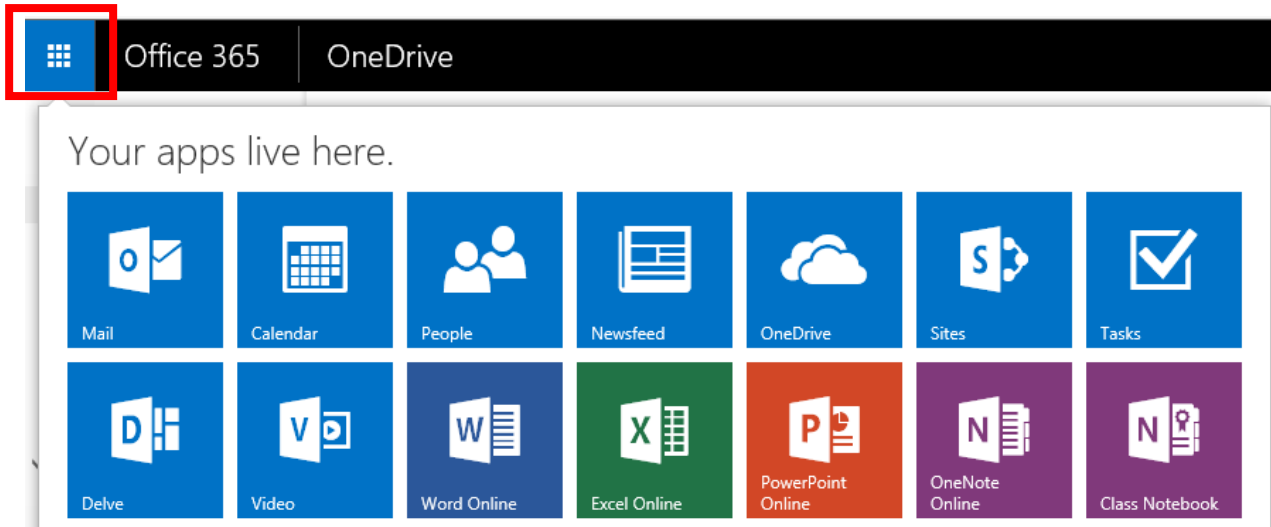


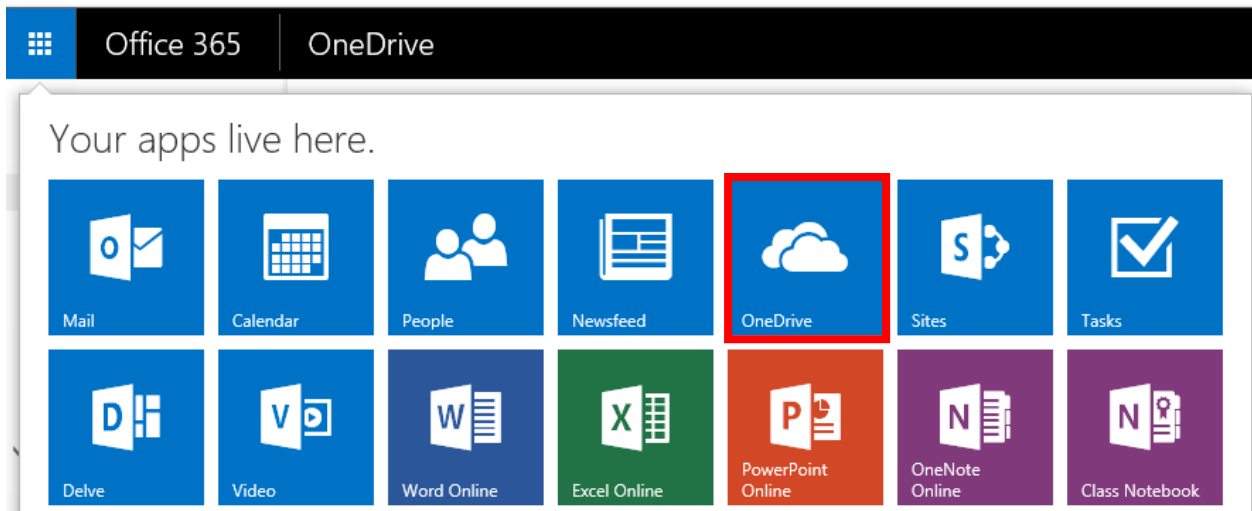
# Use Office apps on a computer, tablet, or phone

With Office 365, you can access even more features to create, view, or edit files. On mobile devices, such as tablets and smartphones, your files are saved automatically to your OneDrive library. On your computer, you can save files to your OneDrive library so that you can access them later on other devices. Click on the Office Apps icon in the upper left corner of the Office 365 title bar to view and access the online applications.

