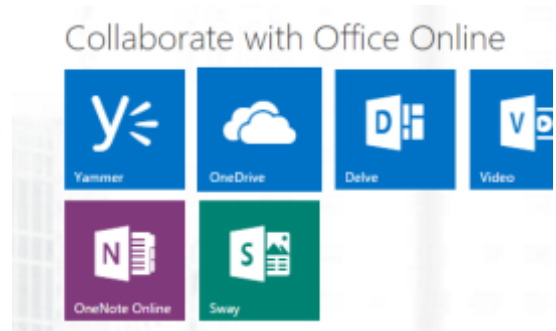
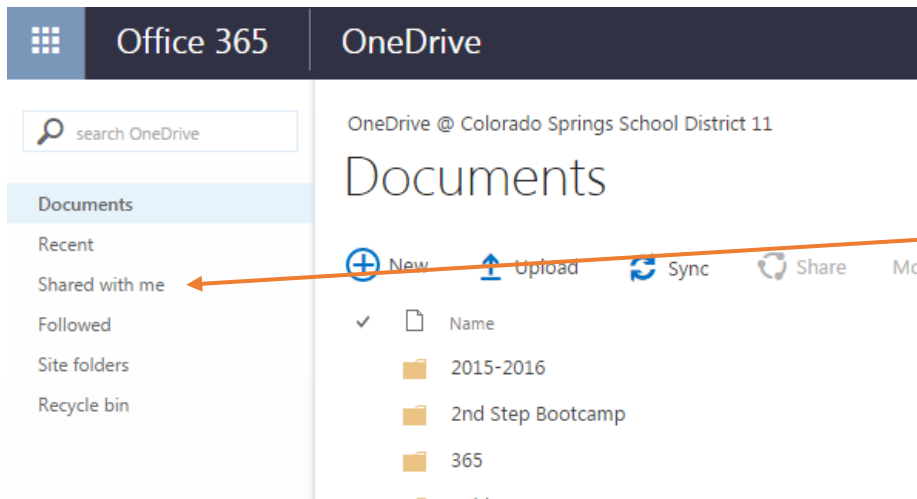


VIEWING SHARED FILES IN YOUR ONE DRIVE

Login to Office 365 from our website and click on One Drive.

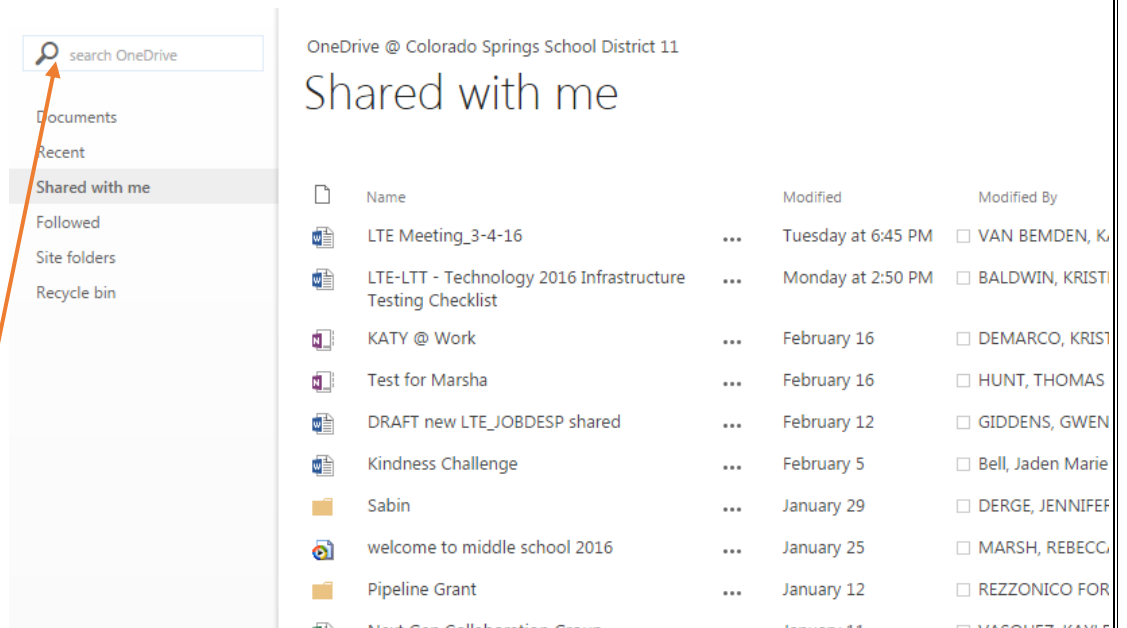


The default will be DOCUMENTS.



The default will be DOCUMENTS. Click on SHARED WITH ME.

The best feature of the OneDrive is definitely sharing documents and being able to view and edit them across platforms and devices. The one drawback is that you cannot organize these files. However, you can search for a file using the search bar.



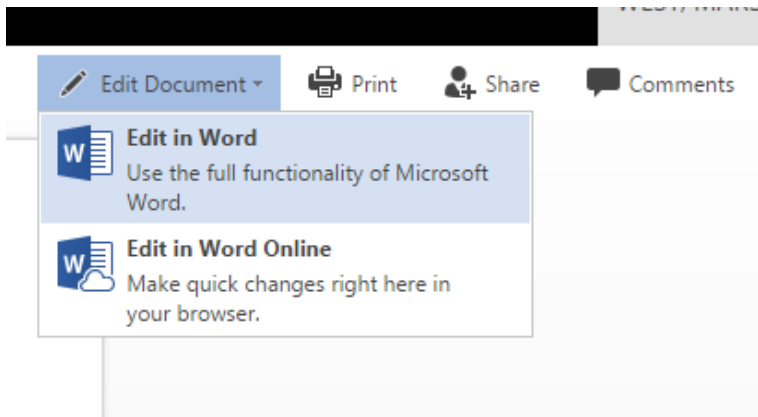
AND you can download the file and open it in Microsoft Word, saving it into your own One Drive folders.

SAVING A FILE FROM SHARED DOCUMENTS TO A FOLDER IN YOUR ONE DRIVE

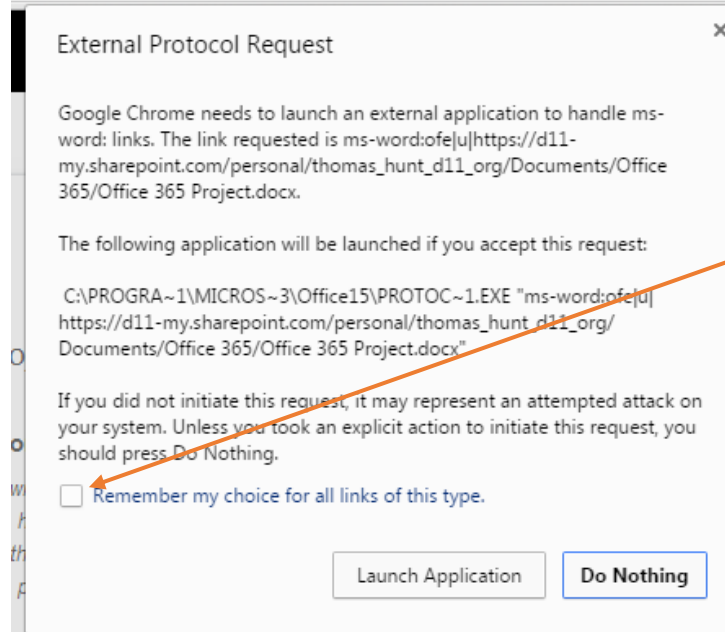
| NAME | DATE | OWNER |
|--|--------------------|-------------|
| Office 365 Project | December 1, 2015 | GIDDENS, GW |
| Collaborating in one doc - September mtg | September 29, 2015 | SONDGERATH |

Click on the file you want to save, and it will open in Word Online

Click on the arrow next to EDIT DOCUMENT, and then choose EDIT IN WORD.



...org/_layouts/15/wopi/frame.aspx?sourceDoc={20A27B9E-A7-10



When this window comes up, click LAUNCH APPLICATION. I also suggest checking the Remember my choice box, so it doesn't come up every time.

- ←
- Info
- New
- Open
- Save
- Save As**
- Print
- Share
- Export
- Close

Info

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Protect Document

Control what types of changes people can make to this d



Inspect Document

Before publishing this file, be aware that it contains:

- Document properties and author's name
- Content that people with disabilities are unable to re

Click on Save As.

Then click on your OneDrive.

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