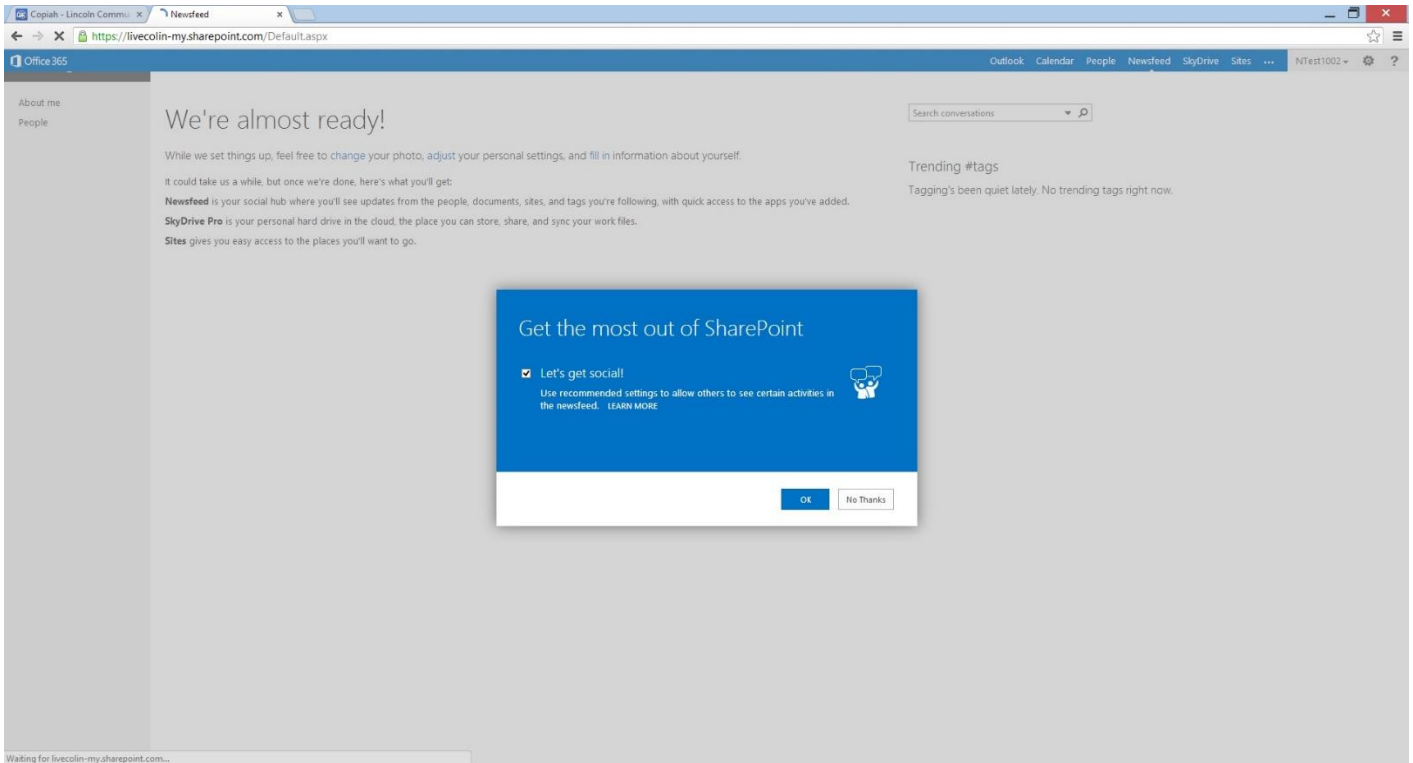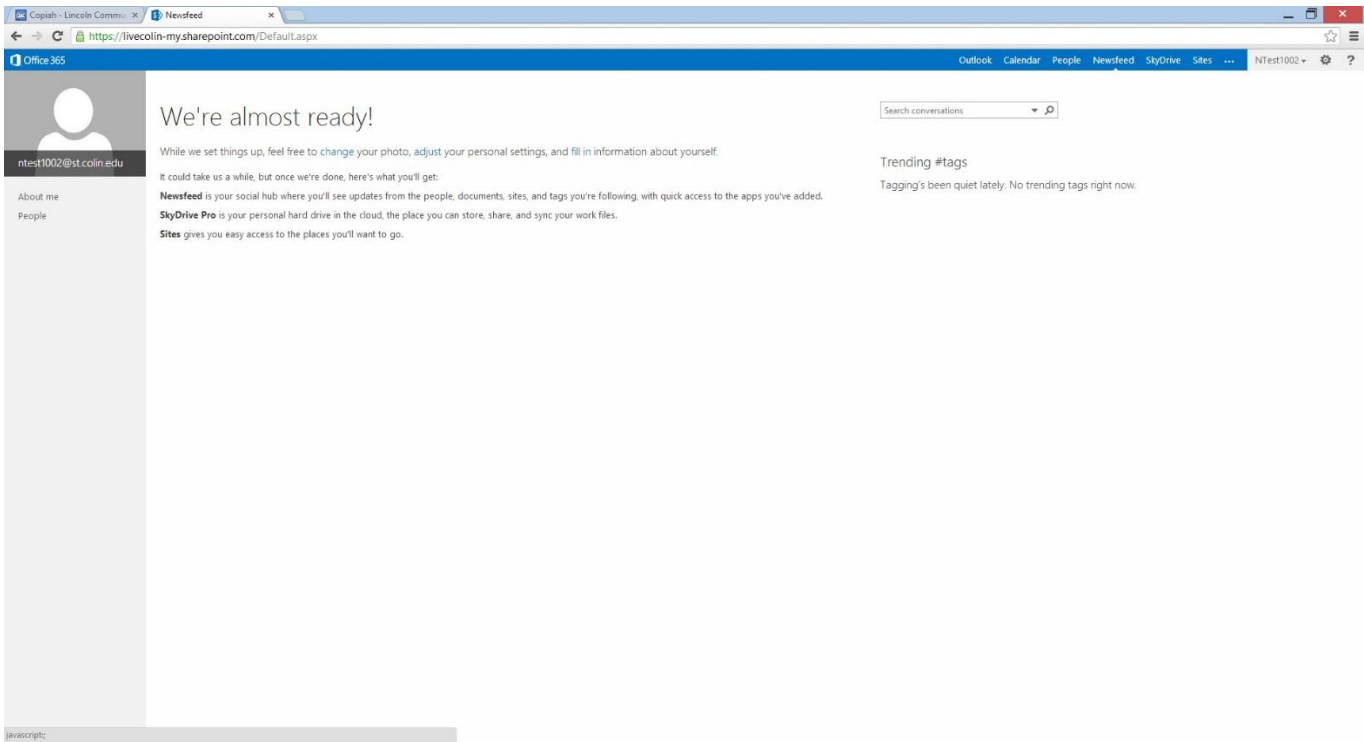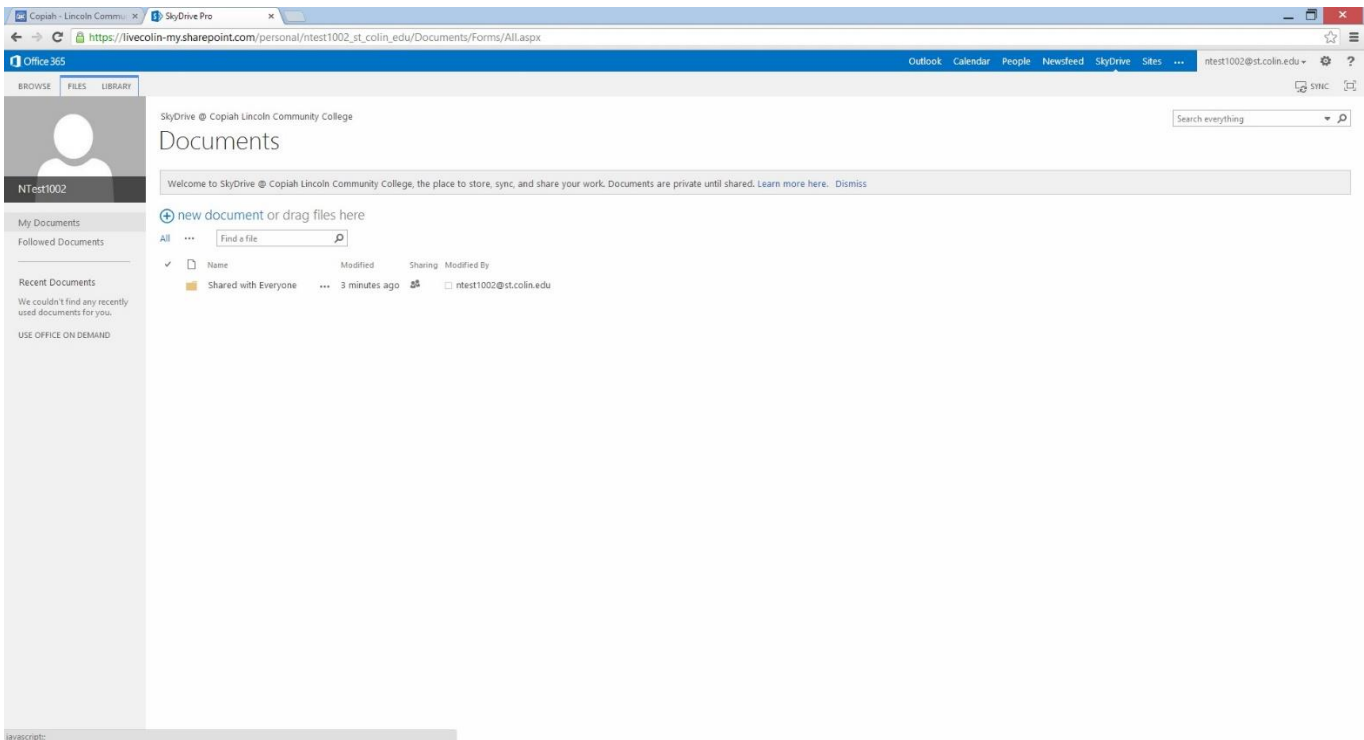# Guide to using OneDrive and Office 365 Web Applications (Word, Excel, Powerpoint)
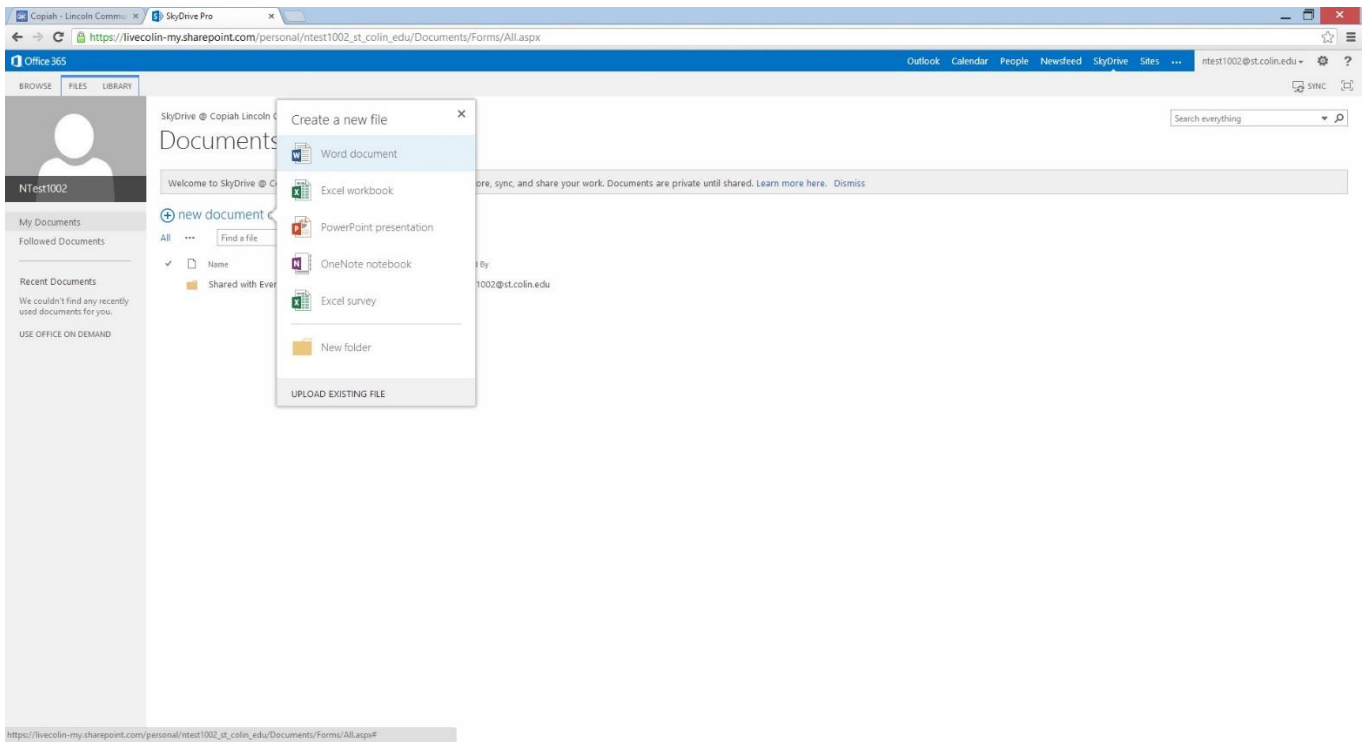

STEP 1. Click the OneDrive link at the top right. You will need to select OK and allow Office 365 to setup your OneDrive.
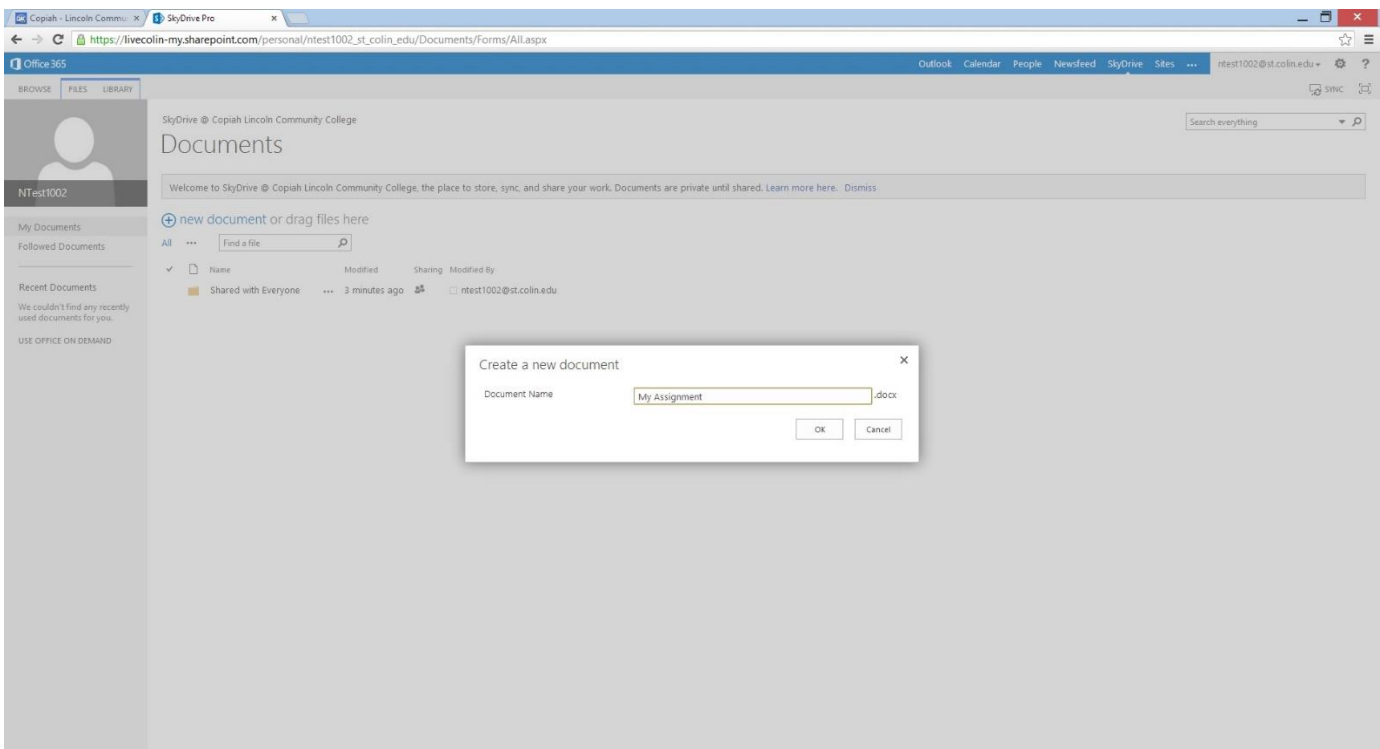
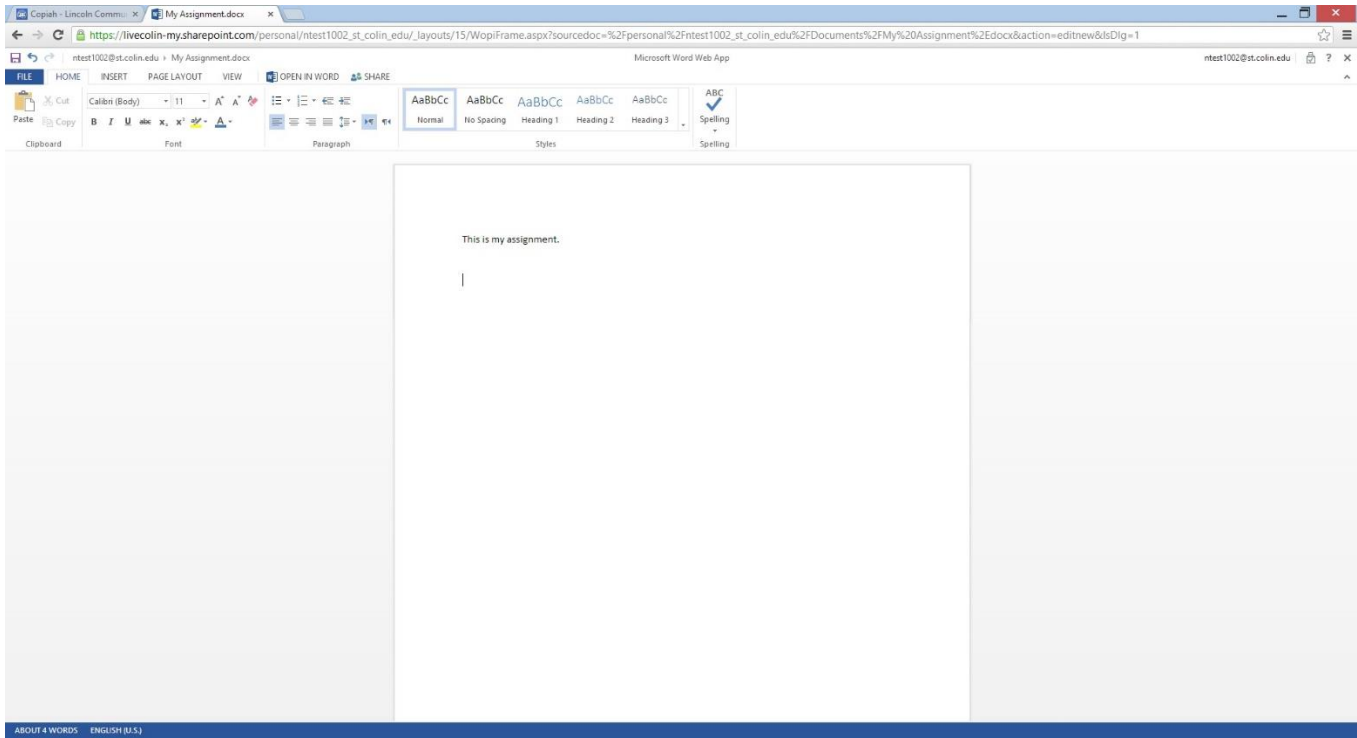STEP 2:   WAIT.... it may take 3-5 minutes for your OneDrive to become active.

STEP 3: If you select the OneDrive option again at the top right you will see this page and you can begin creating documents. Click +new document.
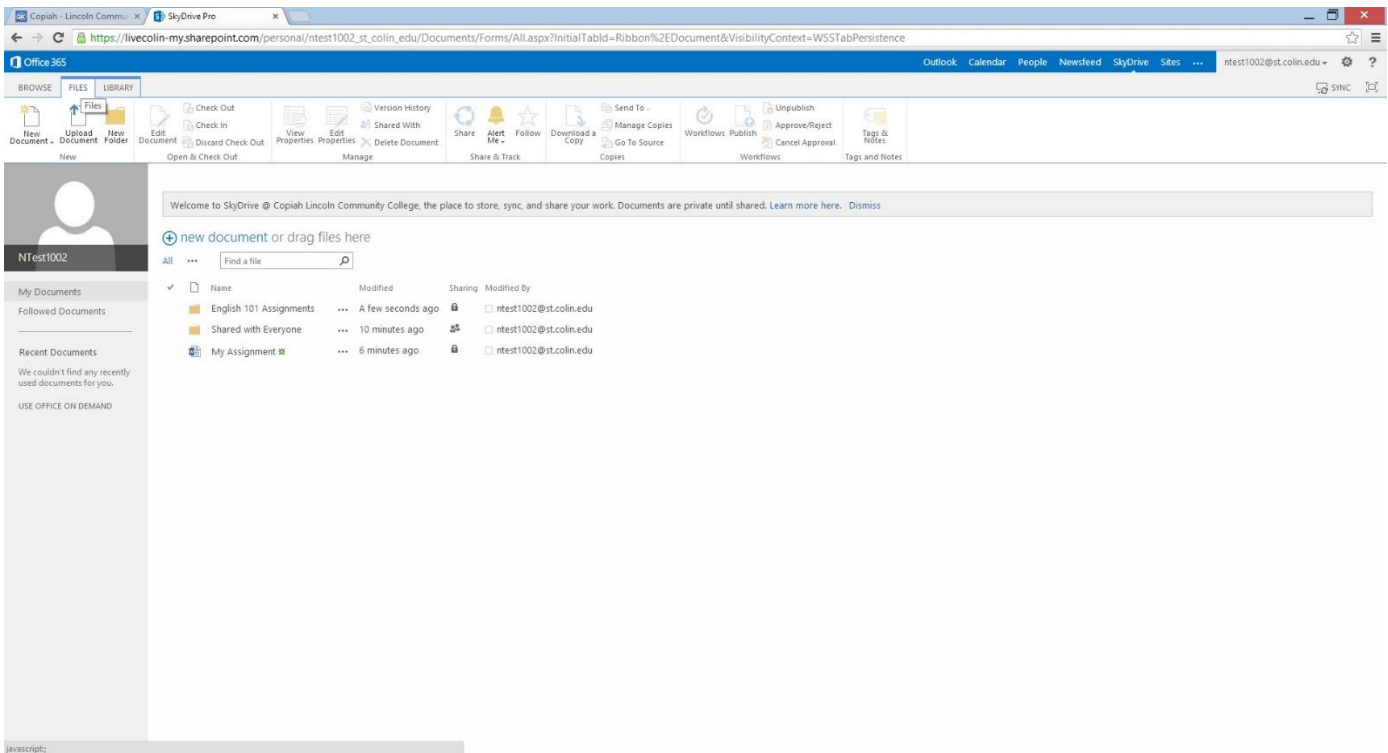
STEP 4: Select the document type. In this example a Word document is selected.

STEP 5: Give the file a name.

STEP 6: Begin editing your document.

STEP 7: Investigate the menus. You have the option to save the document into your OneDrive account or you can even download to your local computer. To really take advantage of the feature of OneDrive we recommend you install the OneDrive app on your mobile device and even install the OneDrivePro application on your desktop device. You can synchronize files from the cloud to your local device. You can create Folder to organize your files by classes or other way as you need. Another great app to explore is the OneNote application. You may find it very useful for organizing your class notes.