



# USING OFFICE ONLINE QUICK GUIDE



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DOING IT DIFFERENTLY

# DESCRIPTION

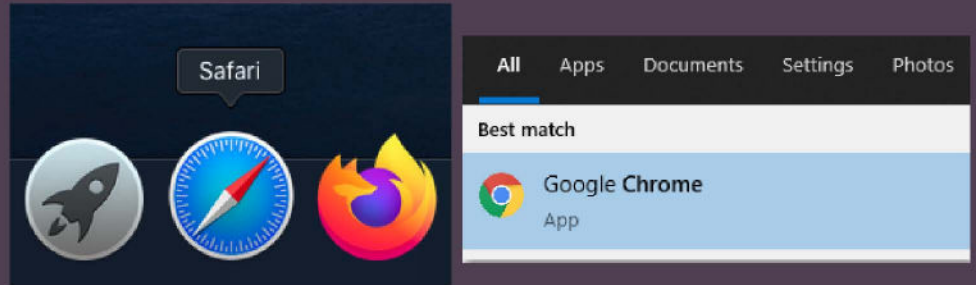
Office online works for all **machines** and **operating systems** you just need a web browser.



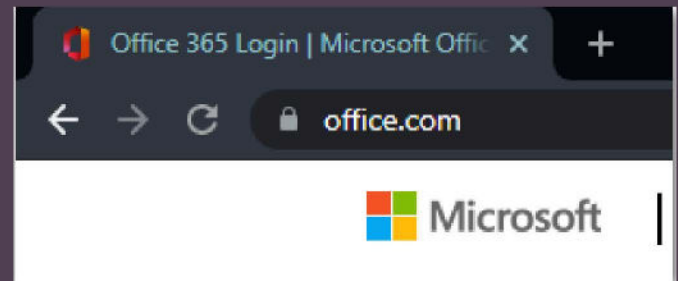
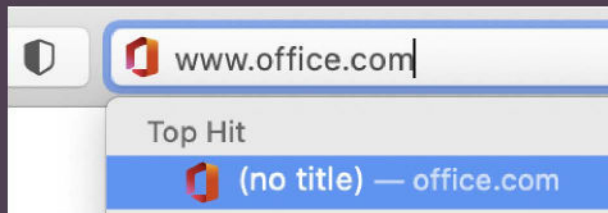
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1.

Start by opening your favourite web browser:

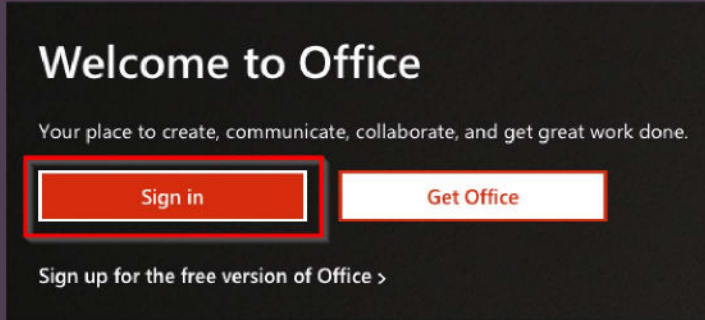


In the address bar type in **www.office.com** and press **enter**. This will load the Office 365 website:

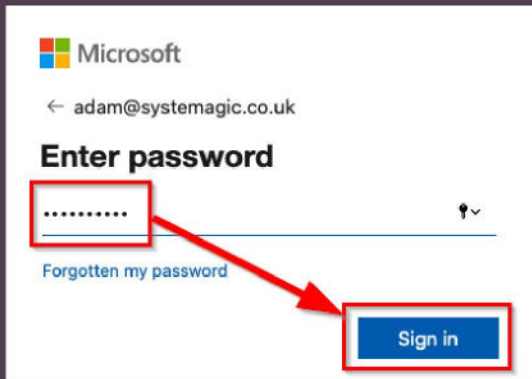
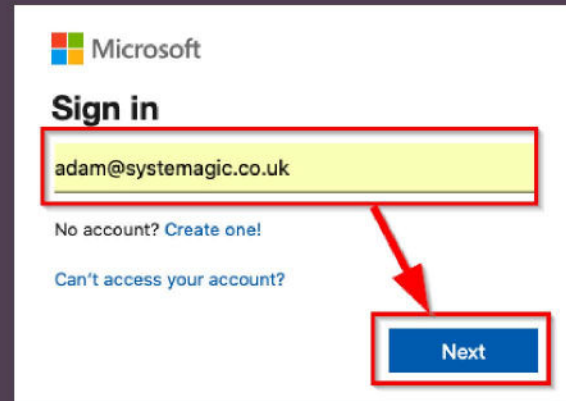


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Once the page loads, click **'Sign In'**:



Enter your email address and click **'Next'**:



Now enter your password and click **'Sign in'**



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# 3.

