



ISTE 2019

# Get your collab on with Office web apps!

## Teacher takeaways

For more support and training videos, visit <https://support.office.com/education>.



Get your collab on with Office web apps!

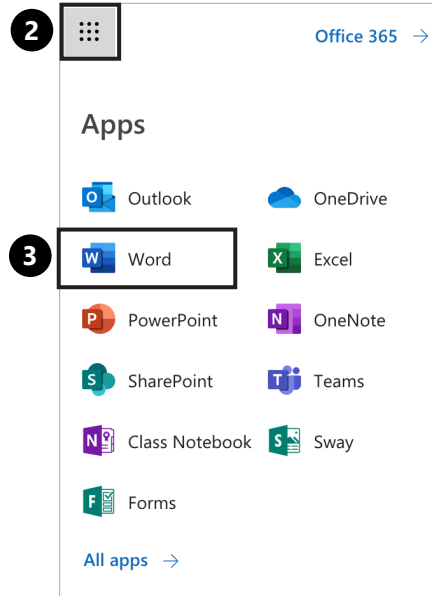
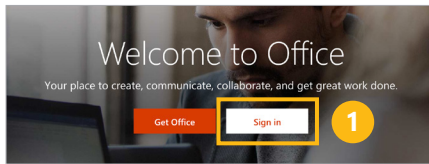


### Takeaways

These cards give you a quick visual reference of different features within the app. Use these when you're back in the classroom and want to refresh your memory.

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## Create a shared document

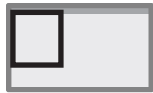


1. Navigate to Office.com and sign in with your O365 account.

2. Click on the **waffle** ☐☐☐.

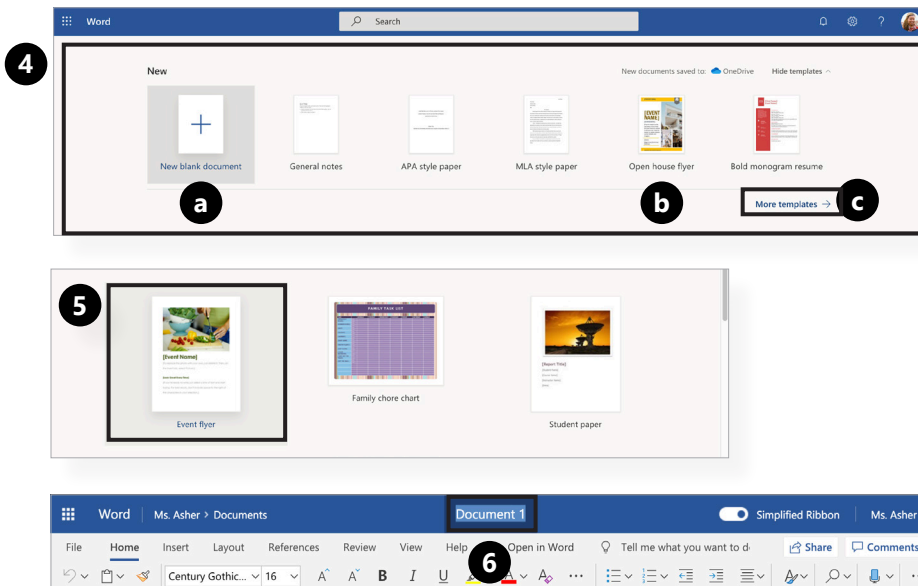
3. Click **Word**.  
*Note: Click **All apps** → if you don't see Word.*

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Screen key

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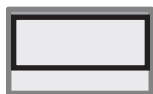


4. Select:  
**a. New blank document** to start from scratch.  
**b. A template** from the ribbon.  
**c. Or More templates** to see more options.

