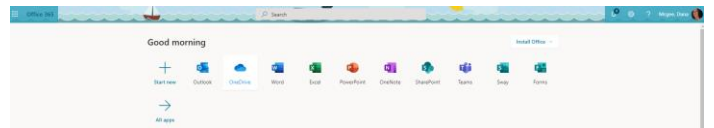




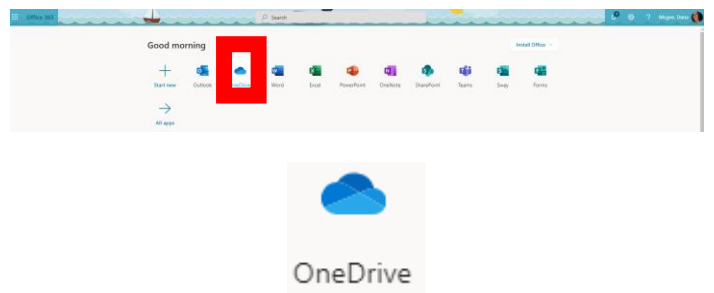
Office 365 Resources

OneDrive Overview

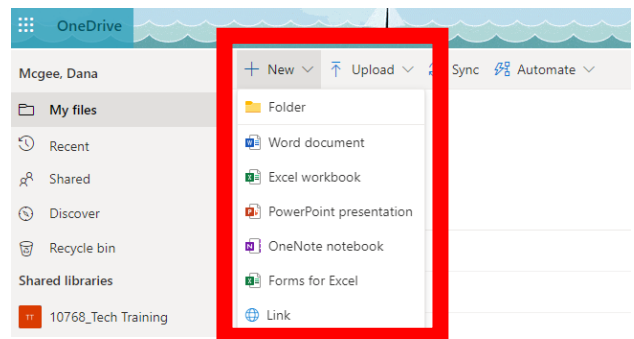
1. Click on **Office 365** from either the CPSB website or from your Launchpad. Once you are logged in, you will land on the Office 365 Splash Page.



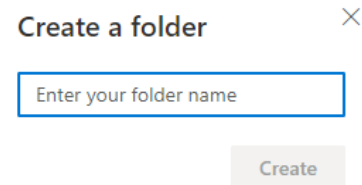
2. Click the **OneDrive** app to access all your files. This is your online storage where you have 1 terabyte of storage. It is recommended that you create folders for organization and begin all new documents from here.



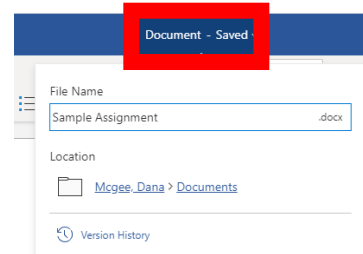
3. From your OneDrive, by clicking on **New**, you can add a New Folder, Word document, Excel workbook, PowerPoint presentation, OneNote notebook, Forms for Excel, or Link.



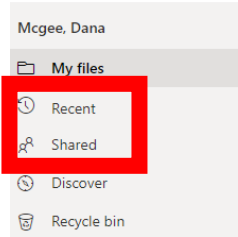
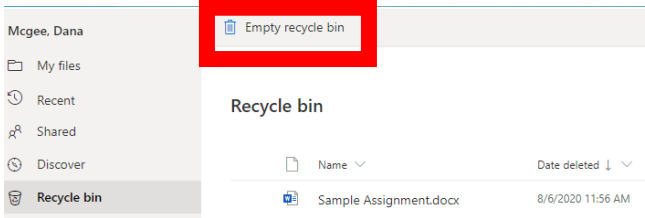
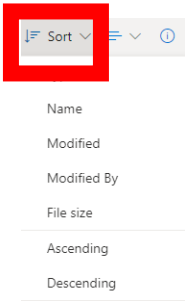
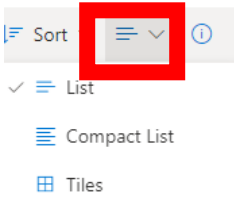


4. If you click on **New** and choose **Folder**, it will prompt you to **Create a folder** by Entering your folder name. Then, you click on **Create**.



5. If you click on **New** and choose Word document, Excel workbook, or PowerPoint presentation, you will need to name your document. If you do not name it, it will be saved as Document, Document1, Document2, etc.



<p>6. Once you give it a name, it will automatically save again. It will continue to save any time you make changes to the file.</p>	
<p>7. You can either drag documents from your desktop or upload files to your OneDrive.</p>	
<p>8. The menu on the left side of your screen, defaults to the My files section. If you click on Recent and Shared files from this menu, it will take you to these areas of your OneDrive.</p>	
<p>9. If you click on the Recycle bin, you can Empty recycle bin (not recommended) or the Recycle bin will store your files for 30 days once you delete them from Files.</p>	
<p>10. Sort your Files by clicking on Sort in the top right corner. Here you can sort by Type, Name, Modified, Modified By, File size, Ascending, or Descending.</p>	
<p>11. Choose how you arrange your Files by clicking to the right of Sort. The options are List, Compact List, or Tiles.</p>	
<p>12. When you select a file, and click on the three dots, you will get a menu like the top menu. In addition to what is shown at the top is version history where you can see all the edits that you have made to this document.</p>	