

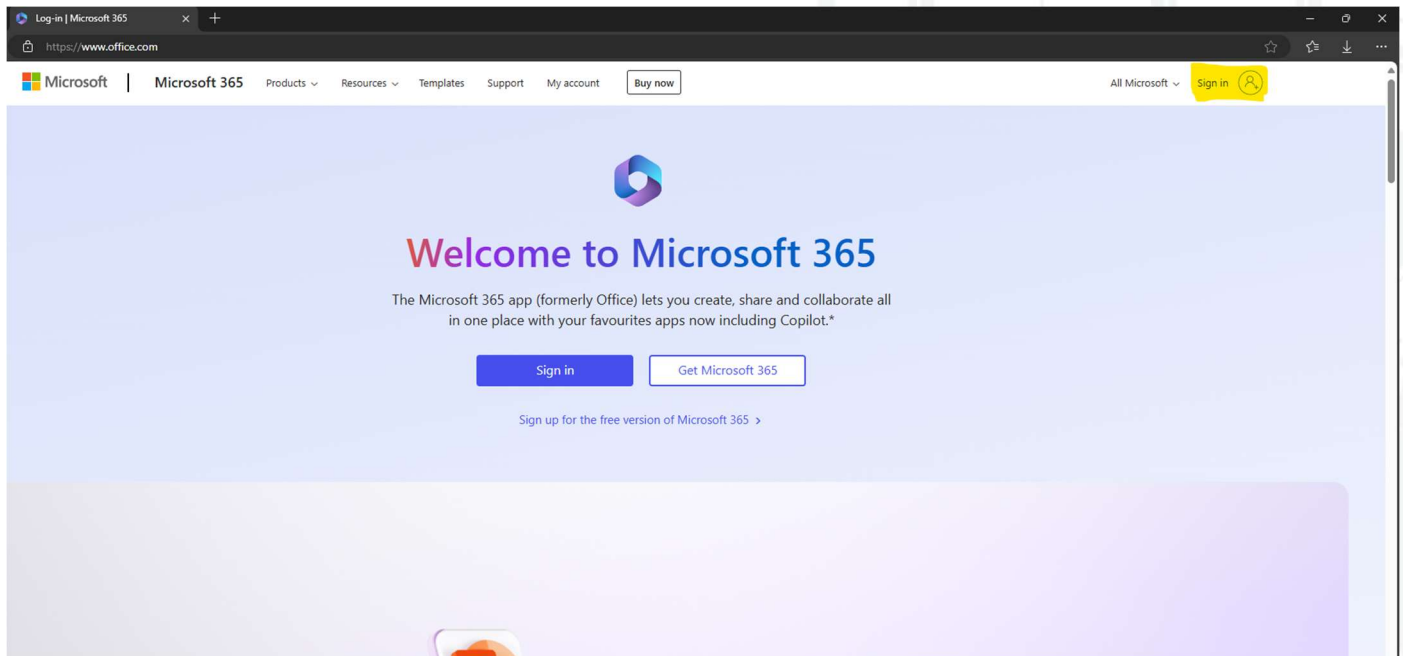


## Microsoft Office 365 Web Guide

Microsoft 365 offers a free online web version of Microsoft Office's suite of applications (Word, PowerPoint, and Excel). For those that do not have the desktop applications of Microsoft Office, this is a great way to be able to use these applications on the web. These applications will be used very frequently not only during your studies at William Academy, but as well as after you graduate and enter the post-secondary educational portion of your careers. A bonus is that documents saved on Microsoft 365 will be available to you on the web and accessible from any other device that you log in to (through OneDrive cloud storage).

Below are instructions on how to first start using Microsoft 365, please contact us if you require any further assistance!