5. Select the template you want to use.

6. Enter a file name into the title box.

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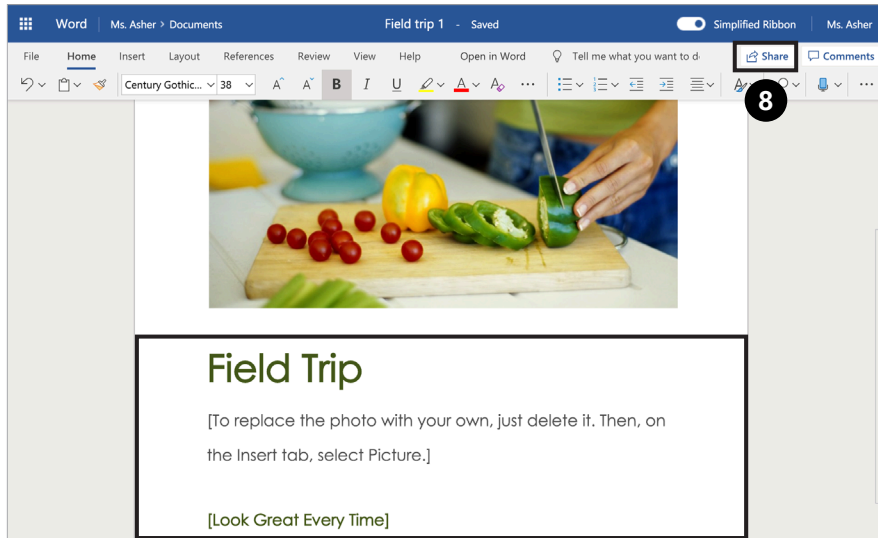


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## Takeaway 1: Create a shared document

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7. Edit your template or new document however you please.

8. Click **Share**.

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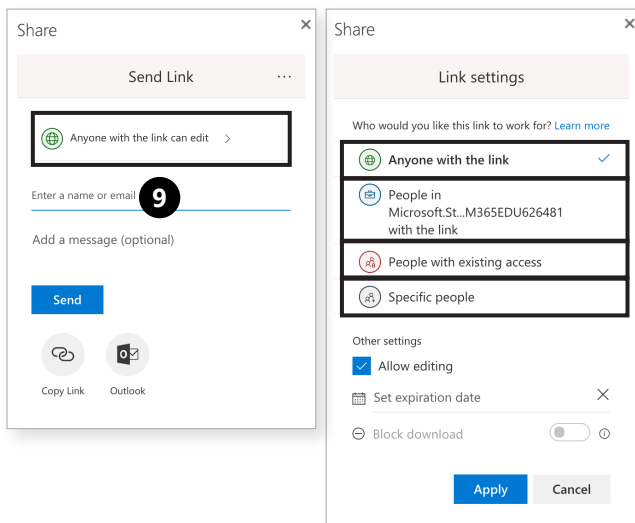


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3

## Takeaway 1: Create a shared document

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9. Click **Anyone with the link can edit**.

10. To select sharing permissions, click the specification you'd like.

**Key:**  
**a. Anyone with the link:** No Office 365 account is required.

**b. People in [email address] with the link:**

Anyone with a school or district email address that has the link.

**c. People with existing access:**

People with whom you've already shared the link.

**d. Specific people:** People you designate individually.

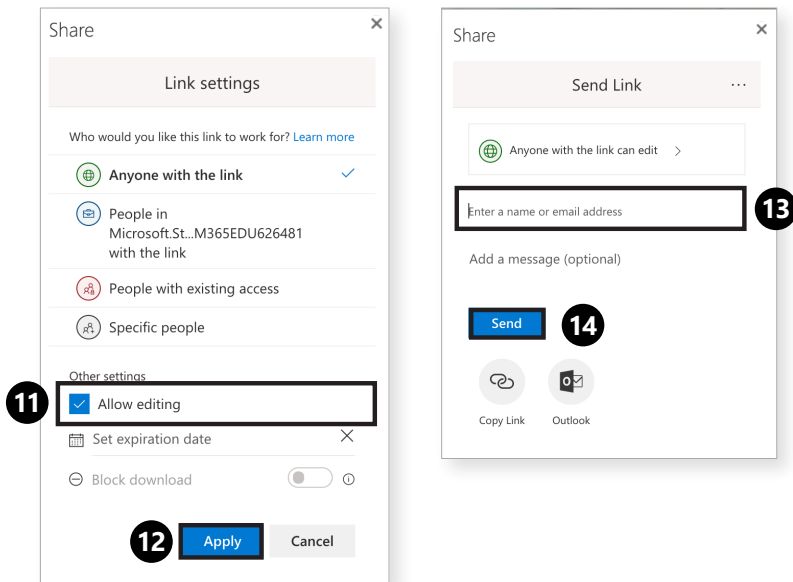


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4

## Takeaway 1: Create a shared document

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**11.** Unclick **Allow editing** to make the document view-only. Keep selected to give editing privileges.

**12.** Click **Apply**.

**13.** Enter the name or email address of the person with whom you want to share the document.

**14.** Click **Send**.

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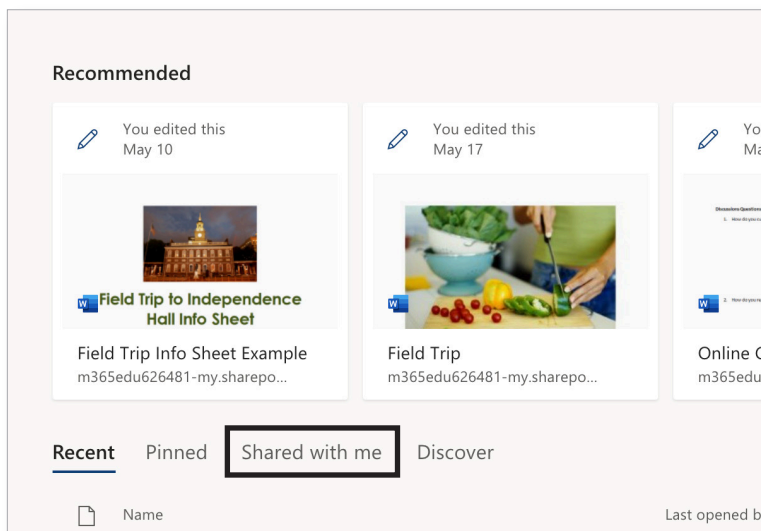
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## Takeaway 1: Create a shared document

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**15.** Your colleague will get an email in Outlook letting them know you shared the document. They will be able to see the shared document in their **Shared with me** tab at Office.com.

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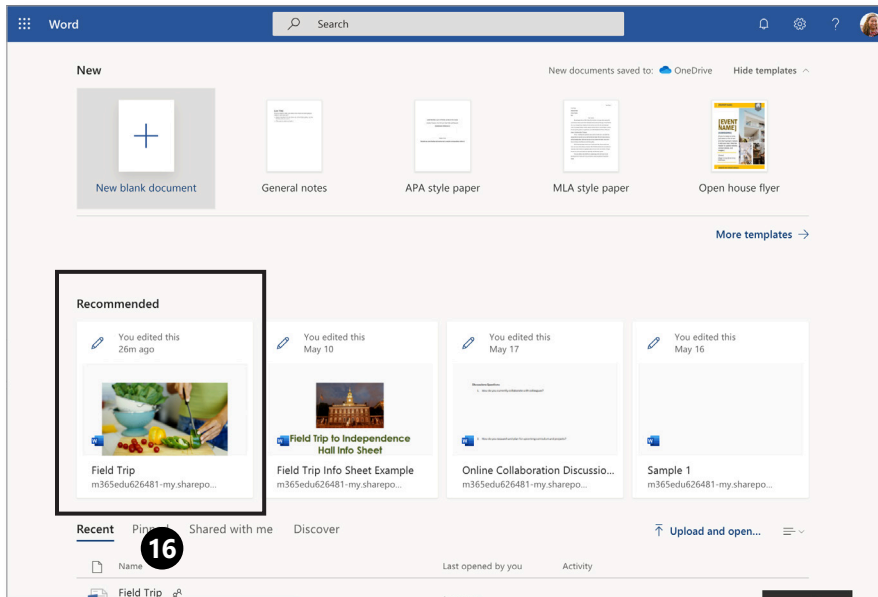


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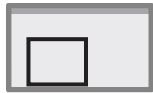
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## Takeaway 1: Create a shared document

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**16.** Close out of the document when finished. All edits are automatically saved.



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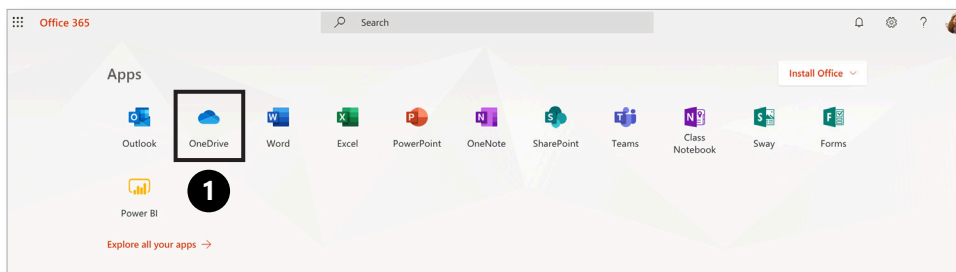
7

## Takeaway 2: Using OneDrive

1/5 >

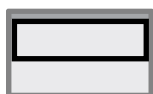
### Using OneDrive

OneDrive is your personal storage space.  
It saves your Office 365 files and helps keep you organized.  
**Here's how you get started:**



**1.** Select the OneDrive app.

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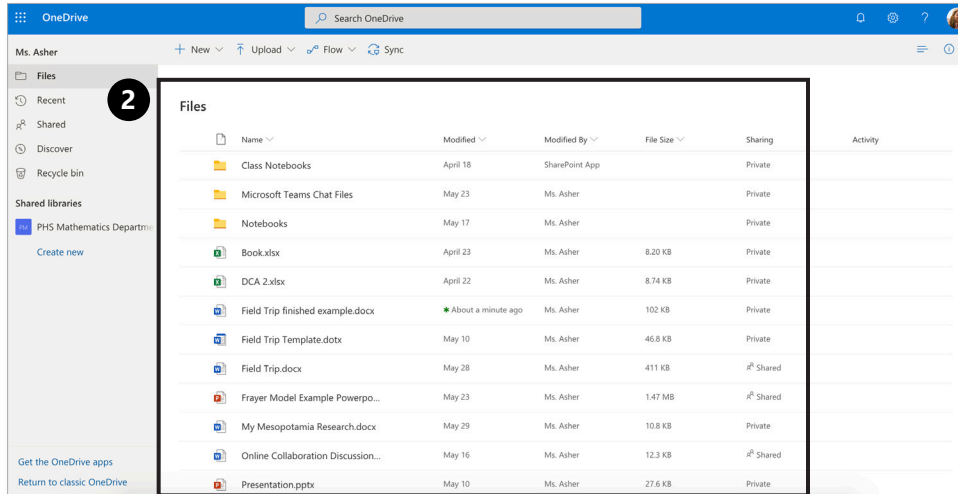


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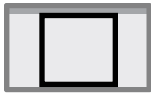
## Takeaway 2: Using OneDrive

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**2.** Your OneDrive home screen shows files and folders.

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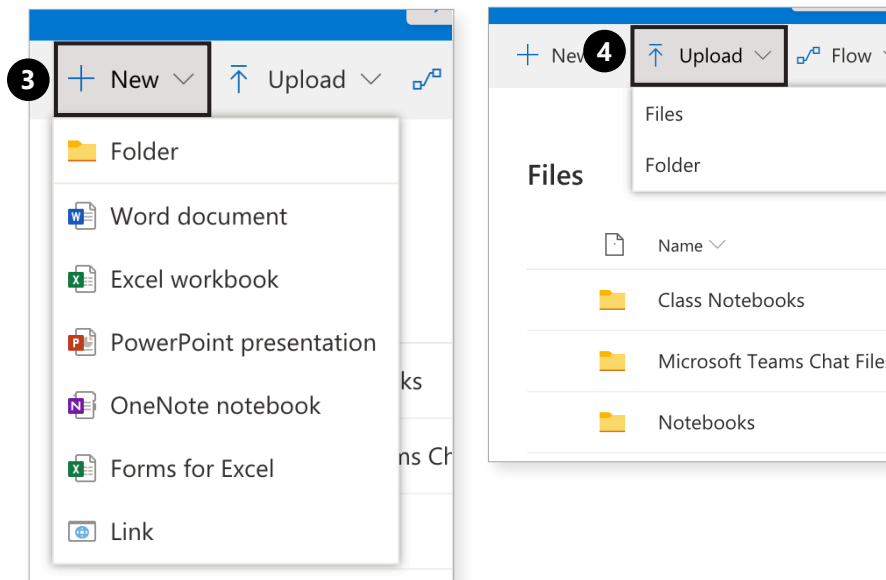


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## Takeaway 2: Using OneDrive

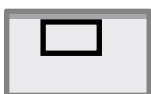
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**3.** To create files and folders, select **+ New**.

