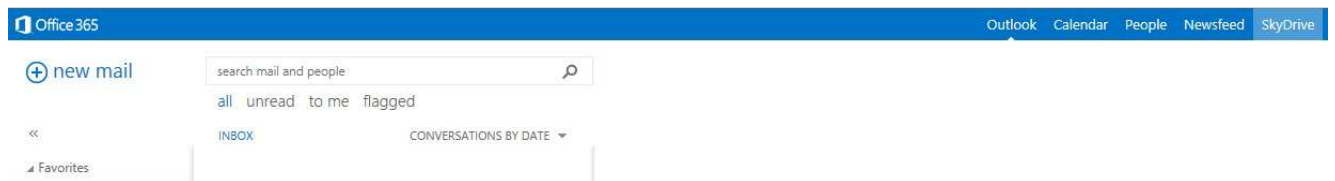


Office365 Web Apps is available for current SWU students.

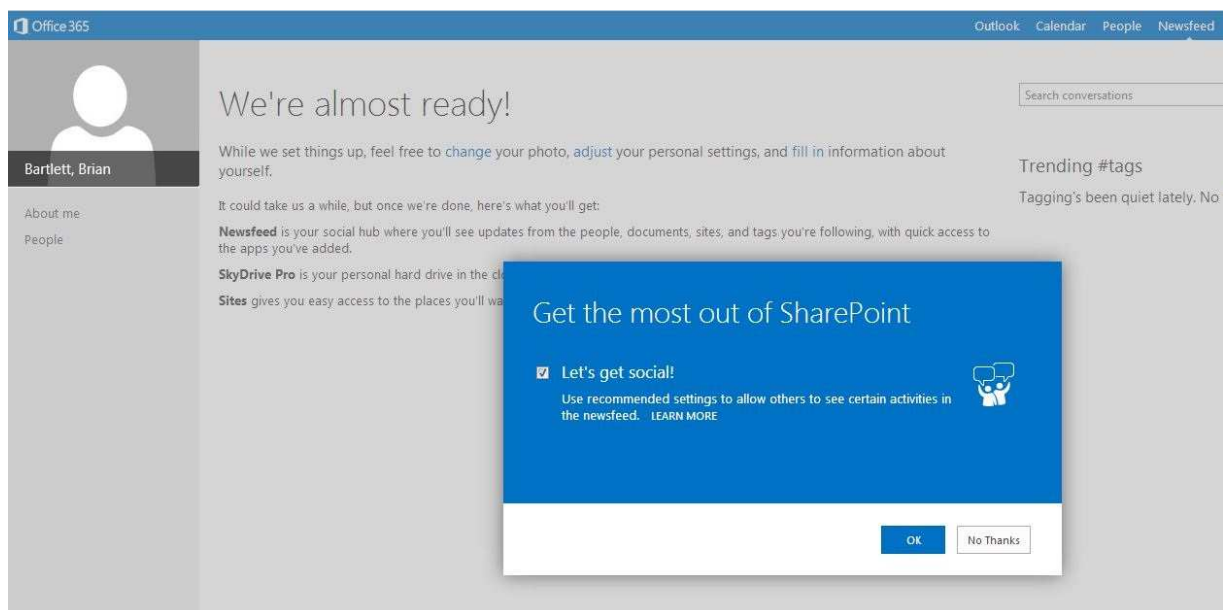
Office365 Web Apps- First Time Use

To access Office365 Web Apps, login into Office 365 at <https://portal.microsoftonline.com>

Once logged in, you will be directed to Outlook Web App, click on *SkyDrive* to access Office365 Web Apps.

