Creating in the Cloud
Outlook

Oak Ridge Schools
TECHNOLOGY DEPARTMENT

The following steps will detail how to create documents in the ORS OneDrive cloud.
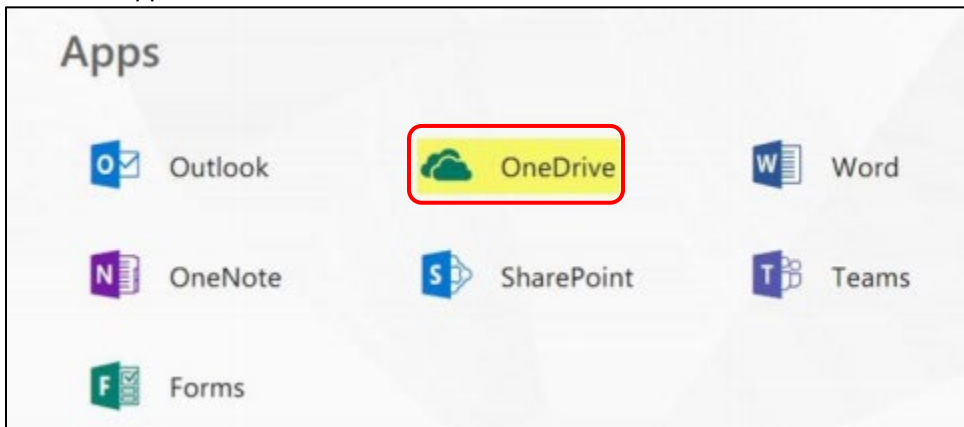
1. Go to https://ortn.edu
2. Click on ONLINE@ORS

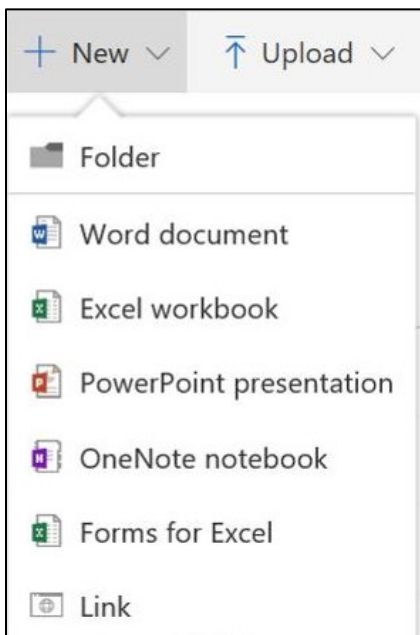3. Scroll down and click on the Office365 login.

4. Enter your ORS email address to log in.
5. From the Apps screen, select OneDrive.

6. Navigate to the folder that you would like to create a document in. Click "New." You will then have the option to choose whether to create a Word document, Excel workbook, PowerPoint presentation, etc.

7. To save your file and name it, click File > Save As. Since it's already saved in the cloud, you also have the option to close out without saving (you'll notice that there is no traditional save button); however, Office365 will choose a default name for you.

8. Recently added documents have three blue lines to the left of the document name.

9. Also note that, while you were working in the Cloud, a copy of the document has also been synchronized to both your OneDrive documents and your local Documents folder, so you can access online documents this way when you aren't online.