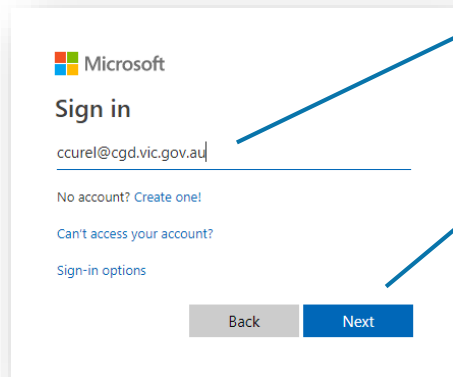


How do I Use Office 365 Apps in a Browser?

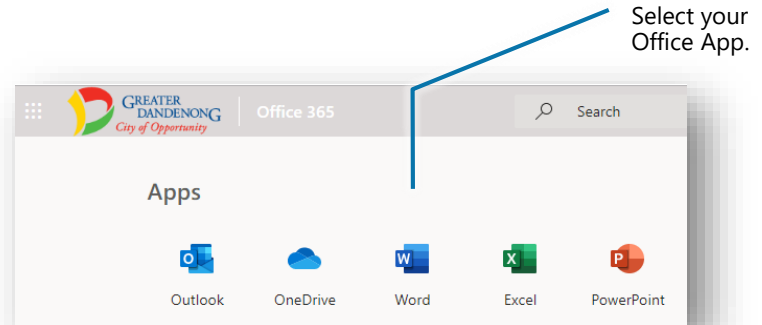
1 Login from Office.com.



Enter your shortened email address here.

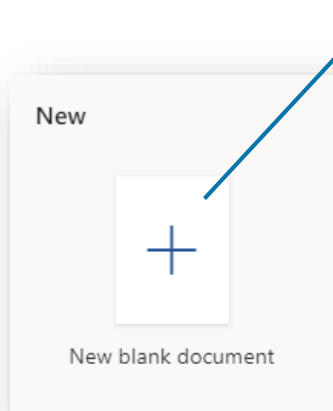
Press **Next**.

2 Launch Apps from Office.com



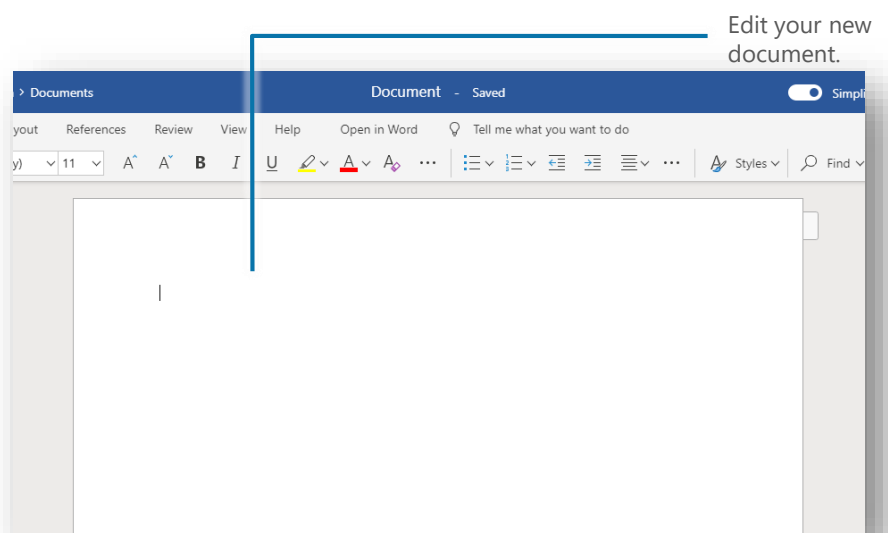
Select your Office App.

3 Create a New Document.



Create a blank document.