If you have **multifactor authentication** enabled on your account, authenticate your sign in with your chosen method:

 Microsoft

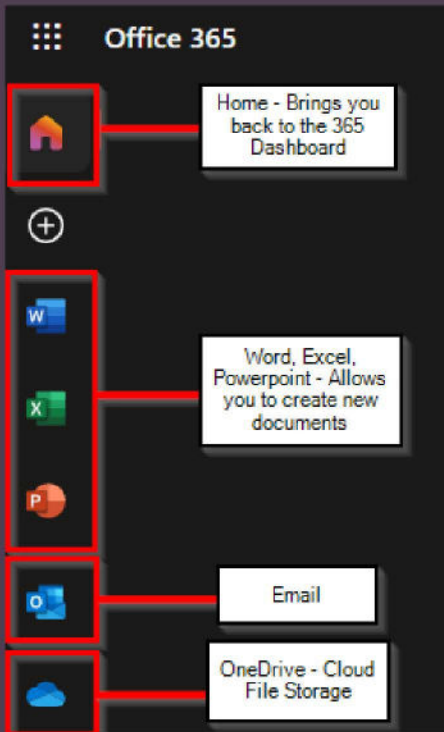
adam@systemagic.co.uk

### Approve sign-in request

- Open your Microsoft Authenticator app and approve the request to sign in.
- Don't ask again for 60 days

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)



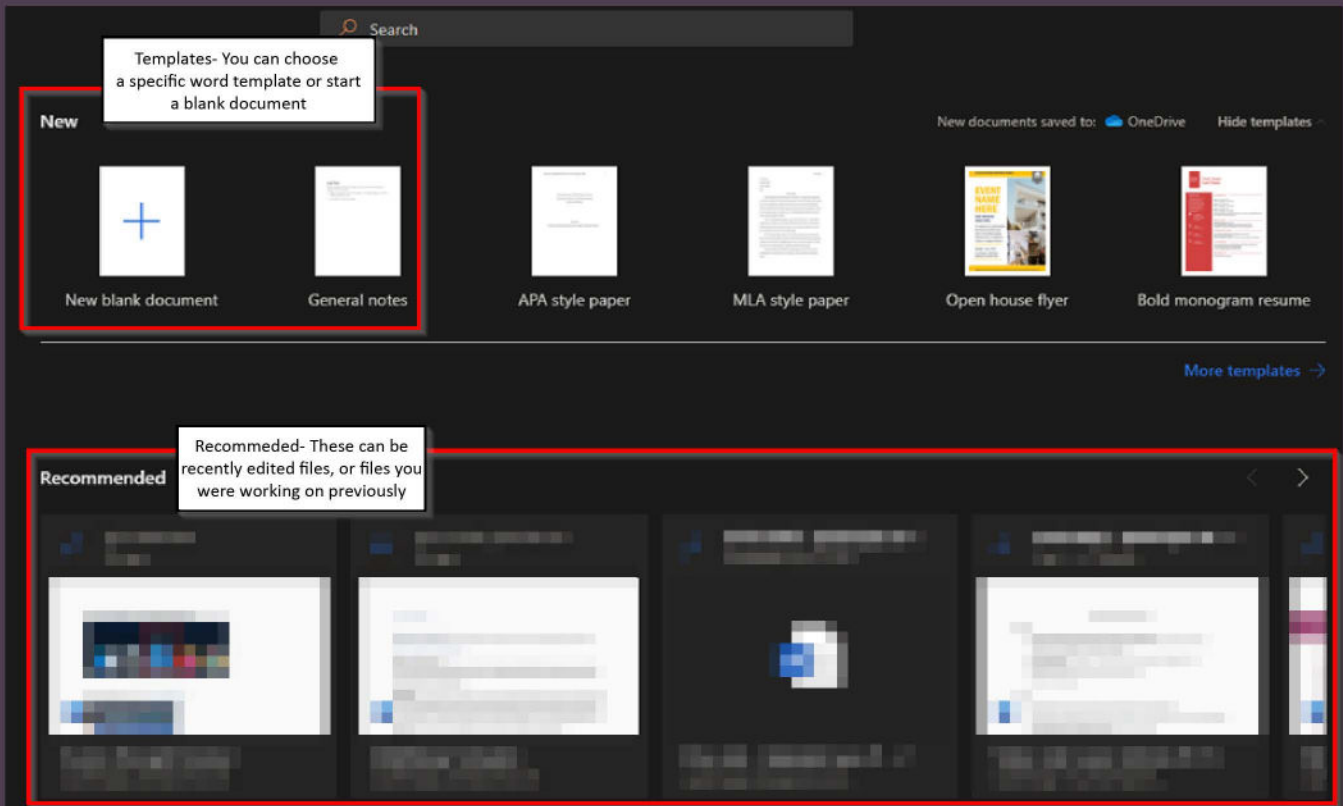
Once logged in you'll be faced with the **365 Dashboard**, here is where you access the cloud applications, such as Word, Excel, and PowerPoint. You can also **access** your emails via Outlook, and your cloud hosted file storage via **OneDrive**



