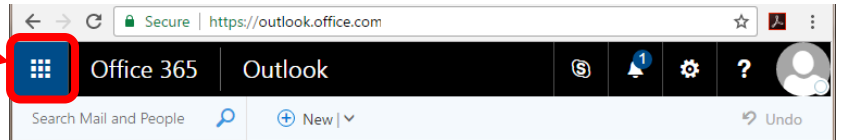


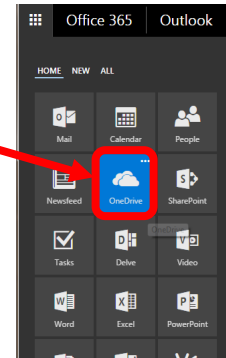
Use Word, Excel, or PowerPoint online and automatically save to OneDrive

Create a Word document and it is automatically saved. OneDrive is now the recommended place to save all your assignments and other relevant documents rather than on a computer hard drive.

- # 1. Login to your Salem State student email account and then click the launcher icon.



- # 2. Select OneDrive from the list of apps.



- # 3. To create a new Word document, an Excel Workbook, or PowerPoint presentation click New.

The composite image illustrates the workflow for creating and saving documents in Office 365. It shows the 'New' button in the OneDrive interface, the selection of document types (Word document, Excel workbook, PowerPoint presentation), and the subsequent opening of Word Online, Excel Online, and PowerPoint Online. The final screenshot shows the OneDrive file list with the newly created files: Book1.xlsx, Document.docx, Document1.docx, Document2.docx, Document3.docx, Document4.docx, Document5.docx, Document6.docx, and Presentation.pptx. Red boxes and arrows highlight the key steps in the process.

Name	Modified	Modified By	File Size	Sharing
Shared with Everyone	October 9, 2014			Only you
Book1.xlsx	4 minutes ago		744 KB	Only you
Document.docx	3 minutes ago		184 KB	Only you
Document1.docx	November 24, 2014		222 KB	Only you
Document2.docx	January 6, 2015		184 KB	Only you
Document3.docx	May 12, 2016		208 KB	Only you
Document4.docx	May 12, 2016		204 KB	Only you
Document5.docx	January 12		107 KB	Only you
Document6.docx	4 minutes ago		200 KB	Only you
Presentation.pptx	3 minutes ago		288 KB	Only you

Files automatically save to your OneDrive account while you are connected to the internet.

If you have any questions please contact the ITS Helpdesk at 978.542.2036