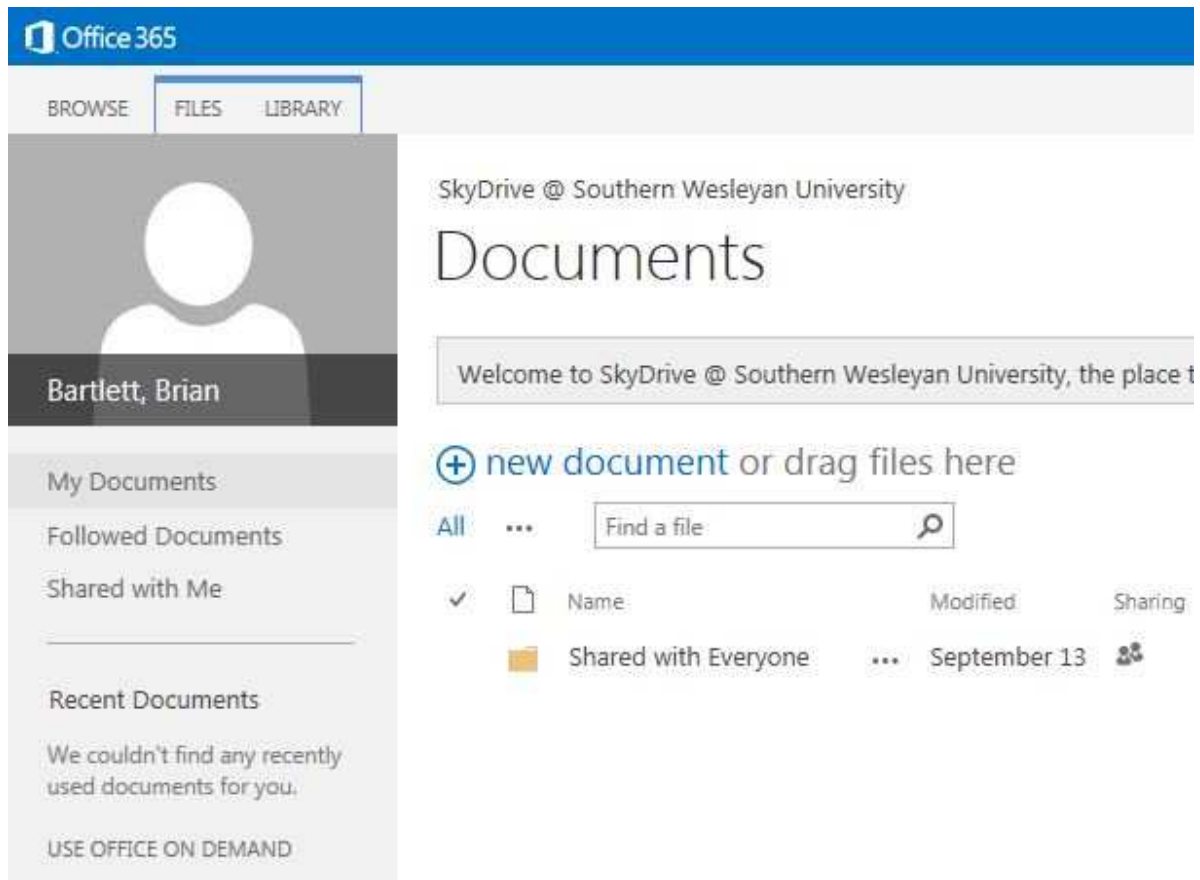


The first time you click SkyDrive, you will be notified that Office 365 is almost ready, and prompted for your social settings. (Click through the prompt for your desired social settings)



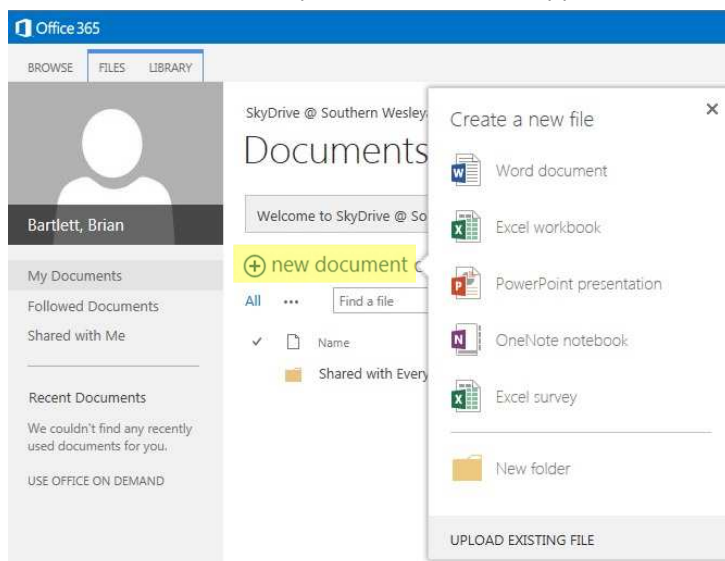
It takes Office 365 about ten minutes to finalize the Office 365 Web App settings for first time use, so you can click Outlook to return to email. Then return to SkyDrive after 10 minutes have passed.

