

How to Launch Office Online Web Apps

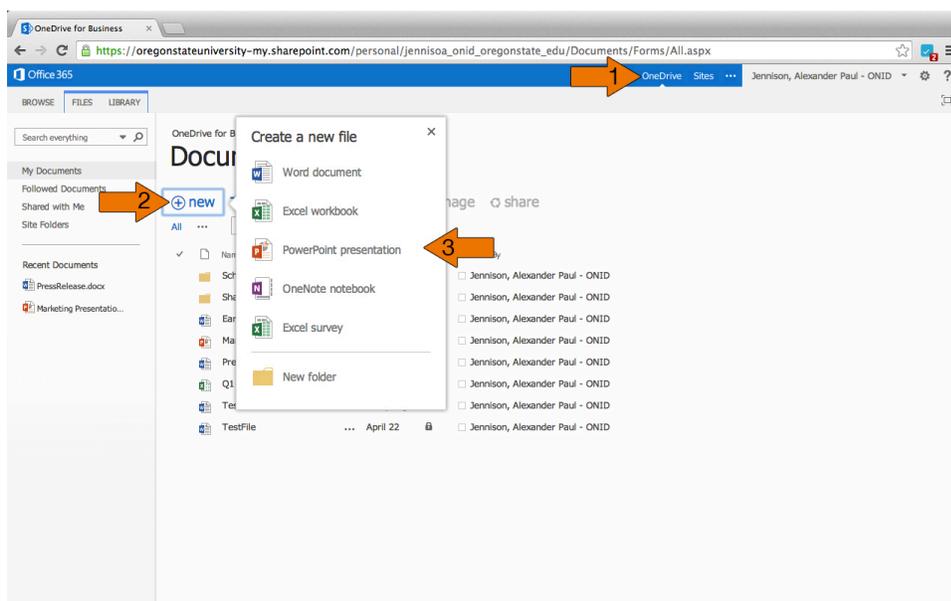
Your Office 365 account includes online versions of Word, PowerPoint, Excel, and OneNote. These web applications can be used to edit files from any computer and collaborate with team members in real time.

There are two main ways to launch Office Online Web Apps. You can either choose to create a new document or to edit an existing document.

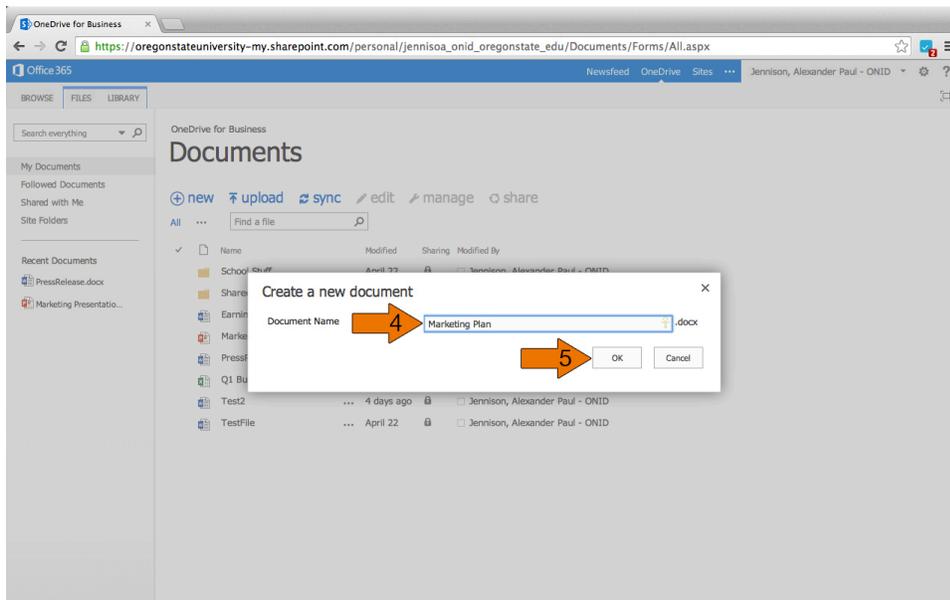
Before you begin login to Office 365 at office.cloud.oregonstate.edu

Option One: Create a new document in OneDrive

1. At the top of the page, click “OneDrive”
2. Below the “Documents” heading, click “+new”
3. Select the type of file you want to create

