
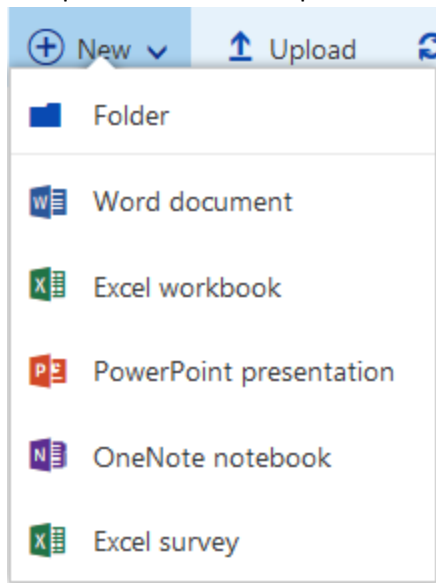


## ACCESSING OFFICE 365 APPS AND “ONEDRIVE” STORAGE

After signing in to Office 365, click either the quick menu in the top-left corner or the Office 365 link at the top left (both shown below) and then click on the **OneDrive** icon. OneDrive gives 1 TB of storage space for your Office 365 documents.



To create a new document or folder, click the  **new** button or access the app you want from the quick menu in the top left corner. When using the **new** button, the list below will display.



After making your choice, give the document/folder a name and the web app will open. The Word, PowerPoint, and Excel applications are lighter versions of fully installed programs. However, they do have many features. You can also download documents or you can open documents directly in Word, PowerPoint, or Excel if Office is installed on the computer you are currently using (such as all SCC computers).

Create your document and then click on your name at the top to return to the OneDrive area.



Documents are saved as you are working, so there is no need to perform a “Save” action unless you want to save a copy to a local computer or drive.