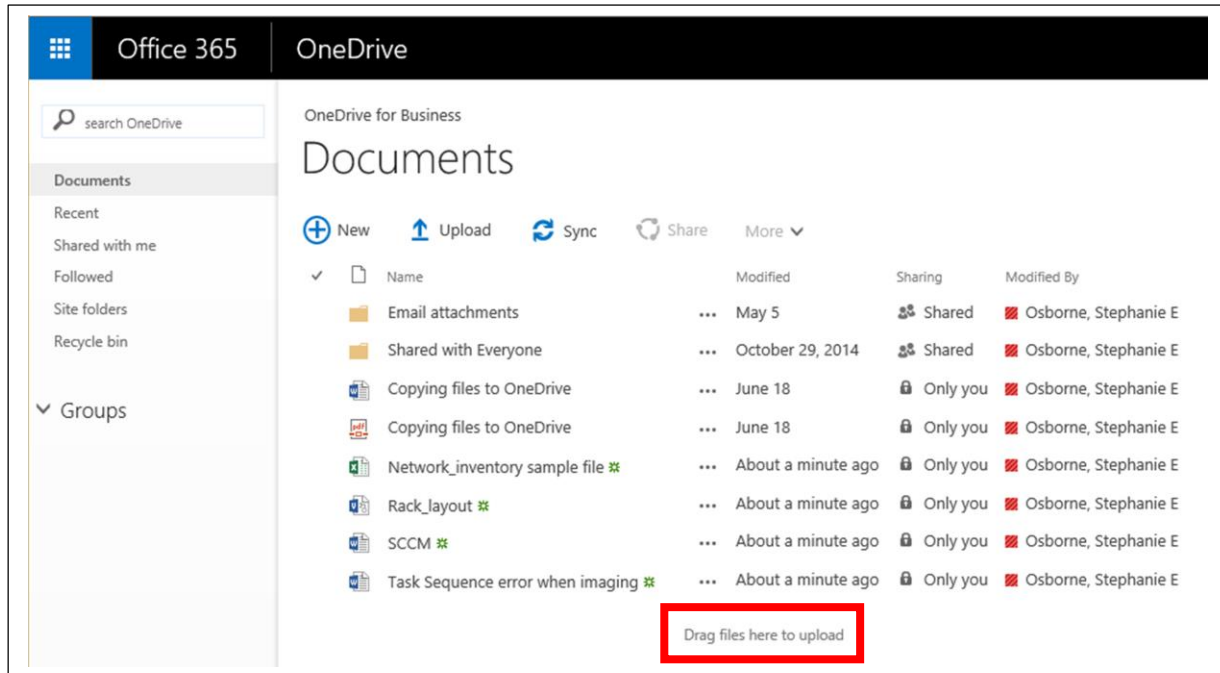


Here are some tips to get started:

