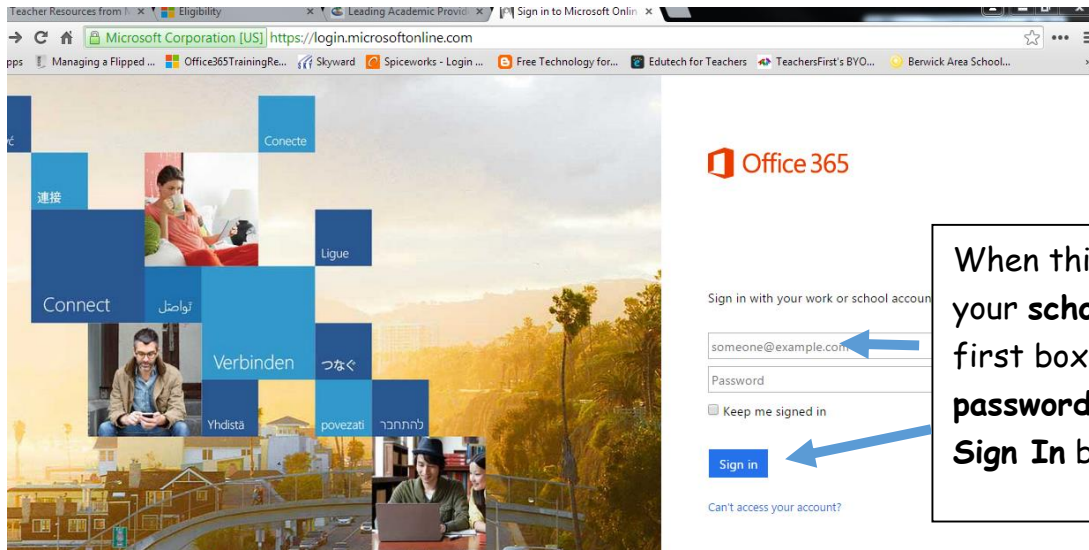


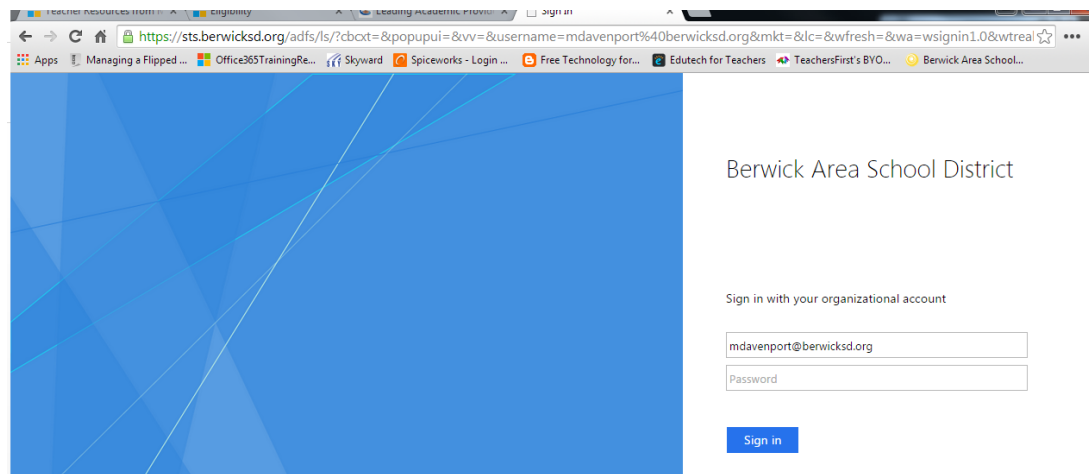
Using Office365 Online Version – Getting Started