1. Visit <https://www.office.com>. It should look like the following:

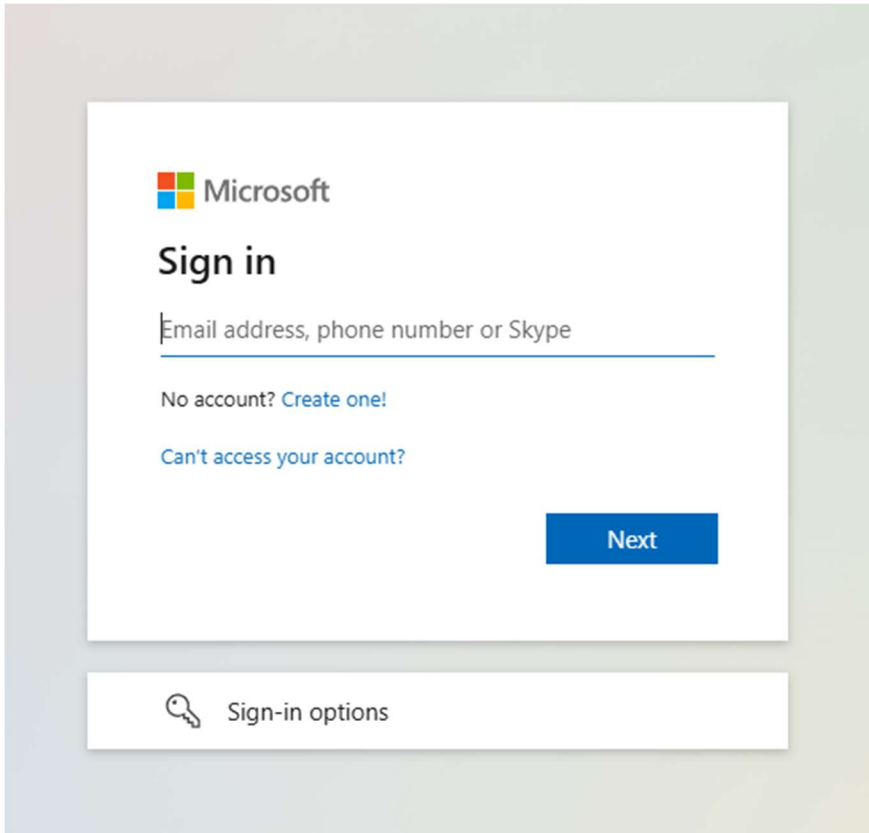


2. Click "Sign in" on the top-right corner of the page (highlighted above) and enter your login credentials on the following page. If you do not have an account, please register one on the login page by clicking "Create one!"

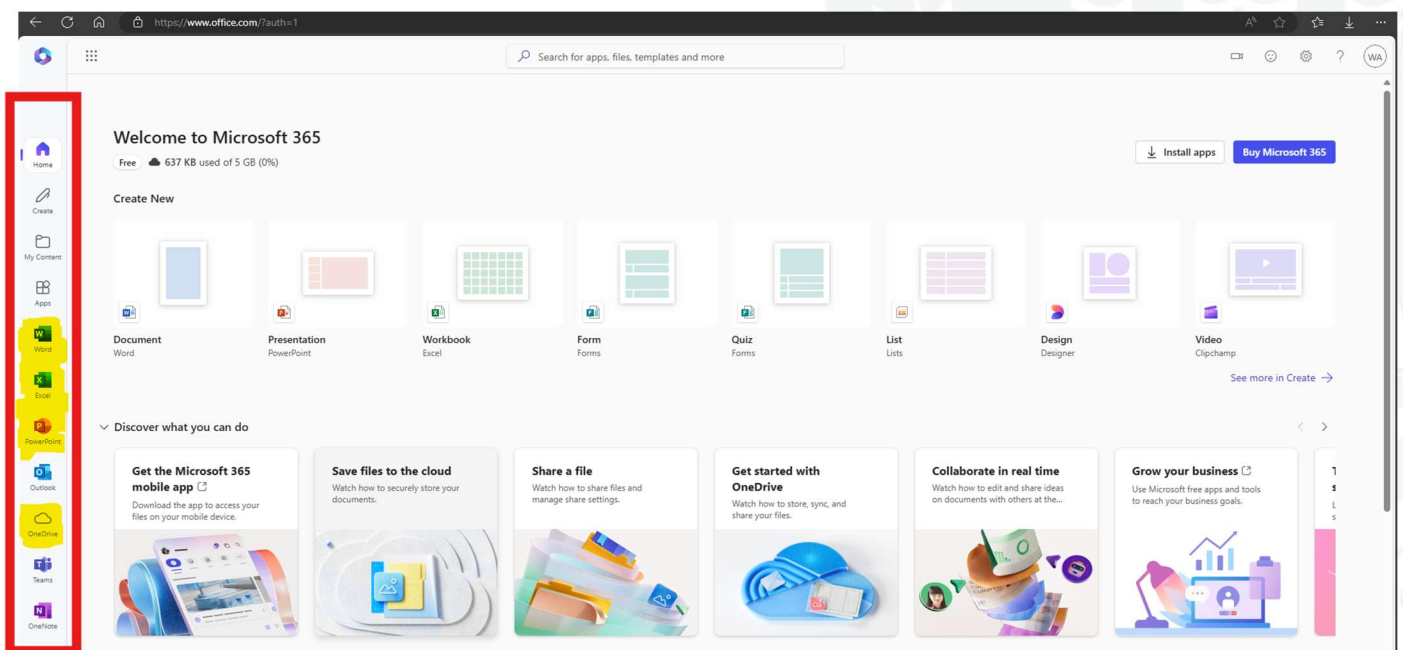


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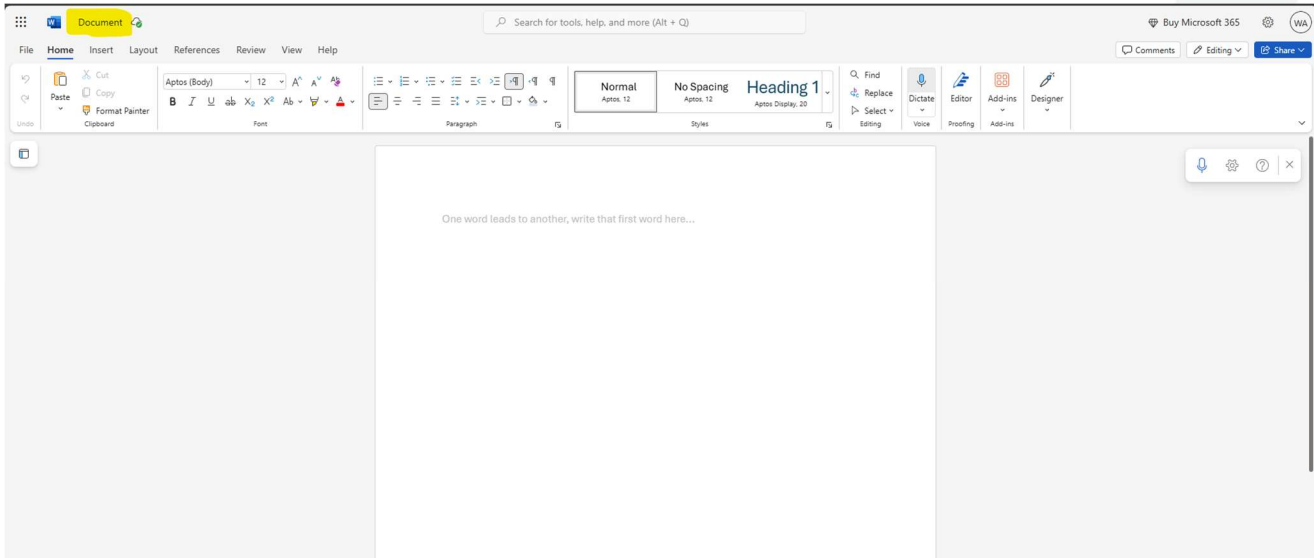


3. Once you have logged in, you should see the homepage of your Microsoft 365 Web account. On the left side of the page, you should see icons for Word, PowerPoint, Excel, and OneDrive, among others.