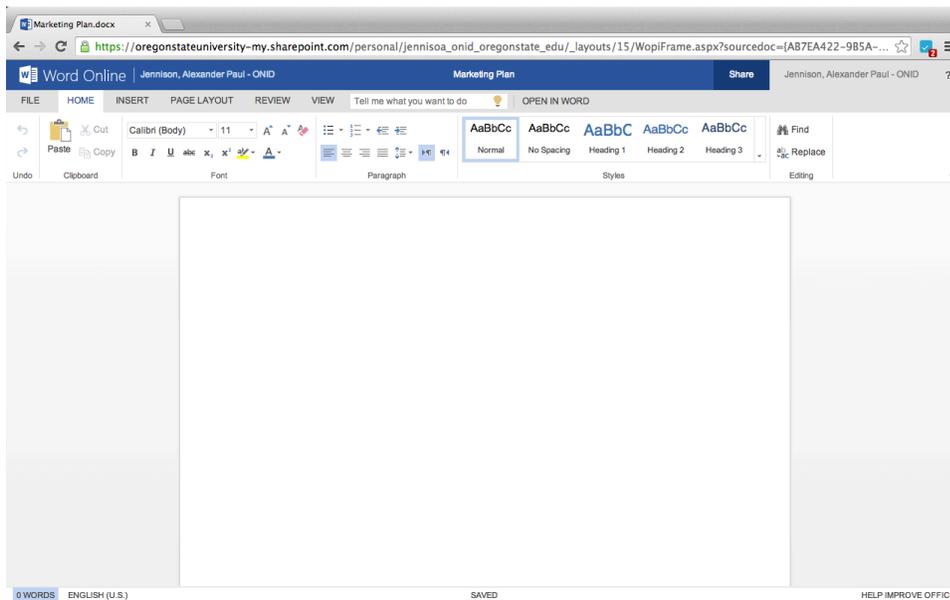


4. Enter a name for the document
5. Click “OK”



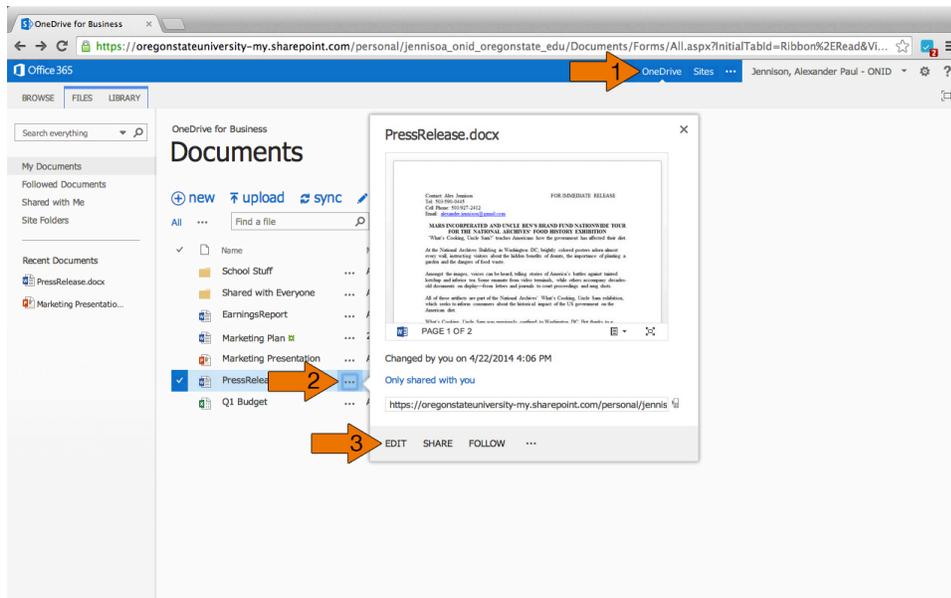
6. Begin building your document in Office Online

Note: All changes will be saved automatically to OneDrive.



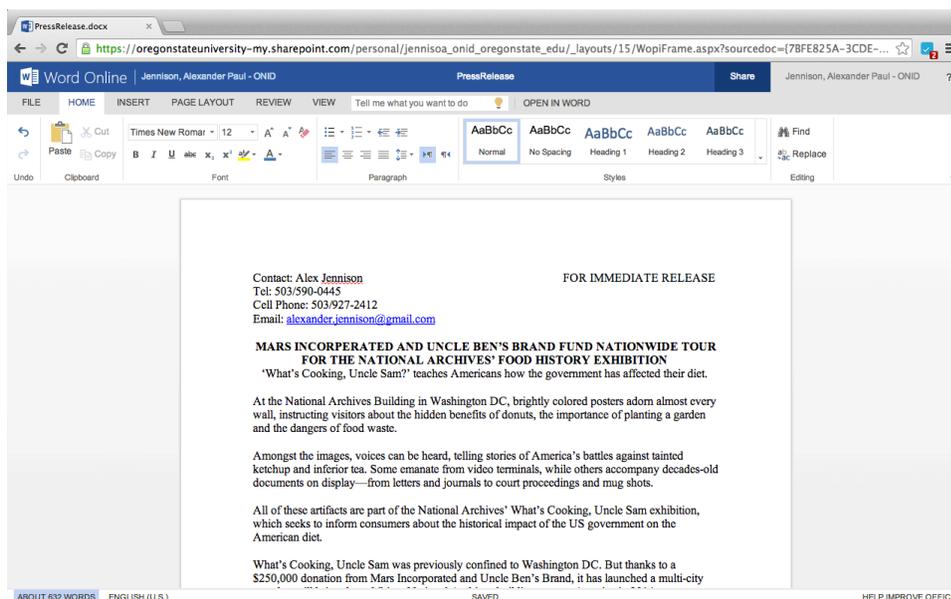
Option Two: Edit a document in OneDrive

1. At the top of the page, click “OneDrive”
2. Click the three dot menu “...” to the right of the file you want to edit
3. Below the file preview, click “Edit”



4. Begin editing your document in Office Online

Note: All changes will be saved automatically to OneDrive.



Learn more about Office Online Web Apps

Getting Started with Office Online: <http://goo.gl/sVfkno>

Basic Tasks in Word Online: <http://goo.gl/AGks3o>

Basic Talks in PowerPoint Online: <http://goo.gl/yBNzf1>

Basic Tasks in Excel Online: <http://goo.gl/bh1Q0w>

Basic Tasks in OneNote Online: <http://goo.gl/45QMLh>