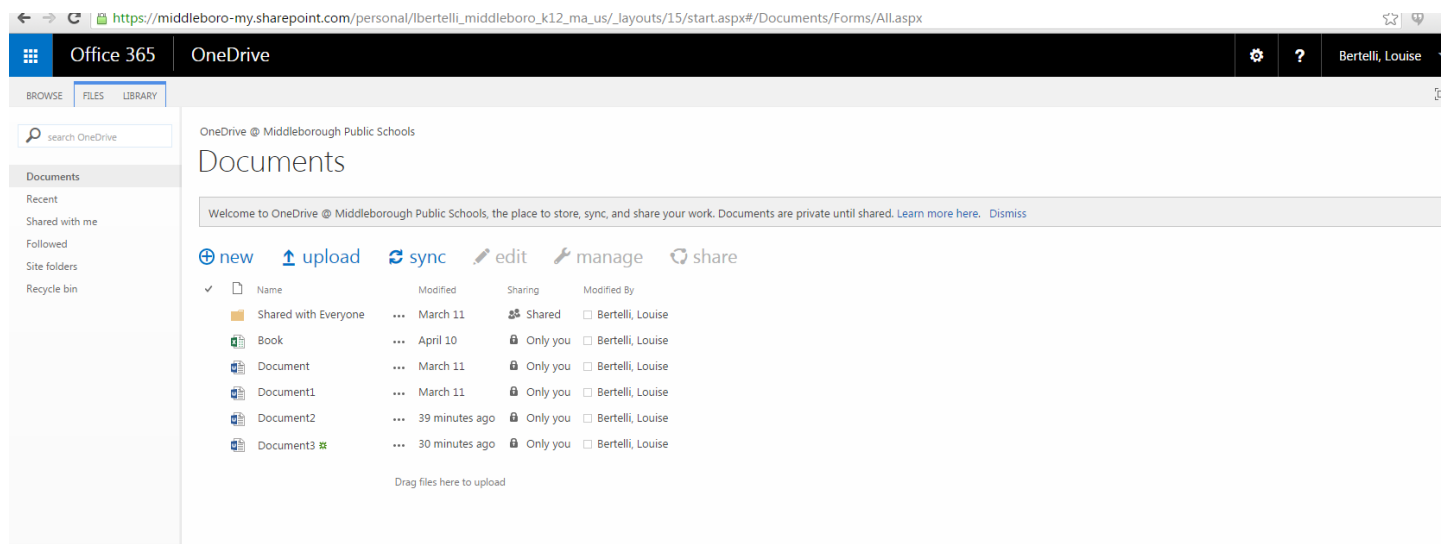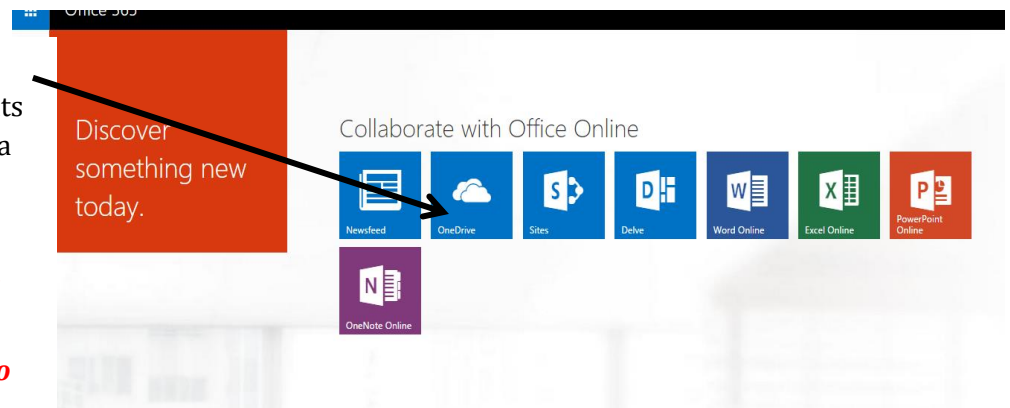# Office 365

Go to www.office365.com   Sign into your account.

