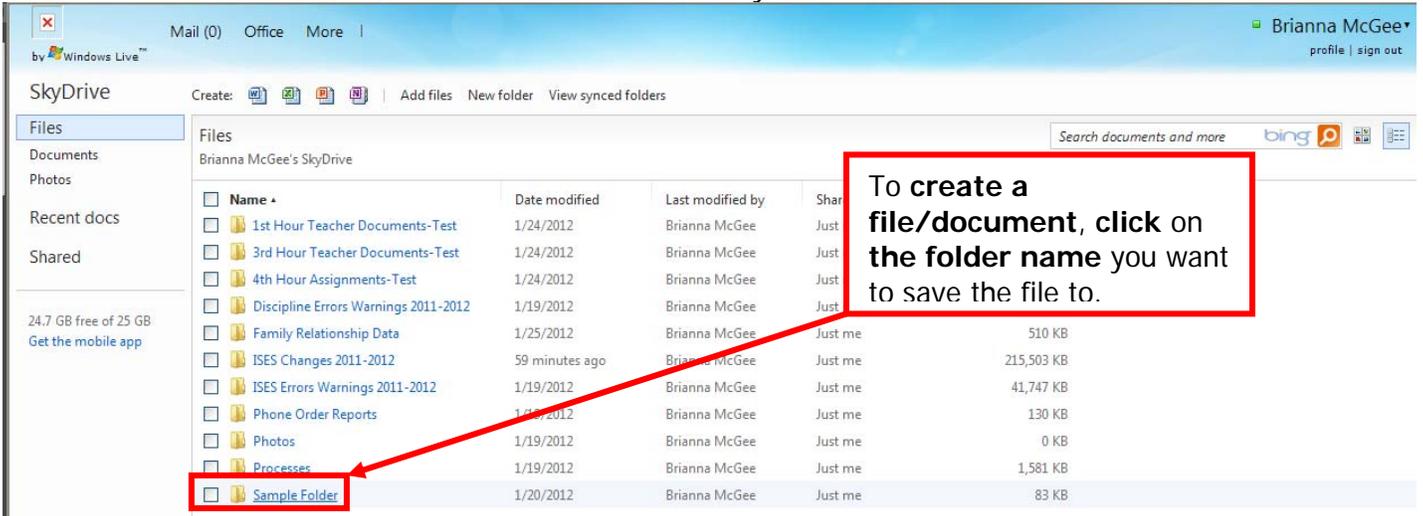


Office 365 (Live@edu) account – How To Create Documents in the Cloud

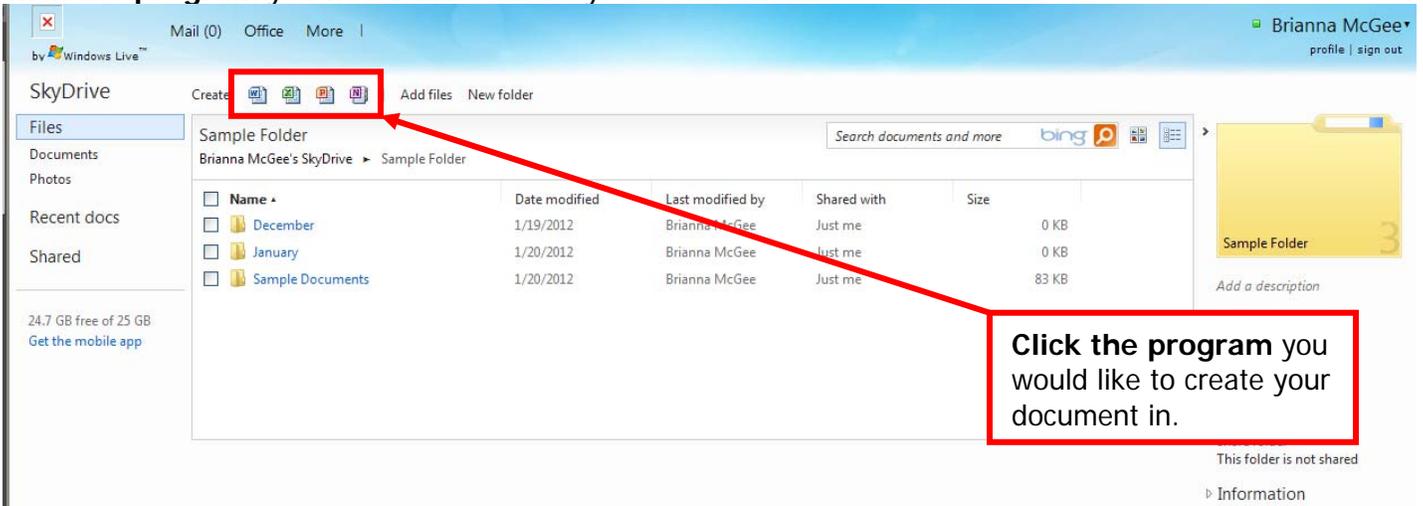
The information below is devoted to creating documents in the SkyDrive in your Office 365 (Live@edu) account. Please note that you must have an Office 365 (Live@edu) account to be able to sign in and access the SkyDrive. It is recommended that you create folders and decide your organizational structure prior to creating files. For more information, see the handout regarding organization and creating folders.

To create a file/document, click on the folder name you want to save the file to.



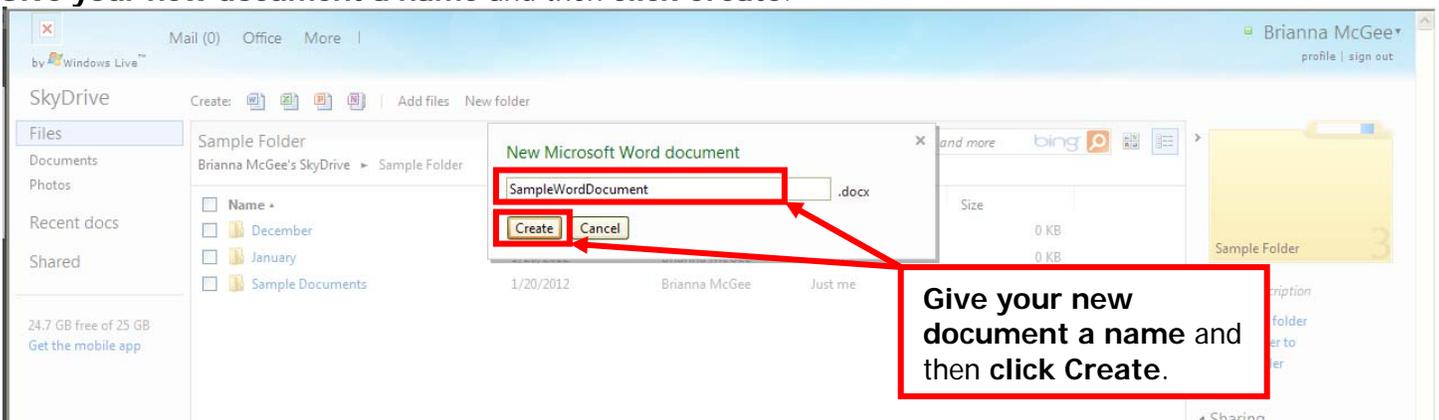
To create a file/document, click on the folder name you want to save the file to.

Click the program you would like to create your document in.



