

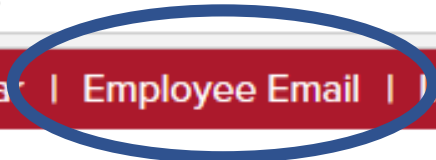
# How to work on Word documents online and installed: Outline

- 1. Navigate to OneDrive
- 2. Open the class folder where you need to keep the document.
- 3. Create a new Document.
- 4. Give the doc a title.
- 5. Select “open in Word.”
- 6. Complete your work on the document.
- 7. Click on the Save icon.



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District Home | Calendar | Employee Email | Information Now | School Mess

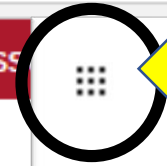


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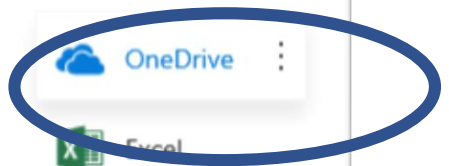
1. Go to your email (Office 365 account) from the OHS website



2. Launch OneDrive from your Office 365 waffle



This is your waffle



Apps

- Word
- Excel
- PowerPoint
- OneNote
- SharePoint
- Teams
- Class Notebook
- Sway
- Forms
- Edmodo
- People

All apps →

- Search everything
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+ New ▾ ↑ Upload ▾

Files > 2018-2019

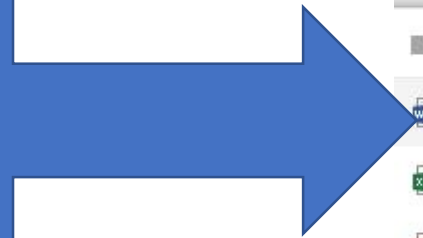
Name ▾

1st English



**PRO TIP:**  
Always open / create your document from the right spot in your One Drive. Don't start from Word in your waffle. This will help keep your documents organized.

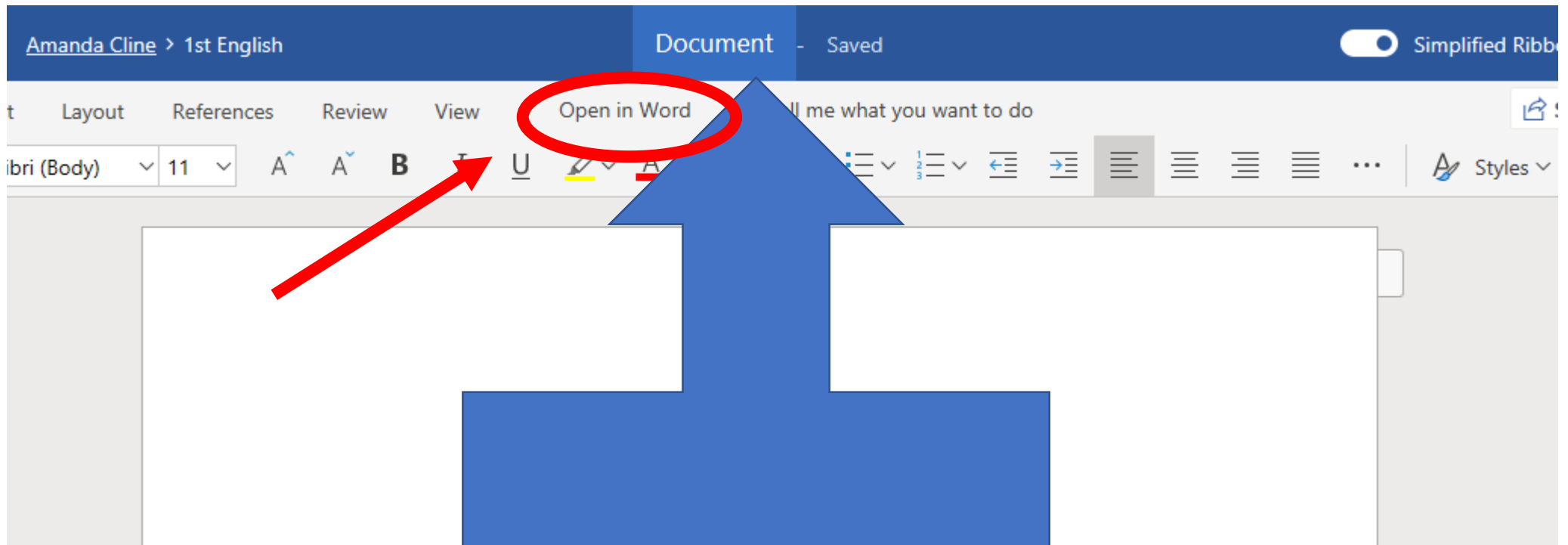
Once you are in the correct folder (year, class period, unit folder if applicable), then create a New > Word document



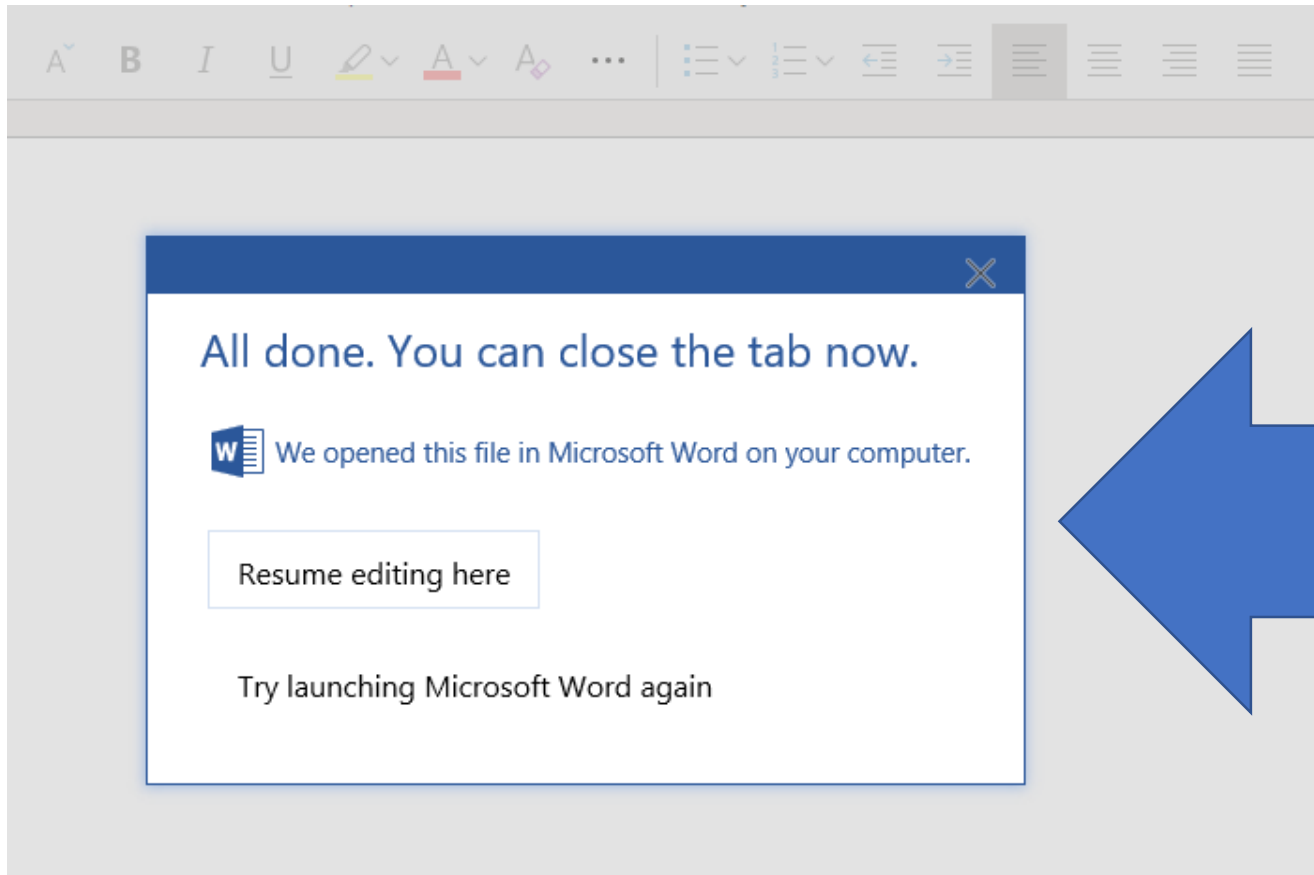
+ New ▾ ↑ Upload ▾ Share

- Folder
- Word document
- Excel workbook
- PowerPoint presentation
- OneNote notebook
- Forms for Excel
- Link

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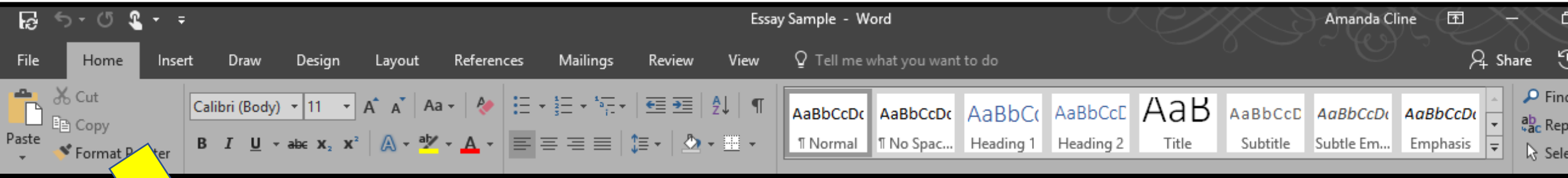


As soon as your Document opens, title it by clicking on the word "Document" in the top middle. Then, select "Open in Word"



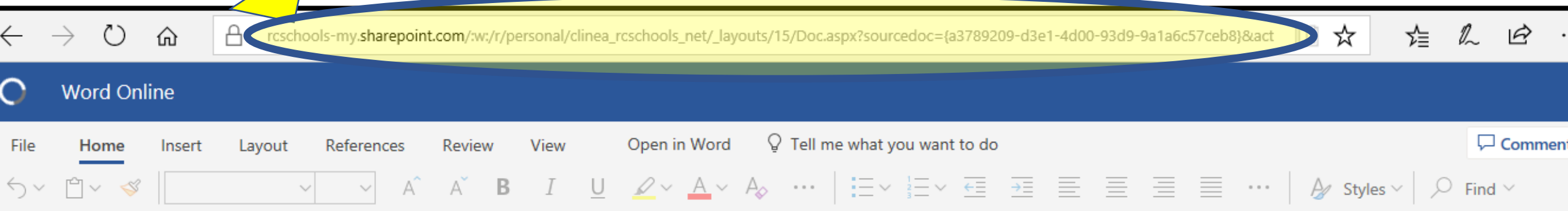
You will see a window like this while your Word document loads

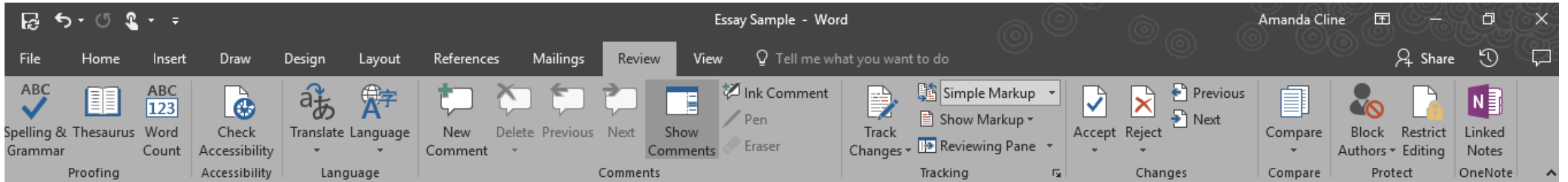
When Word opens, you should see the essay title in the center, and the save icon should have a circular arrow on it (meaning that it is saving online)



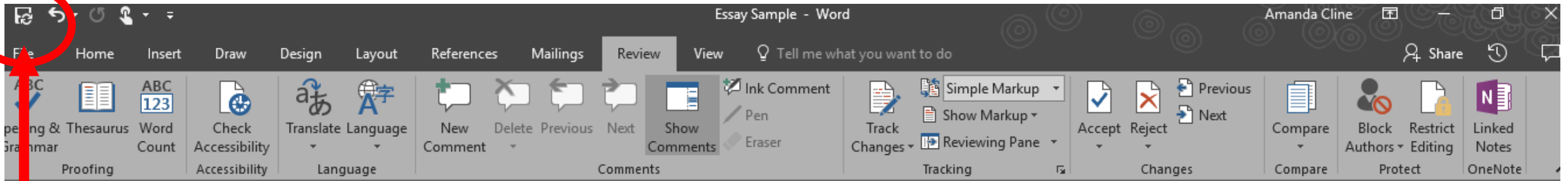
If you aren't sure if you're in the Online version of Word or the installed, look for a URL (website link). If you see that, you are online.

URL





Do your editing in the installed version of Word. It has better editing options.  
As you work, pay attention to your teacher's requirements for formatting, headings, etc.



When you are finished working on your document, click on the Save icon to ensure you have the most updated version in One Drive. Remember that you created the doc in OneDrive so it is automatically saving there, in your class folder.

After you save, you can close the document.



When the document closes, you should see the online version, updated with your changes. You can close this page. Any time you want to work on your doc again, navigate to the OneDrive folder where you created it, open it, and select “Open in Word.”

If you only need to make small changes, or if you are on a computer without installed Word, you can edit here, in the online version.

# To Recap: Best practice for working in OneDrive

- 1. Navigate to OneDrive
- 2. Open the class folder where you need to keep the document.
- 3. Create a new Document
- 4. Give the doc a title
- 5. Select “open in Word.”
- 6. Complete whatever work you need to do on the document.
- 7. Click on the Save icon.