



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!

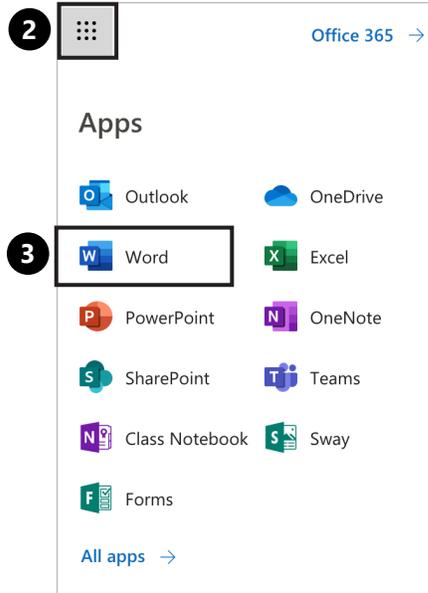


## Takeaways

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

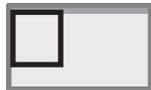


1. Navigate to Office.com and sign in with your O365 account.

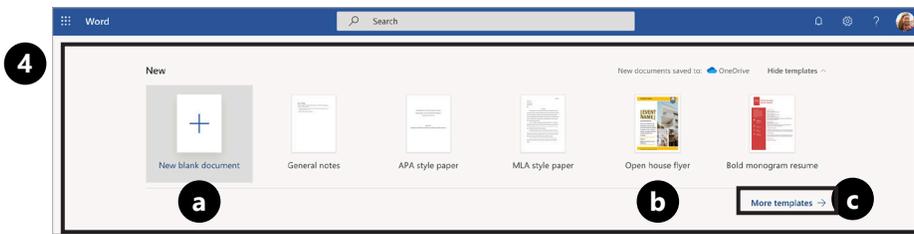
2. Click on the **waffle** ☰.

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

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

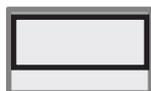


5. Select the template you want to use.



6. Enter a file name into the title box.

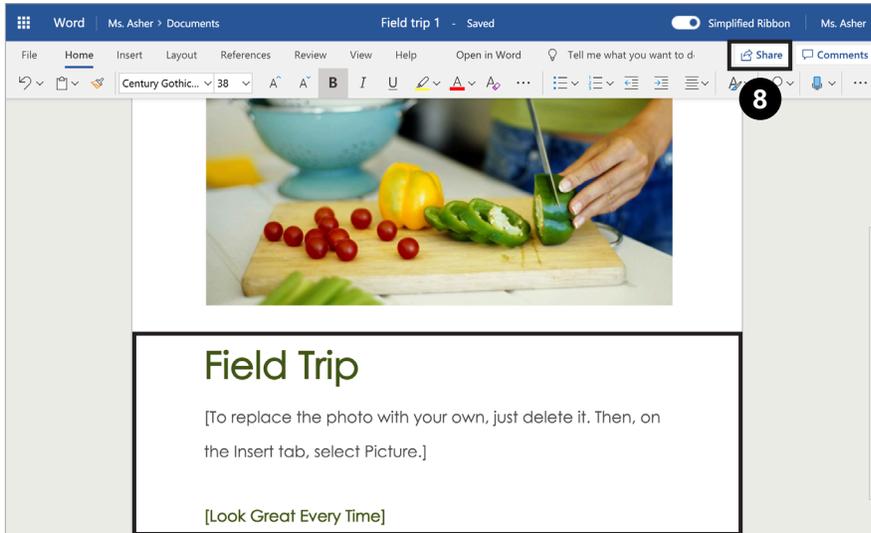
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## Takeaway 1: Create a shared document

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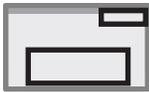


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7. Edit your template or new document however you please.

