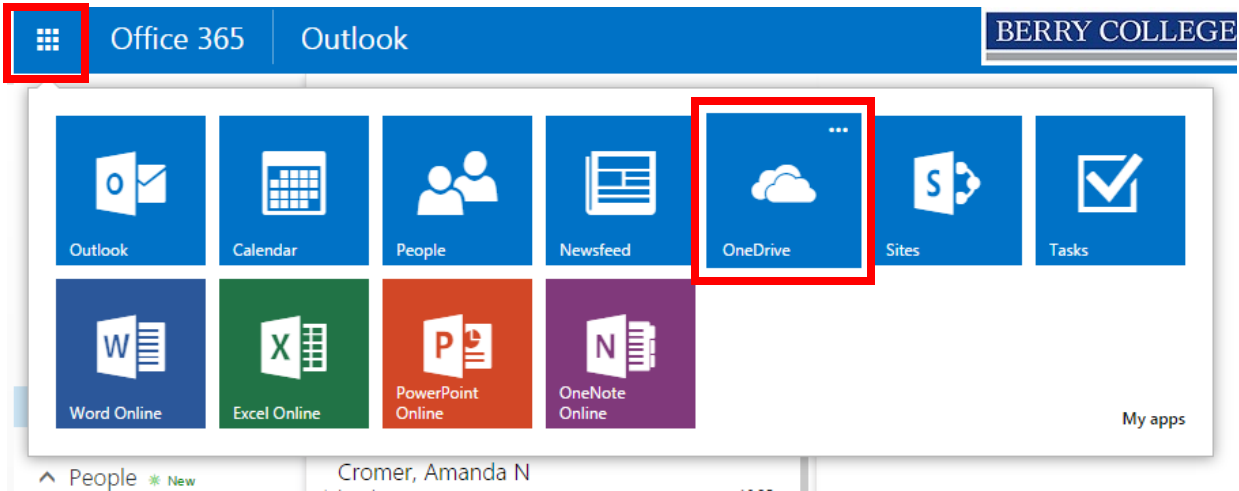
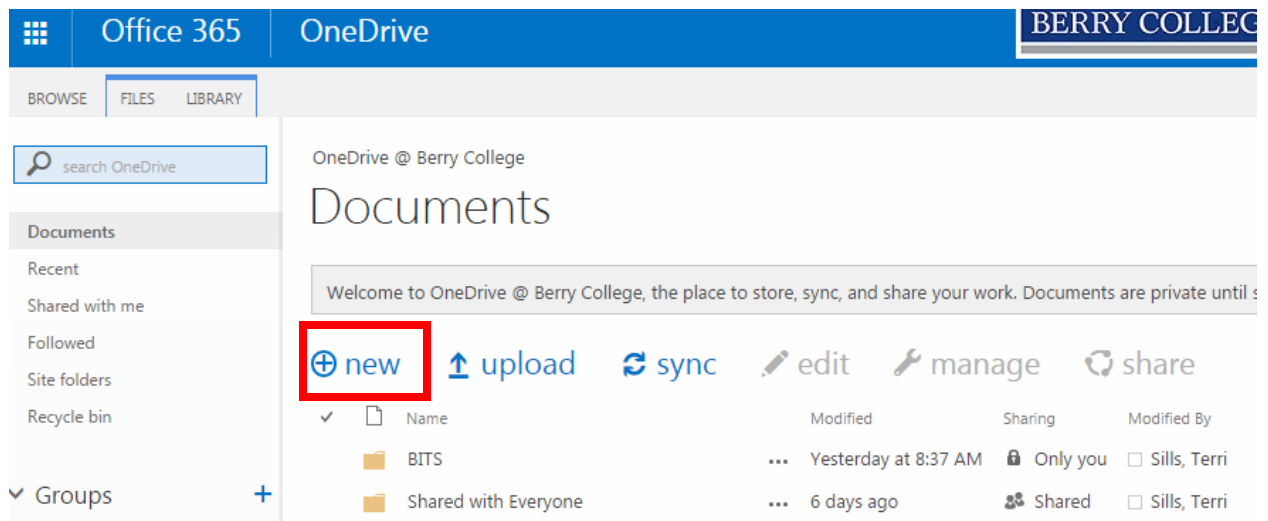


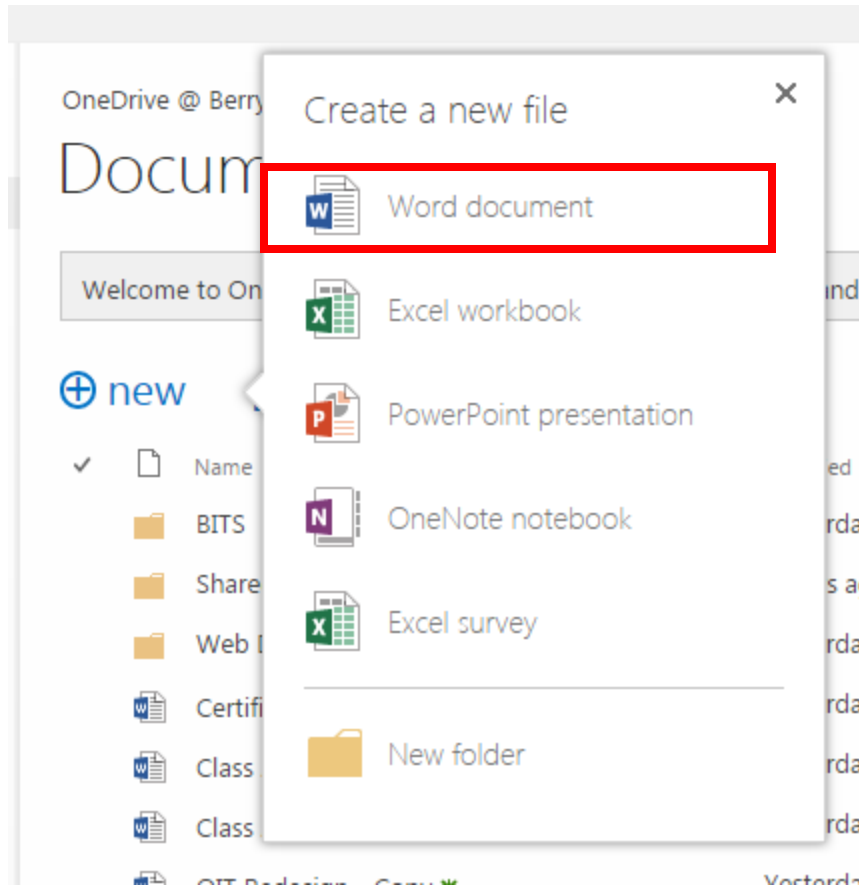
How to Use OneDrive and Office 365 Web Apps

1. Log into webmail at mail.office365.com with your Berry email and password.
2. In the upper left-hand corner, click the tiles icon and then select "OneDrive."



3. Create a document.

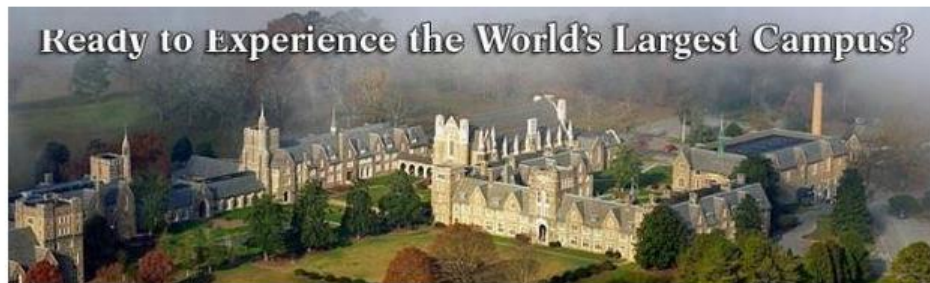




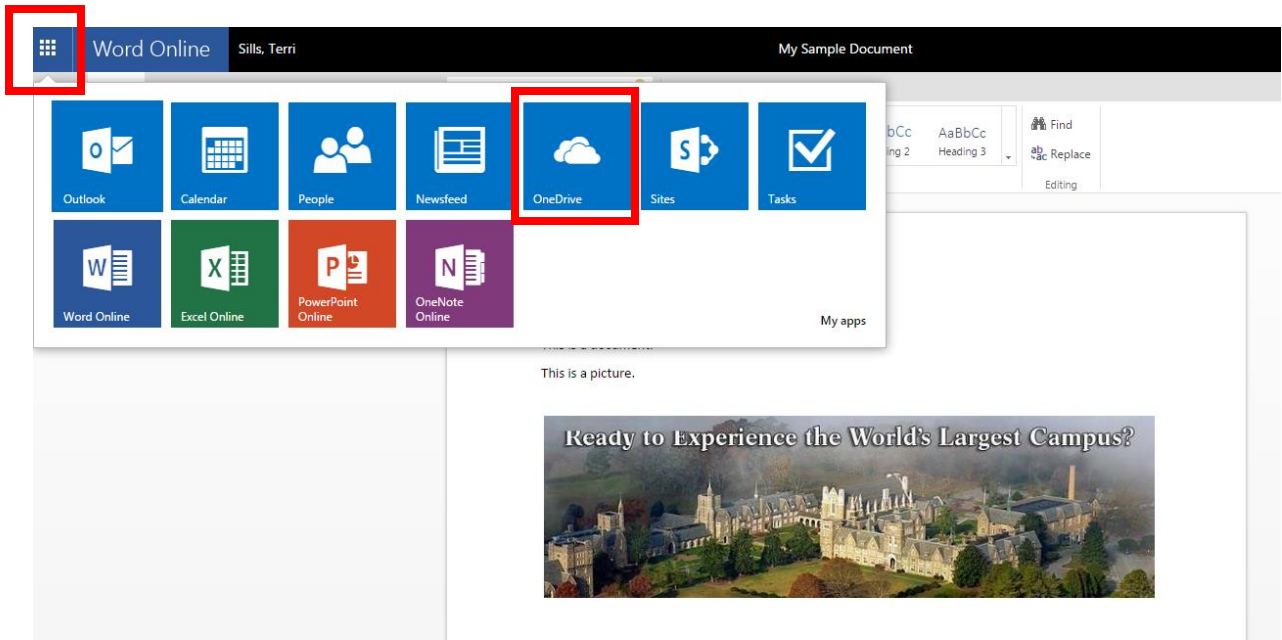
Hello.

This is a document.

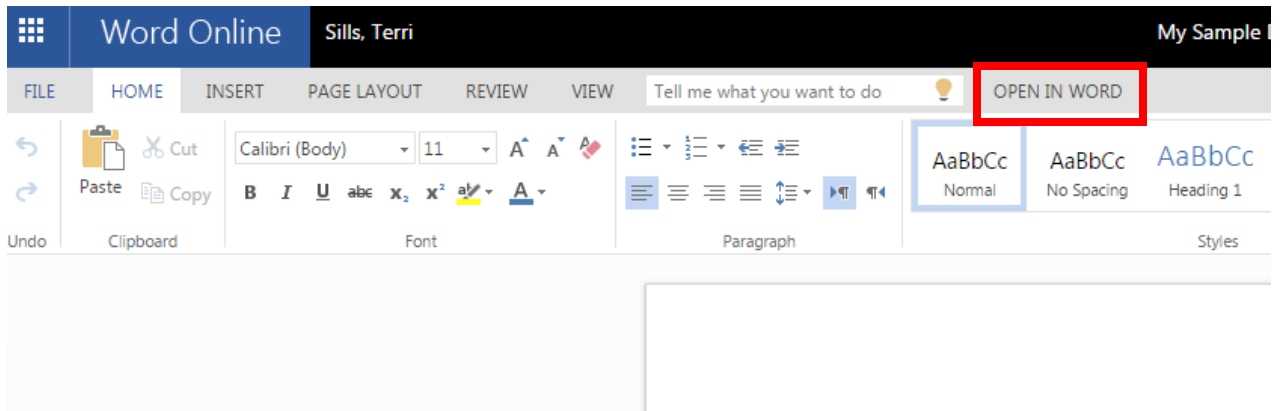
This is a picture.



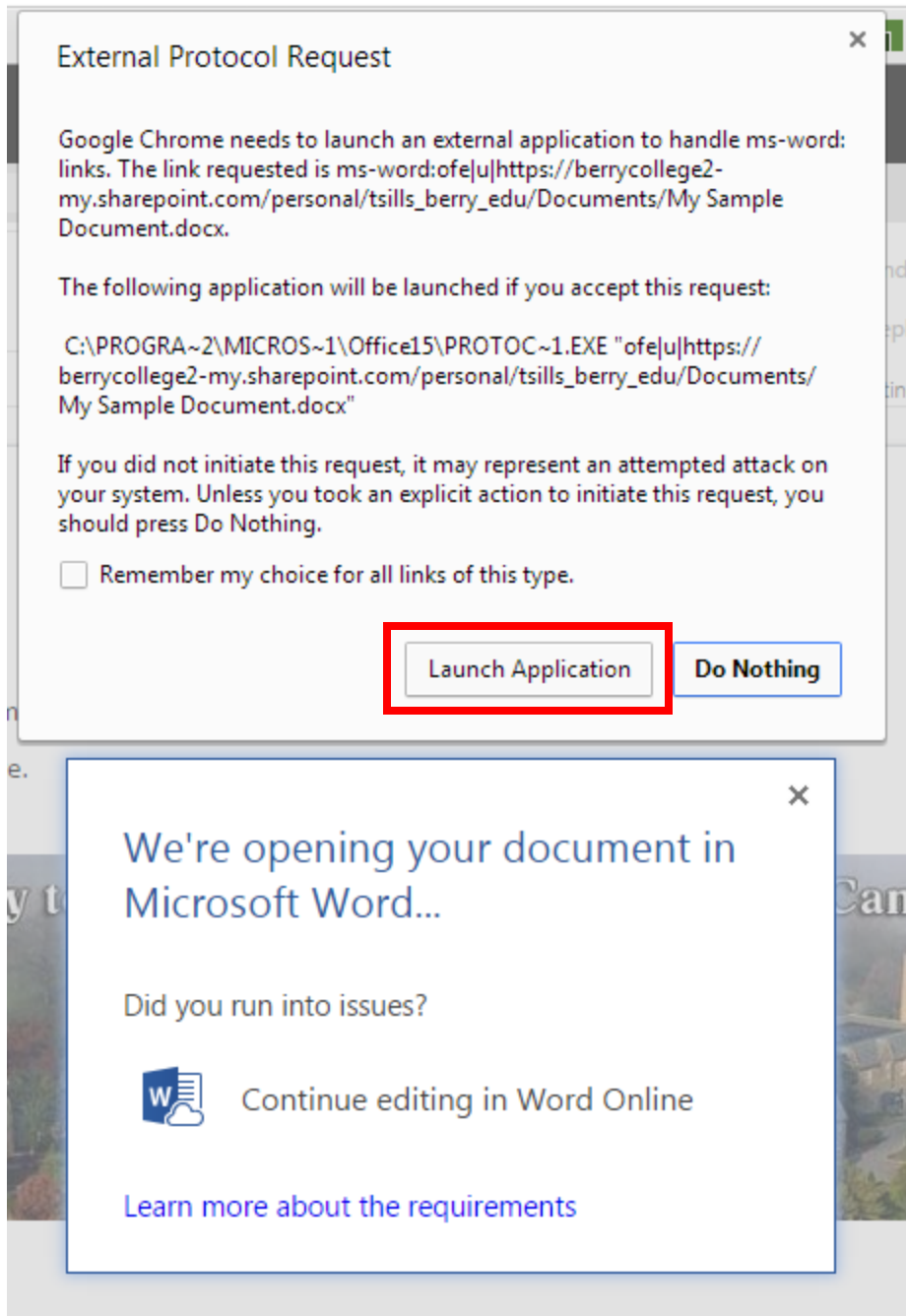
4. OneDrive automatically saves your document. When you're finished, click on the tile icon again to go back to OneDrive.



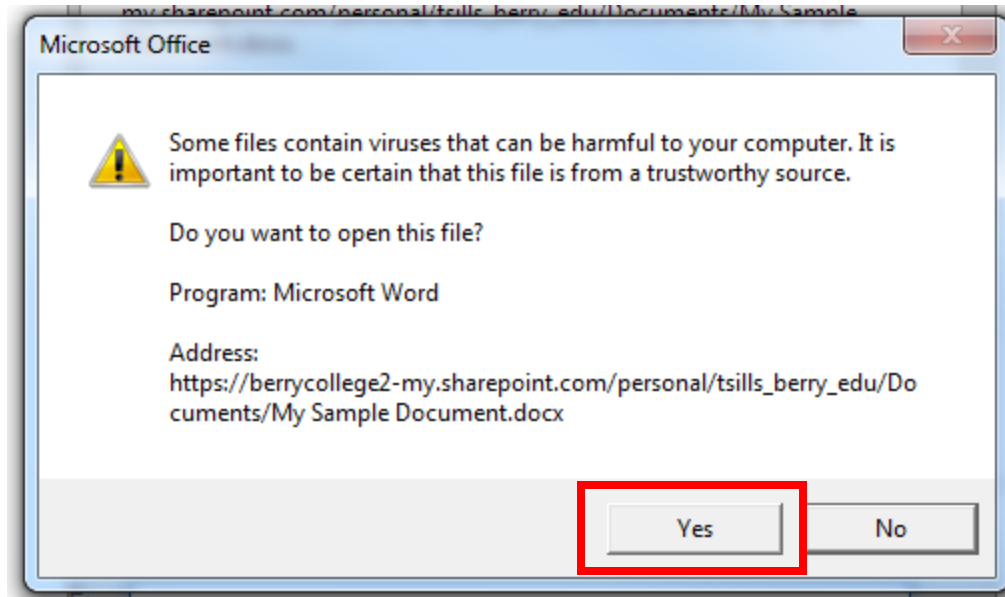
5. If you want to work on the document in the Word application installed on your computer (if you have Microsoft Office installed), you can select “Open in Word.”



6. Click "Launch Application."



7. Click "Yes." Please note that you should only open documents from trusted sources, such as documents you created yourself (like in this example) or shared by someone you trust.



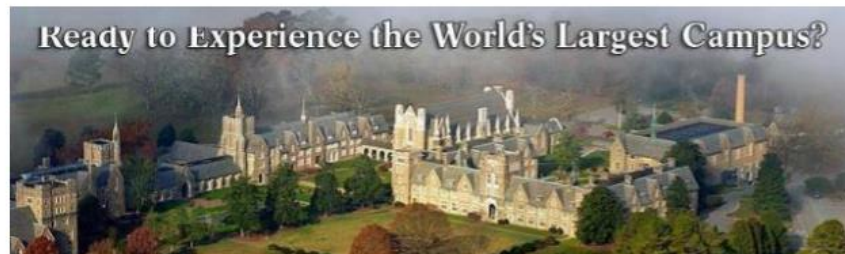
8. Enable editing.



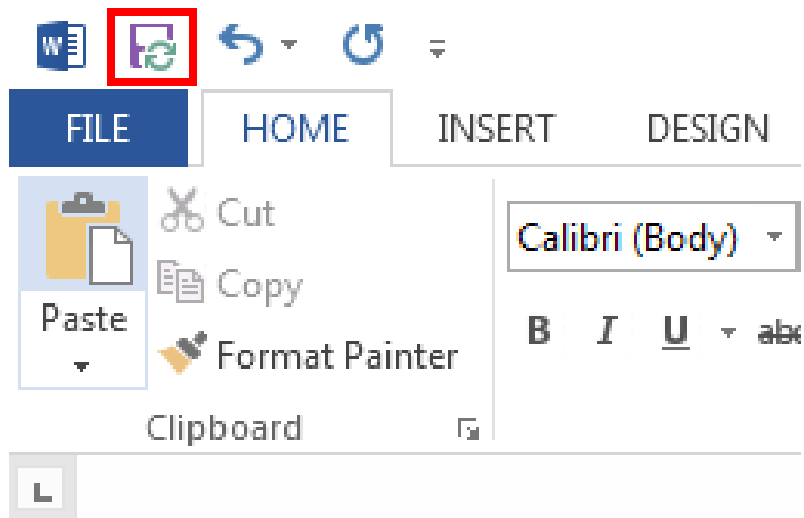
Hello.

This is a document.

This is a picture.

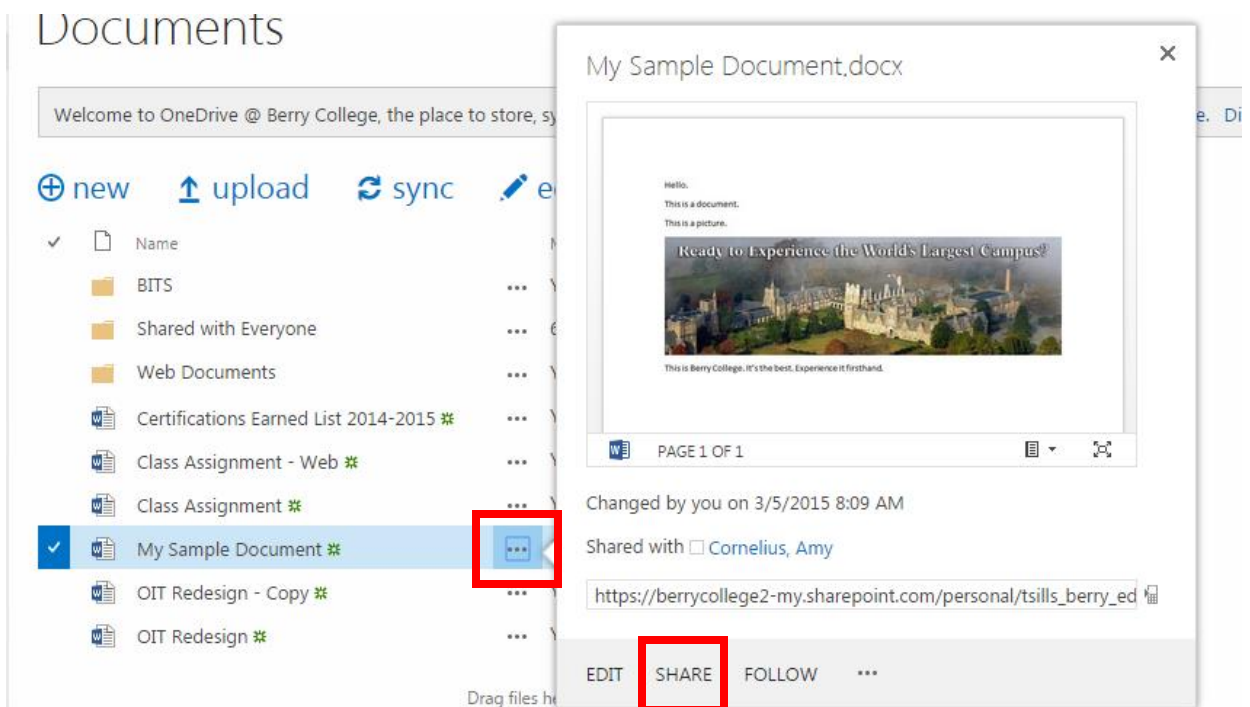


9. When you're done editing, click the save icon in the upper lefthand corner. This will update your document in OneDrive.



When someone shares a file with you, it will appear in your OneDrive under "Shared." They can choose to let you edit it, and you can easily collaborate on a group assignment without emailing files back and forth.

1. To share your document, click the dots next to the document name and click Share.



2. Type in their email address and decide whether they will be able to edit or only view the document, then click Share.

The screenshot shows a 'Share' dialog box for a document titled 'My Sample Document'. The dialog is titled 'Share 'My Sample Document'' and has a close button (X) in the top right corner. Below the title, it says 'Shared with' followed by a person icon and the name 'Cornelius, Amy'. On the left side, there are three options: 'Invite people' (selected), 'Get a link', and 'Shared with'. The main area contains an input field for an email address, which has 'acornelius@berry.edu' entered. To the right of the input field is a dropdown menu currently set to 'Can edit'. Below the input field is a text area for a personal message with the placeholder text 'Include a personal message with this invitation (Optional)'. At the bottom left, there are two checked checkboxes: 'Require sign-in' and 'Send an email invitation'. Below these is the text 'HIDE OPTIONS'. At the bottom right, there are two buttons: 'Share' (blue) and 'Cancel' (white).