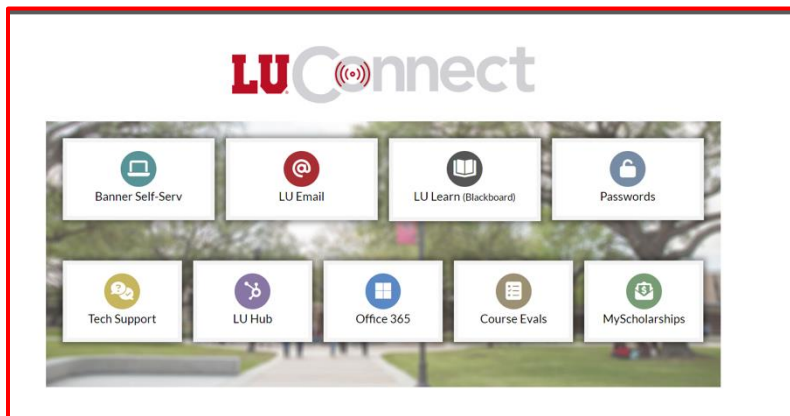




Accessing Office 365

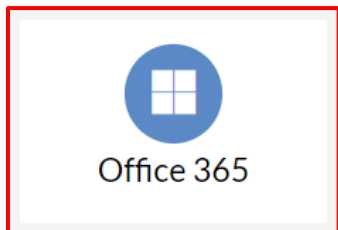
1. Go to LU Connect

Navigate to LU Connect by clicking [here](#).

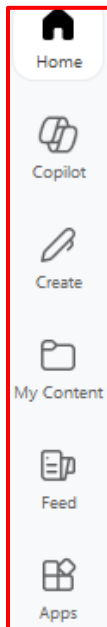


2. Open Office 365

From the homepage, click on the “**Office 365**” square. Login with your LEA, this will take you to your Office 365 home page.



3. Navigating the Office 365 Home Page



On the left side of the main page, you will find various tools and options:

- i. **Home:** Homepage with recent documents and projects
- ii. **Copilot:** Microsoft’s built-in AI tool
- iii. **Create:** Select the type or format for your new document.
- iv. **My Content:** Full library of documents, forms, projects, and files
- v. **Feed:** Stay updated with Microsoft or personal interest-related news.
- vi. **Apps:** View the entire catalog of available apps.

Using Microsoft Word

For this guide, we will use **Microsoft Word**.

Steps to Open Microsoft Word:

1. Click on the “Apps” Tab

On the left-hand side of the screen, click the “**Apps**” tab.

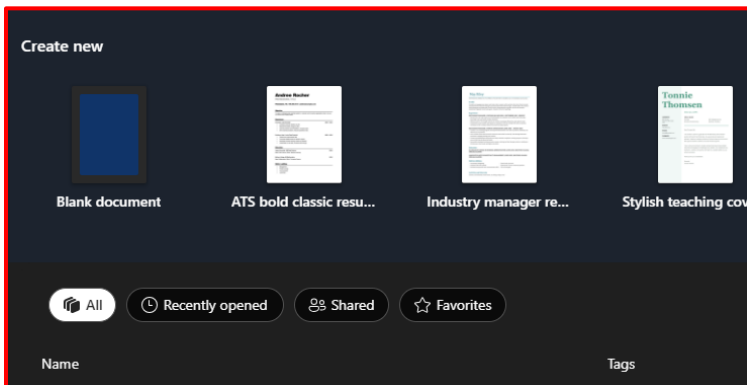
2. Select Microsoft Word

Once the app list loads, click the “**Word**” option.

3. Create a New Document

Select “**Blank Document**” to start from scratch.

- a. If you would like to use a pre-formatted template, click “**See more templates**” on the right-hand side of the screen.