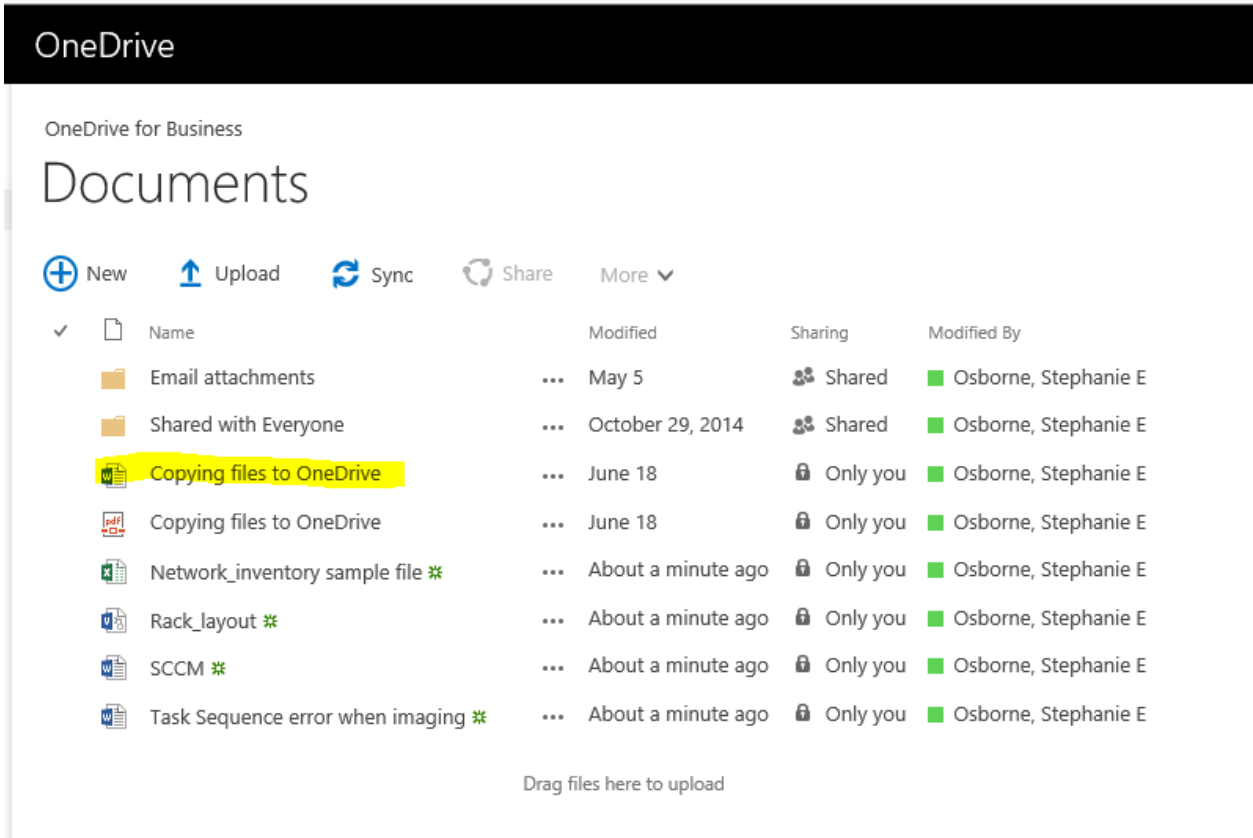
- On all your computer, tablet, or smartphone, use your OneDrive app to view your existing files.



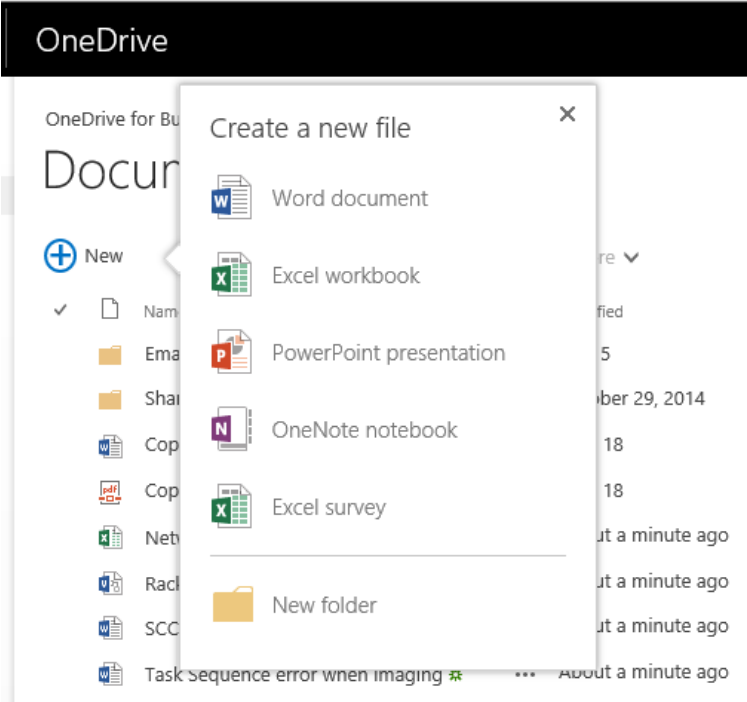
- Save new files to your OneDrive library. You can use 'drag and drop' to upload files from your computer or click the Upload option.



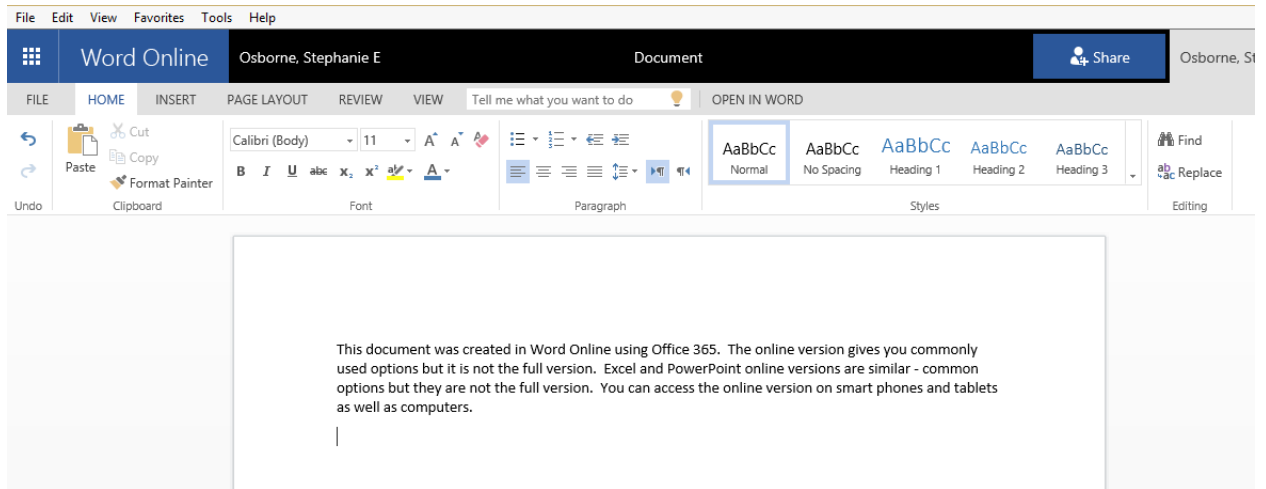
- Open a file in One Drive in an Office app (such as Word, PowerPoint, and Excel) and edit on your device.



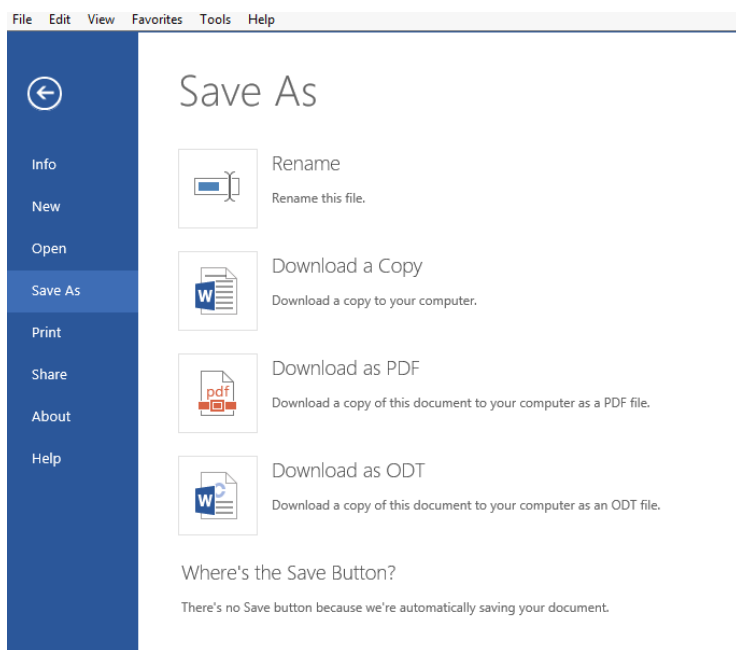
- Create a new file in One Drive by clicking the New menu and select the type of file you want to create.



