

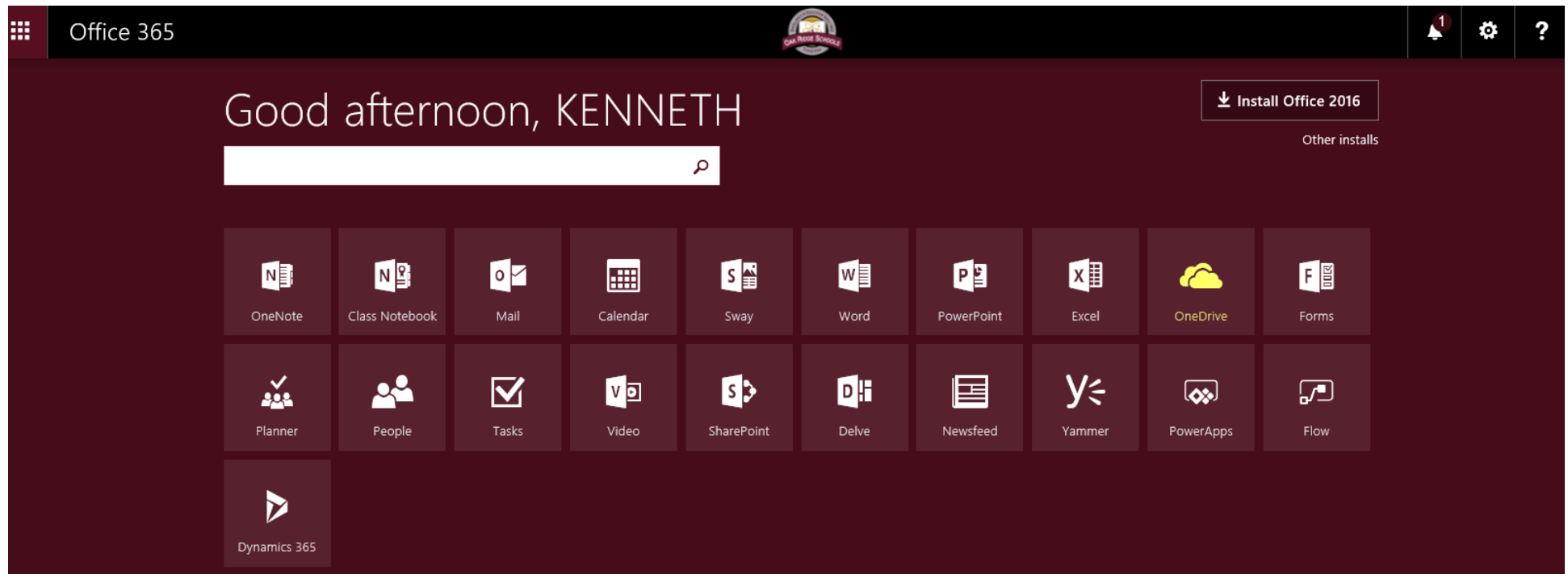
The technology Department recommends creating your documents in the Office 365 Cloud (also know as OneDrive). We recommend this for two reasons. First of all, documents created and saved here will not be affected by issues with your local computer (e.g., hard disk failure, virus infection). The second reason we recommend this is the document is available from any computer with an internet connection. You do not have to be on the ORTN network to access it.

To create a document in the cloud, go to the ORTN homepage, select the Online@ORS tab, then scroll down until you see the Office 365 logo. You can also open a web browser and type "ortn.edu/o365" (without the " ") in the address bar. This will take you directly to the login.