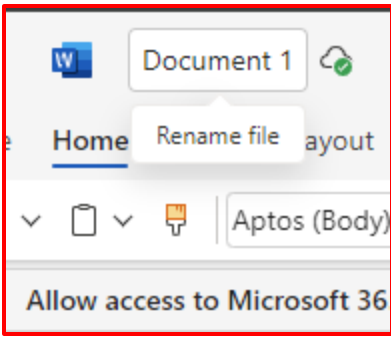
4. Start Documenting

Once the blank document opens, you can begin typing. **Word for the web will automatically save your work to OneDrive as you type.**

Managing and Saving Documents

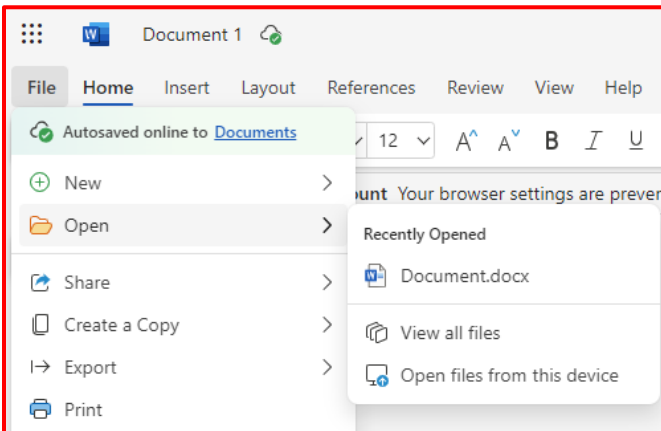
- **Renaming the Document:**

To rename your document, click the “**Document**” title at the top of the page and enter a new name.



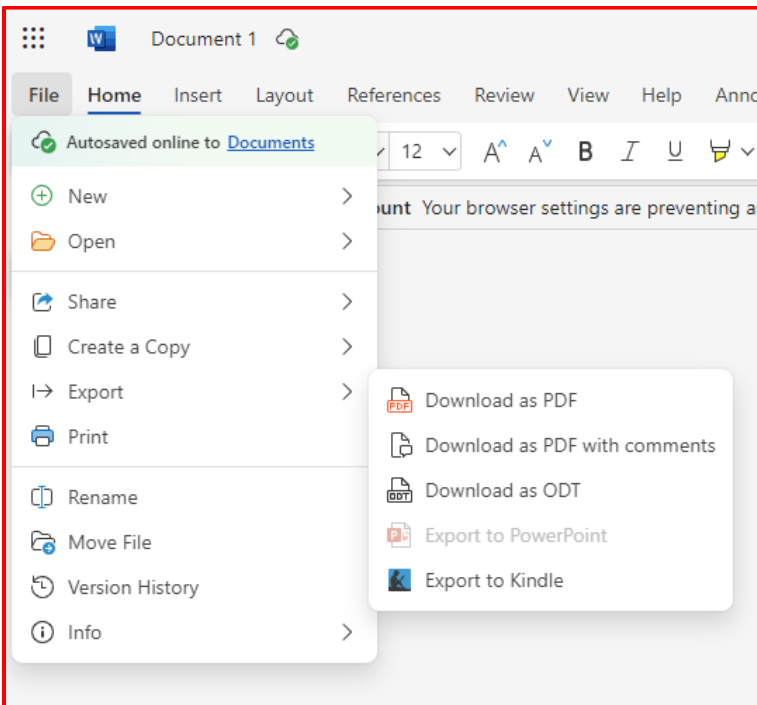
- **Opening an Existing Document:**

To open a document, click **File > Open**, then browse for files saved in OneDrive.



- **Downloading a Word Document**

To download your document as a pdf, click **File > Export > Download as PDF**.

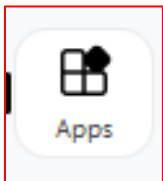


- **Printing:**

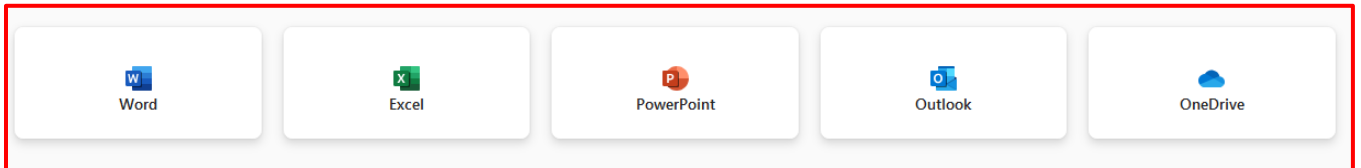
To print the document, click **File > Print** and select your printer.

Accessing OneDrive

- OneDrive can be accessed from the Microsoft 365 homepage. Start by clicking the “**Apps**” tab on the left side of the screen.



- At the top of the page, select OneDrive.



- Once in OneDrive, on the left side of the screen, you can find different tabs to access your files and files that have been shared to you.