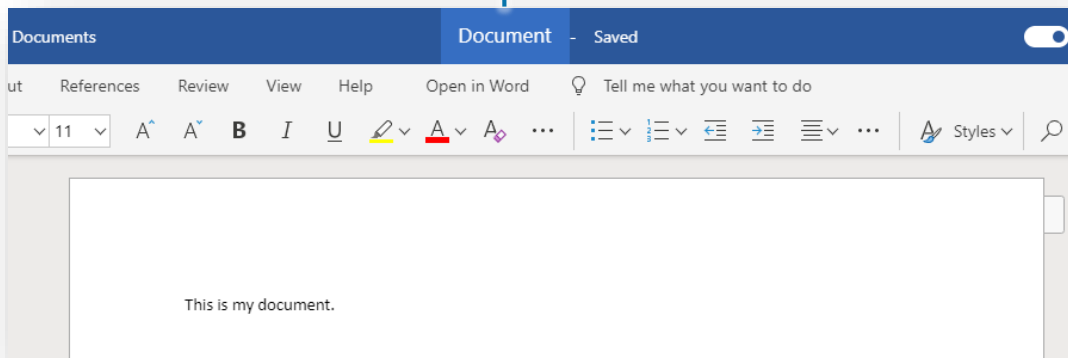
4 You are now working in Word Online



Edit your new document.

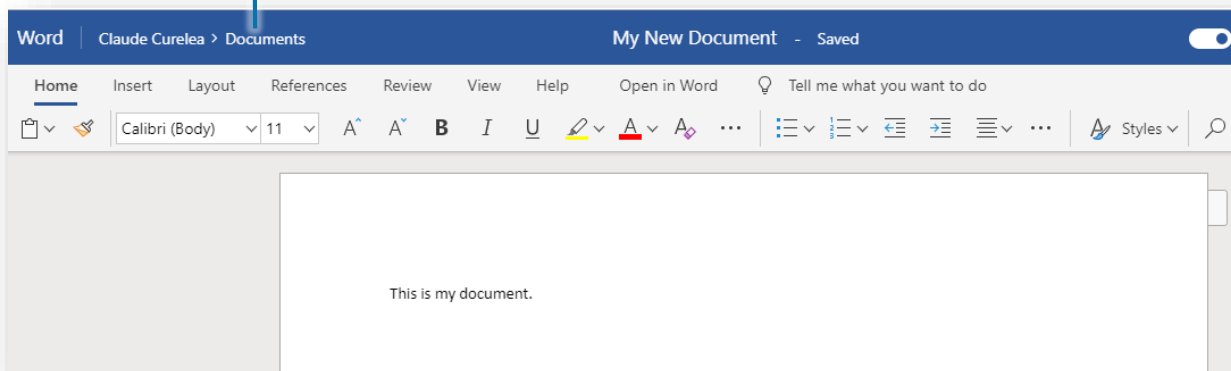
Saving Documents in Browser

1 Name your document.



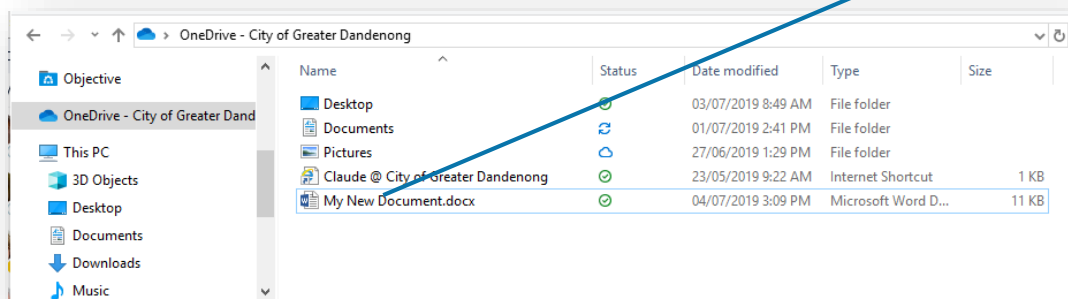
Click into "Document" and type a new name for the document.

2 The document is saved in your Document folder.



Document is saved online.

3 Document is saved online and offline.



Document will also be saved offline and will synchronize to OneDrive on your pc.