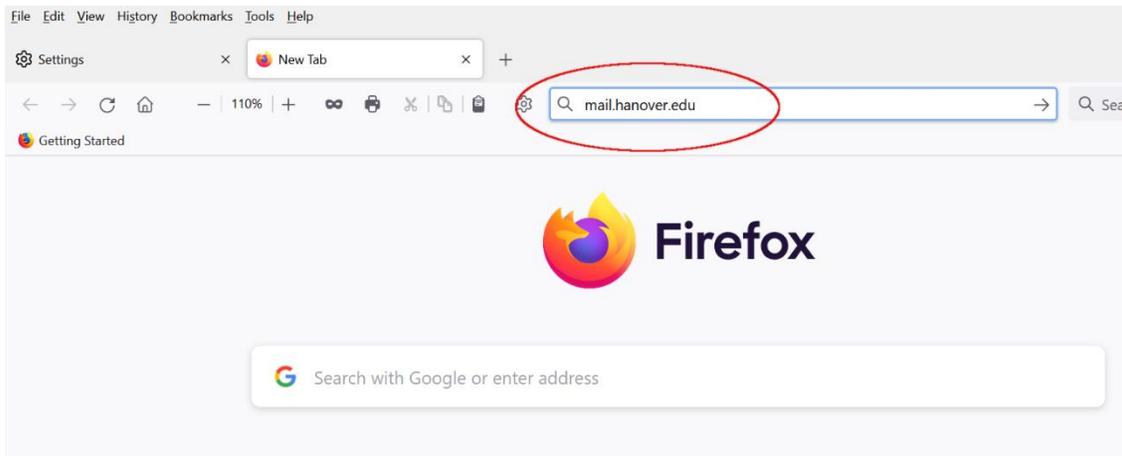


Accessing Office 365 on the Web and Saving Documents in OneDrive.

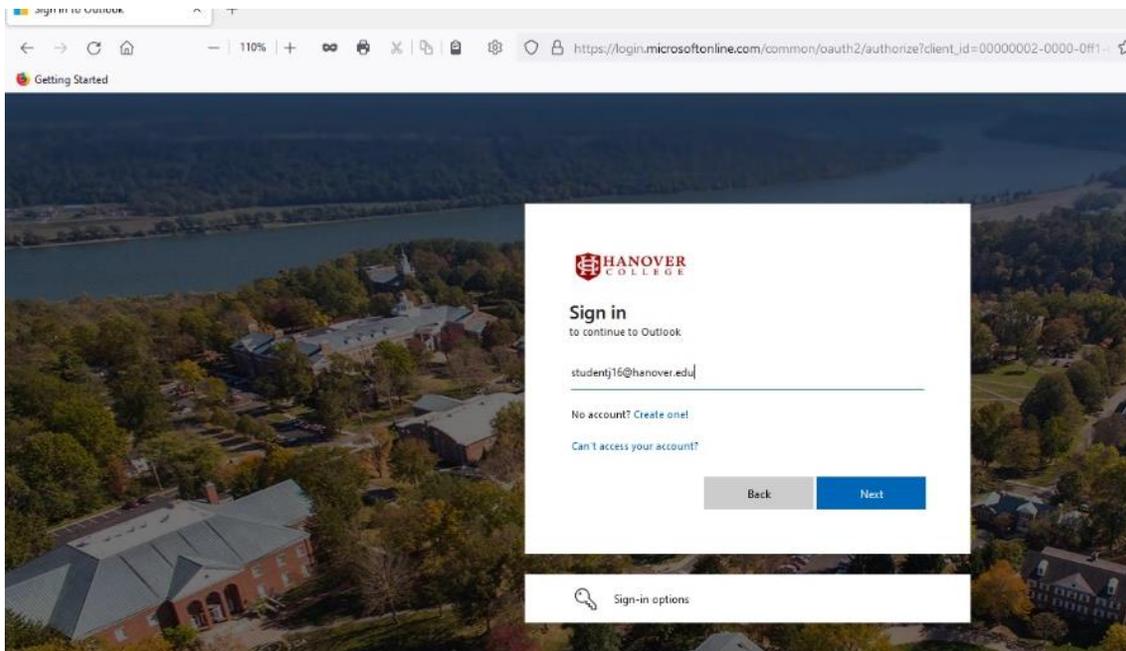
You can access Microsoft Office software on any computer that has an Internet connection with Office 365 on the Web – on campus, at home or abroad. You can access or create a Word document, Excel sheet, PowerPoint slides, or access Teams, Forms or other applications – even if you don't have a Windows-based laptop or PC.

Here is how you can access Office 365 on the web. We'll be looking at how you can access a Word document, but you can use the same directions to access other Office 365 software on the web.

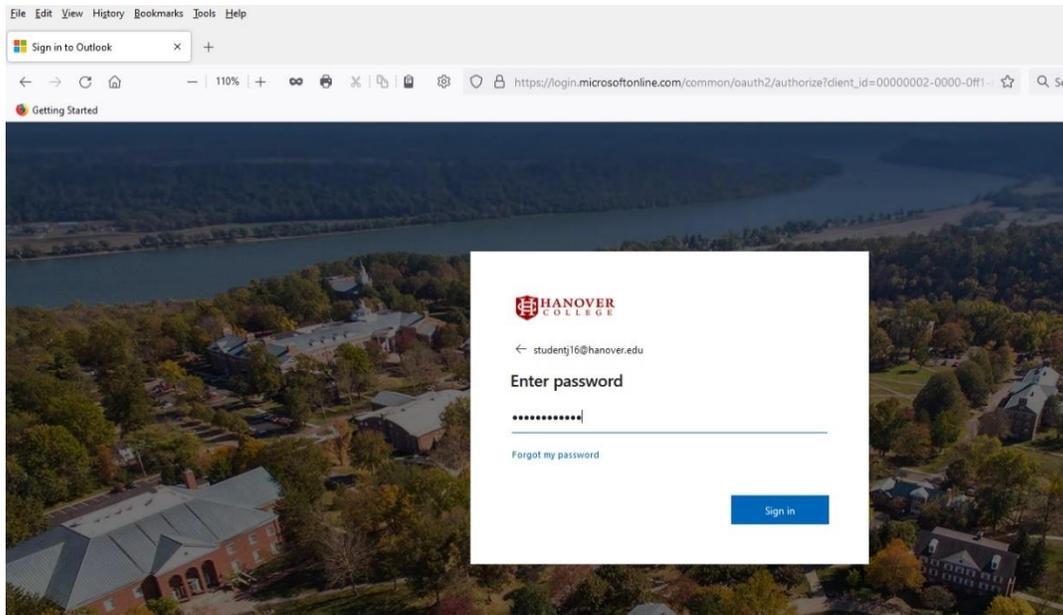
1. You can access Office 365 on the Web either from a link in MyHanover or by typing in Mail.hanover.edu into any browser.



