

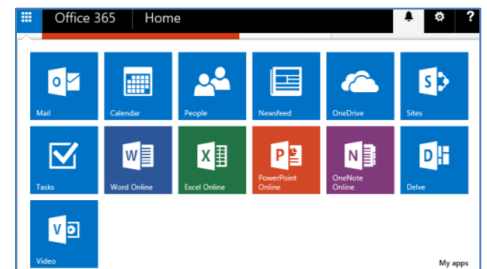
Create Office Documents using Office 365 - OneDrive

Office 365 offers the ability other than checking e-mail messages to create Office documents online through a cloud based service called OneDrive from where you can upload, create and share documents and load Photos.

NOTE: OneDrive is additional storage provided by Office 365 and is no way connected to the University K: drive and no backups are created for the OneDrive so any item deleted or lost cannot be retrieved.

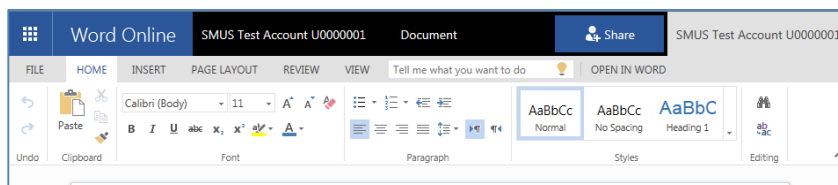
Create Office Documents

1. To get started using OneDrive select **Office 365** on the menu bar.
2. The Office 365 Apps area will open. Select OneDrive from the list of apps

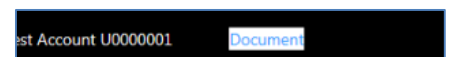


3. To create a new file select **New** and then select the type of file you want to create.
4. When you have chosen the type of file to create the online version of the software will open.

NOTE: The on-line version of Word, Excel and Powerpoint has reduced functionality. You can use it to carry out the basics of the application. More advanced work e.g. some functions within Page Layout, Referencing and View will need to be carried out on a full version of Office either by selecting Edit in Word from the menu bar or saving the document and opening with an installed version of Office.



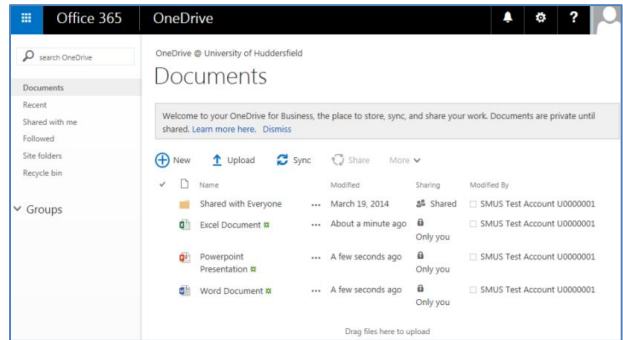
There is no **Save** button on the Online versions of Office only **Save As**, because OneDrive automatically saves the work. The file can be renamed by clicking on the Document name which will highlight.



The **Save As** option is available by using the **File** menu.

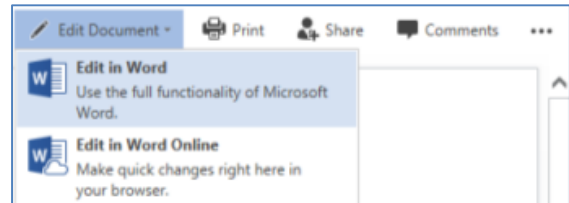
To navigate back to the OneDrive landing page click on the Username in the top menu bar.

When re-opening documents select OneDrive from the Apps menu which will display all the documents that have been created.



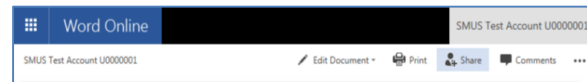
To Edit the document using the OneDrive browser click on the filename.

The document will open. If you require more functionality than what is offered by Office Online click **EDIT DOCUMENT** and then **Edit in Word**. Please note that this only works if you have Office installed on the PC.

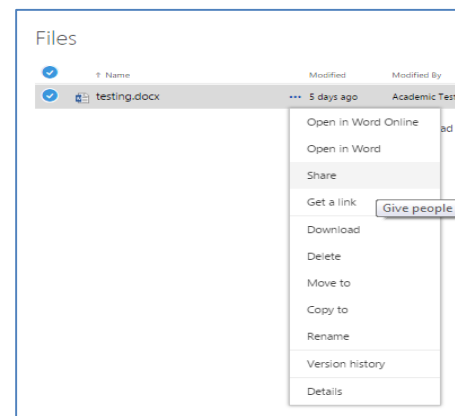


Sharing Documents

Documents can be shared either by opening the document and using the **SHARE** link.



or from the OneDrive landing page clicking on the three dots ... after the filename and selecting **SHARE** from the dropdown menu.

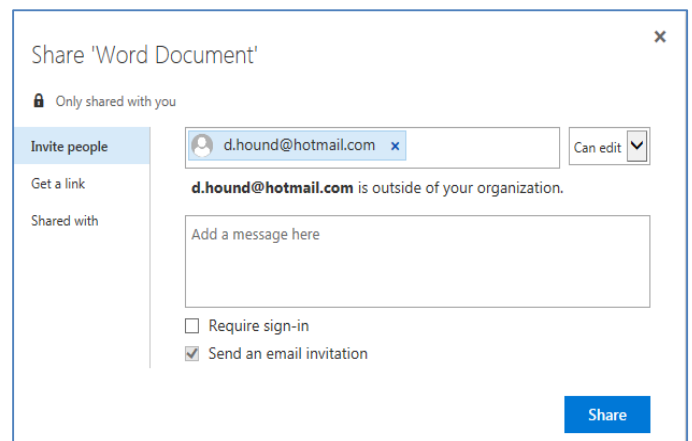


The share window will open, input the e-mail address of the person/s to receive the document, include a message if required.

If the recipients are required to edit the document ensure **Can Edit** is showing in the box adjacent to the email address.

Untick Require sign-in.

Click Share and the recipients will receive a message with a subject field ofhas shared a document with you



To return to the Inbox click the **Office 365** wording on the menu bar of the Mailbox window and select the Mail App box

