

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

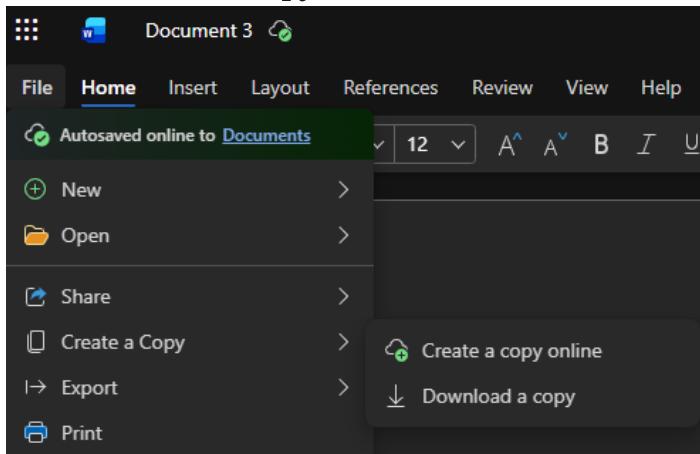
 + Create blank document

 ⚡ Upload a file

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

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

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