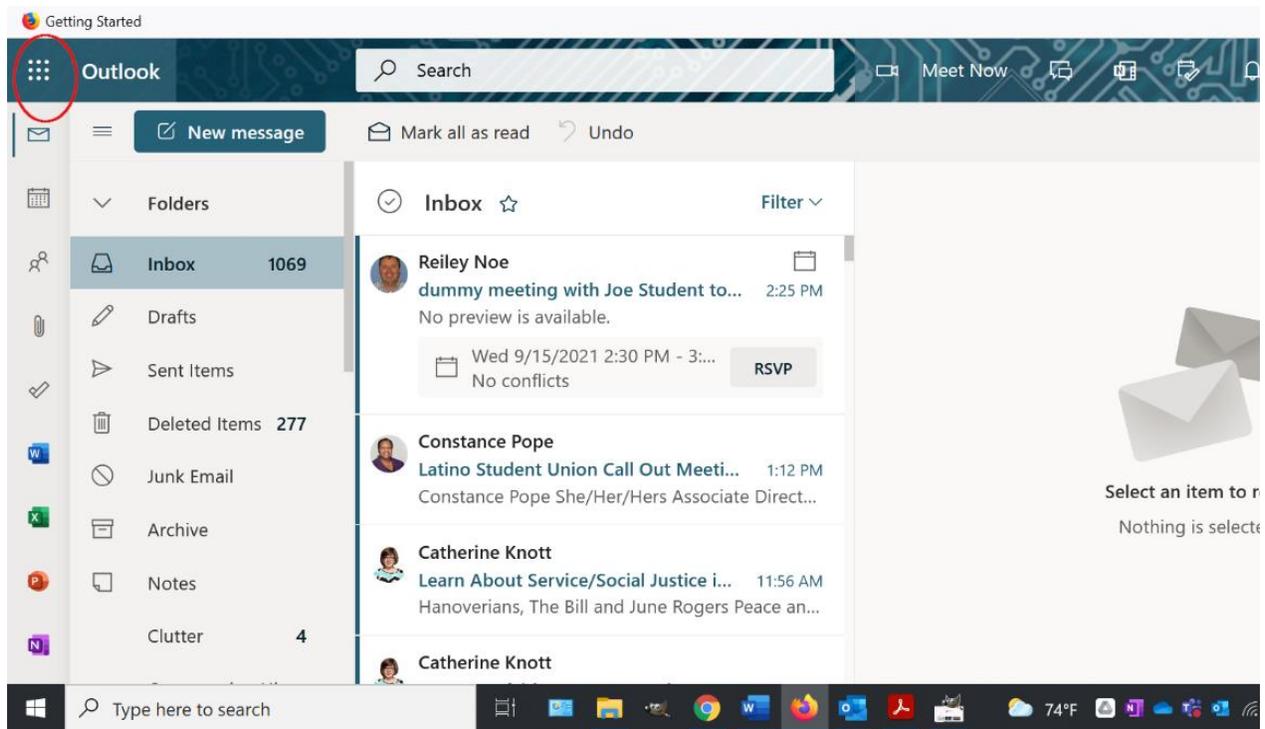
2. You'll get a prompt to sign in with you Hanover username and password.



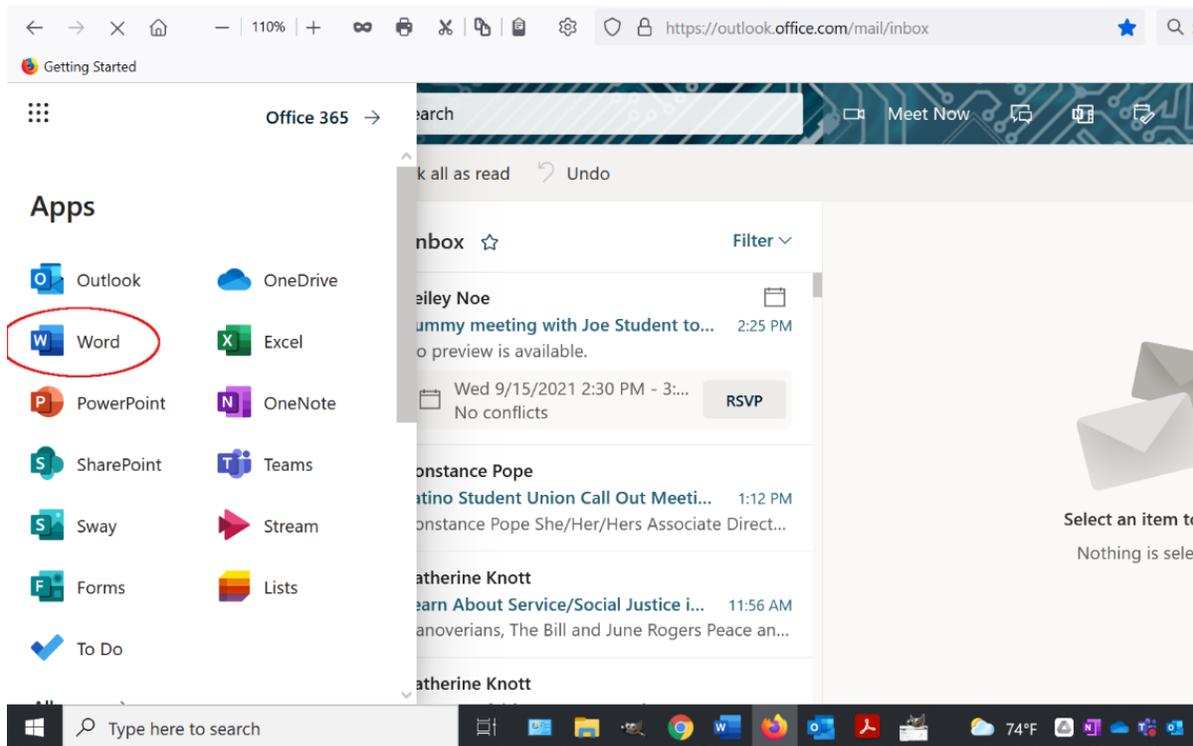
3. Enter your password.