**4.** Select **Upload** to add existing files or folders.

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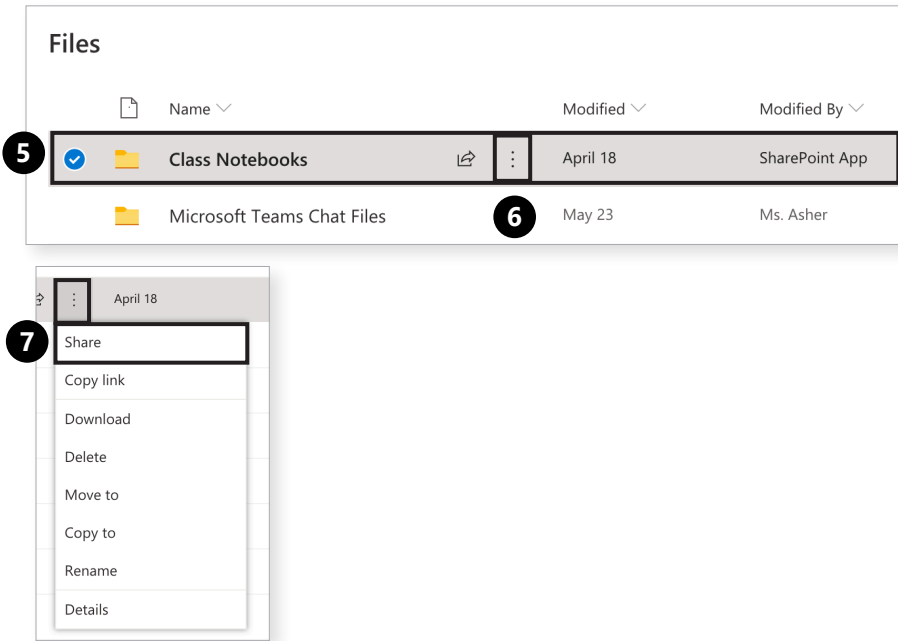


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## Takeaway 2: Using OneDrive

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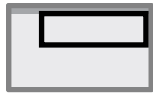


5. To manage your files, highlight the line with the file or folder by clicking anywhere on that line.

6. Click on the **⋮** ellipsis for more options.

7. Click **Share**.

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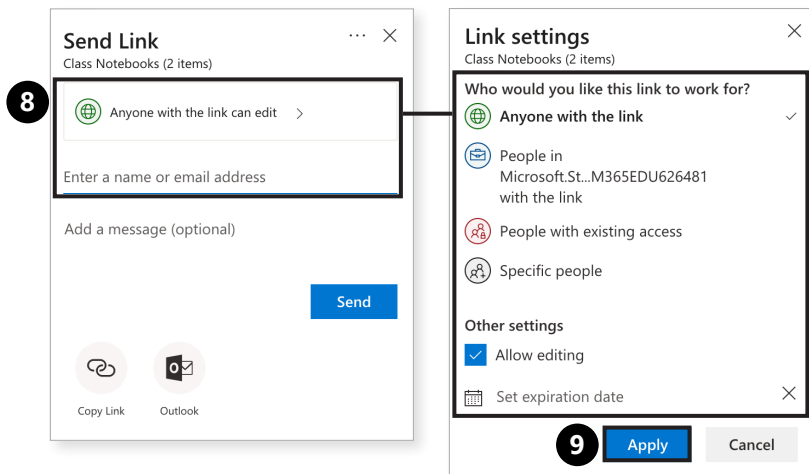


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## Takeaway 2: Using OneDrive

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8. Enter the email address to share with and choose your link settings.

9. Click **Apply**.

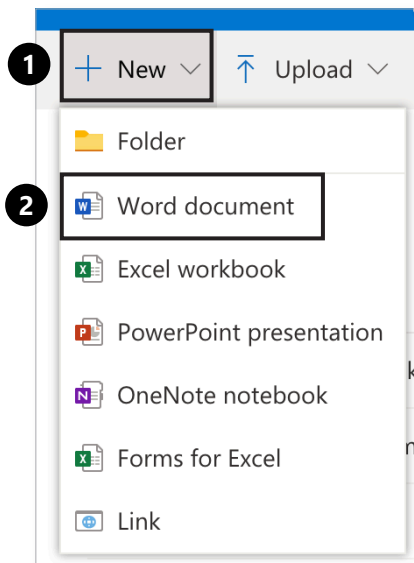
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## Create a file