8. Click **Share**.

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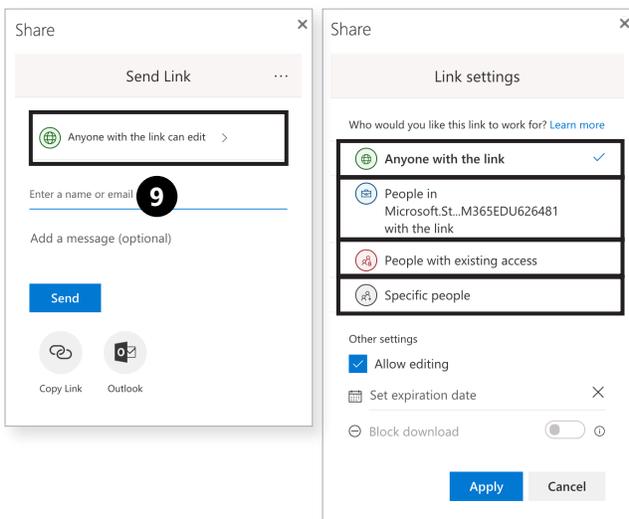


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## Takeaway 1: Create a shared document

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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.

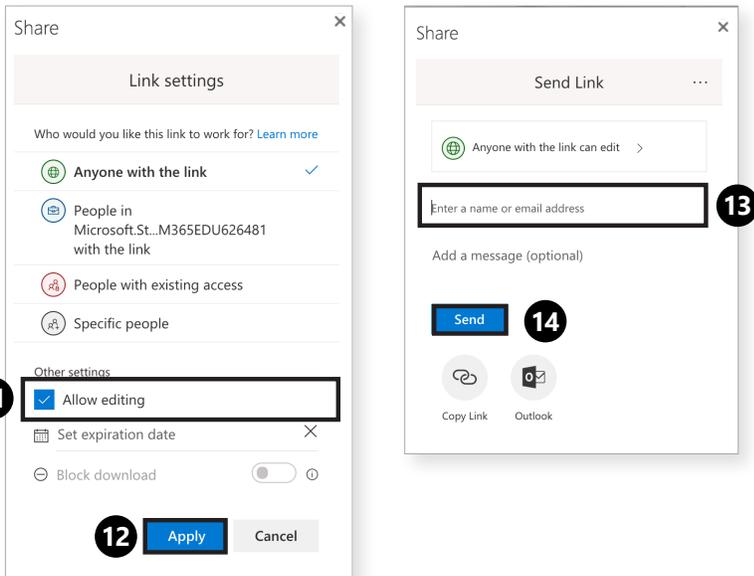


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## Takeaway 1: Create a shared document

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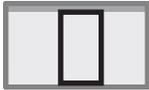


**11.** Unclick **Allow editing** to make the document view-only. Keep selected to give editing privileges.

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

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

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



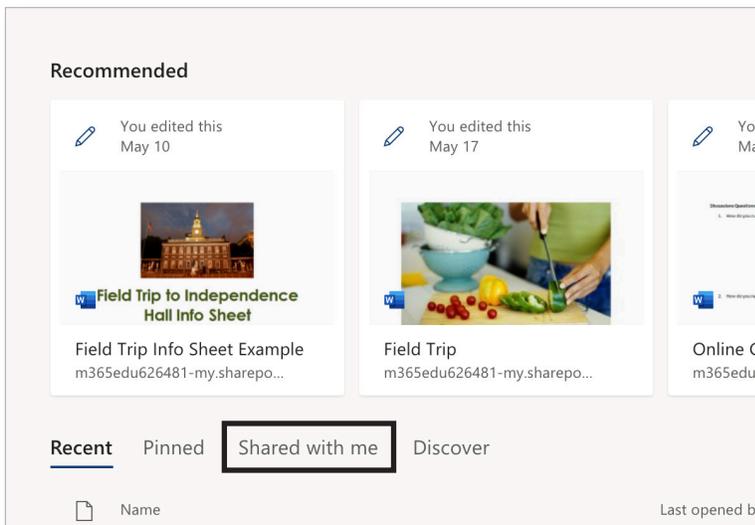
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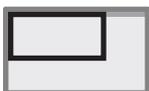
## Takeaway 1: Create a shared document