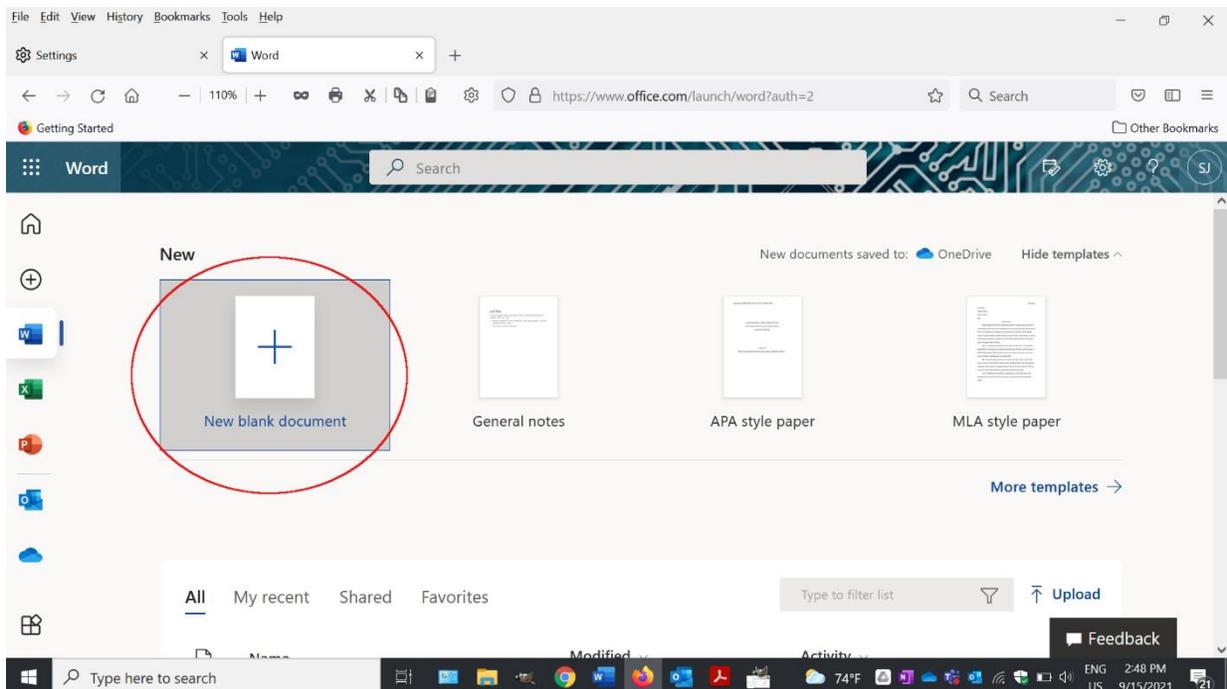
4. You'll see your email inbox. Click on the waffle icon – the nine white dots in the upper left corner.



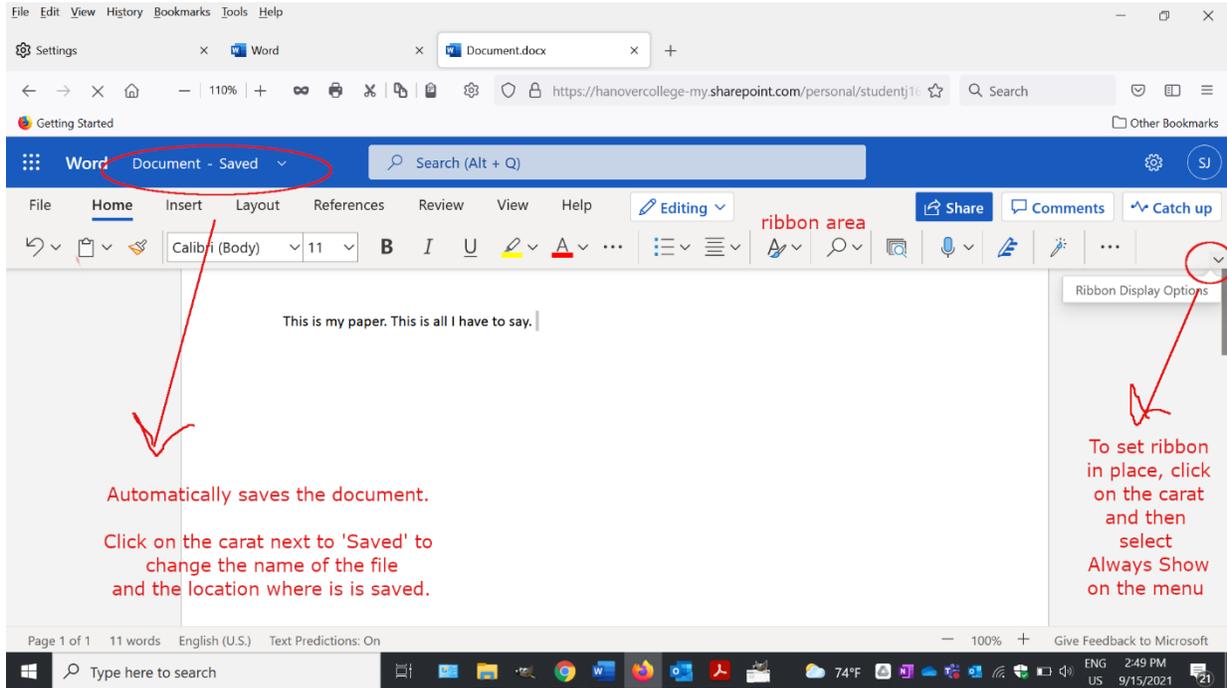
5. You'll see a list of Office Software apps appear. Click on the one that you want. We're going to use Word for this demo and create a Word document and save it.