When Office365 has completed the initial setup and you return to SkyDrive you will see a screen like the one below.



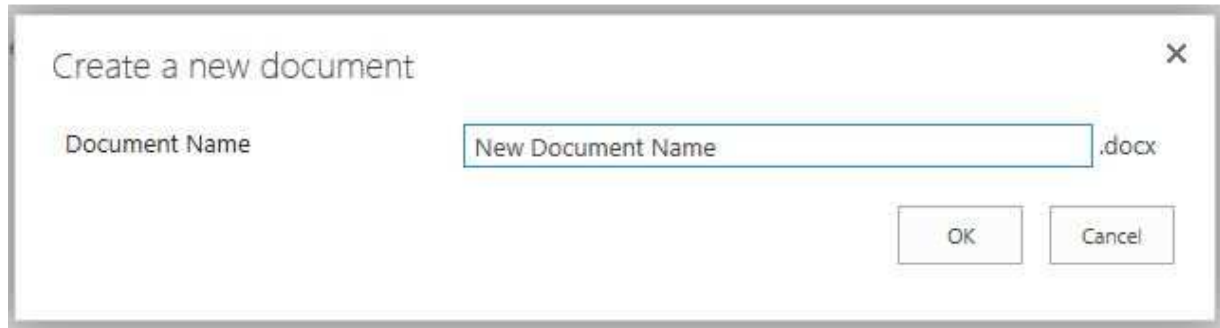
Creating a New document in Office365 Web Apps

Click *New Document* to open Office365 Web Apps.