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# 4.

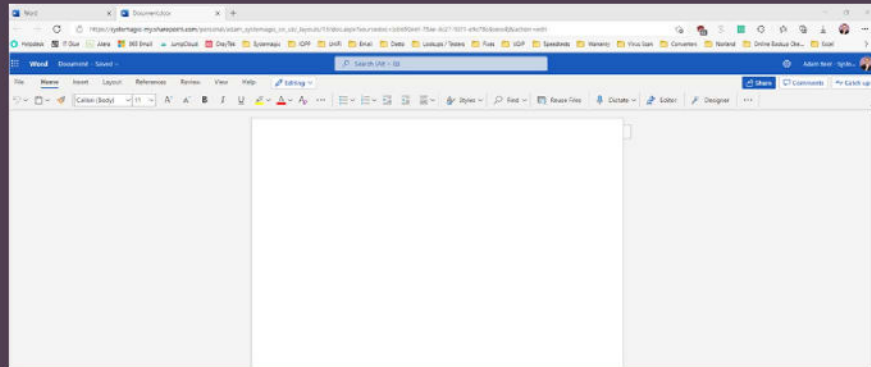
We'll run through a quick example of making a Word document. Click on the **Word Icon** and it will load a new page. In this page you'll see how you can start a new document. For now, click **Blank Document** to start a new document:



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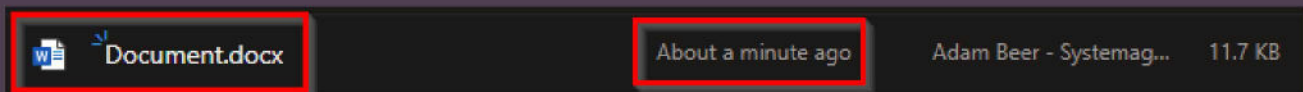
5.

This will open a new tab and will load the **Word application:**



As you edit your document, every change you make is **saved**. You make 1 keystroke and it's saved, add a blank space and that's **also saved**. This is automatic so if you suddenly are disconnected, you won't lose any progress.

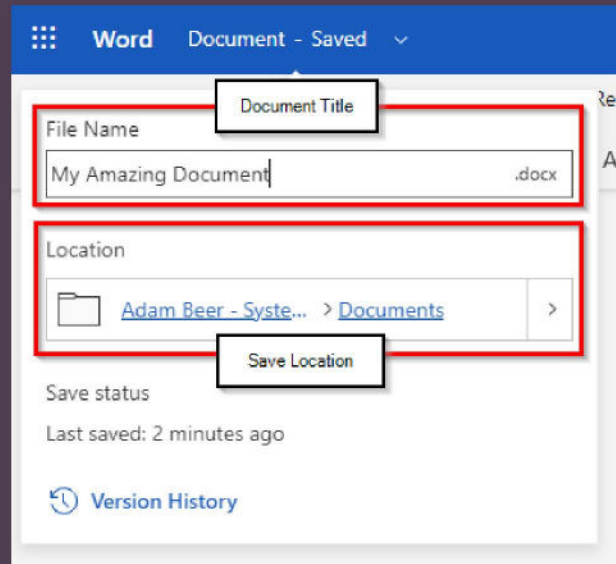
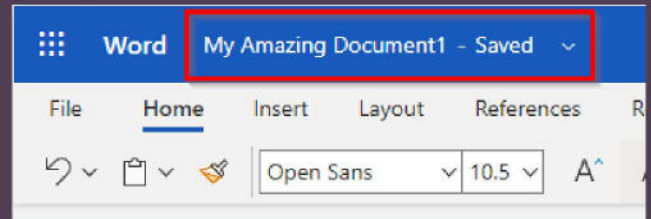
By default your document is saved to your **Onedrive**. OneDrive is your cloud file storage linked to your **365 account**. Your document is saved as a **generic file:**



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# 6.

