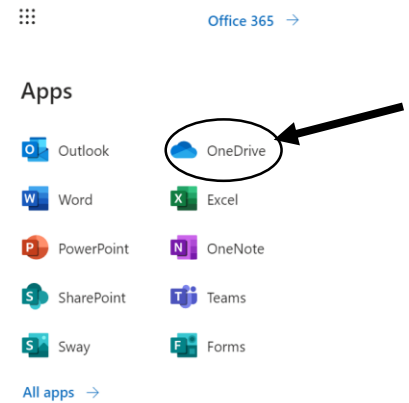


Uploading a document to Microsoft Office 365 and Sharing

1. In order to upload a document / assignment and share it with your teacher, you must first be logged into your Microsoft Office 365 account.

2. Use the waffle-shaped menu in the top left corner. Select OneDrive.

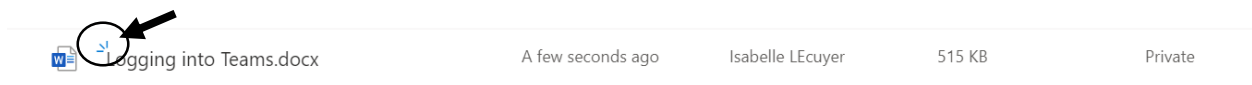


3. Select "Upload" under the search bar of the OneDrive.

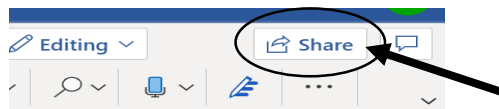


4. Find the document to upload to your OneDrive from your computer.

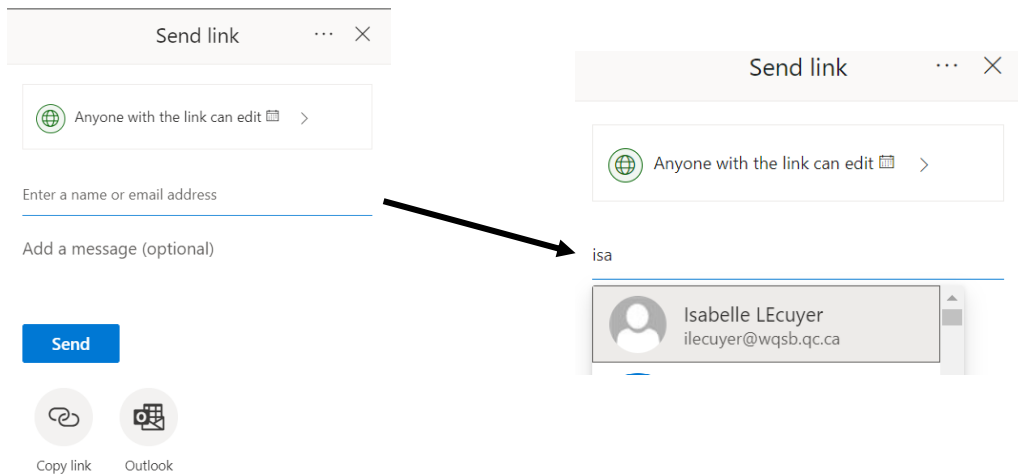
5. Upload the document. It will appear in your recent files with a start.



6. Select the file you uploaded. This will open your file using online Office 365 Word. At the top right corner, select the "Share" button.



7. When you select “Share,” a window will open. Write the first three (3) letters of your teacher’s name. The application will automatically find your teacher’s name and email address.



8. Select your teacher’s name from the prompted list. Select “Share” at the bottom of the box. You will instantly receive confirmation that the assignment was shared.

9. Log out (option under your initials in the top right corner). Then, close the web browser to secure your log out.