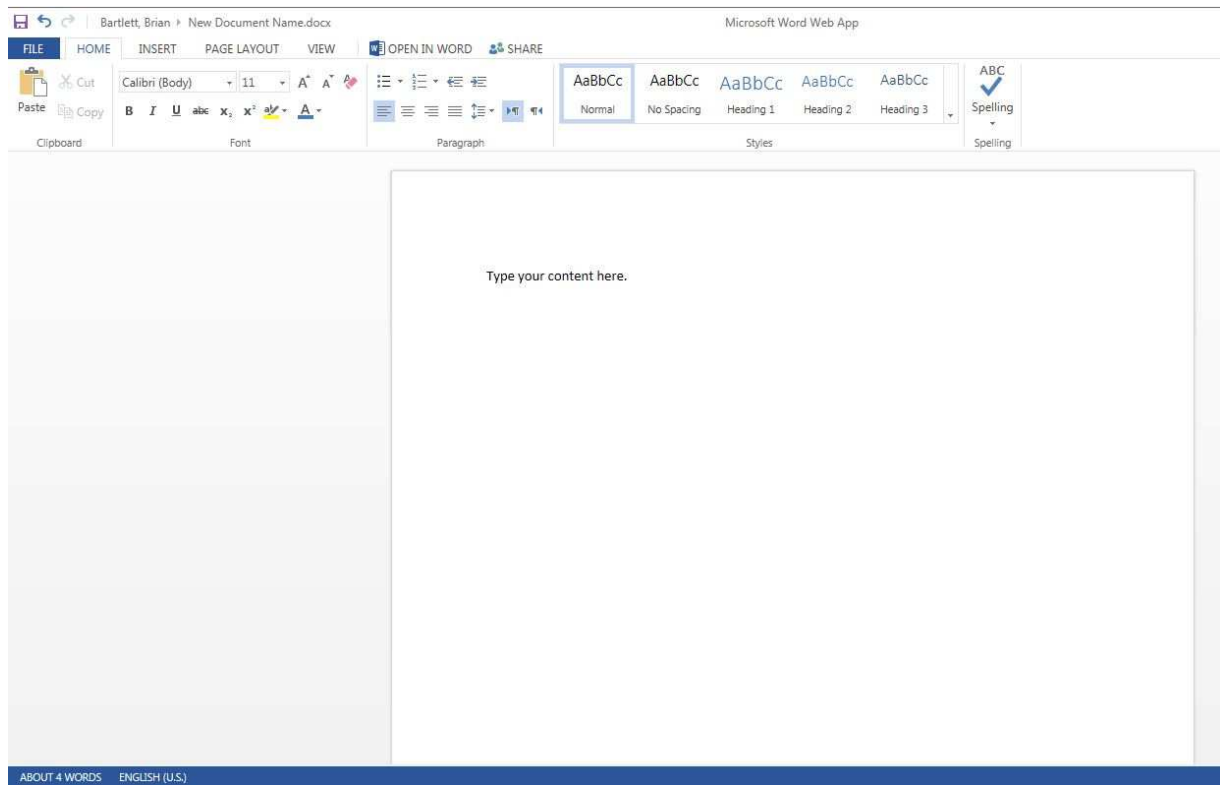


Select the type of document you want to open (Word, Excel, PowerPoint, OneNote, or Excel Survey)

Then Name the Document in the pop up window and click OK.



After clicking Ok, the document will open in Office365 Web Apps.

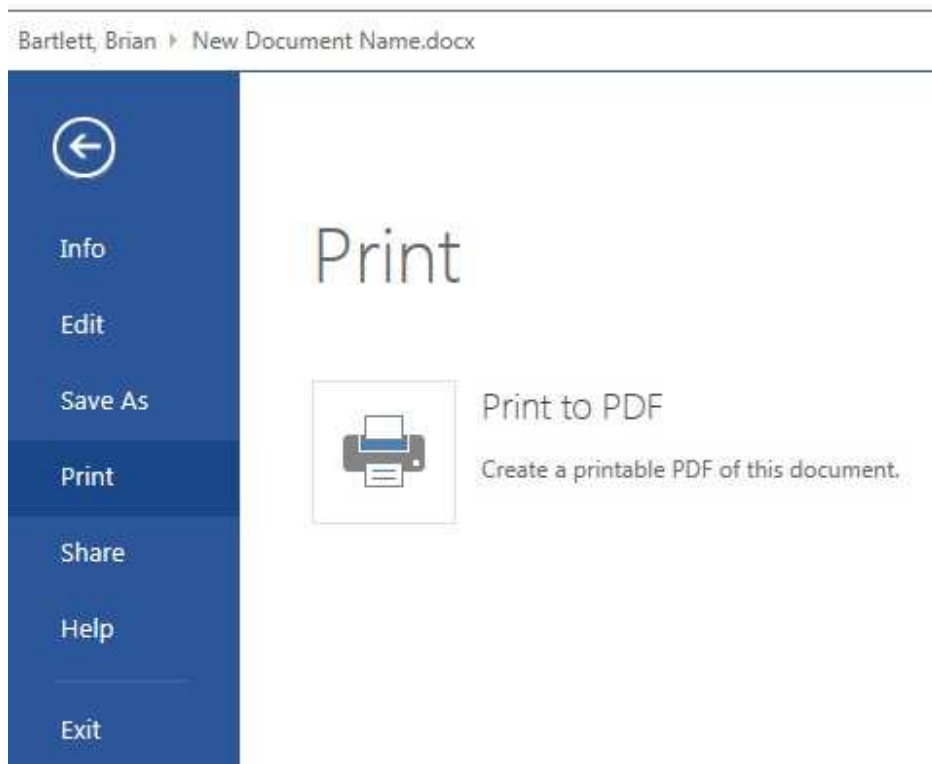


The save button is the floppy disk at the left hand top of the screen and print, save as, and exit options are on the menu under File.

Clicking *Save as* will allow you to save a copy of the file from the cloud to the local device that you are using to access Office365 Web Apps.

To Print your document, click File, Print, Print to PDF.