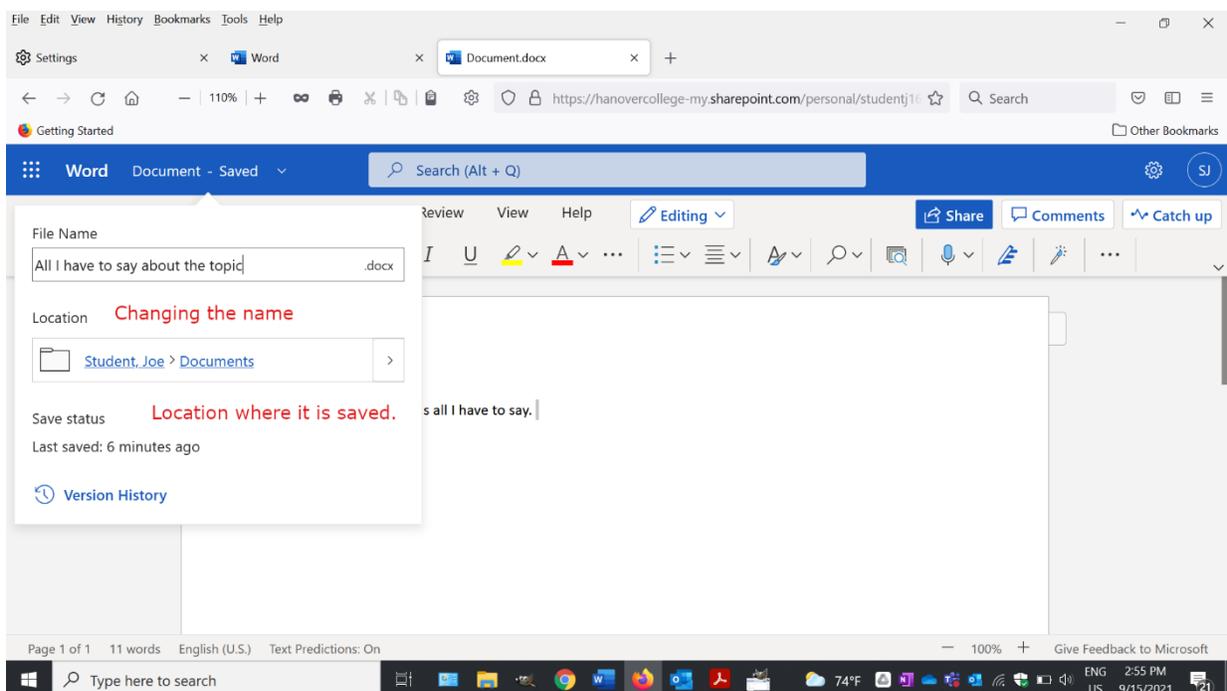
6. We'll create a new blank document. If you were to scroll down, you can access other Word documents that you've made or have access to by clicking on them.



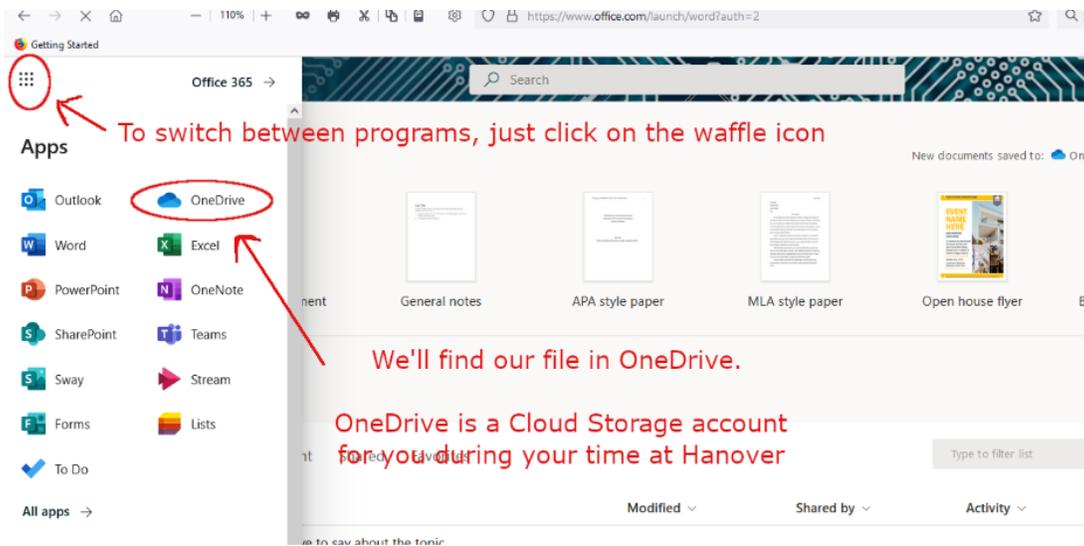
7. After I've written some insightful words, Office 365 on the web automatically saves my document periodically. You may notice that this ribbon area doesn't stay at the top. Click on the down arrow or carat to the far right to pin it to the top. We'll click on the other carat – next to Saved so we can name this document something more intelligible than 'Document'



