

Using Microsoft Office 365 Apps

Students can access and use a web version of Microsoft Word, PowerPoint, Excel, and OneNote through their OneDrive. OneDrive can be accessed through a student's PirateMail account.

1. Login to Pirate Mail, and click the **Email** button.



2. With your email open, click the **Office 365** button at the top of the page.



3. You can download and install Office on your computer, which includes the following applications: Word, Excel, PowerPoint, Outlook, and OneNote.
4. Or you can work with one of the apps online. Select "PowerPoint Online" to create a PowerPoint presentation.



5. The web app will open, allowing you to create your document as if you had the program installed on your machine. Formatting tools are available as well.
6. The document will save as you type.
7. When finished, the document can be saved to your computer by clicking the **File** tab located in the upper left corner and then clicking the **Save As** link.
8. Click the **Download** link to download a copy of the file to your computer.

Updated 8/4/15