Home button
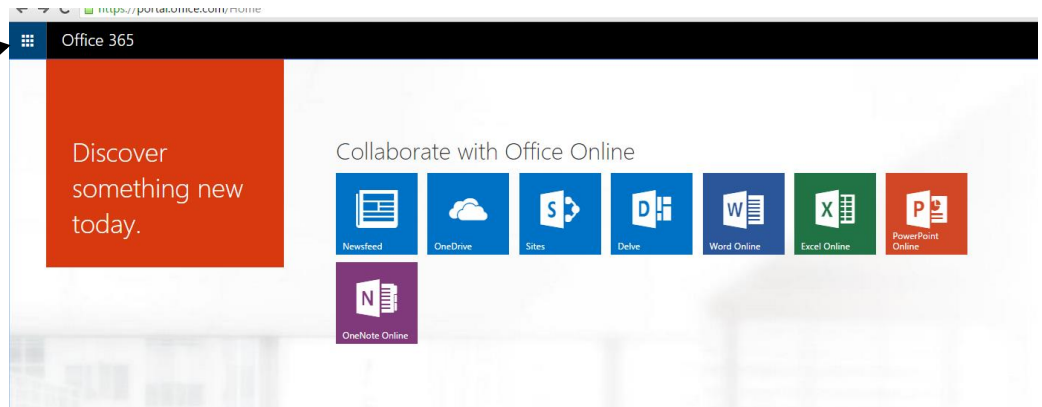
Select: **One Drive** app: A place where your documents are stored. Can also create a new document and share a document from this Drive

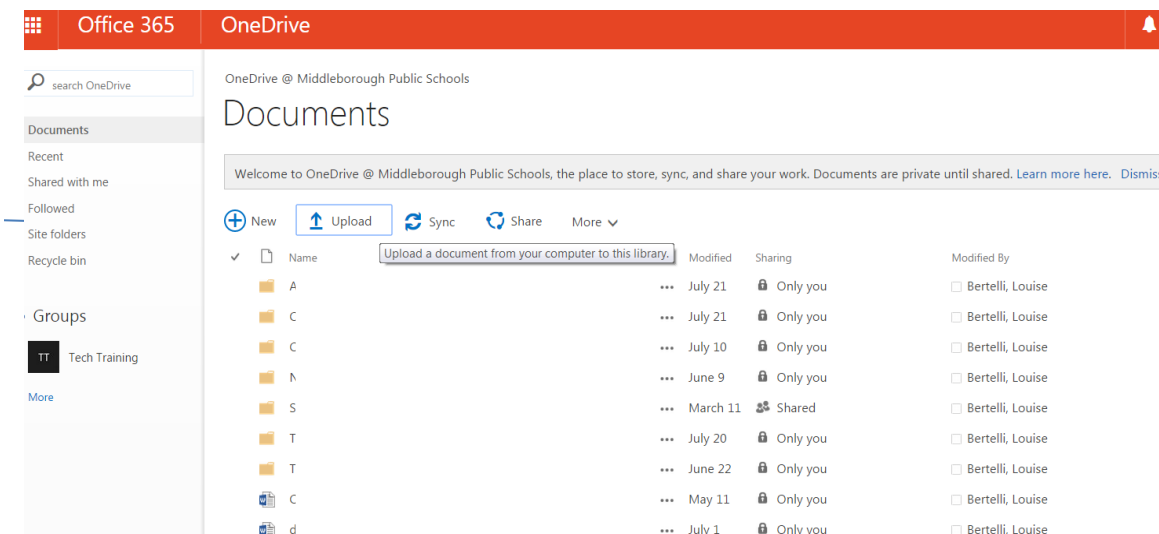*You could select the Word Online, Excel Online or PowerPoint Online apps to create a new document.*

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To create a new document:

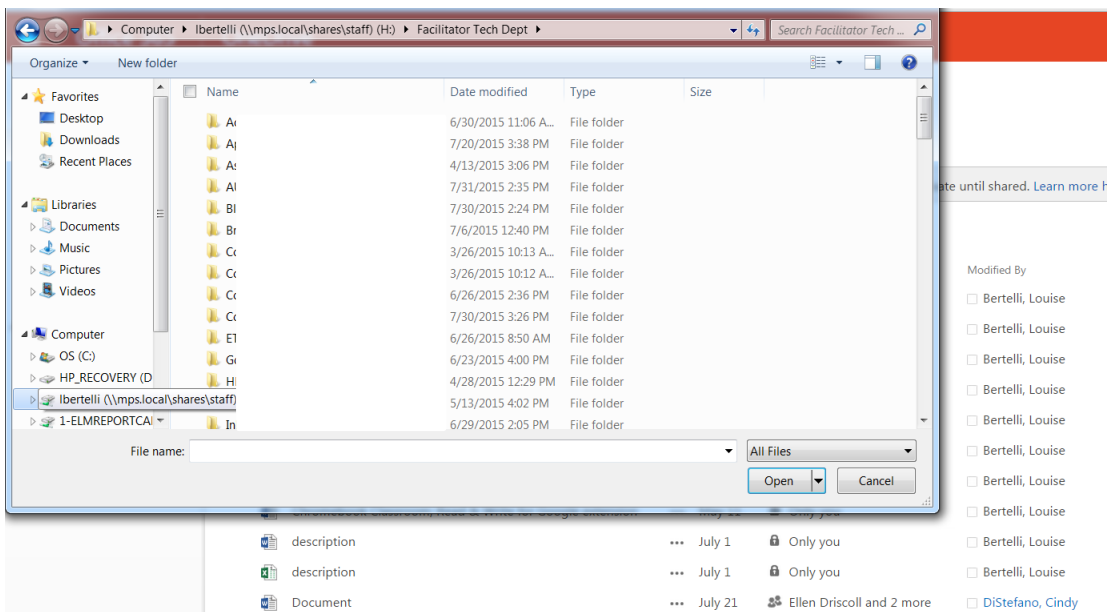Click: ✛ new, choose a new file: Word, Excel, PowerPoint, Excel Survey, or folder
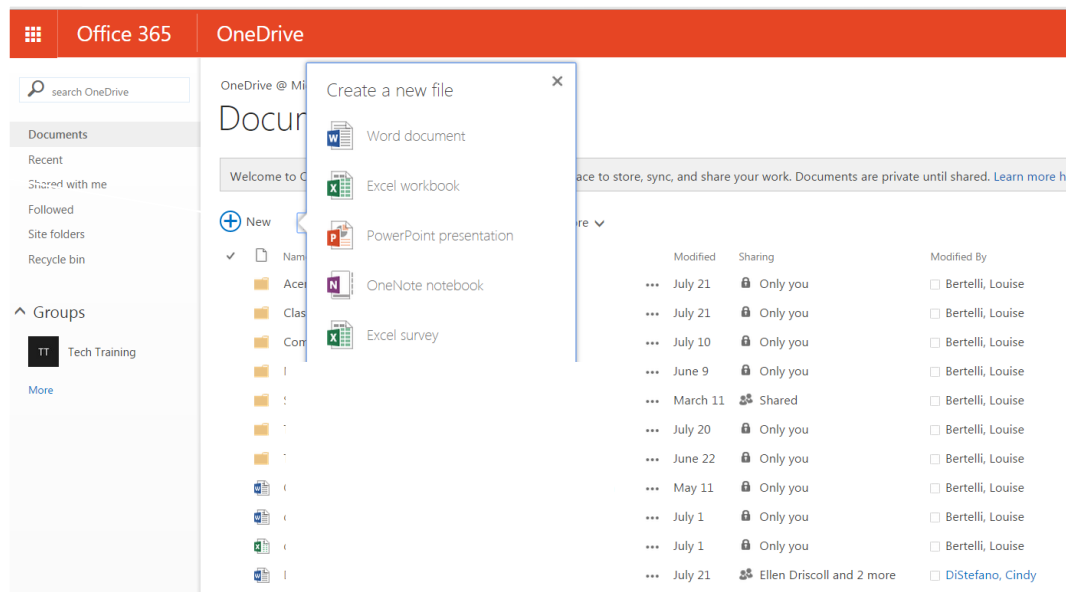
To Upload a file or document from your H drive:

Click **Upload** button

Select a document or file that you want to upload, press **Open**

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Select the document you want:

Edit – allows you work on your document

Manage- Version History, Move/Copy, Download a copy, Shared with, Delete

Share – Select a document, Press Share. Enter the email address of the person you wish to invite to share the document with, then select editing rights; comment, can edit, view only. You can type a message that will be included in the invitation.

Press the blue **Share** button

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