Printing

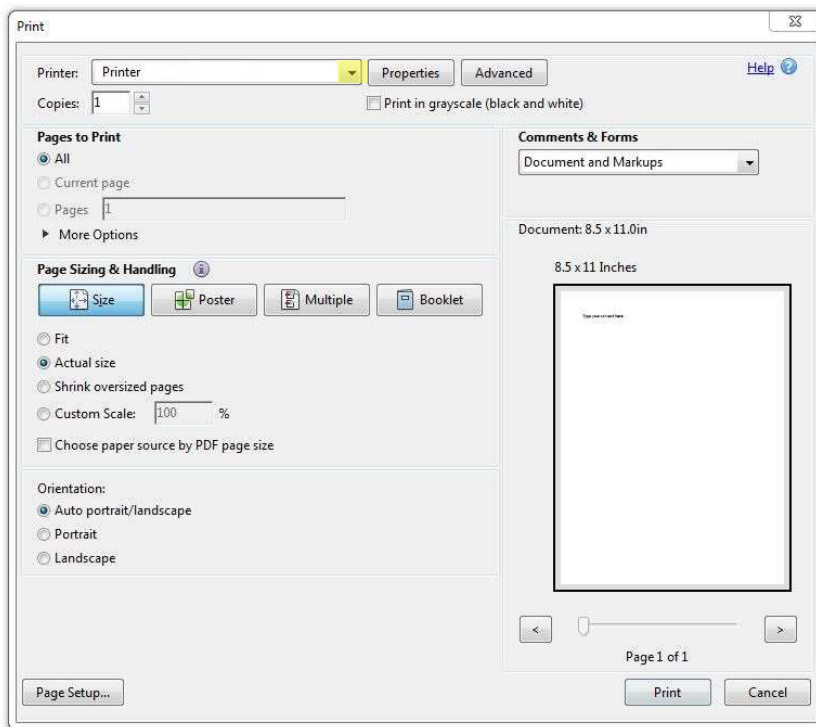


A pop up window will have a link to print the PDF, click the link to view and print the PDF document.



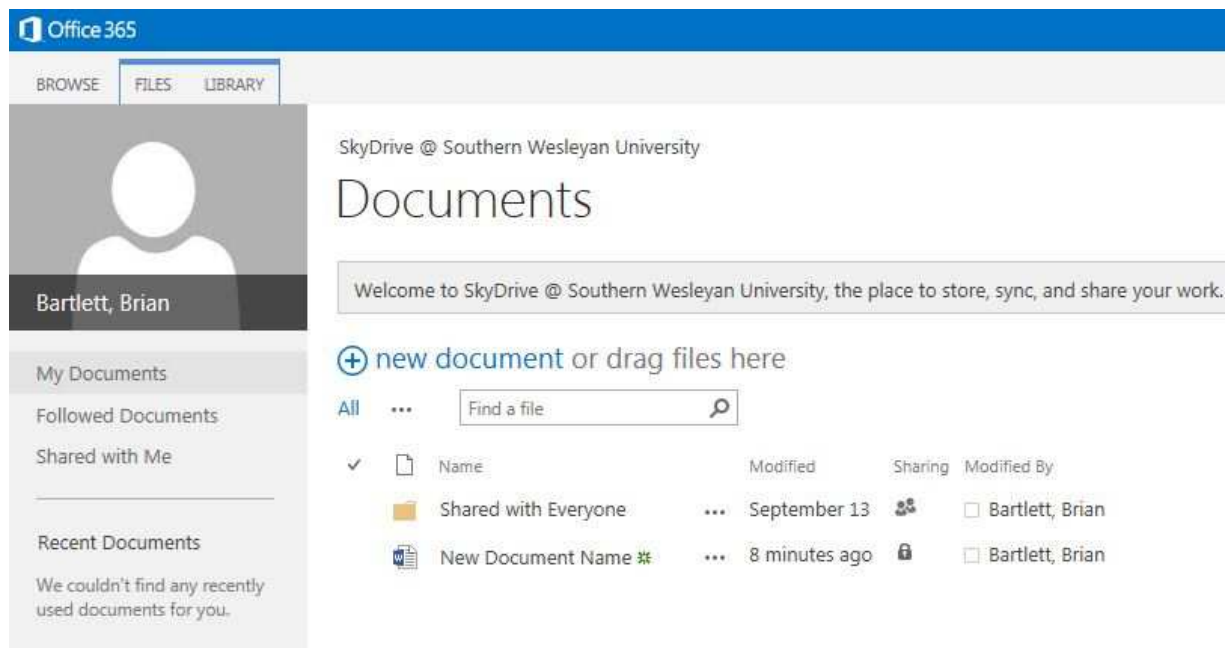
The PDF will open in your default web browser, (You will need a PDF reader installed on your device, i.e. Adobe Reader) and pull up the print options to print the PDF.

Type your content here.



Select the printer you would like to print to from the drop down box then click *Print*. Close the PDF in the web browser to return to your open document in Office365 Web Apps.

Clicking File and *Exit* will return you to the SkyDrive, where you will now see your newly created document listed.

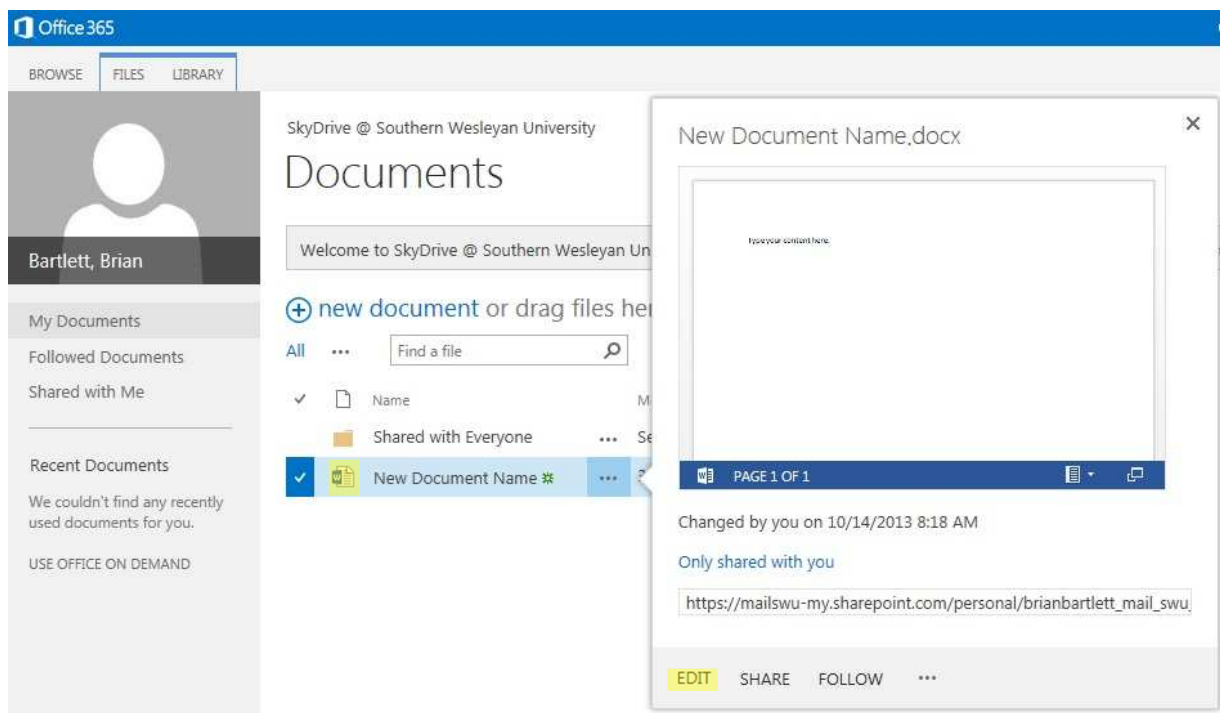


Editing a document in Office365 Web Apps

You can open a document for viewing with a single left click on the document name; the document will open in read only view. To edit the document, click inside the document and start typing, a warning will appear in yellow at the top of the page, Click Edit Document to have editing capabilities.



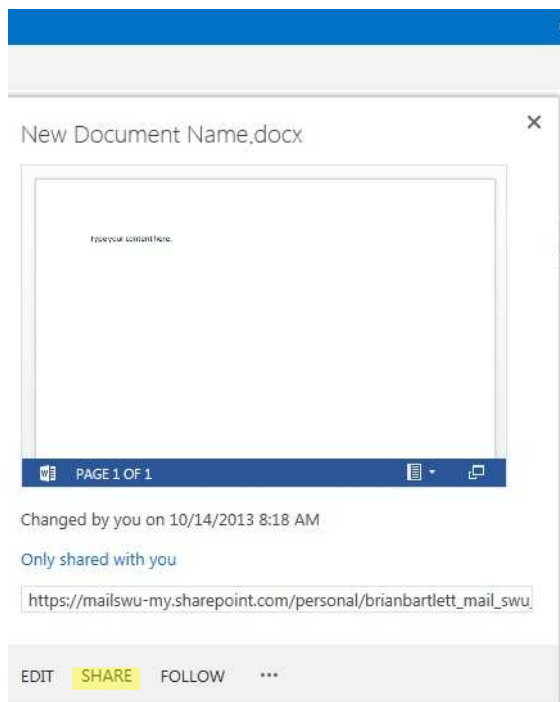
You can also Edit the document by right clicking on the icon next to the document and select edit, or click the 3 dots next to the document name and select edit.



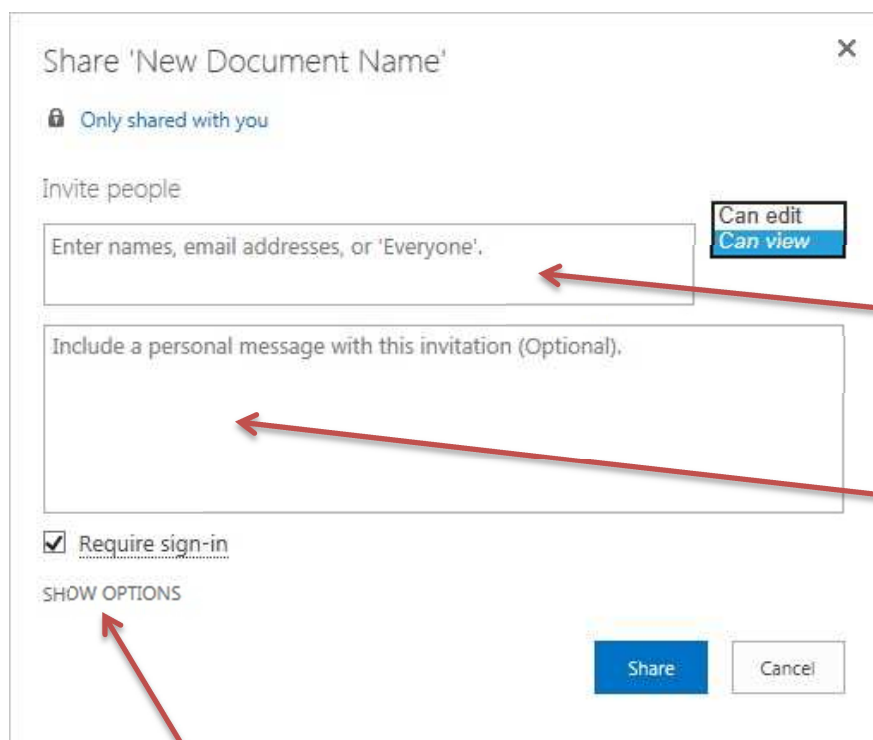
Document Sharing

From this same menu you can share your document for collaboration.

*Take special care when sharing documents. Anyone that you share the document with and has Can Edit selected as the access right can override the contents of your file. Only share documents with trusted individuals and make sure to select the appropriate permissions.



The default access permission is *Can edit*; anyone granted this permission can edit and override the content of the file, the access permission *Can view*, gives permission to view the file and copy content from the file, but doesn't allow the content to be changed.



Enter the name of individuals you want to share the document with.

Type a message that will be sent to the individuals you select, letting them know that you have shared the document with them.

If you don't want to send an email message, click Show options and uncheck the box that appears next to *Send an email invitation*.