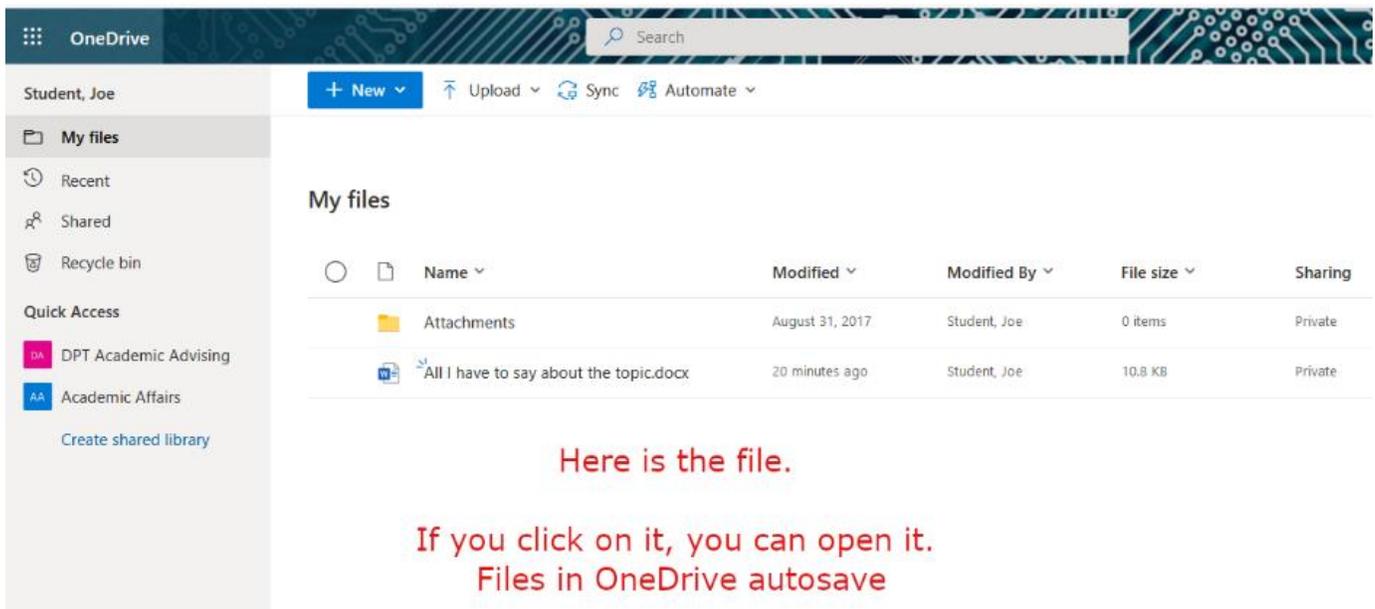
8. This dialog box appears below that area of the screen. Change the file name and you can notice where it is saving the document in OneDrive. Note that Office 365 on the web will automatically save your document in OneDrive – your personal cloud storage - and not your local computer. You can access this document anywhere from now on – it is in the cloud. More on this later.



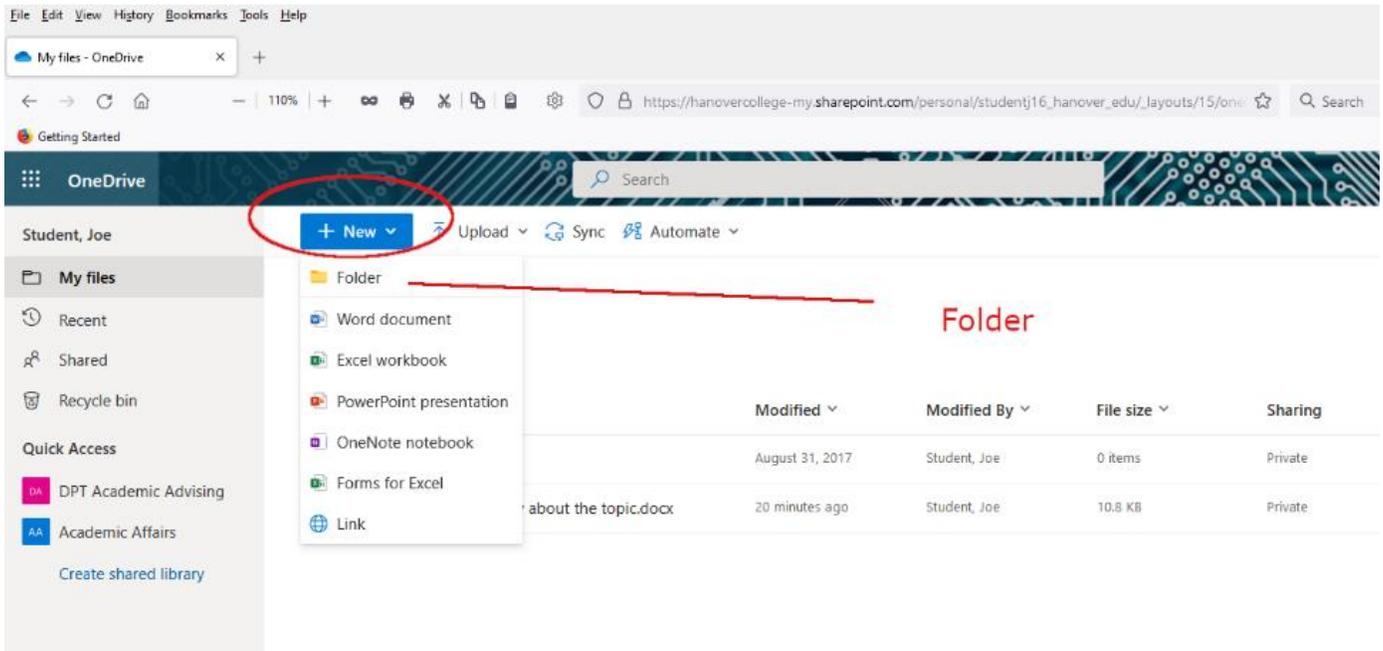
9. You can always click on the waffle icon to access another program or to find your saved documents and files in OneDrive. We're going to find something in OneDrive.



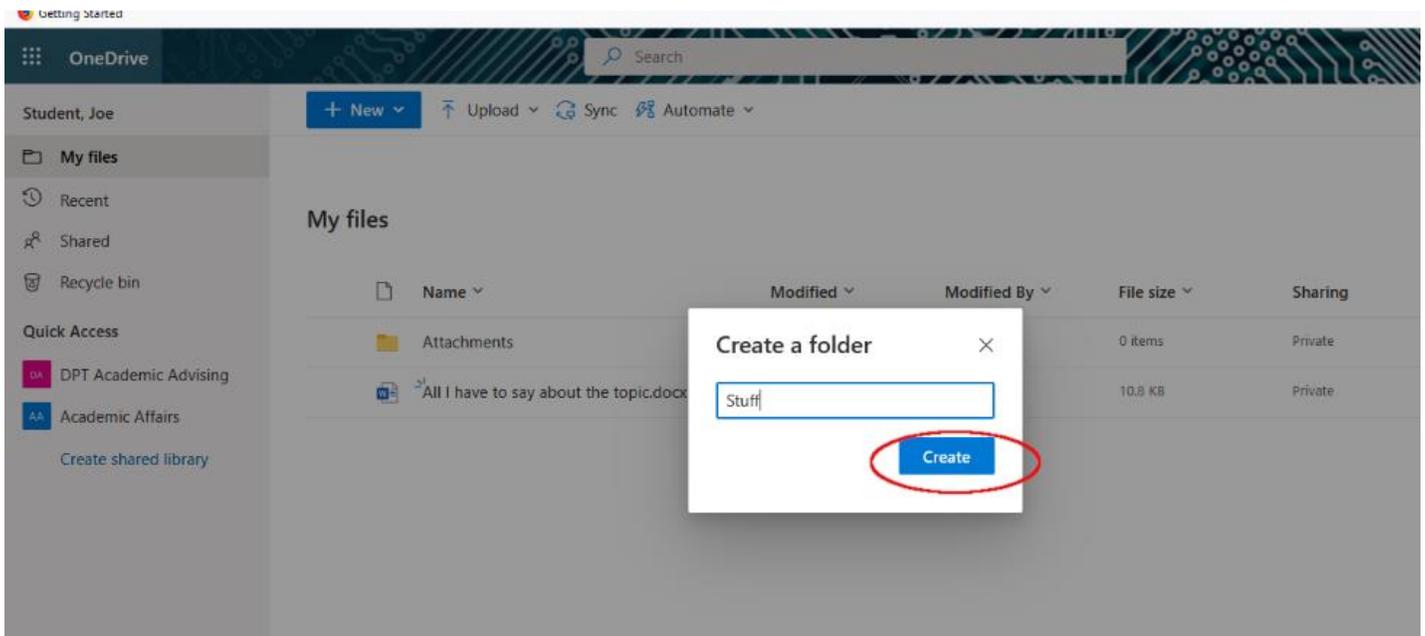
10. You'll see the file in the OneDrive>Documents>My Files area. Documents will be listed here, but you can make files to put them in and organize your OneDrive.



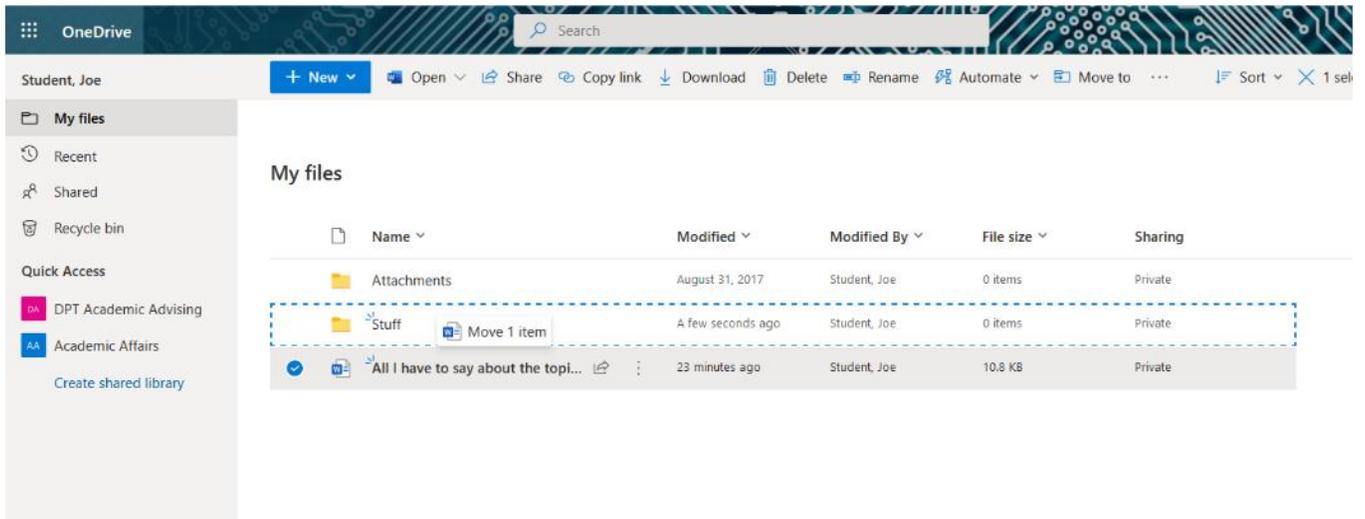
11. Click on the New button to create a new folder. We'll eventually put our document in there to organize this area of OneDrive.



