Accessing Online Microsoft Office Apps

By logging in to their student email, students can use many Microsoft programs online without needing to download any programs.

Step 1: Log in to your student web mail. If you haven't done this before, please see our other tutorial to get your account set up for the first time.

Step 2: Once logged in, navigate to the App Launcher

- Click on the [⦂⦂⦂] button in the top left-hand corner of the page

- That should reveal a drop-down menu showing you all the available online Microsoft apps that you can use.

Step 3: Using an App online

- Let's say your student wants to use Word. Simply click on the Word icon and you will be taken to a webpage with the online version of Word. You can click to create a new document or begin from a template, just like in the desktop version.
- Clicking New Blank Document will open Word in a new tab. All of the functions of the desktop app are there.
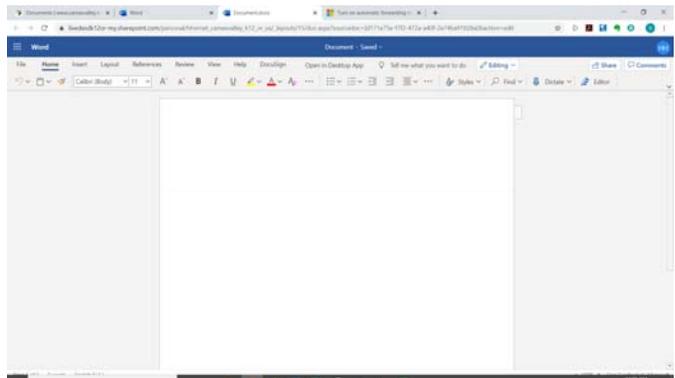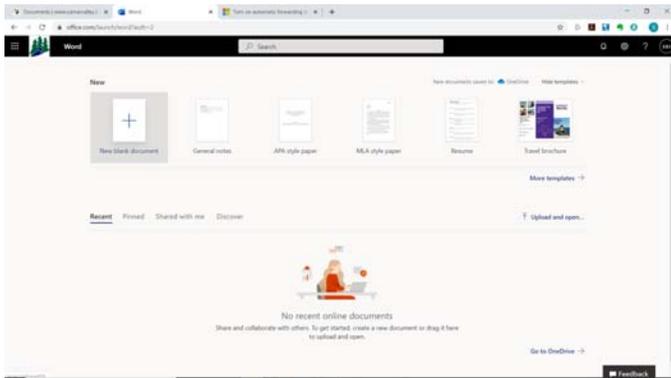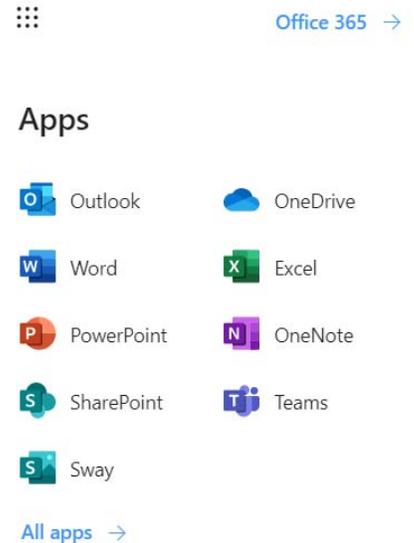
Step 4: Auto-Saving Your Work

- At the top, center of the page you should see "Document 1" and "Saved," that's because Word automatically saves your work to your One Drive (free cloud storage).
- Click on the word "Document 1" to change the name. It will also show you where it's been saved.
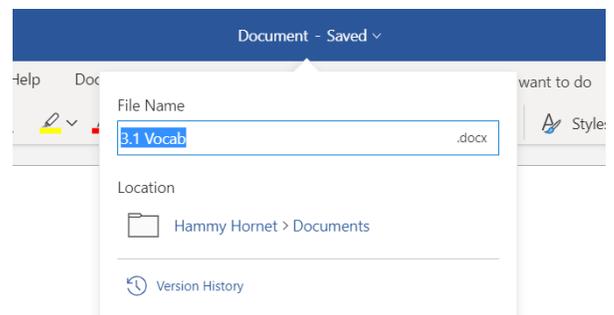
Step 5: Closing and Re-Opening Online Work

- When you're done for the day, double check that you see the word "Saved" at the top center, then it's safe to close your browser.
- To find that work again, simply go to your email, click on Word, and you'll see it under "Recommended" or "Recent" just below the new document. You can also access it by choosing "One Drive" from your apps instead of Word. One Drive is where the document was saved. By clicking on it there, it will re-open in Word online or you can click the ⋮ icon to the right of the name to download it, rename it, share a link to it, etc.

**Alternative Step 5:** Saving Work to Your Computer

- If you need to upload your Word document to canvas to turn it in, you'll need to "Save as" and save a copy of your work onto your computer, that way you can upload it into Canvas later.
- Click on File, then "Save As" and then choose "Download a Copy"
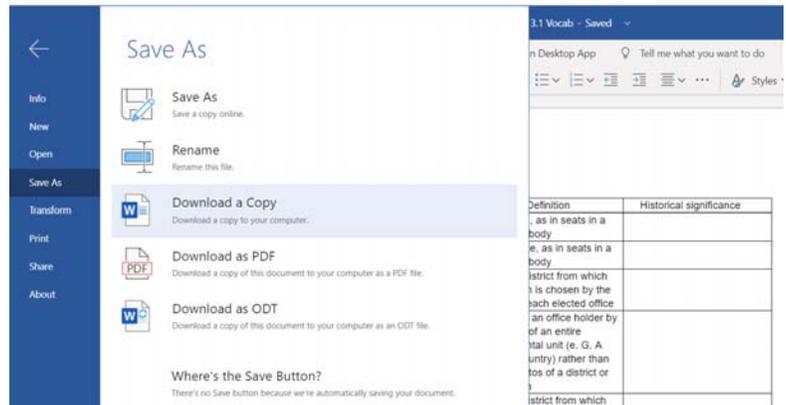
Other Programs:

Word is probably the most common app that Hammy will be using, but there are others like Excel and PowerPoint that are available. All of them work in a similar way.

- When you click on them you get an almost identical welcome screen offering a "Blank Document" or a template to start from.
- When you choose one, it opens the online version of that program in a new window.
- You can rename your document by clicking on the default name next to "Saved" in the top center
- All files save by default to your One Drive "Documents" folder. Or you can choose File then "Save As" to download them to your computer.
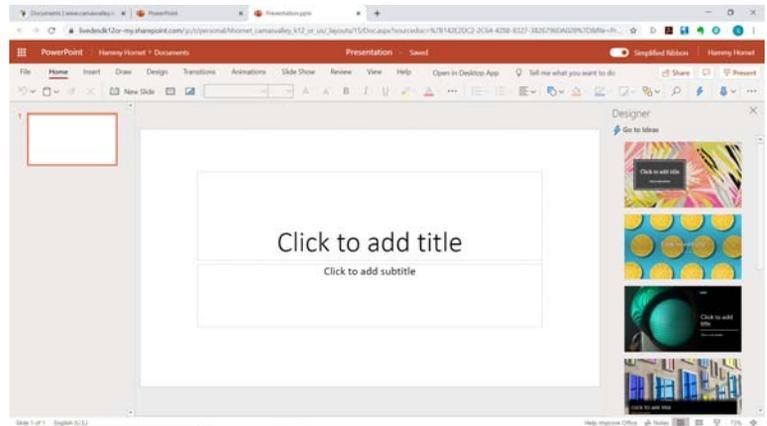
Many of our teachers already utilize Google Classroom or Google Docs and they will likely continue to use them because their students are more familiar with them.