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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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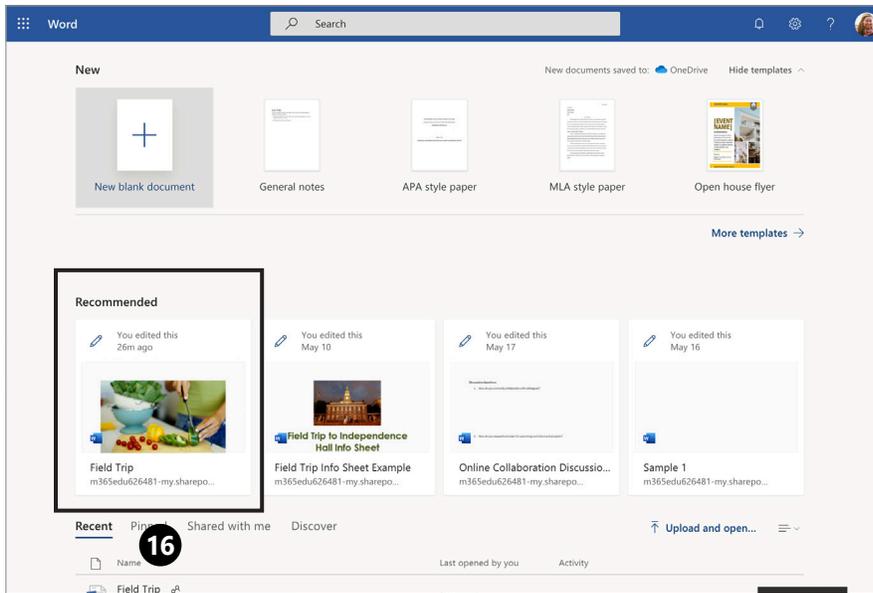


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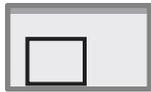
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## Takeaway 1: Create a shared document

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



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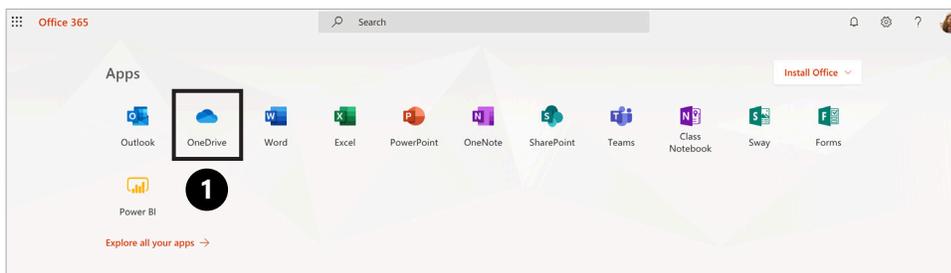
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## Takeaway 2: Using OneDrive

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### 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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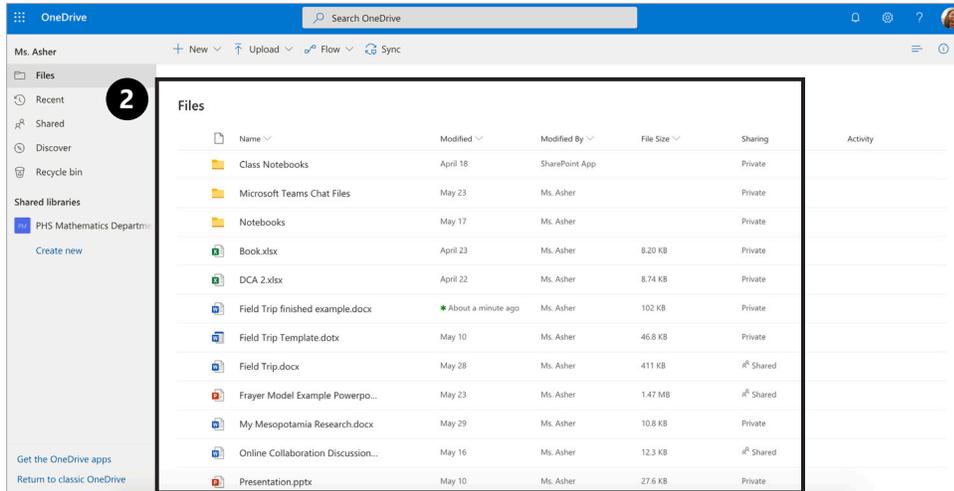


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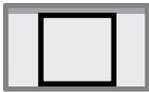
## Takeaway 2: Using OneDrive

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2. Your OneDrive home screen shows files and folders.