To change the document name, click the **document title** in the top left, then you can change the name of the document and **where it is saved:**

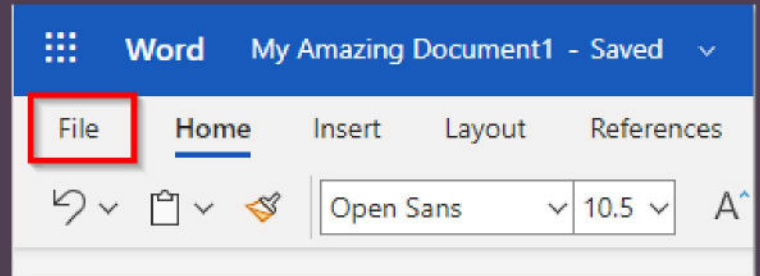


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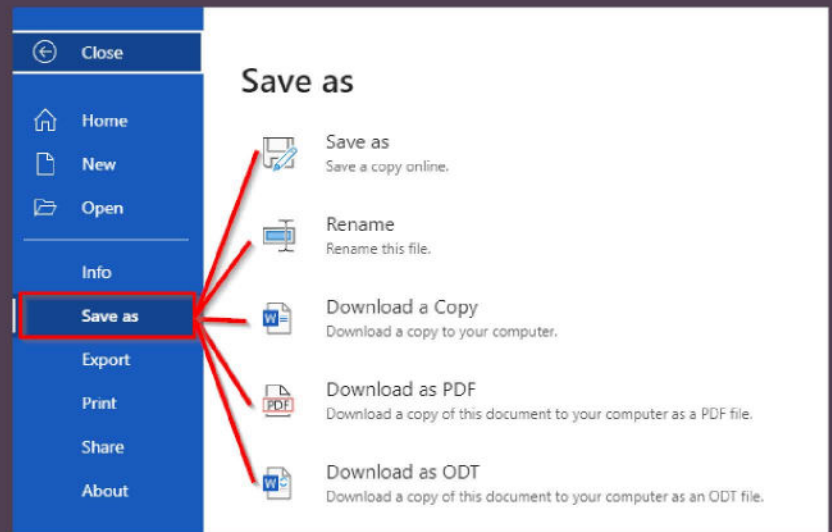


7.

Or you can click **File:**



You can then choose through various **options** to save another copy online, download the copy, or even download it as a **PDF:**

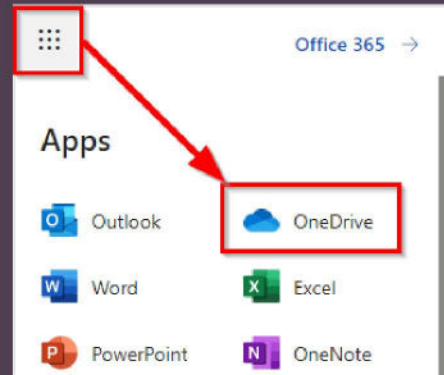


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When using the cloud office suite, you do not need to save in the traditional way of File > Save, or File > Save As.

8.

Now to access your file at a later date, click the **Apps** button in the top left, then open **OneDrive**:



My files

Name	Modified	Modified By	File size	Sharing
[Redacted]	May 26, 2017	Adam Beer - Systemag...	0 Items	Private
Documents	May 31, 2018	Adam Beer - Systemag...	0 Items	Private
[Redacted]	February 1, 2019	Adam Beer - Systemag...	55 Items	Private
Notebooks	March 2, 2018	Adam Beer - Systemag...	1 Item	Private
[Redacted]	January 28	Adam Beer - Systemag...	0 Items	Private
Adam @ Systemagic Ltd	February 11	Adam Beer - Systemag...		iP Shared
[Redacted]	May 6	Adam Beer - Systemag...	176 KB	iP Shared
My Amazing Document1.docx	7 minutes ago	Adam Beer - Systemag...	11.7 KB	Private
[Redacted]	May 21	Adam Beer - Systemag...	14.5 KB	Private

Once **OneDrive** loads, you'll see your file in the **File Directory**



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That's all there is to using **Office Online**

For further help, don't hesitate to get in touch:

**01225426800**

**support@systemagic.co.uk**



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