

Creating or Uploading Documents in Office 365

Your student's Office 365 Login Details are:

Username – network username@wcasd.k12.pa.us

Password – network password

How to Access the Online Microsoft Office Suite *i.e. from any device anywhere in the world*

1. Go to <https://portal.office.com/Home> and **log in** to Office 365



Sign in with your work or school account


Keep me signed in

Sign in

Create a Document in Office 365

1. Open one of the Office Applications
2. Click New
3. This document will automatically save into your OneDrive
4. If you wish to Share this document, Click **Share** at the top right
5. Complete the information in the graphic below.
 - a. Invite people to view or edit the document by adding the email.
 - b. Create a sharable link that will allow others to View or Edit the document
 - c. Check who the document is Shared With and/or change permissions for the contributors

Share 'Document2' ✕

 Only shared with you

Invite people Can edit ▼

Get a link

Shared with

Include a personal message with this invitation (Optional).

Require sign-in

SHOW OPTIONS

Share Cancel

Upload a Document in Office 365

1. Select **OneDrive**
2. Click **Upload** and Select desired file or drag and drop any files into the **West Chester Area School District OneDrive**.