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.

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	all unread to me fla	agged				
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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)

1 Office 365		Outlook	Calendar	People	Newsfeed
Bartlett, Brian About me People	We're almost ready! While we set things up, feel free to change your photo, adjust your personal settings, and fill in information about yourself. It could take us a while, but once we're done, here's what you'll get: Newsfeed is your social hub where you'll see updates from the people, documents, sites, and tags you're following, with quick access the apps you've added. Step gives you easy access to the places you'll we Get the most out of SharePoint I Let's get social! Use recommended settings to allow others to see certain advities in the newsfeed. LEARN MORE	ļ	Search conve	rsations #tags	t lately. No
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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.

w Document Name	.docx
OK	Cancel
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After clicking Ok, the document will open in Office365 Web Apps.

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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

Bartlett, Brian 🕨 New Document Name.docx



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

 osoft Word Web App	50
Your PDF is ready.	
Click here to view the PDF of	your document.
	Close

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.

	Print	22
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Type your content here.	Pages to Print All Current page Pages 1 More Options Page Sizing & Handling Fit Actual size Shrink oversized pages Custom Scale: 100 % Choose paper source by PDF page size Orientation: Auto portrait/landscape Potrait Landscape	Comments & Forms Document and Markups Document: 8.5 x 11.0in 8.5 x 11 Inches
	Page Setup	Page1 of 1 Print Cancel

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.

Office 365	
BROWSE FILES LIBRARY	
	SkyDrive @ Southern Wesleyan University New Document Name,docx Documents
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	EDIT SHARE FOLLOW ····

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.

Share 'New Document Name'	×
Invite people Enter names, email addresses, or 'Everyone'.	
Include a personal message with this invitation (Optional).	want to share the document with.
Require sign-in SHOW OPTIONS	Type a message that will be sent t the individuals you select, letting the know that you hat shared the
If you don't want to send an email message, click Show options a the box that appears next to <i>Send an email invitation</i> .	document with