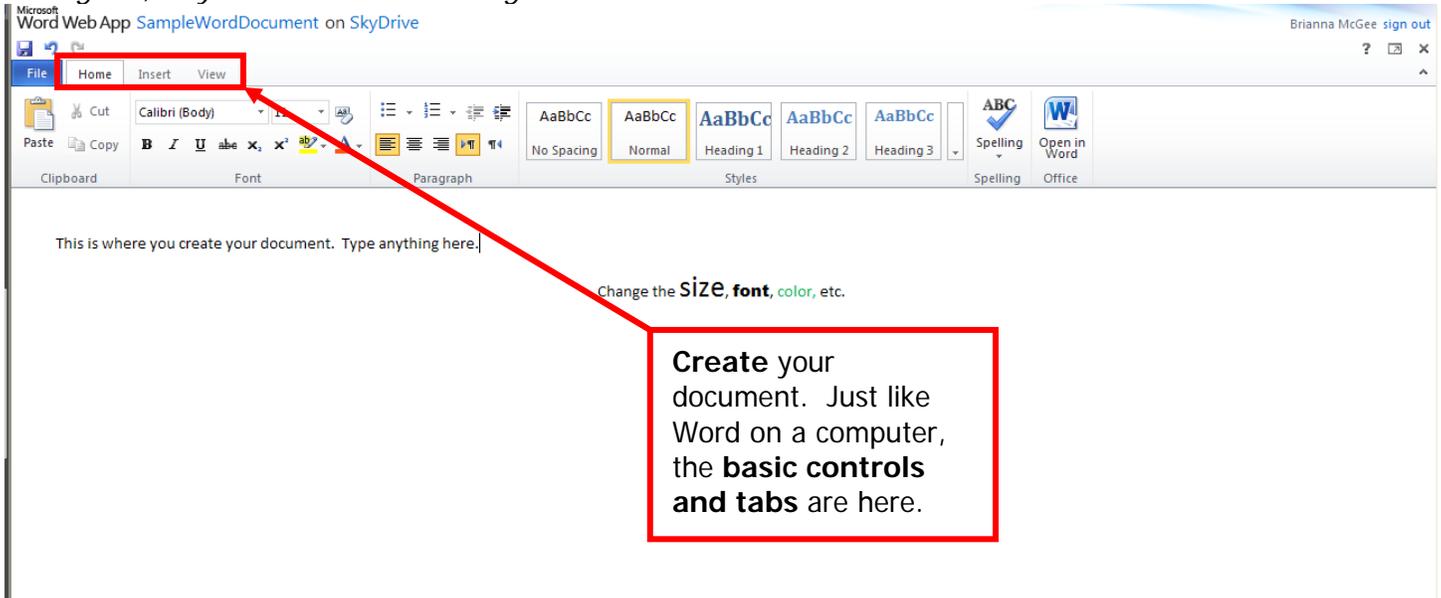
Click the program you would like to create your document in.

Give your new document a name and then click Create.

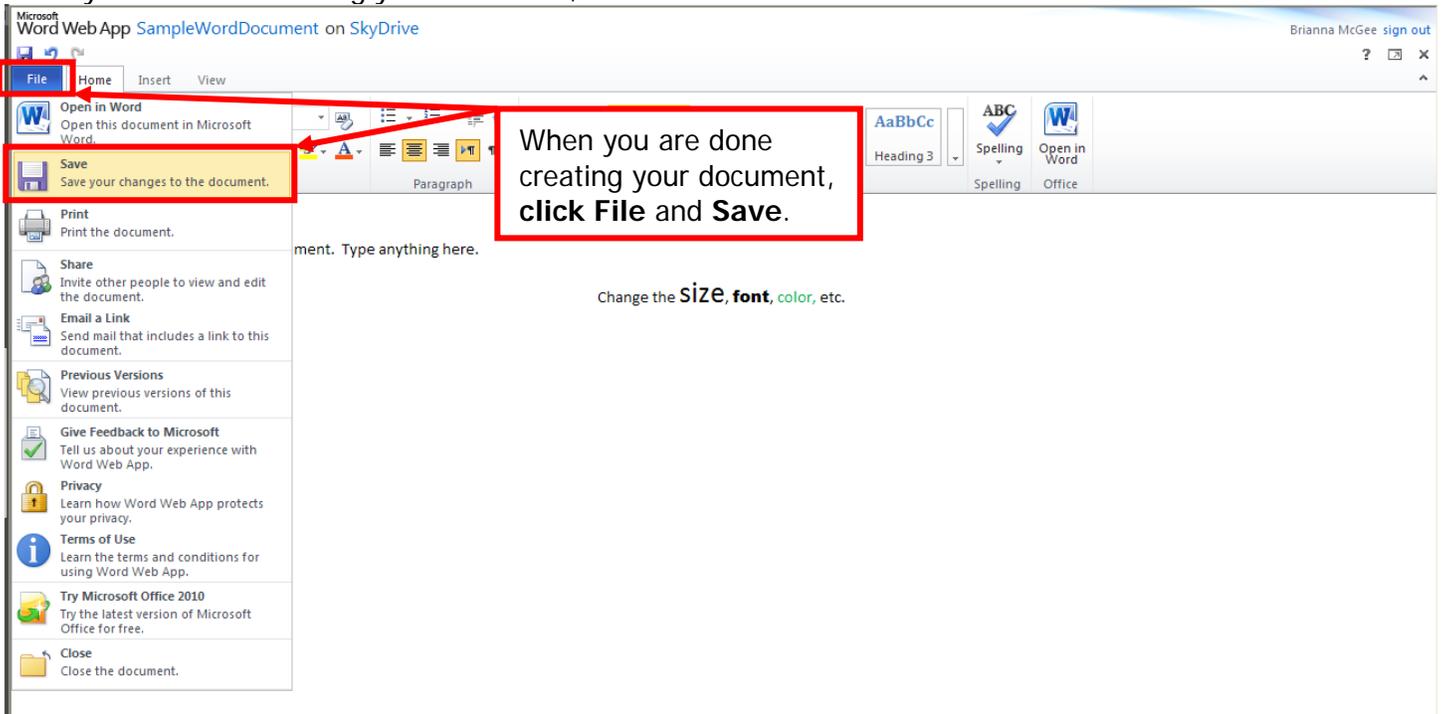


Give your new document a name and then click Create.

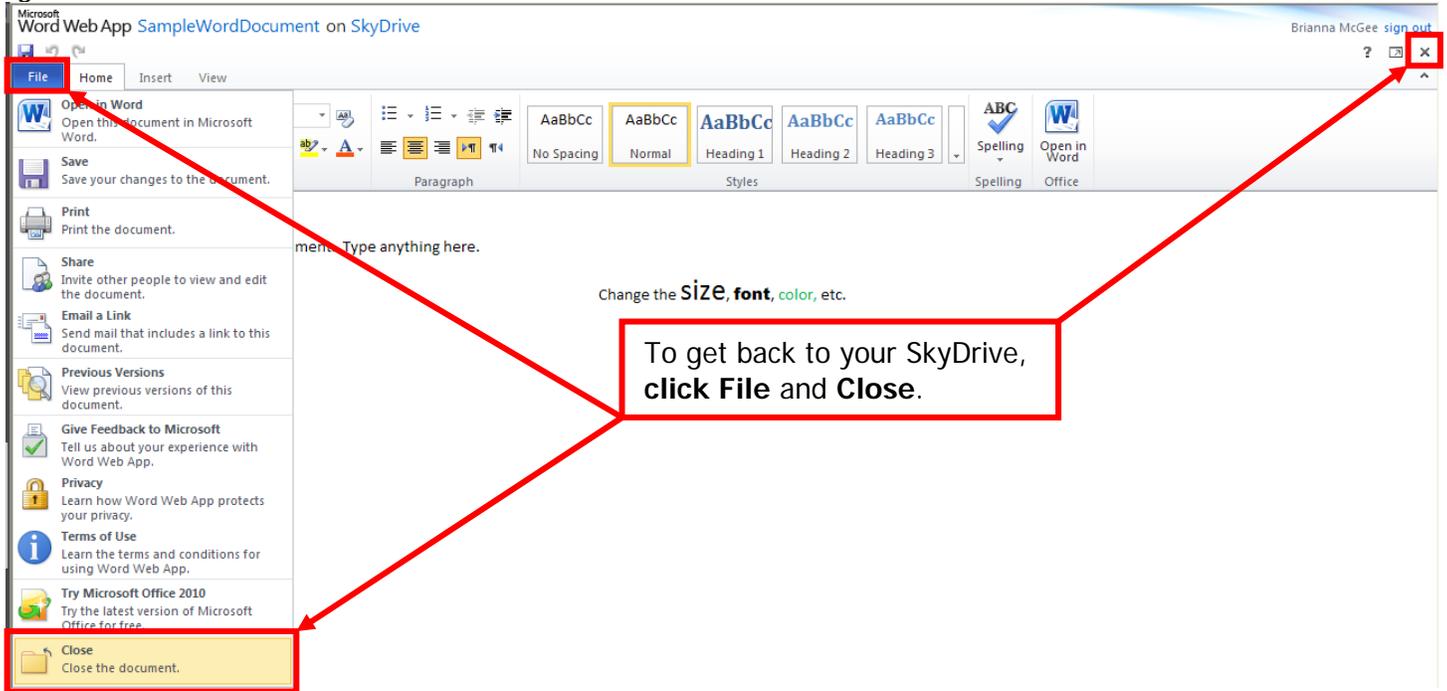
Create your document. Just like Word on a computer, the **basic controls and tabs** are here. *Please note this doesn't have ALL the functionality of Word on a computer. For example, this version does not have the mailing tab, so you cannot do mail merges.*



When you are done creating your document, **click File and Save.**



To get back to your SkyDrive, **click File and Close**. Please note that you can also click the X in the upper right corner.



You are then taken back to the folder you started in and the newly added file appears in the documents list.

