Creating or Uploading Documents in Office 365

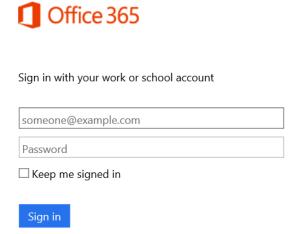
Your student's Office 365 Login Details are:

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

Password – network password

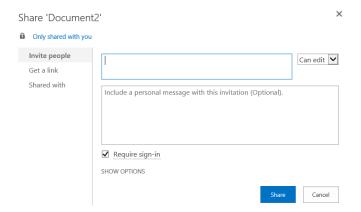
How to Access the Online Microsoft Office Suite i.e. from any device anywhere in the world

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



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



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.**