Log In

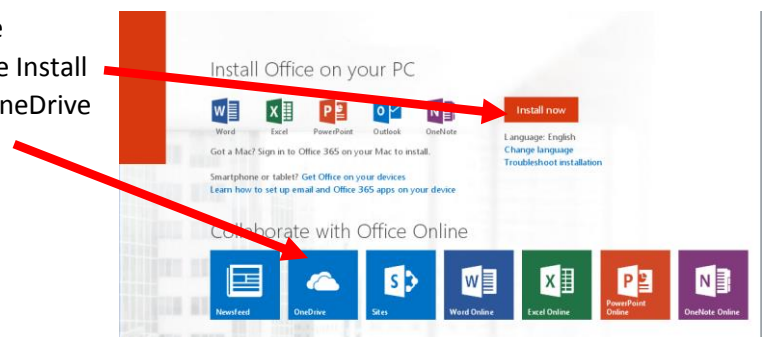
Open a browser and go to <https://login.microsoftonline.com/>



Once you are redirected to the BASD sign-in page enter your **network password** and click **Sign In**. You will be directed to your OneDrive account.



The following screen will appear. If you do not have Microsoft Office installed on your computer click the Install Now button. If Office is already installed click the OneDrive button.



Welcome to OneDrive for Business

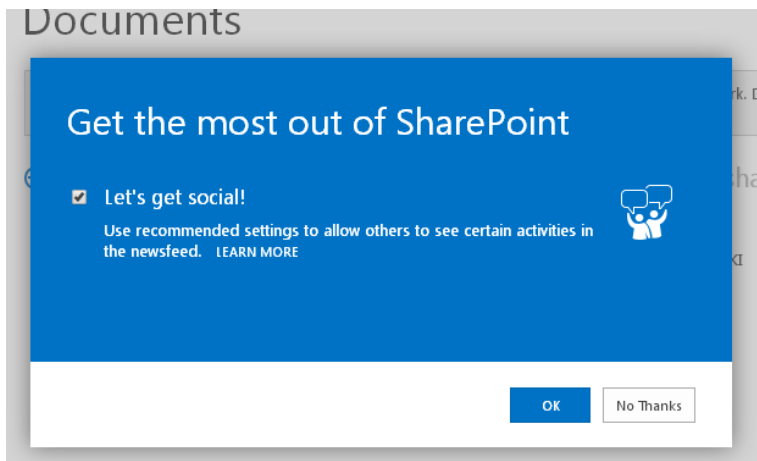
The Welcome screen shown here will appear the first time. Click on Next and wait for OneDrive to be configured.



One place for all your work files.

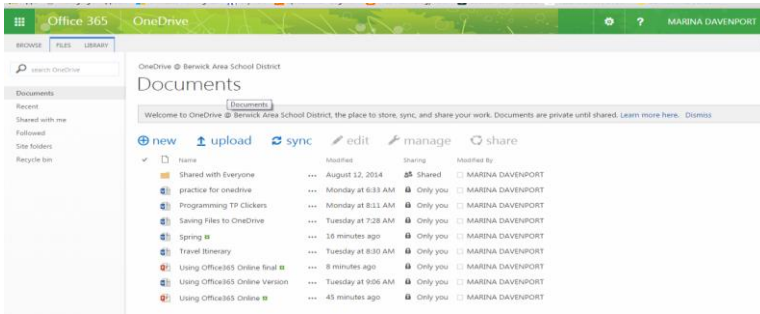
Next 

When the following screen appears click on OK. OneDrive is now ready.



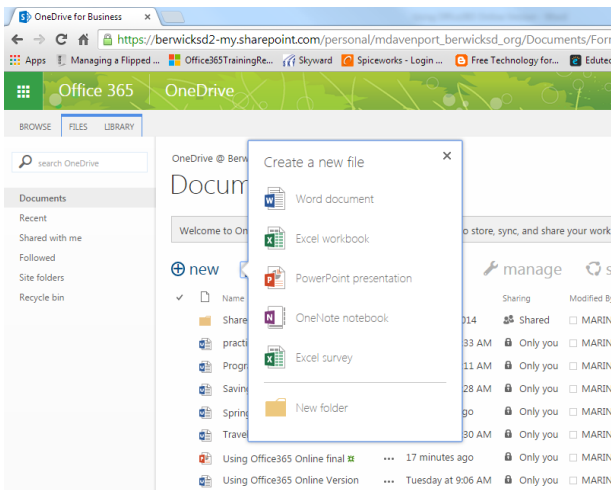
OneDrive Documents View

The OneDrive Documents window shows all documents that are in OneDrive (stored online). Click on a document title to open it. Once open you have options to Edit, Print, Share, etc.

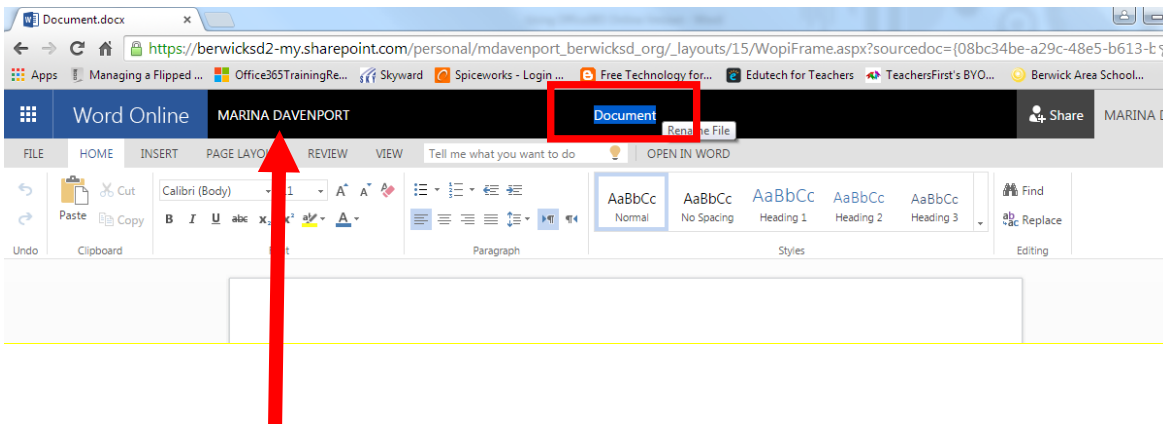


Creating A New Document

To create a new document or a New Folder click the New button. Select the type of document you would like to create or choose New Folder.

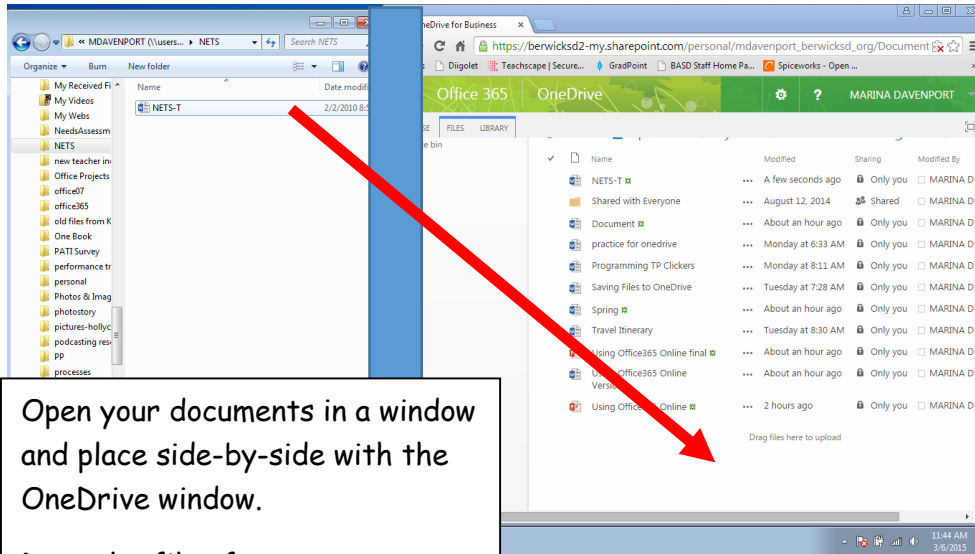


When the document is created it is best practice to immediately give the document a title. Click on the word Document in the center of the black title bar and type a new filename for the document.



Once a program window is open, click your name on the left side of the black title bar to return to the documents window.

Moving Documents to OneDrive



You cannot drag a folder to OneDrive. You will need to open the folder and drag individual files.

Open your documents in a window and place side-by-side with the OneDrive window.

Drag the files from your computer and drop in the OneDrive Documents window.

Once documents are in OneDrive you can work on them from any computer that is connected to the Web.