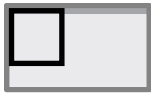


1. Select **+ New**.

2. Choose the file type you'd like to create, e.g. Word document.

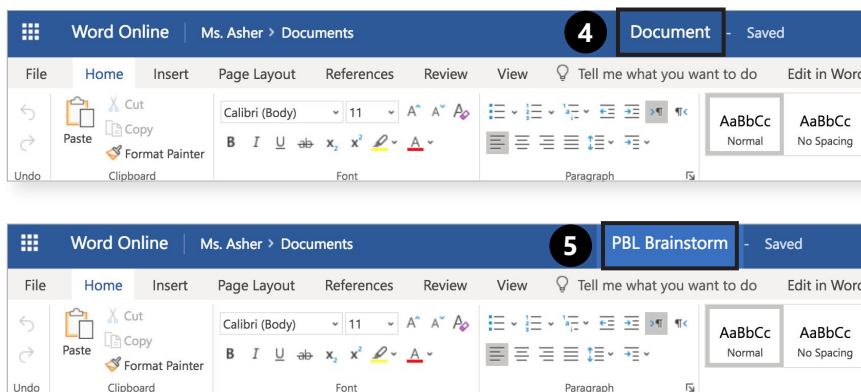
3. The file will launch in your browser.

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4. Click on **Document**.

5. Enter a new name for your file.

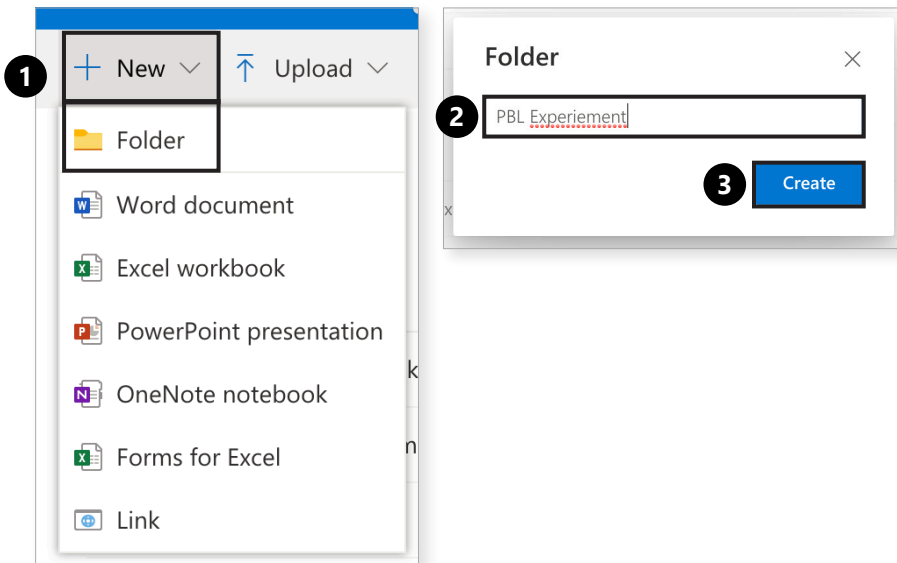


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## Create a folder

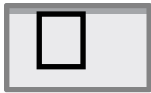


1. Select **+ New**, then **Folder** from the dropdown menu.

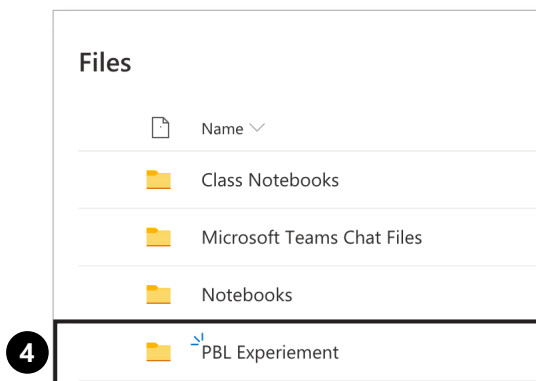
2. Enter a name.

3. Click **Create**.

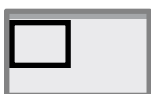
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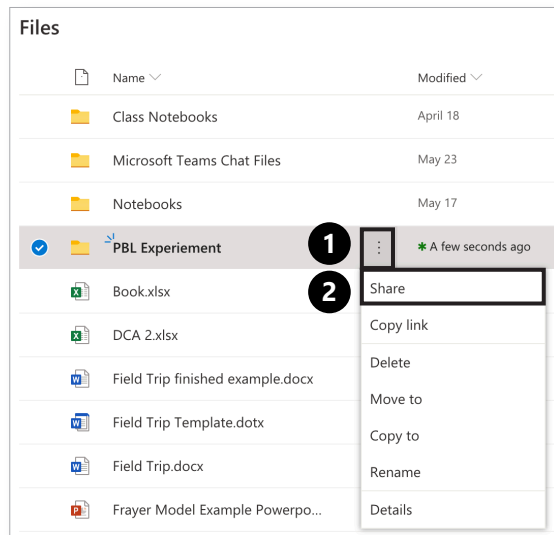


