

Guidance on using Office 365 Web Apps

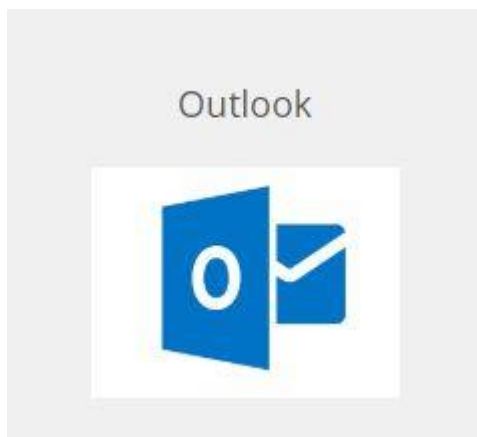
By using Office 365 Web Apps you can access Microsoft Office programs without the price, compatibility issues and installation.

Login to your Office 365 Mail by visiting <https://www.hopevalley-chorustrust.org/> and click on

REMOTE LOGIN

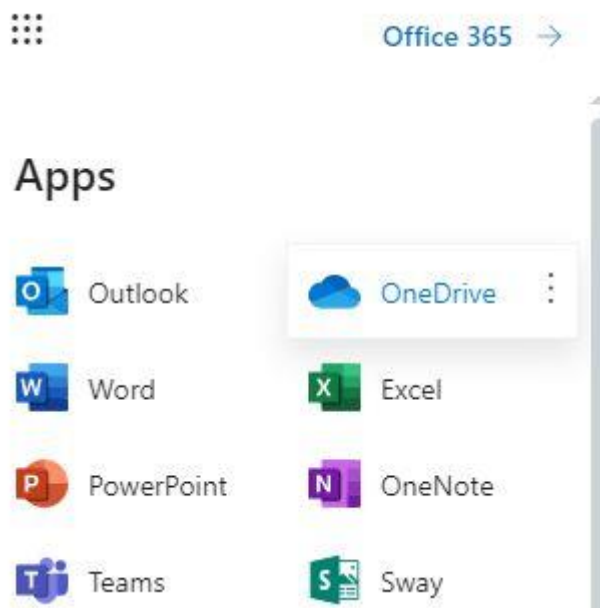


Scroll down and click the Outlook Link

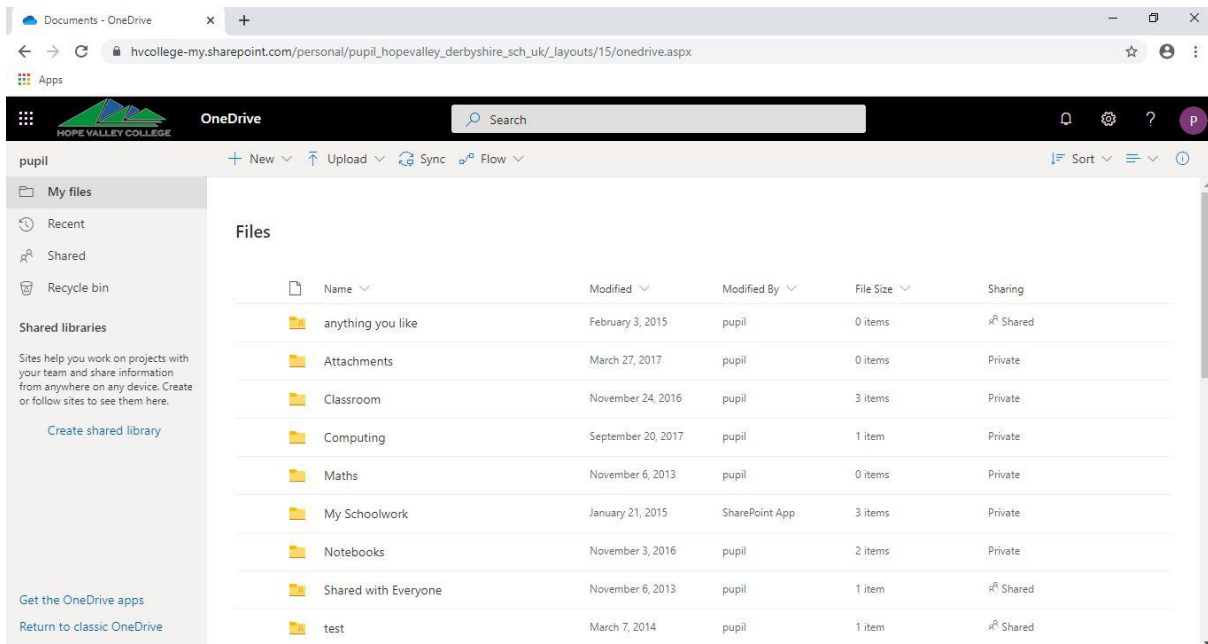


Sign in using your Office365 College email address and password

Once logged in, click the 9 dots and *Select OneDrive*:



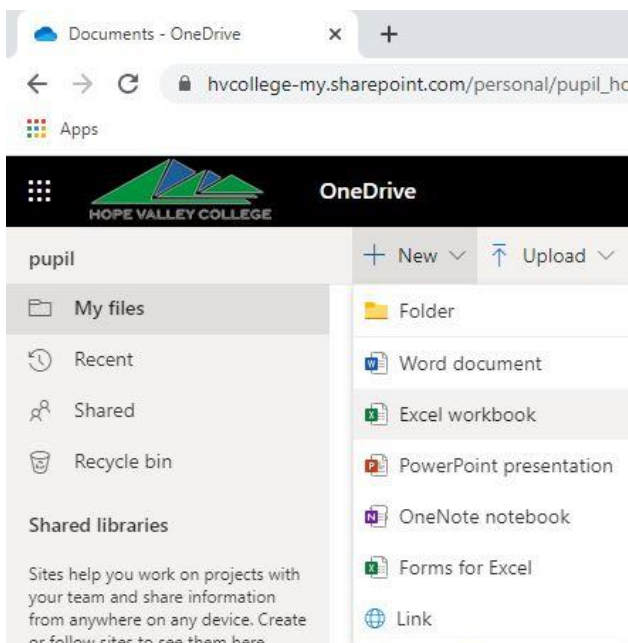
You should now be able to see your documents:



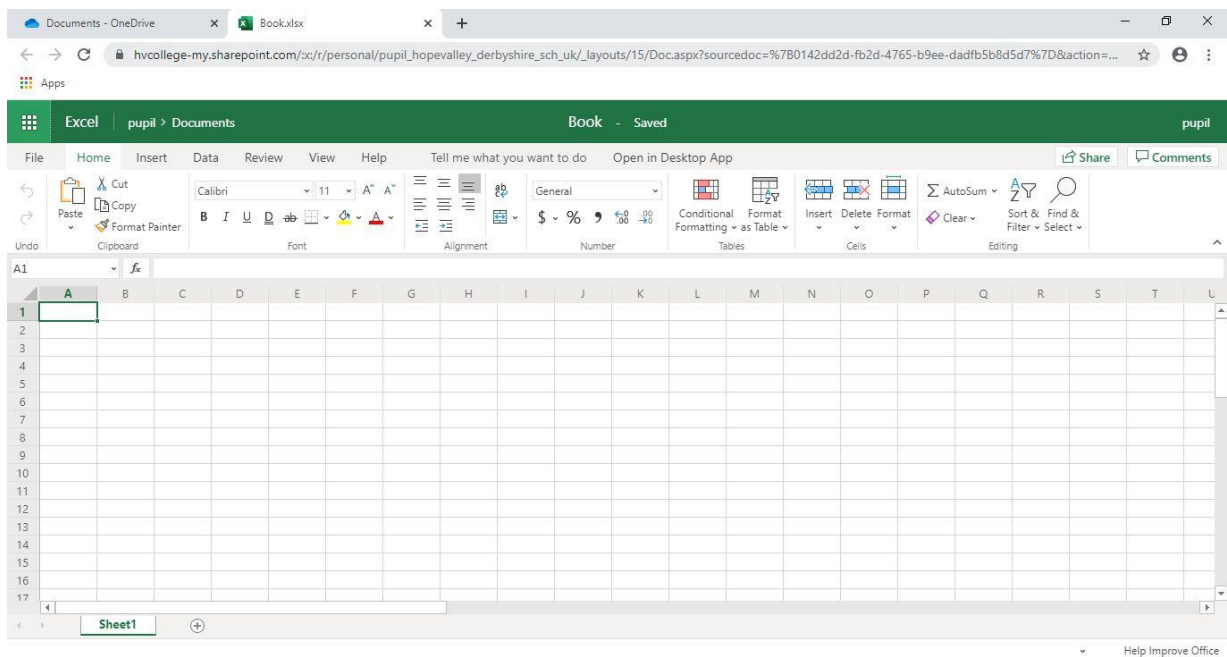
To create an Office Online Document select New

This will open a menu allowing you to "Create a new file"

Select the type of document you would like to create









After a brief moment, your blank document will open



Within Microsoft Office Web Apps your documents are being saved automatically to your OneDrive

This process is the same for either of these programs:

-  Word document
-  Excel workbook
-  PowerPoint presentation
-  OneNote notebook
-  Forms for Excel
-  Link

Congratulations you now have access to Office 365's web apps.