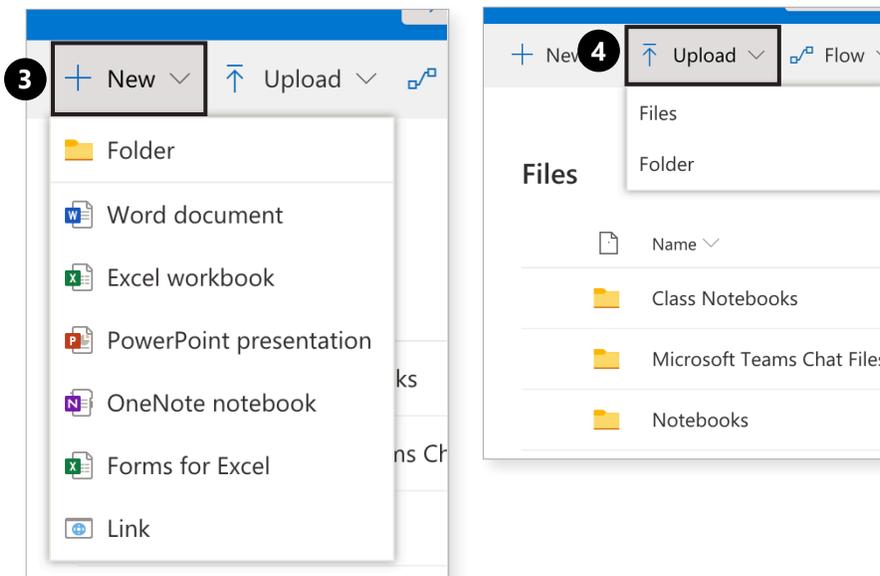
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## Takeaway 2: Using OneDrive

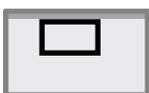
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3. To create files and folders, select **+ New**.

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

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## Takeaway 2: Using OneDrive

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The screenshot shows the OneDrive 'Files' interface. At the top, there are columns for 'Name', 'Modified', and 'Modified By'. Below this is a table of files and folders:

Name	Modified	Modified By
Class Notebooks	April 18	SharePoint App
Microsoft Teams Chat Files	May 23	Ms. Asher

Step 5: A blue checkmark icon is next to the 'Class Notebooks' folder.

Step 6: A vertical ellipsis menu icon is next to the 'Class Notebooks' folder.

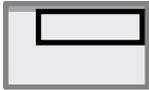
Step 7: A context menu is open over the 'Class Notebooks' folder, with 'Share' highlighted.

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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## Takeaway 2: Using OneDrive

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The screenshot shows two dialog boxes side-by-side. The left dialog is 'Send Link' and the right is 'Link settings'.

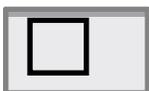
Step 8: In the 'Send Link' dialog, the 'Anyone with the link can edit' option is selected and highlighted with a box.

Step 9: In the 'Link settings' dialog, the 'Apply' button is highlighted with a box.

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

9. Click **Apply**.

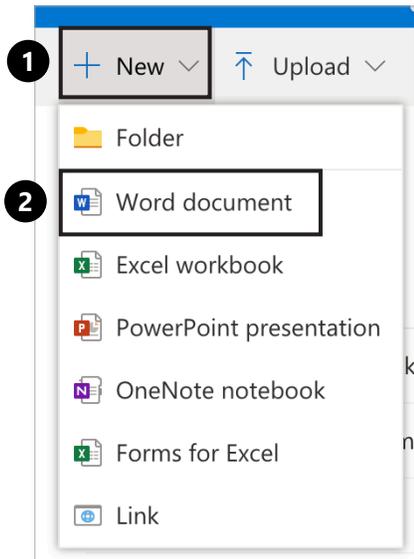
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## Create a file