4. Your folder is in the stream!



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## Share folders and files

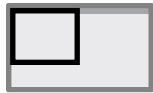


1. Select the **:** ellipsis next to your folder or file.

2. Click **Share**.

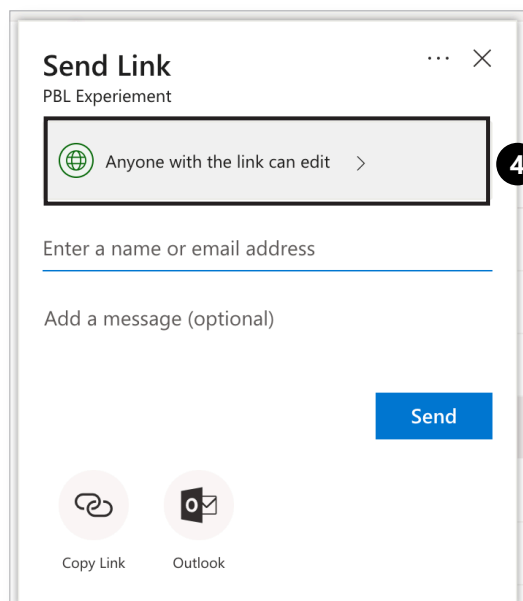
3. When you share a folder, the person you shared it with can see everything in that folder.

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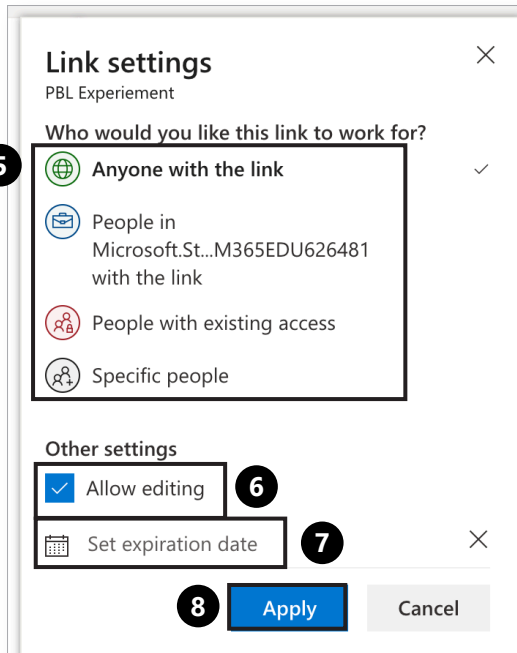
4. To change permissions select **Anyone with this link can edit**.

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5. Choose the level of access you'd like to allow.

6. Uncheck **Allow editing** if you want to make it.

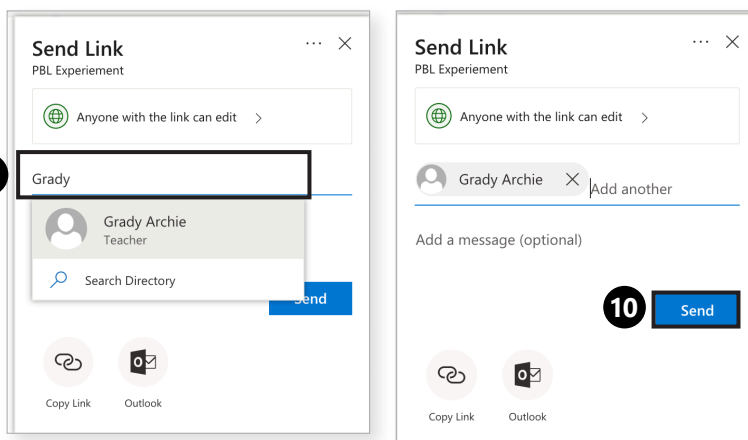
7. If desired, set an expiration for the person's access to the file.

8. Click **Apply**.

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9. Enter a name or email address.

10. Click **Send**.

11. Voila! The person will receive notification via email of the newly shared file.



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Your notes:



Your notes: