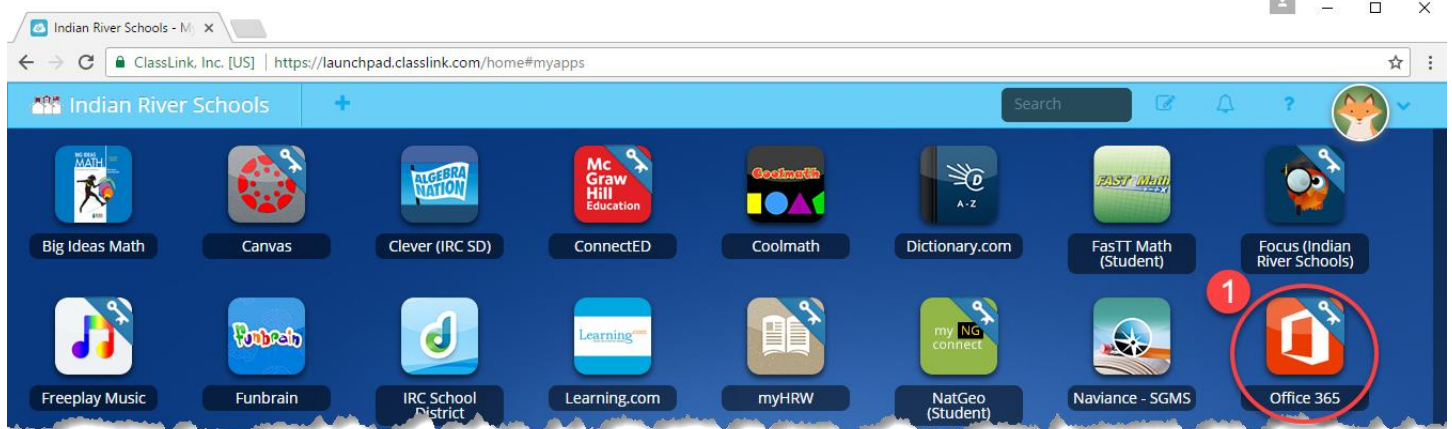


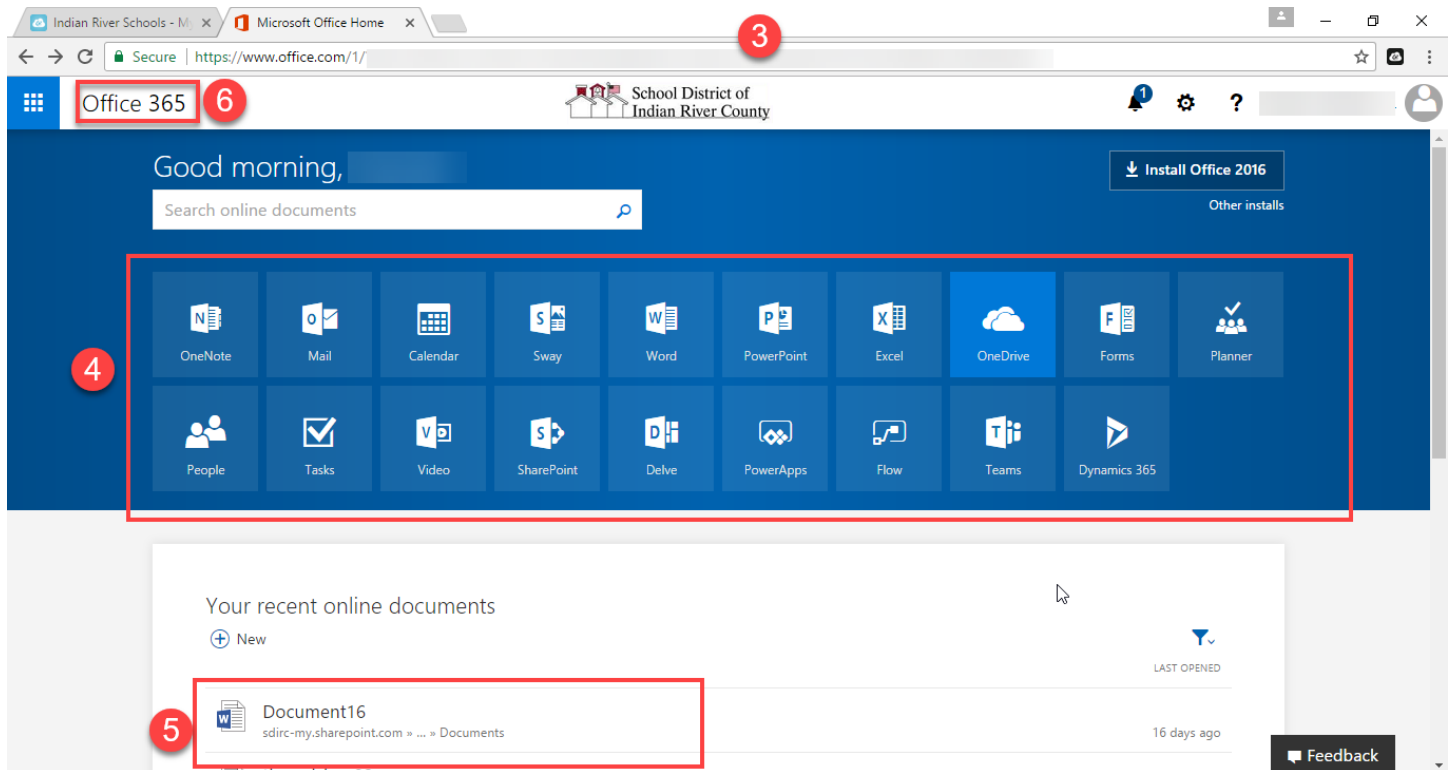


Saving a File in Office 365

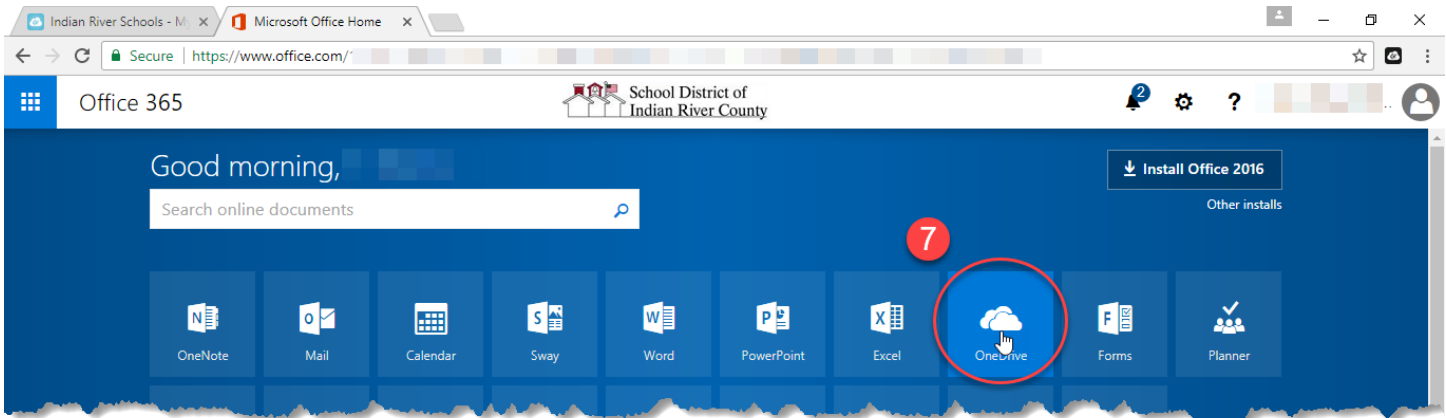
1. Login to [ClassLink](#). Once in ClassLink, click on the Office 365 icon. When you go through ClassLink, it is not necessary to type in a Username and Password. You will automatically be logged in.