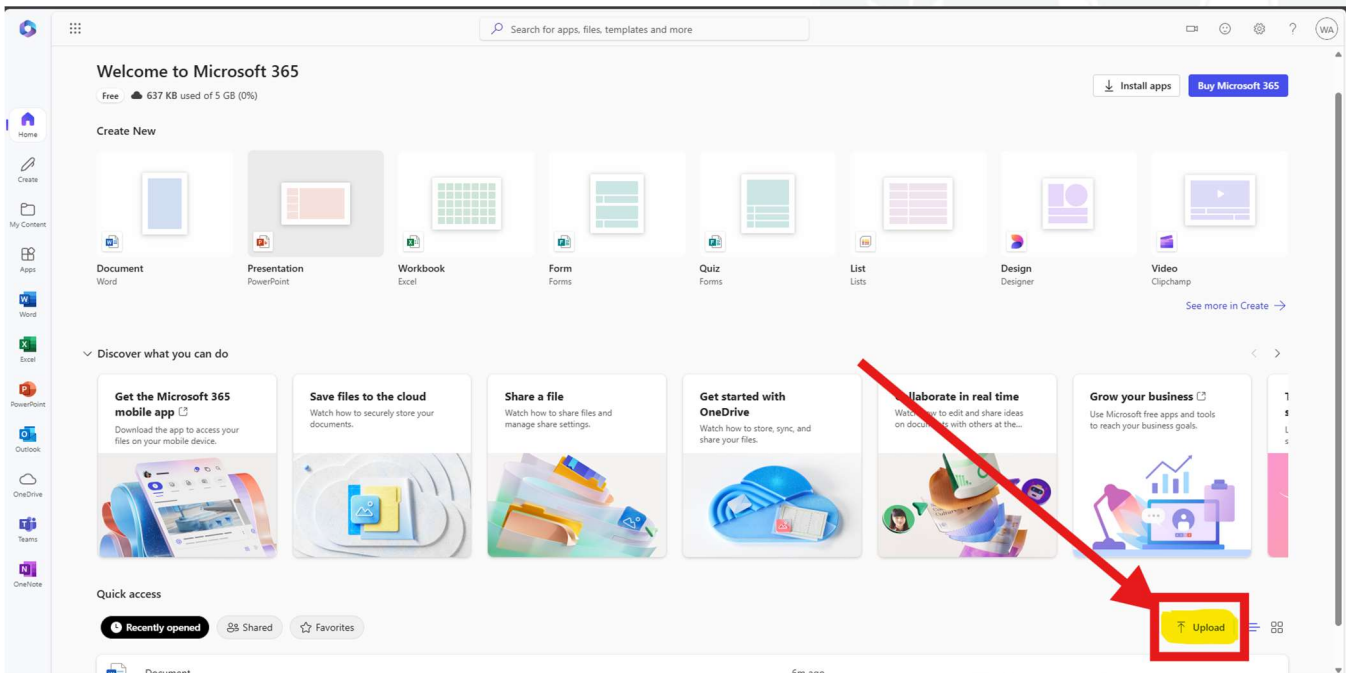




- To create a new document, simply click on which type of document you want to create, and a blank document will be opened. If you want to rename the document, click on the name of the document (highlighted below), and you will be able to rename it.

