

## FAQ – HOW DO I USE THE MICROSOFT 365 ONLINE APPS?

### Purpose

- This guide goes over how to upload a file, save a file, and print a file using the MS 365 online portal applications

### Requirements

- An active Wilkes account
- A device with internet connectivity

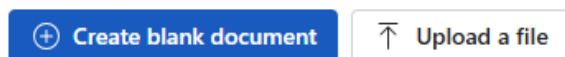
### Notes

- MS 365 Online Portal URL: <https://portal.office.com>
- Any documents uploaded to the MS 365 Portal by default will save to OneDrive, not the local computer

### Process

#### How to upload files to the MS 365 Online Portal application

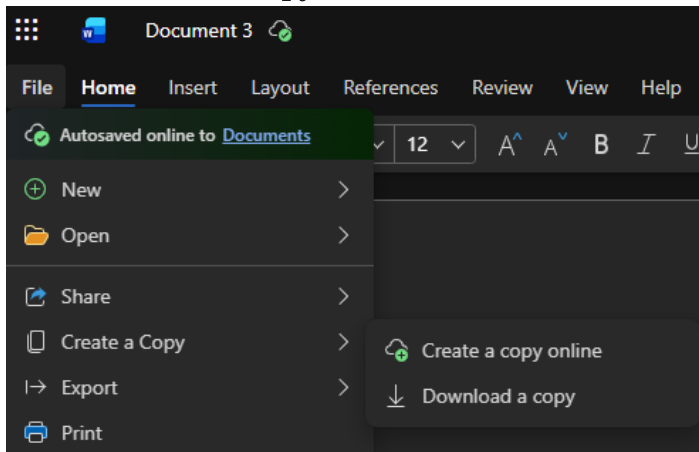
1. Sign in at <https://portal.office.com> and select **Apps**
2. Open the desired application. Once on the home page, click the **Upload a file** button, select the file that needs to be opened, and click **Open**



#### How to save files to the local computer using the MS 365 Online Portal

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1. In the document that needs to be saved, click **File** at the top left, click **Create a Copy**, and then **Download a Copy**



2. Once done, this will save a copy of the document to the Downloads folder on the computer

### How to print a file from the MS 365 Online Portal

1. In the document that needs to be printed, click **File** at the top left and click **Print**. Select the printer and desired print settings, then click **Print**.
  - a. Note: if you use Firefox, the file will be converted to a PDF, and you will need to select Open PDF and then click the Printer icon (or Ctrl + P) and select Print