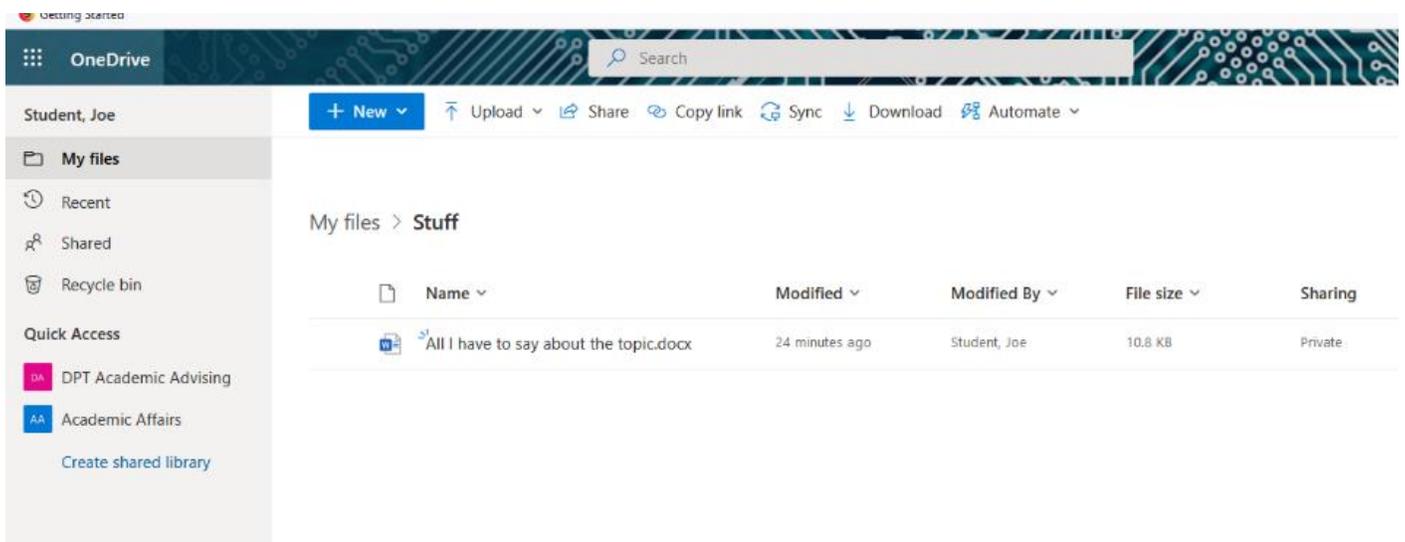
12. You'll get a dialog box. We'll find a useful and descriptive name for our folder. Click the create button.



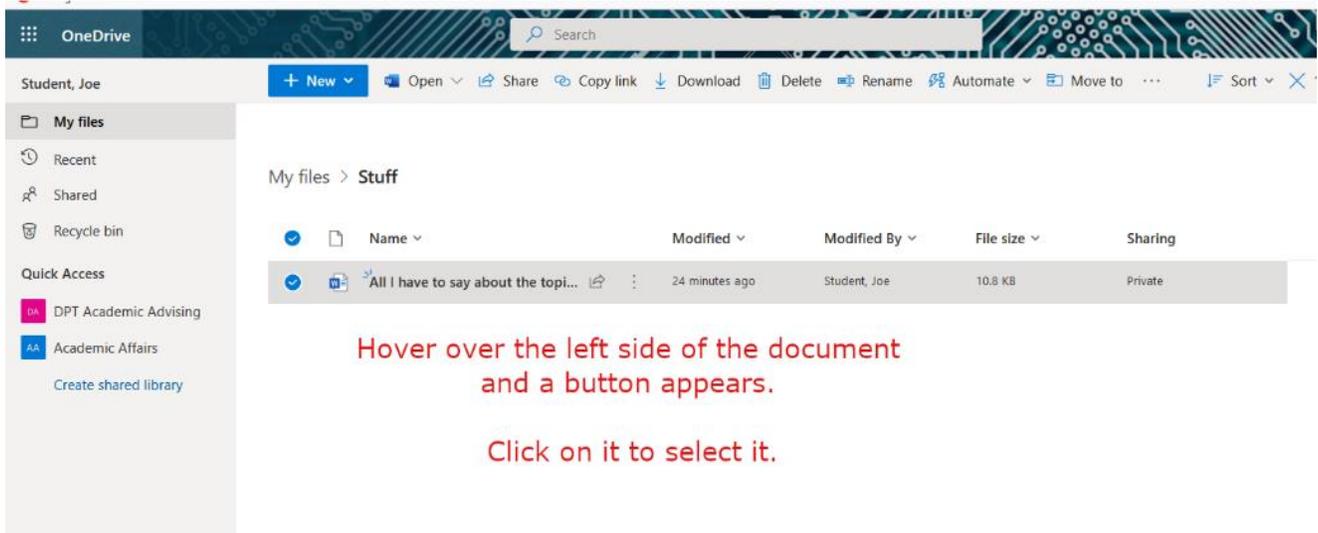
13. The folder appears. You can left click on the document or other file and drag and drop it into the Stuff folder.