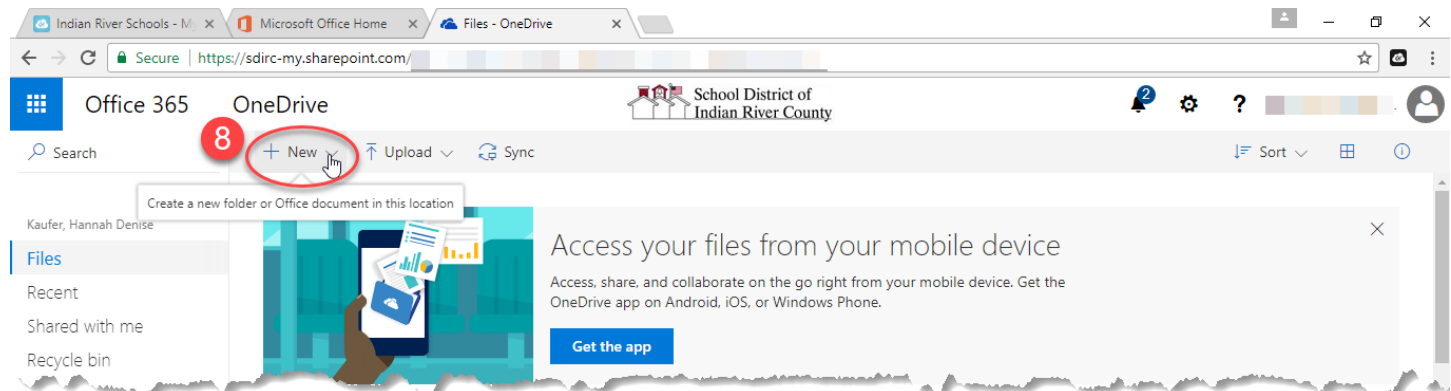
2. If for some reason ClassLink is not available, go to <https://portal.office.com>. Type in your school email address - firstname.lastname@sdirc.org (ex. jane.doe@sdirc.org) and follow the prompts. When asked for your password, use your usual school password (ex. 123456Jd)
3. Once you log in, you will see the Office 365 Home Screen.
4. This contains all the applications available within Office 365. These are available at school, at home, or anywhere with an internet connection.
5. These are your most recent documents.
6. Whenever you want to return to this Home Screen, click on the Office 365 logo at the top, and it will bring you back to this screen.



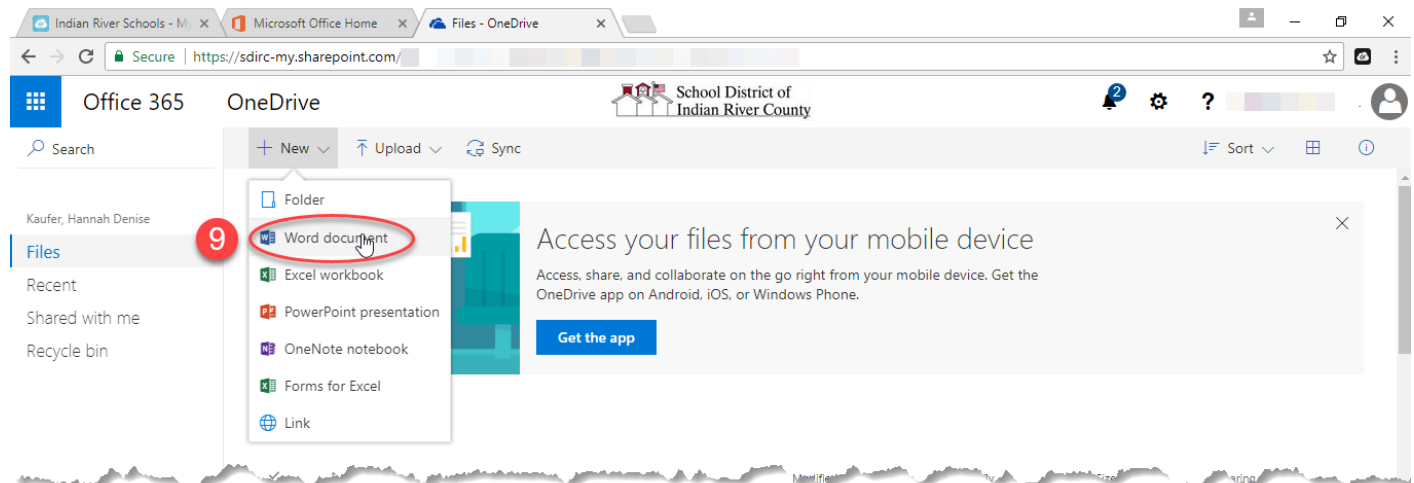
7. To create a new file, click the OneDrive tile.



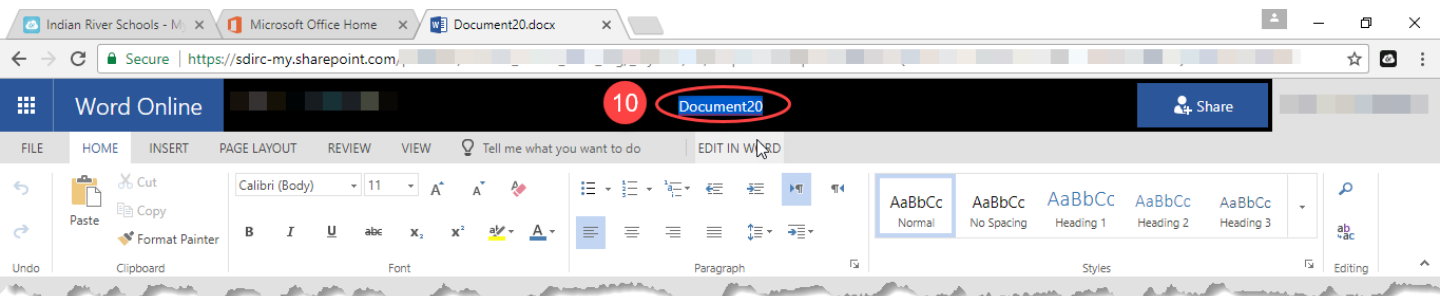
8. Click +New to create a new document.



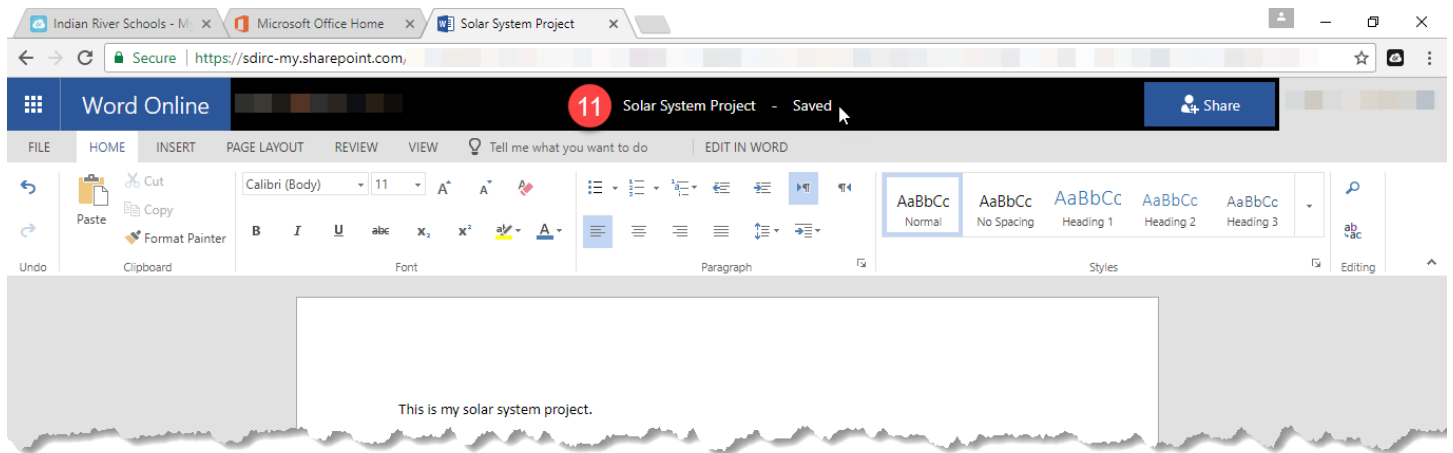
9. Choose the type of document you would like to create. This example will show you a word document, but the process is the same for whichever type of document you choose to create. Click Word document.



10. The first thing you should always do to a new document is rename it. Otherwise, you will have many documents named Document1, Document2, Document3, and so on. Click on the file name at the top of the document. It will highlight a different color.

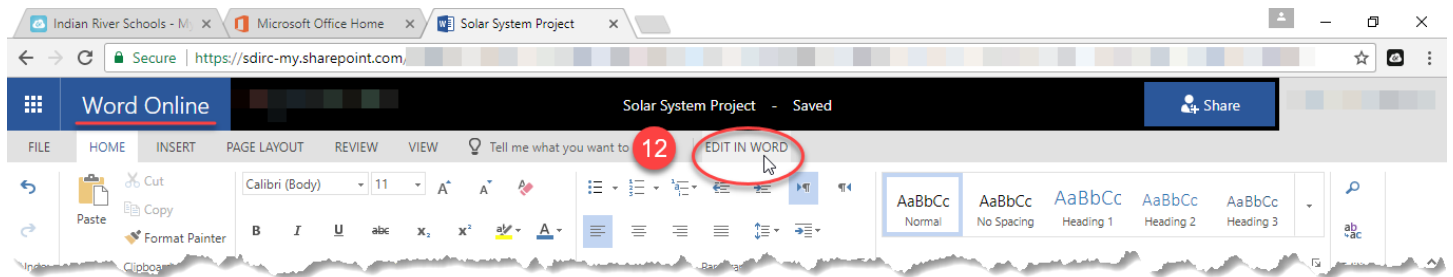


11. Type the name of your file. Remember to keep the file name short, avoid special characters (\$, *, %), and make sure the file name fully describes the file so you will remember it. Press enter when you have finished typing the file name.

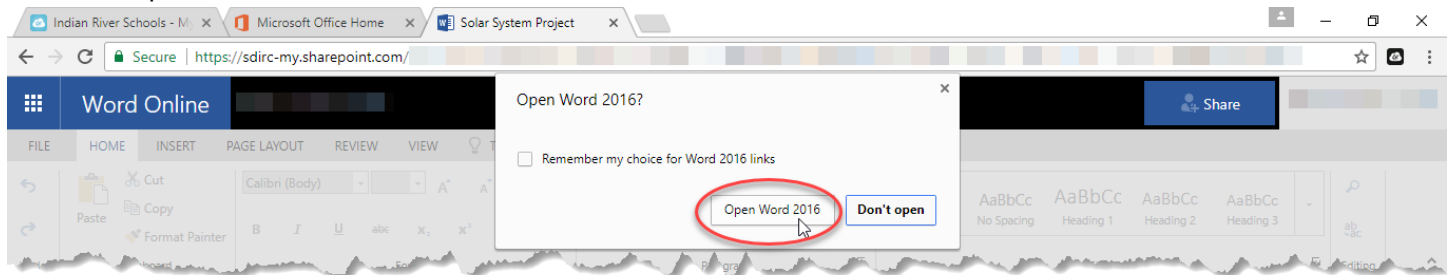


Remember, there is no “Save” button in Office 365 because everything is automatically saved.

12. Note that this document is in the online version of Word. Although this will work for much of what you may need, it does not have all the features of Microsoft Word. If you would like to work in the desktop version of Word, click the “Edit in Word” button.



13. Click “Open Word 2016”



14. Now in the Word desktop version, the save button has a circle on it. This indicates that your document will be saved in OneDrive, which means any changes you make in both the Online or Desktop versions. The best way to ensure that this happens is to create the file from OneDrive, as we have done in this example.

