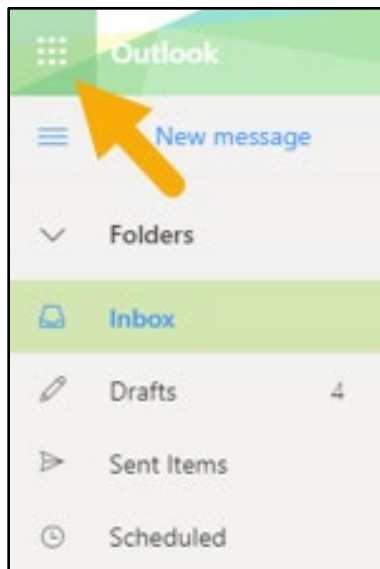


# Accessing and Creating Microsoft Documents in Office365

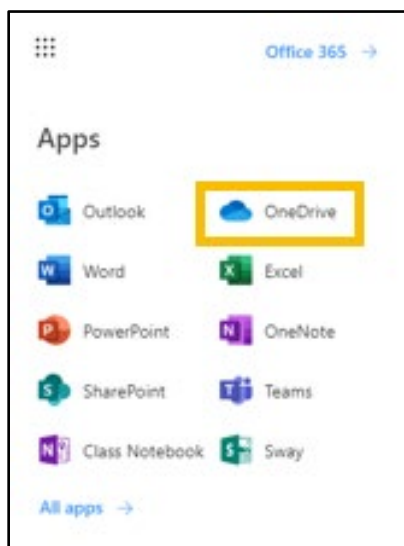
This tutorial will cover how to access and create Microsoft Documents with Office365. If you need assistance with a particular program, please contact the [Office of Digital Education](#) or [UITS](#).

## Using the Online Applications

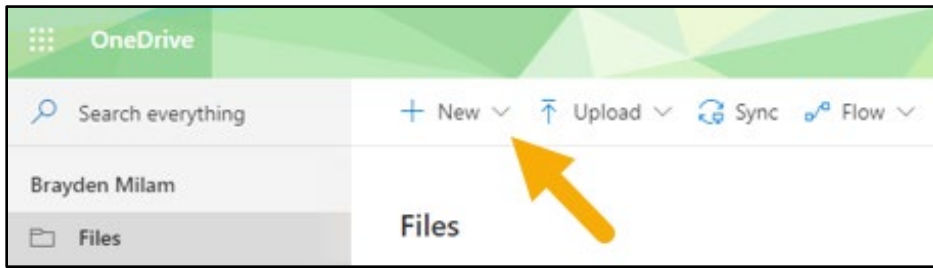
1. Log into your [email](#) with your KSU email address and password.
2. In the top left corner, click on the waffle icon.



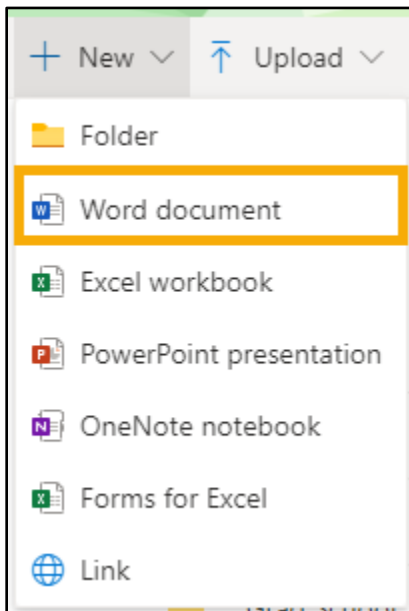
3. Click on **OneDrive**.



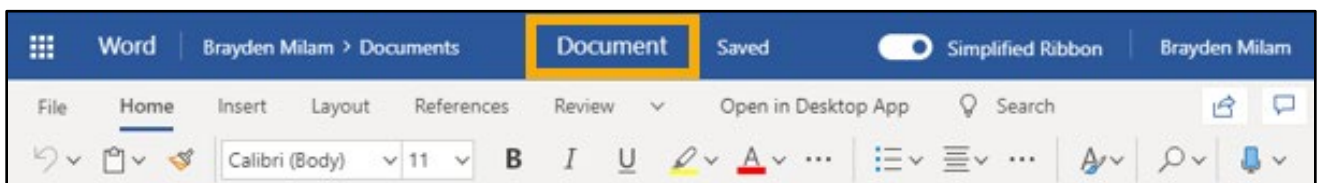
4. Once you are in OneDrive, click **New** to access the different creation options.



5. Select the type of document (or the folder option) you want to create. The process is the same for all document types, so for the purpose of this tutorial we will be creating a Word document.



6. Click the word **Document** to change the name of the file.

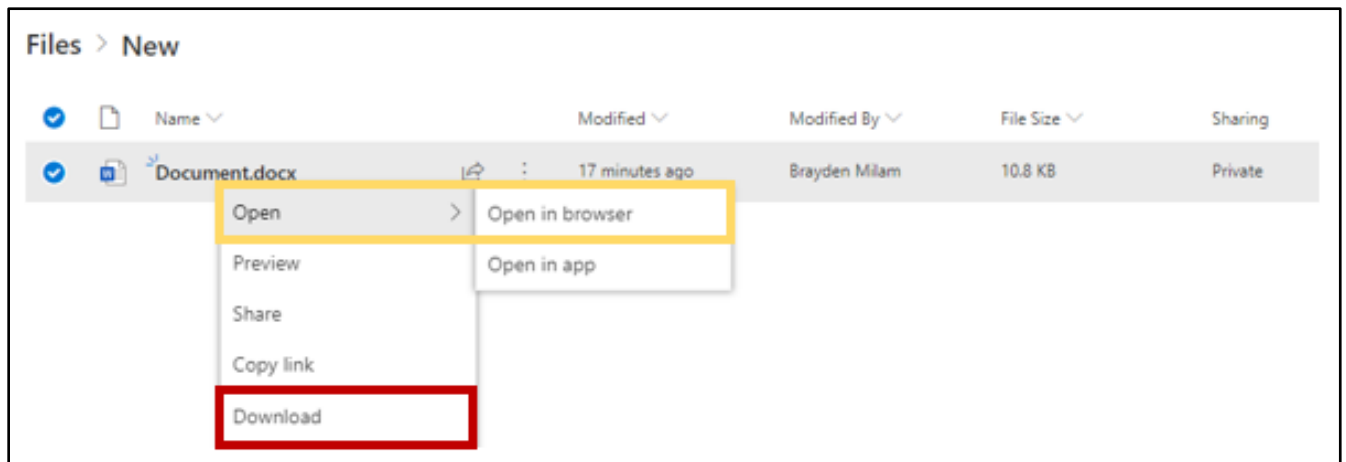


## Using the Desktop Application with Office365 Online

Most of the standard features in the Word desktop application are available in the Online version as well, but some are not. If you need to access specific features but do not have the desktop application downloaded, follow the [UITS instructions](#).

1. Once you have the desktop application downloaded, open your OneDrive browser and right click on the document you want to open. Click the arrow next to **Open** and then choose **Open in App**.

\*Do not click *Download* if you want your changes to be saved to OneDrive. By downloading the document, you will save all changes to your computer and not the cloud.



Created by Brayden Milam, September 2019

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