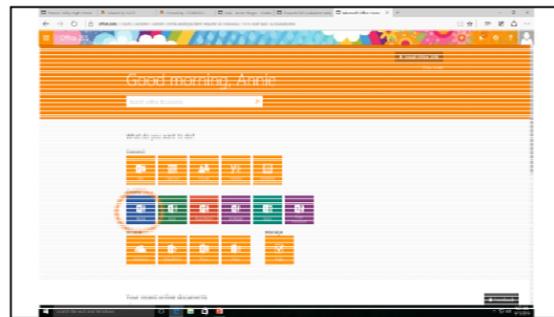


Create, Open, Edit and Print O365 Files

Login to your O365 account

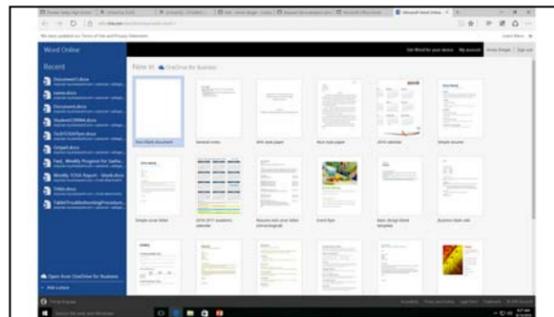
- From the school website (www.pvhspanthers.org) choose the “Email/Office 365” button **OR**
- Go directly to login.microsoftonline.com

CREATE A NEW FILE

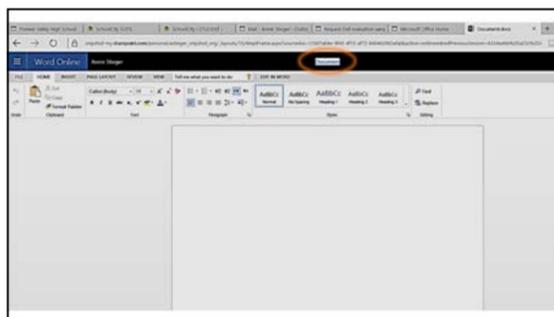


Select the button for the type of file you are trying to create:

- ◇ Word document
- ◇ Excel spreadsheet
- ◇ PowerPoint presentation



Select “New Blank Document” or you may choose any template that is appropriate.

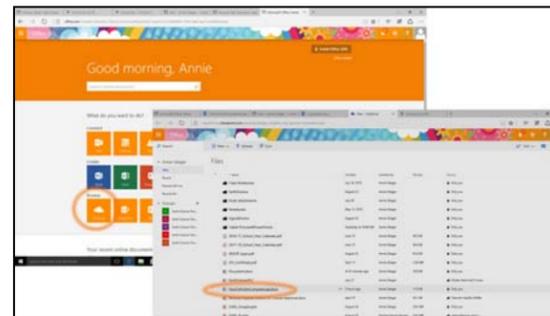


Highlight the default file name—Document, Document 1, etc.

Type the new file name.

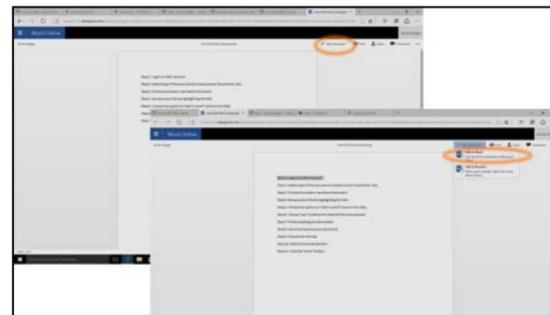
You may need to delete the default file name before typing a new file name.

OPEN OR EDIT AN EXISTING FILE



Select the “OneDrive” button.

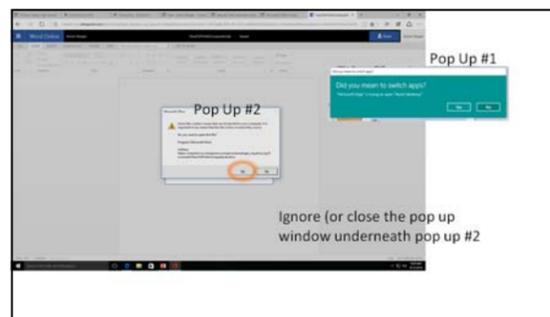
Choose the file you want to edit.



Click on the “Edit Document” drop down menu.

For a “new” document, “Edit in Word” is found below the black menu bar.

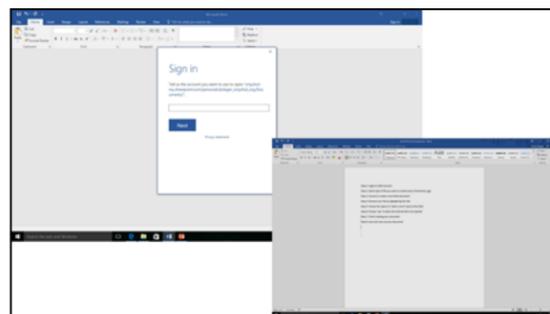
Choose “Edit in Word” or Excel or PowerPoint - Do **NOT** choose “Edit in Browser”



A pop-up menu will appear asking “Did you mean to switch apps?” Choose “Yes”

A second pop-up menu will appear asking if you really want to open this internet file. Choose “Yes”

Ignore (or close) the pop up window hidden behind pop-up window #2.

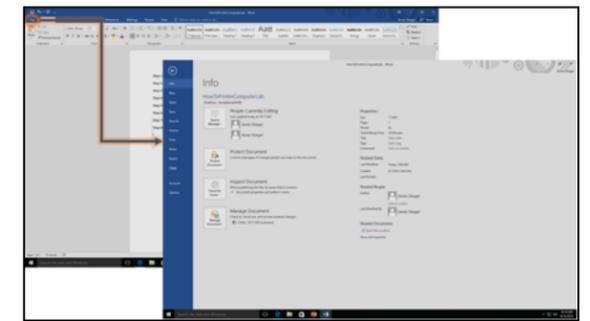


Sign in to your O365 account with your school email and password.

Your document will open in the full desktop version of Word or Excel or PowerPoint.

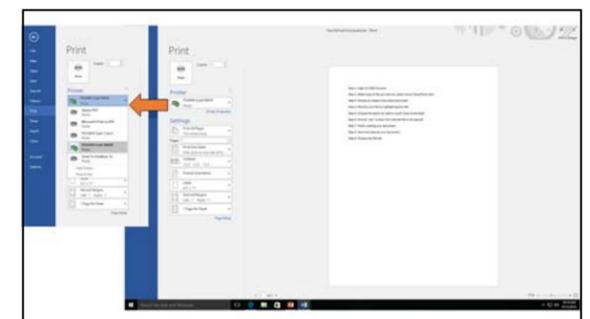
BE PATIENT - IT MAY TAKE A FEW MINUTES

PRINT A FILE



Choose “File” from top menu bar. A new window will open.

Choose “Print” from the menu bar on the left side.



Choose the correct printer from the “Printer” drop down menu.

Choose the “Print button”