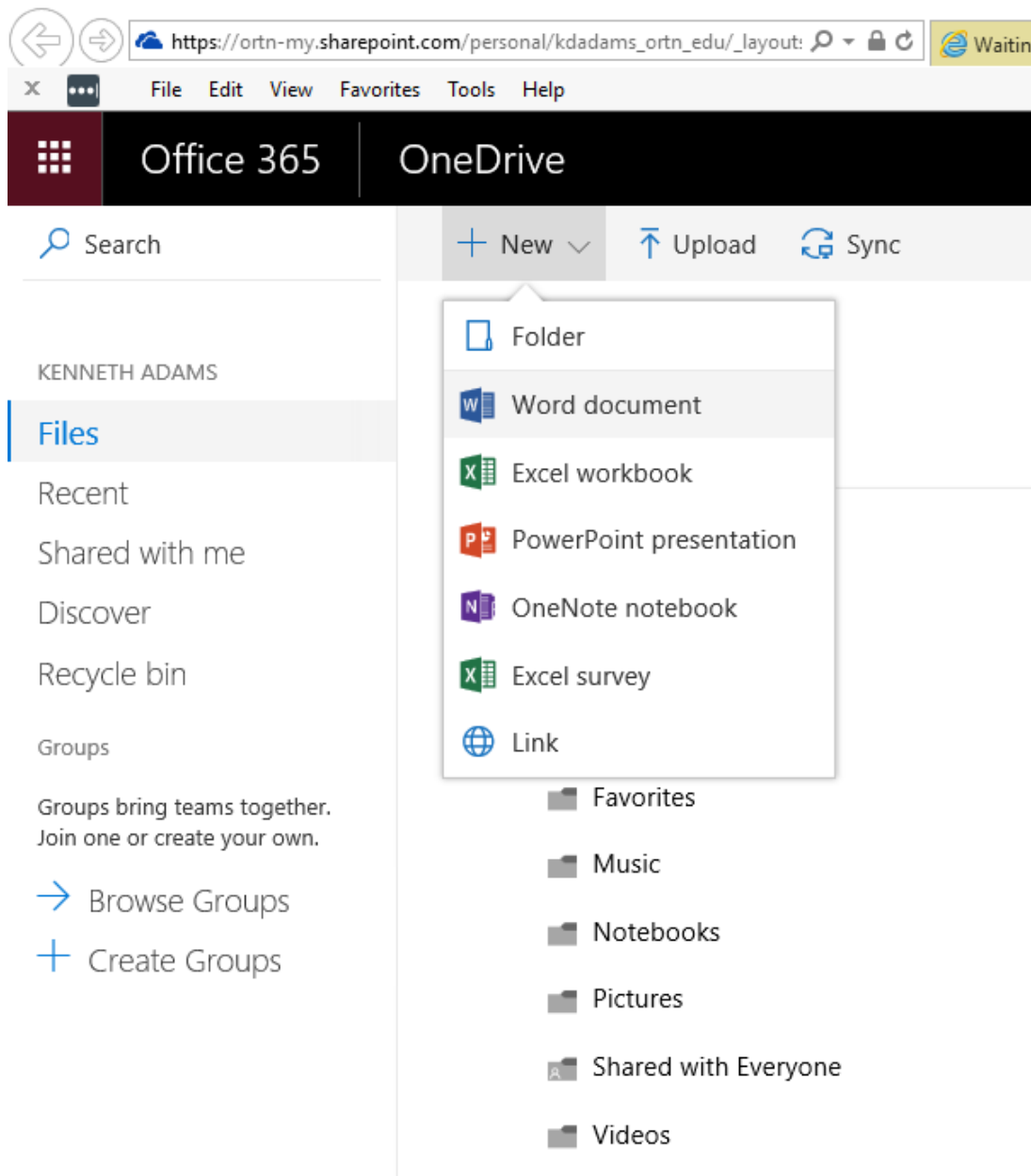


Office 365-log in with ORS NetID

Once you are logged in, click on OneDrive.



Select the drop down menu beside New and then the type of document you'd like to create. In this case I'm creating a Word document.



Because you are creating a new document from within OneDrive, Office 365 is the version of Office used. This version of Office is similar to but different from the desktop application you are accustomed to using when opening a document from your computer (Office 2016). Office 365 has fewer features than Office 2016, but any document you create in Office 365 can also be opened in Office 2016 should you need the full Office version. When you select Word online, Office 365 opens Word in a separate tab. Once you have finished your document you can just close that tab and the document is saved automatically.

Office 365

OneDrive

Search

KENNETH ADAMS

Files

Recent

Shared with me

Discover

Recycle bin

Groups

Groups bring teams together.
Join one or create your own.

Browse Groups

Create Groups

New

Upload

Sync

Files

Name	Modified	Modified By	File Size	Sharing
Attachments	5 days ago	KENNETH ADAMS		Only you
Desktop	July 28, 2015	KENNETH ADAMS		Only you
Documents	July 28, 2015	KENNETH ADAMS		Only you
Downloads	April 5, 2016	KENNETH ADAMS		Only you
Favorites	July 28, 2015	KENNETH ADAMS		Only you
Music	July 28, 2015	KENNETH ADAMS		Only you
Notebooks	December 1, 2015	KENNETH ADAMS		Only you
Pictures	July 28, 2015	KENNETH ADAMS		Only you
Shared with Everyone	July 28, 2015	KENNETH ADAMS		Shared
Videos	July 28, 2015	KENNETH ADAMS		Only you
Document.docx	About a minute ago	KENNETH ADAMS	10.7 KB	Only you

Note the Document.docx file. All I did was close the tab that Office opened to create it, and Office 365 saved it for me. Now, if I decide I need to open it again with the full version of Office, all I need to do is click on the ellipsis (...) next to it, and select the version of Office I want to edit it with.

The screenshot shows the Office 365 OneDrive web interface. The top navigation bar includes 'Office 365' and 'OneDrive'. The left sidebar shows the user 'KENNETH ADAMS' and a 'Files' section with links to 'Recent', 'Shared with me', 'Discover', 'Recycle bin', and 'Groups'. The main area displays a list of files and folders. A context menu is open over the file 'Document.docx', showing options like 'Open', 'Share', 'Get link', 'Download', 'Delete', 'Move to', 'Copy to', 'Rename', 'Version history', and 'Details'. A sub-menu is visible for 'Open', containing 'Open in Word Online' and 'Open in Word'.

Name	Modified	Modified By	File Size	Sharing
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Pictures	July 28, 2015	KENNETH ADAMS		Only you
Shared with Everyone				Shared
Videos				Only you
Document.docx		KENNETH ADAMS	10.7 KB	Only you

For most of us, most of the time, Office 365 will be sufficient to create and edit documents. But it is also good to know that other options are available should you find that you need them. If you have any questions about using Office online, please contact your school's Instructional Technology Coach.

<https://www.ortn.edu/district/technology/help/tech-tips/create-document-cloud-office-365/>