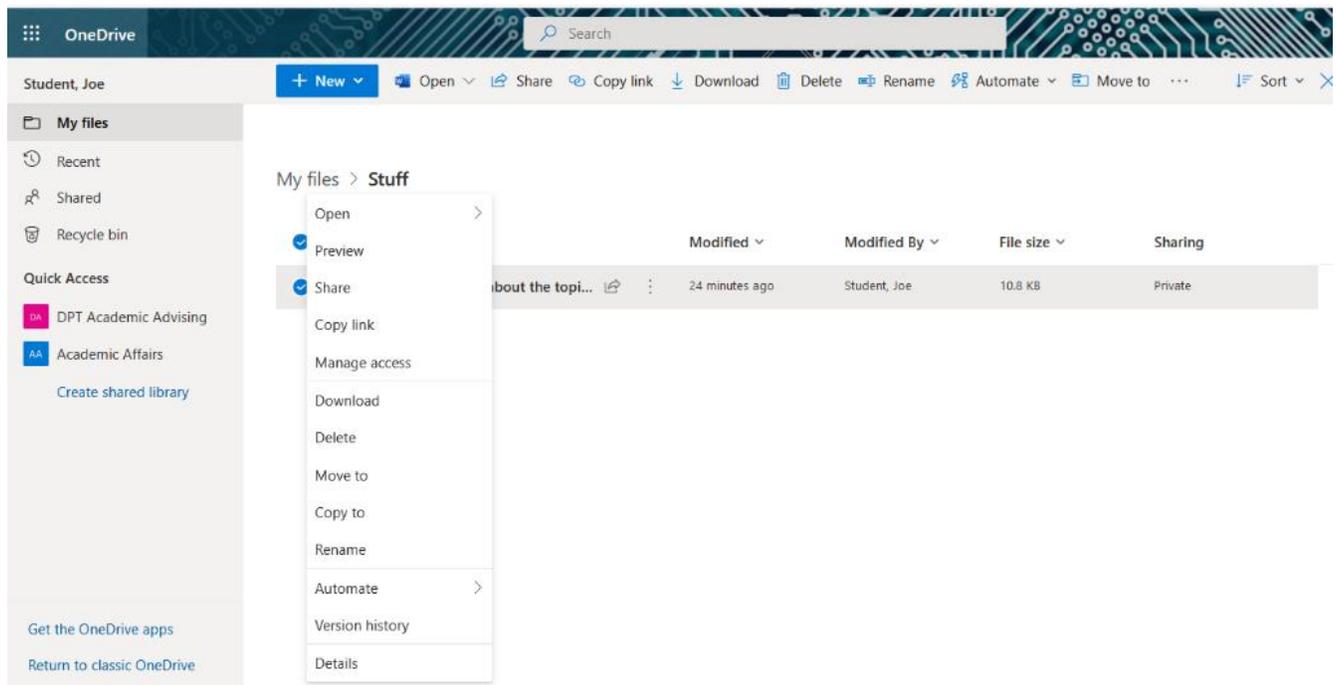
14. Here is the document in the Stuff folder.



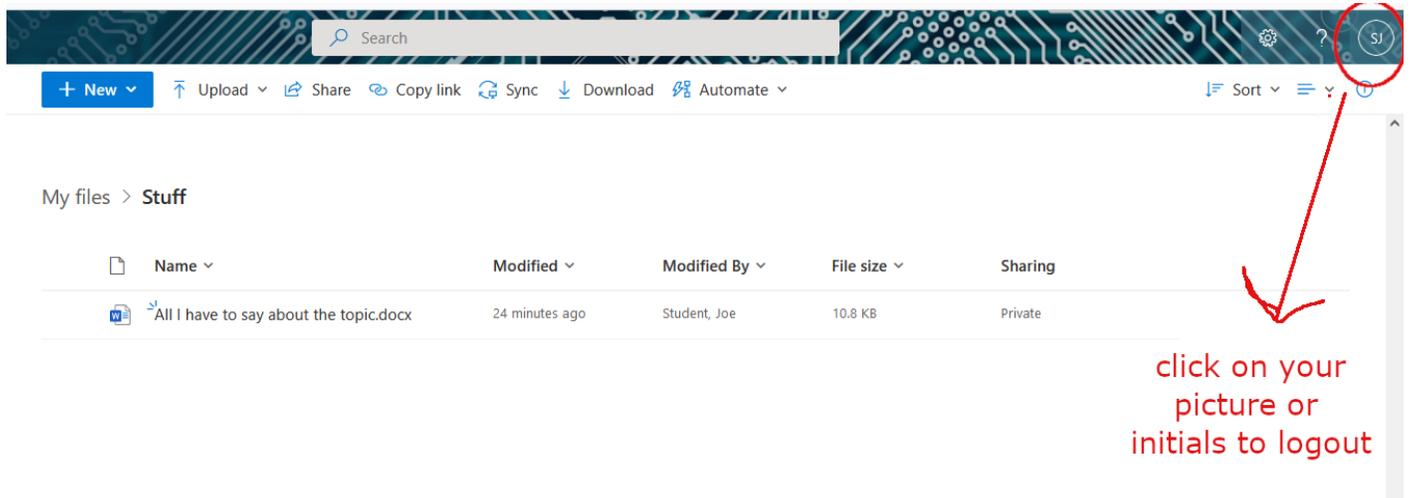
15. If you hover over the left side of a file, like this document, or a folder, a circle appears. You can click to select that particular file or folder.



16. If you right click on a selected file or folder, you get a menu with several different things that you can do to the file or folder.



17. You can logout of Office 365 on the web at any point by clicking on your profile picture or initials in the upper right corner of the page. A menu appears that includes a logout selection.



click on your picture or initials to logout