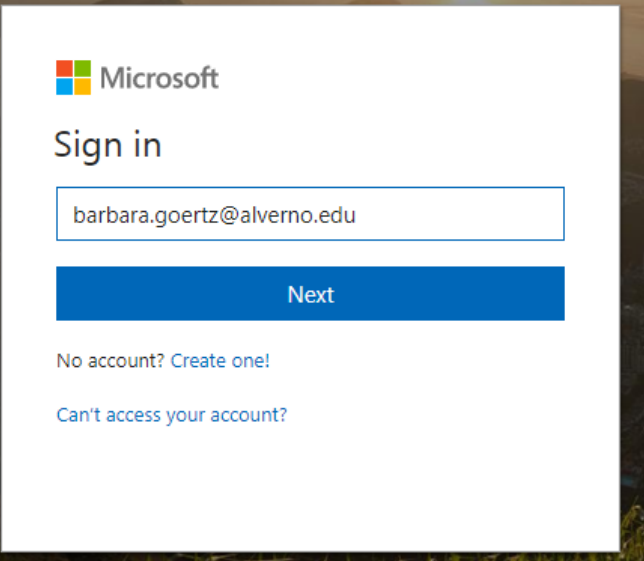
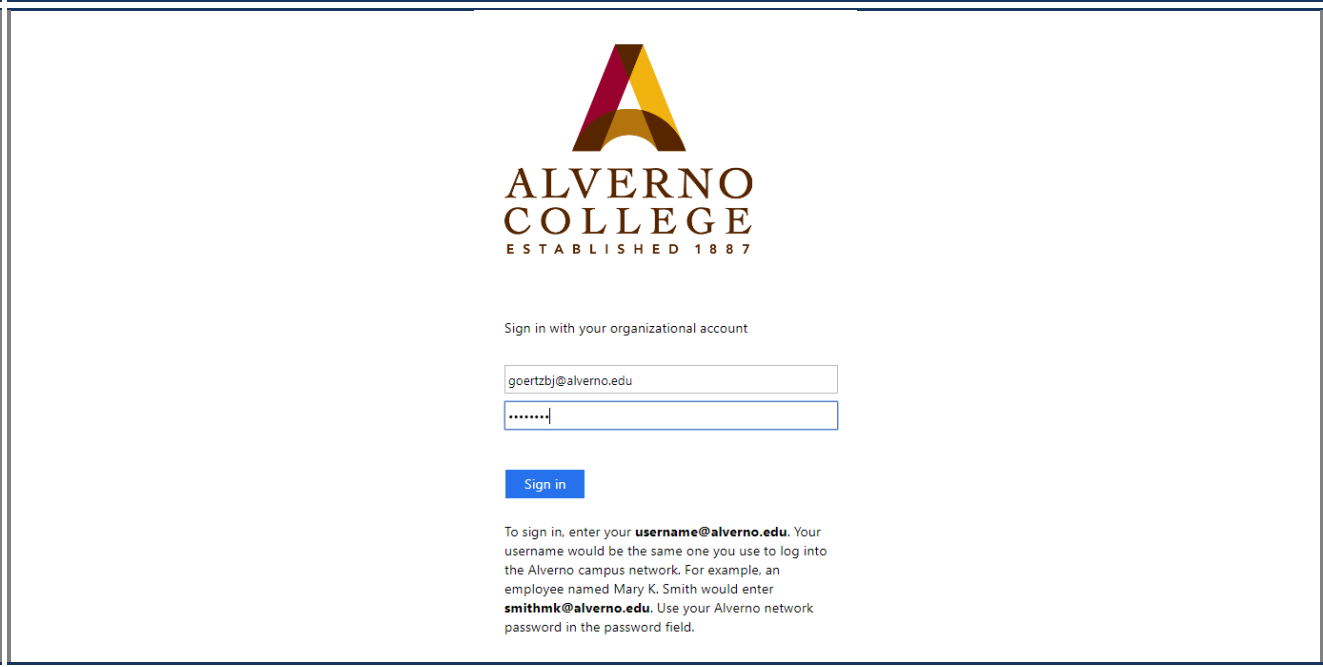
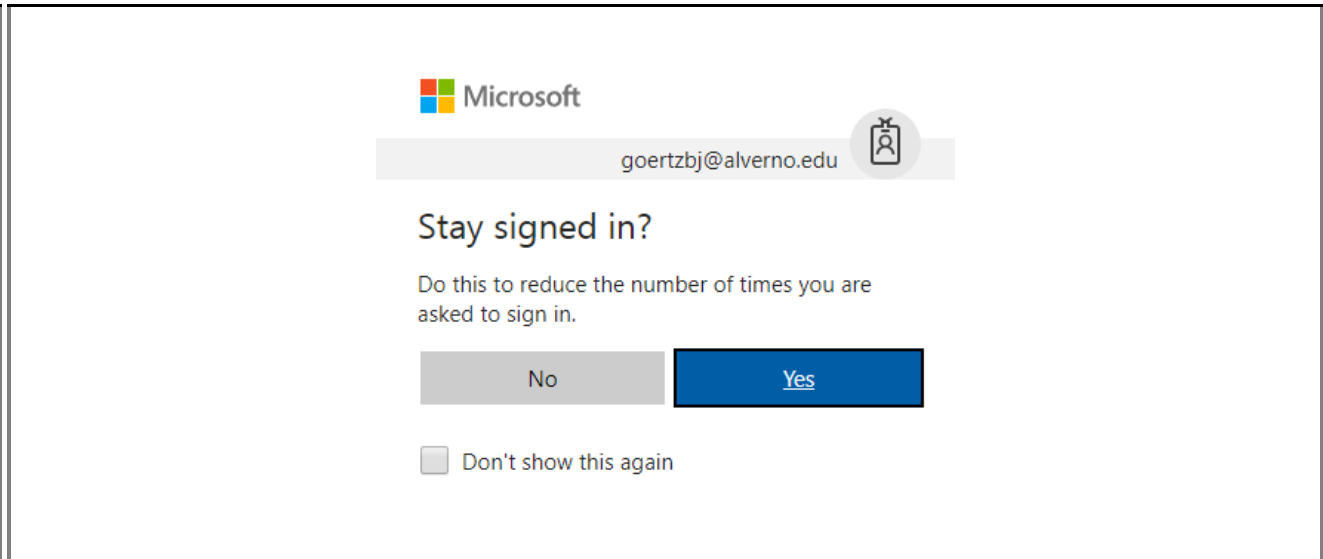
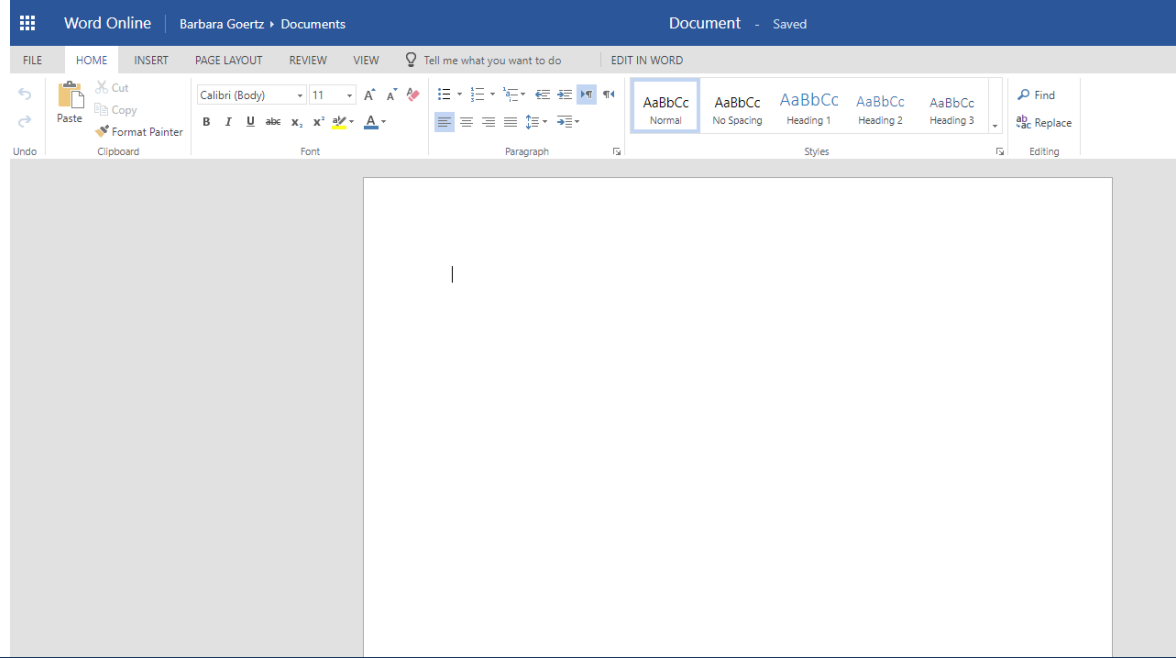
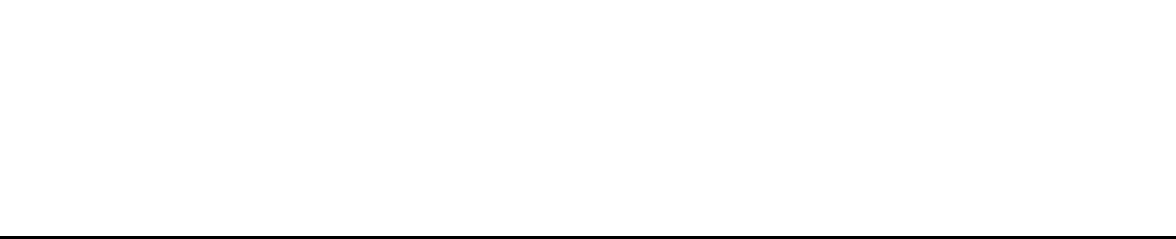


## Creating a New Document in OneDrive

Task	Screen Shot
<ol style="list-style-type: none"><li>1. Open the browser of your choice and enter the following URL in the address field. <a href="https://login.microsoftonline.com">https://login.microsoftonline.com</a>.</li><li>2. Sign in using your Alverno network username followed by @alverno.edu. For example: username@alverno.edu. Click Next.</li></ol>	

Task	Screen Shot
<p>3. On Alverno's sign-in page, enter your <code>username@alverno.edu</code> and your Alverno network password. Click Sign In.</p>	 <p>The screenshot shows the Alverno College sign-in page. At the top is the Alverno College logo, a stylized 'A' with red, yellow, and blue segments, followed by the text 'ALVERNO COLLEGE ESTABLISHED 1887'. Below the logo is the text 'Sign in with your organizational account'. There are two input fields: the first contains 'goertzbj@alverno.edu' and the second contains a masked password '.....'. A blue 'Sign in' button is below the fields. At the bottom, there is a paragraph of instructions: 'To sign in, enter your <b>username@alverno.edu</b>. Your username would be the same one you use to log into the Alverno campus network. For example, an employee named Mary K. Smith would enter <b>smithmk@alverno.edu</b>. Use your Alverno network password in the password field.'</p>
<p>4. You are then asked if you would like to stay signed in. You can answer in whatever way you would like.</p>	 <p>The screenshot shows a Microsoft dialog box for 'Stay signed in?'. At the top left is the Microsoft logo. To the right of the logo is a grey bar containing the email address 'goertzbj@alverno.edu' and a user profile icon. Below this is the heading 'Stay signed in?'. The text below reads 'Do this to reduce the number of times you are asked to sign in.' There are two buttons: a grey 'No' button and a blue 'Yes' button. At the bottom, there is a checkbox labeled 'Don't show this again' which is currently unchecked.</p>

Task	Screen Shot
<p>5. Your Office 365 will automatically open to the home page. From here you can upload documents you have saved elsewhere, create a brand new Office document, install Office apps, open documents stored on your OneDrive (cloud storage), etc..</p>	
<p>6. To create a new document, click on the New button. This will bring up a drop down menu from which you can choose which type of document you would like to create.</p>	

Task	Screen Shot
<p><b>7. Office 365 will open a blank document that looks just like one you might open with Office 2016.</b></p> <p><b>As you work in the document, Office 365 will automatically save your work every 5 seconds. In order to change the name of the document, you need to click on the word "Document" across the top and type a new name for the document. When you are done you can simply close the window and the next time you login to your Office 365 account, the document will be there with all the changes you made.</b></p>	 <p>The screenshot shows the Microsoft Word Online interface. At the top, the title bar reads "Word Online   Barbara Goertz &gt; Documents" and "Document - Saved". Below the title bar is the ribbon with tabs for FILE, HOME, INSERT, PAGE LAYOUT, REVIEW, and VIEW. The HOME tab is active, showing options for Undo, Paste, Cut, Copy, and Format Painter. The Font section includes options for font face (Calibri (Body)), size (11), bold (B), italic (I), underline (U), and text color. The Paragraph section includes options for bullet points, numbered lists, and indentation. The Styles section includes options for Normal, No Spacing, Heading 1, Heading 2, and Heading 3. The main document area is blank with a cursor at the top center.</p>
<p><b>8. To sign out of your Office 365, click your initials in the upper-right hand corner (or the profile icon) and click on Sign Out.</b></p>	 <p>This area is reserved for a screenshot demonstrating the sign-out process in Office 365, as described in the task instructions.</p>