

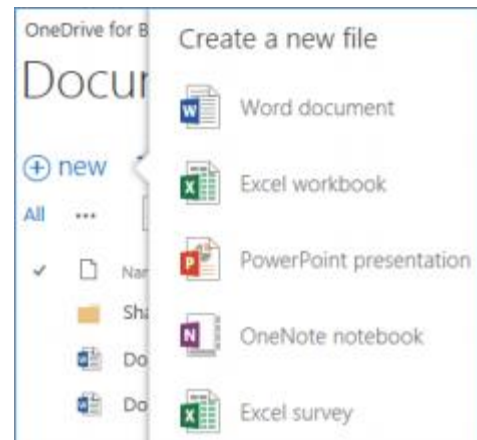
Office 365 OneDrive: Office Online

Office Online

Office Online is an online Office suite offered by Microsoft which contains free web-based versions of *Word*, *PowerPoint*, *Excel*, and *OneNote*. These programs are accessible through a user's Office 365: OneDrive account. Documents can be created, viewed and edited online or downloaded to the full version of the Office program for more advanced editing.

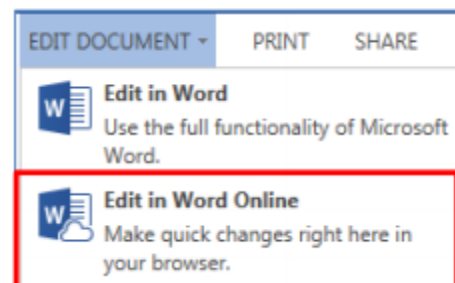
Creating a new Office Online Document

- Go to <https://livekillenisd-my.sharepoint.com> and put in your KISD email address.
- You will be redirected to a new screen to enter your password
- Click on **OneDrive**
- In the OneDrive Documents list, click on the folder where the new document will be stored
- Click on **+ new** then click on the type of document (i.e. *Word*, *PowerPoint*, *Excel*, *OneNote* or *Excel Survey*) that will be created
- Type a name for the document
- Click on **OK**
- Add content to the document
 - **Note:** Any content added to the document is saved automatically
- To close the document, from the *Ribbon*, click on the **File** tab then click on the **Exit** OR click on the **Back** button located in the upper left corner of the window.



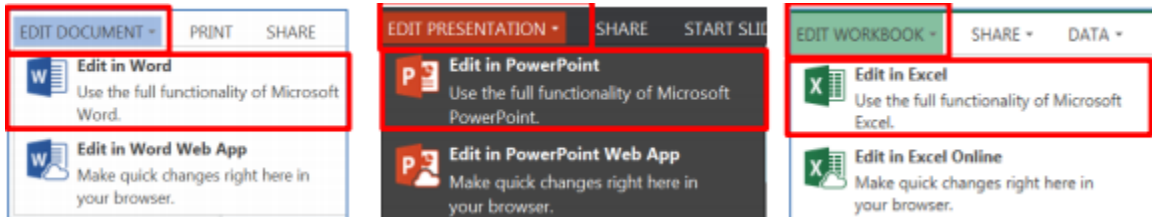
Editing a document in Office Online

- In the OneDrive Documents list, click on the name of the document that will be edited
- If the document is a *Word*, *Excel*, or *PowerPoint* document, from the menu bar, click on **Edit Document** (Word), **Edit Presentation** (PowerPoint), or **Edit Workbook** (Excel) then click on **Edit in Word Online**, **Edit in PowerPoint Online**, or **Edit in Excel Online**
 - **Note:** *OneNote* documents will automatically open in OneNote Online
- Make the desired changes to the document. Changes to the document are saved automatically
- Close the document



Editing an Office Online document in Office 2013

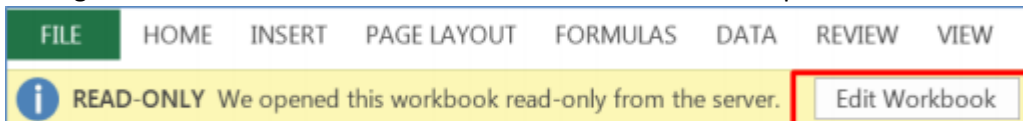
- **Note:** Microsoft Office 2013 is required
- In the OneDrive Documents list, click on the name of the document to be edited
- If the document is *Word*, *PowerPoint*, or *Excel* document, from the menu bar, click on **Edit Document** (Word), **Edit Presentation** (PowerPoint), or **Edit Workbook** (Excel) then click on **Edit in Word**, **Edit in PowerPoint**, or **Edit in Excel**



- If the document is a *OneNote* document and has already been opened in OneNote Online, click on **Open in OneNote**



- **Note:** If Office 365 OneDrive has not yet been connected to your Office 2013, you may be asked to enter your credentials and sign in to your OneDrive (Office 365) account with your District email address and password. If you are asked to choose a *Microsoft account* or an *Organization account*, choose **Organizational account**.
- When *Word*, *PowerPoint* and *OneNote* documents open, they are ready to be edited. To begin editing *Excel* documents click on **Edit Workbook** located at the top of the window



- Make the desired changes to the document
- Click on the **Save** button located in the Quick Access toolbar (top left corner) or click on the **File** tab and choose **Save**
 - **Note:** OneNote documents do not have a **Save** button because the documents are saved automatically as they are created
- Close the Office 2013 program when finished