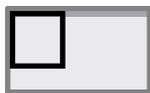


1. Select + **New**.

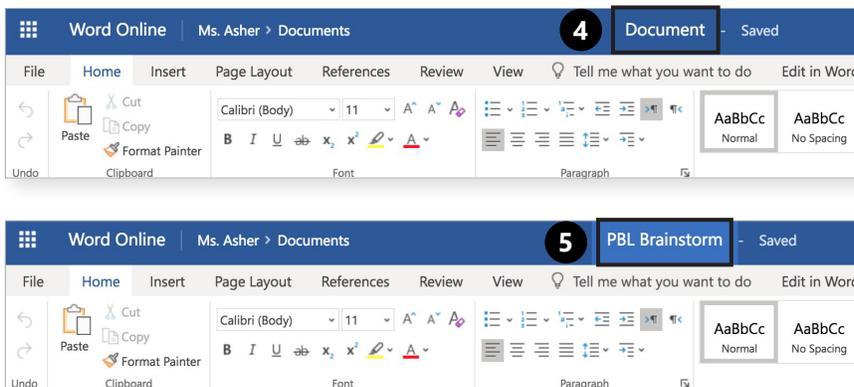
2. Choose the file type you'd like to create, e.g. Word document.

3. The file will launch in your browser.

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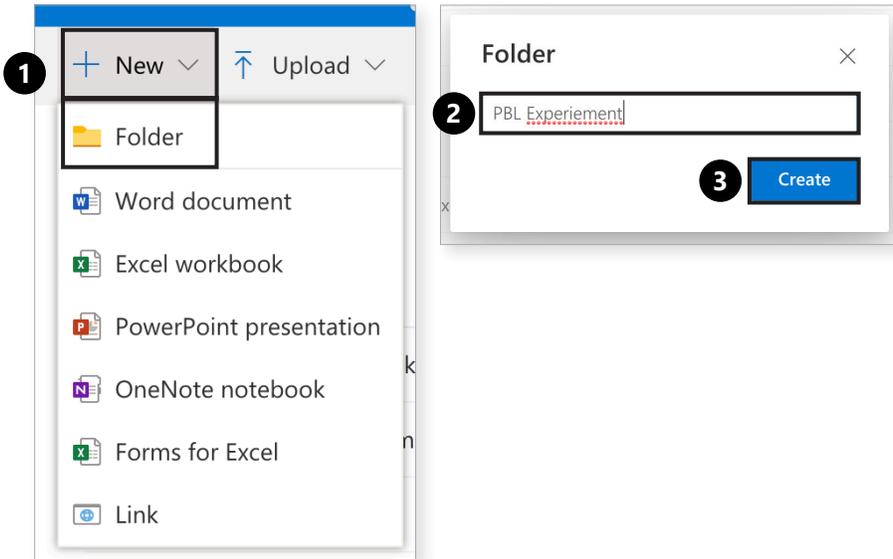
4. Click on **Document**.

5. Enter a new name for your file.



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## Create a folder



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

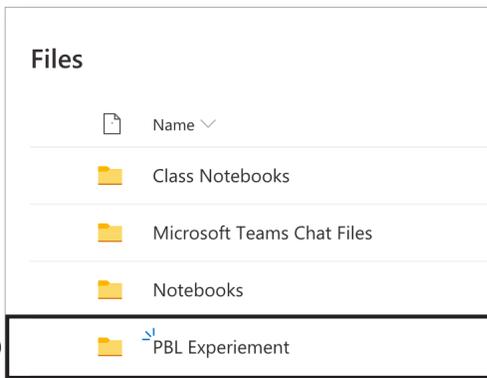
2. Enter a name.

3. Click **Create**.

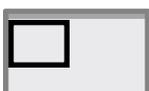
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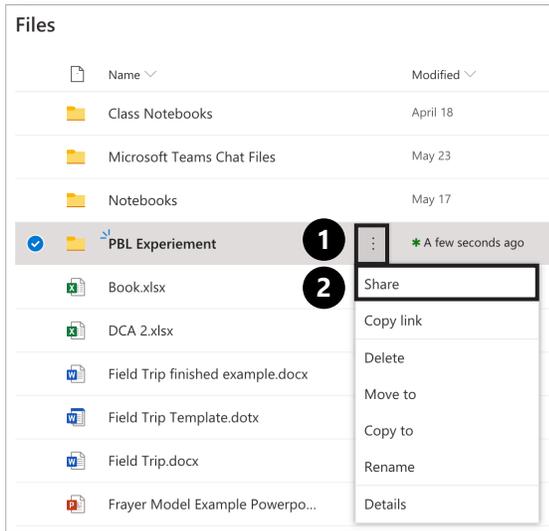


4. Your folder is in the stream!



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## Share folders and files

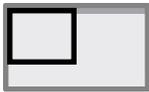


1. Select the **:** ellipsis next to your folder or file.

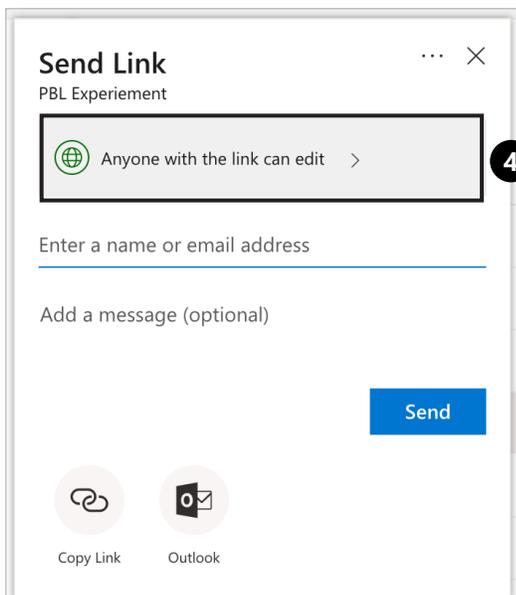
2. Click **Share**.

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

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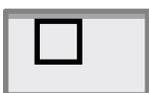


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4. To change permissions select **Anyone with this link can edit**.

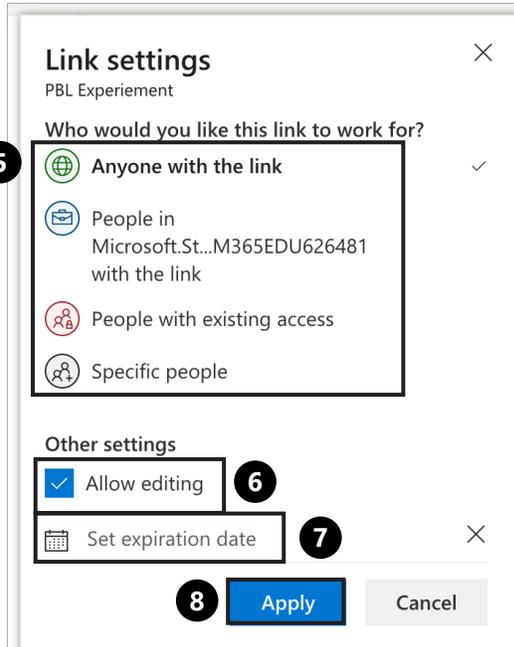
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## Takeaway 5: Share folders and files

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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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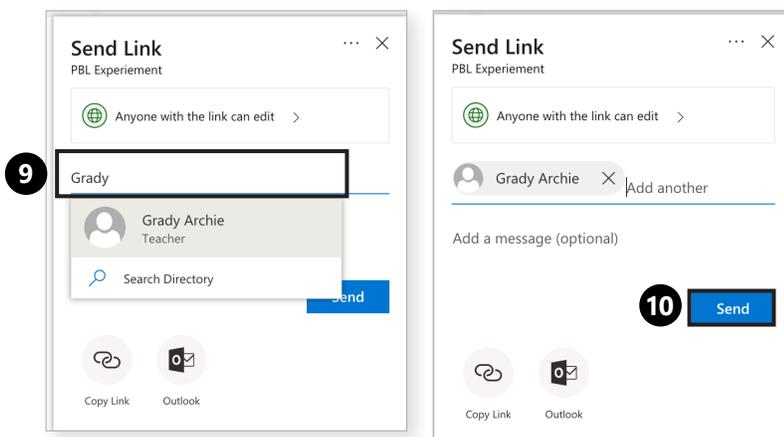


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## Takeaway 5: Share folders and files

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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.



Screen key

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Your notes:



Your notes: