Guidance on using Office 365 Web Apps

By using Office 365 Web Apps you can access Microsoft Office programs without the price, compatibility issues and installation.

Login to your Office 365 Mail by visiting <u>https://www.hopevalley-chorustrust.org/</u> and click on

REMOTE LOGIN



Scroll down and click the Outlook Link



Sign in using your Office365 College email address and password

Once logged in, click the 9 dots and *Select OneDrive*:



You should now be able to see your documents:

Documents - OneDrive	× +						- 0	×			
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Sites help you work on projects with your team and share information	-	Attachments	March 27, 2017	pupil	0 items	Private					
from anywhere on any device. Create or follow sites to see them here.		Classroom	November 24, 2016	pupil	3 items	Private					
Create shared library		Computing	September 20, 2017	pupil	1 item	Private					
	-	Maths	November 6, 2013	pupil	0 items	Private					
		My Schoolwork	January 21, 2015	SharePoint App	3 items	Private					
	-	Notebooks	November 3, 2016	pupil	2 items	Private					
Get the OneDrive apps	-	Shared with Everyone	November 6, 2013	pupil	1 item	R ^R Shared					
Return to classic OneDrive		test	March 7, 2014	pupil	1 item	8 ^R Shared		Ĩ.			

To create an Office Online Document select New

This will open a menu allowing you to "Create a new file"

Select the type of document you would like to create



After a brief moment, your blank document will open

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Within Microsoft Office Web Apps your documents are being saved automatically to your OneDrive

This process is the same for either of these programs:



Congratulations you now have access to Office 365's web apps.