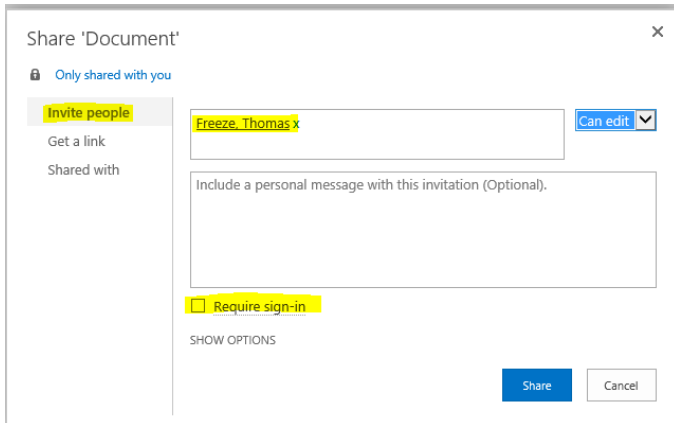
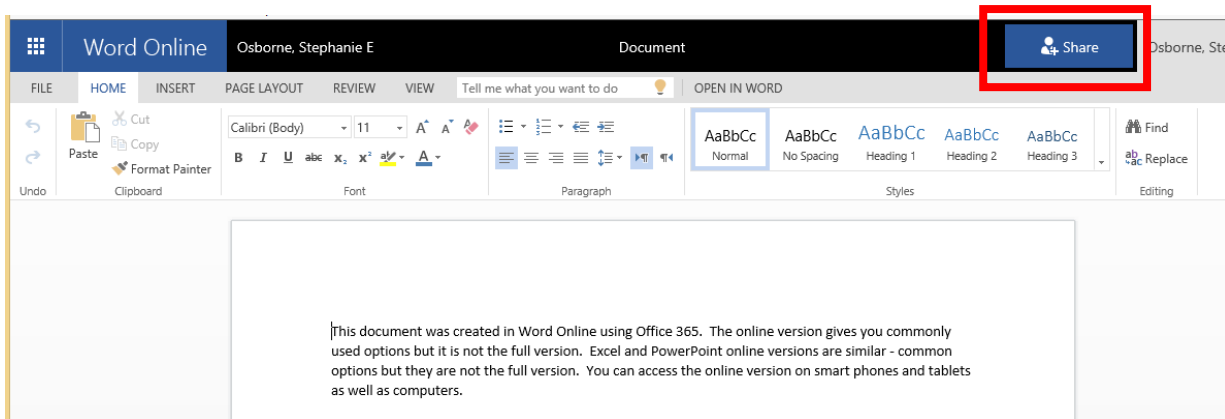
- **Reminder** - The online apps contain the most common features – they are not the full version.



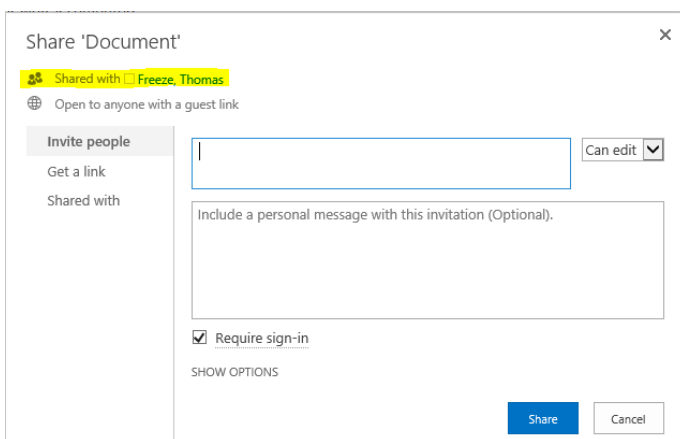
- Files created online will save automatically to One Drive. You have the option to Save As and download a copy.



- You can also Share documents. To share a Word document in Word Online click the Share link on the title bar (shown below). Choose who you want to share it with and choose options. Click Share when finished.



After sharing it with Thomas Freeze I re-opened the Share link to view and verify it is being shared with him. An e-mail was sent to Thomas and myself (shown below).

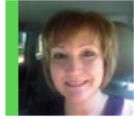


FILE MESSAGE

Ignore X Delete Reply Reply All Forward Meeting IM More

Leave Requests To Manager Team Email Done Reply & Delete Create New

Delete Respond Quick Steps



Thu 7/16/2015 1:54 PM

Osborne, Stephanie E

Osborne, Stephanie E has shared 'Document'

To Freeze, Thomas

Cc Osborne, Stephanie E

This is a test for sharing a document from Word Online (Office 365).

Open [Document.docx](#)

In a hurry? Use this [guest link](#).

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