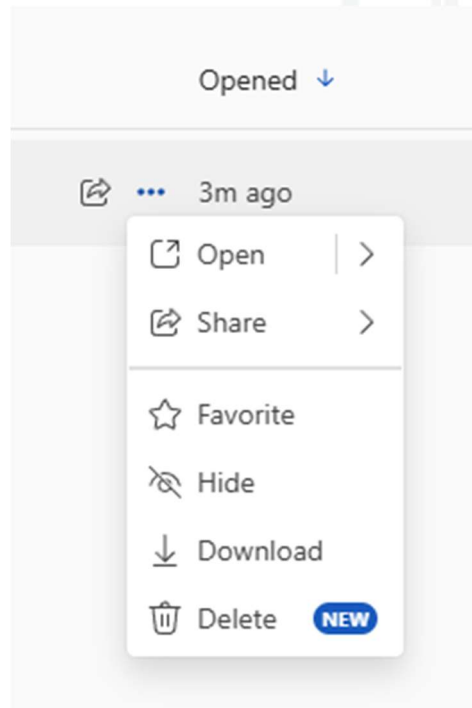
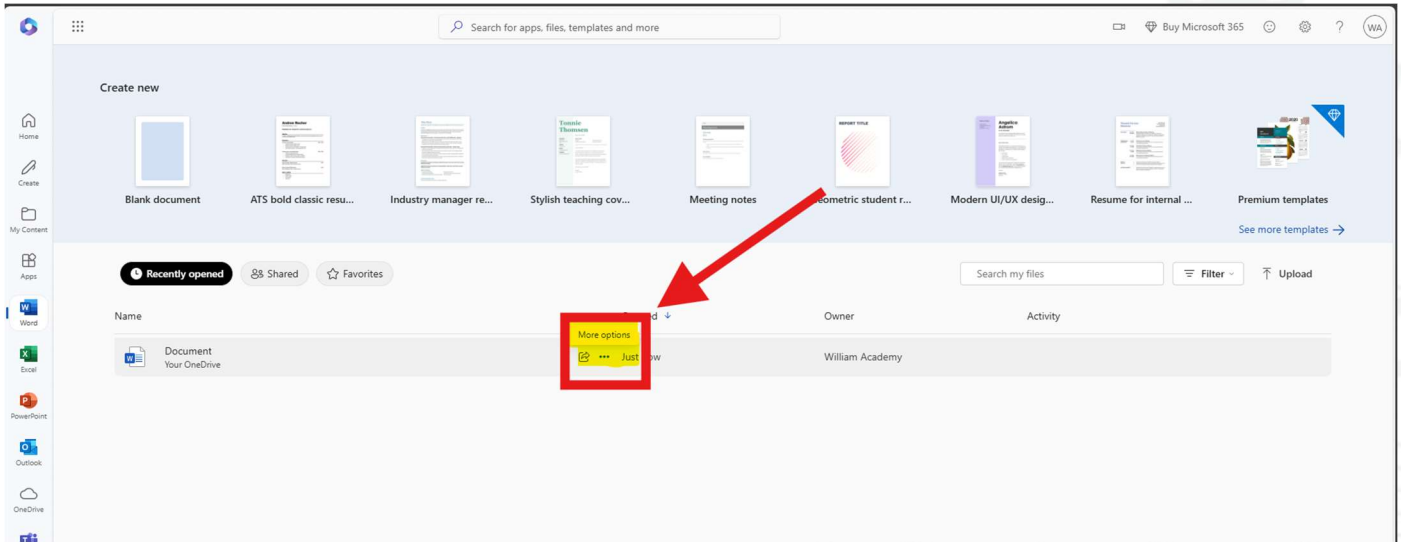


- To upload an existing document for you to be able to edit, you can drag and drop the document from your computer to the office.com homepage, and it will upload the documents to your OneDrive cloud storage. Once uploaded, you will be able to open it and begin editing. Alternatively, you can click "Upload" and choose a file from your computer.





6. If you need to submit your work on Moodle, you can download a copy of the file to your computer by clicking on the three dots and then “download”. Your downloaded file can be used to submit on Moodle.





7. For Word documents, you can also export files to PDF if desired. To do so, open the document, click File, then Export:

