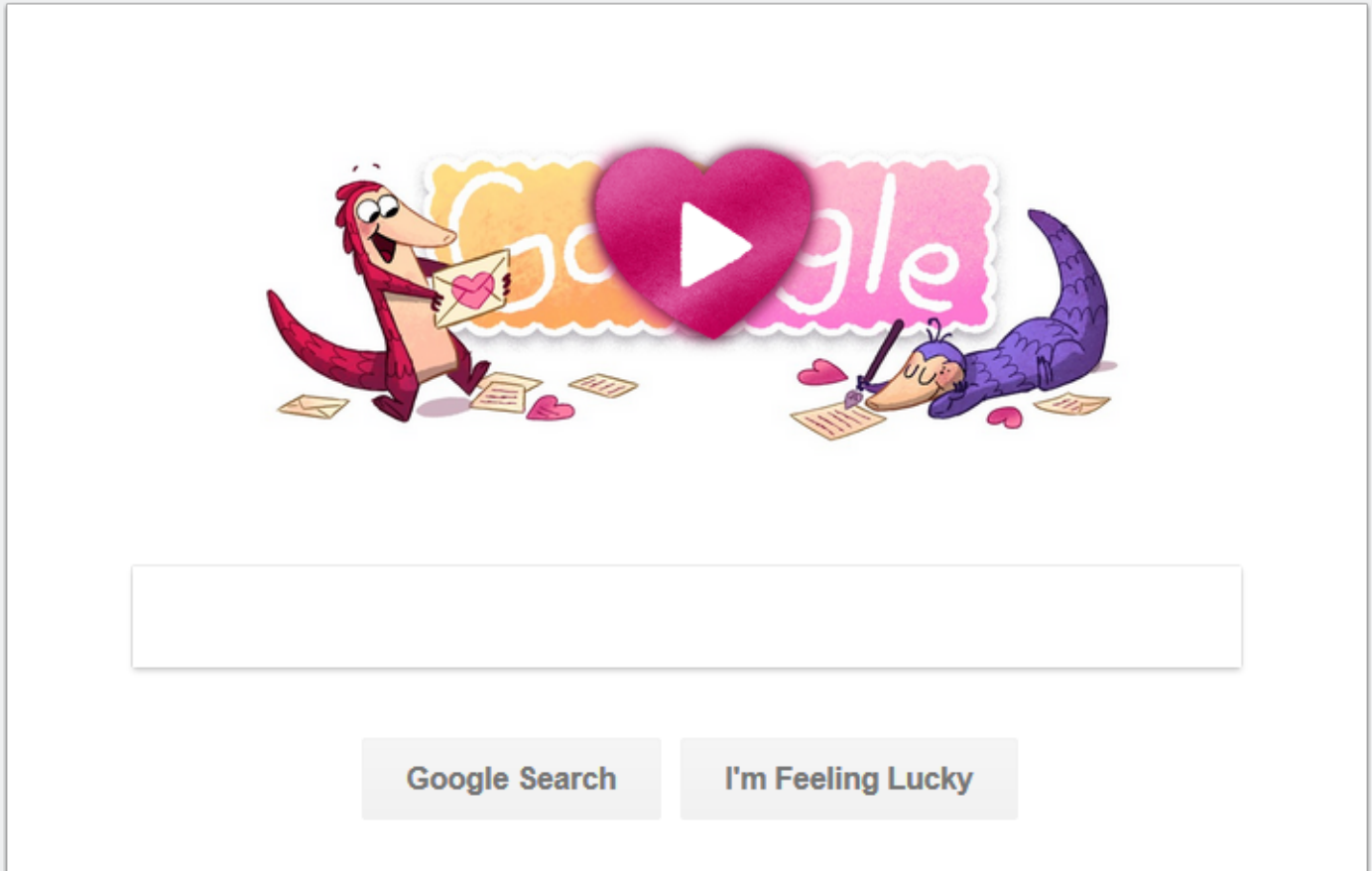


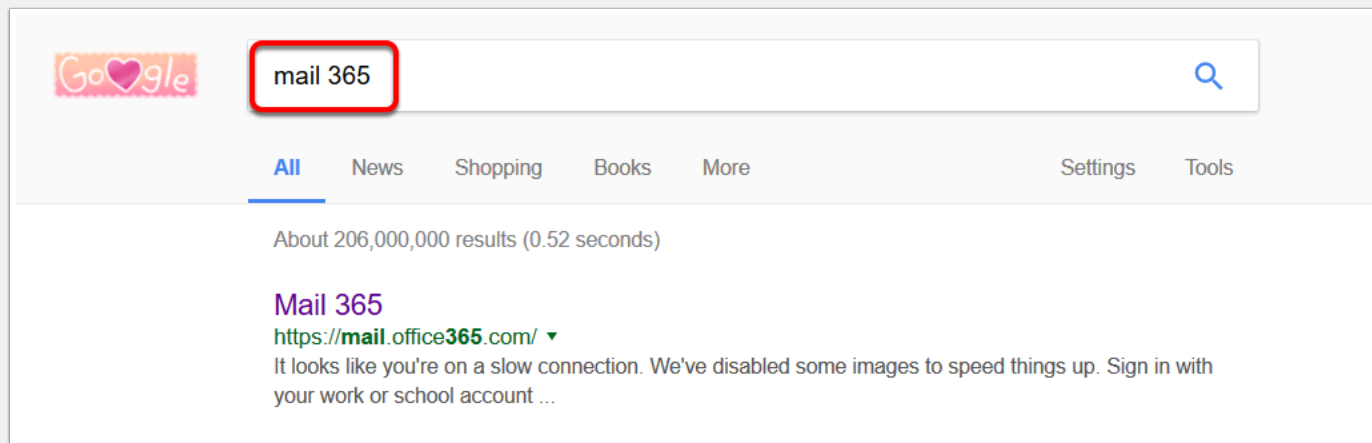
How to Access & Save a Document to OneDrive.

Step #1: Go to <https://www.google.com/>

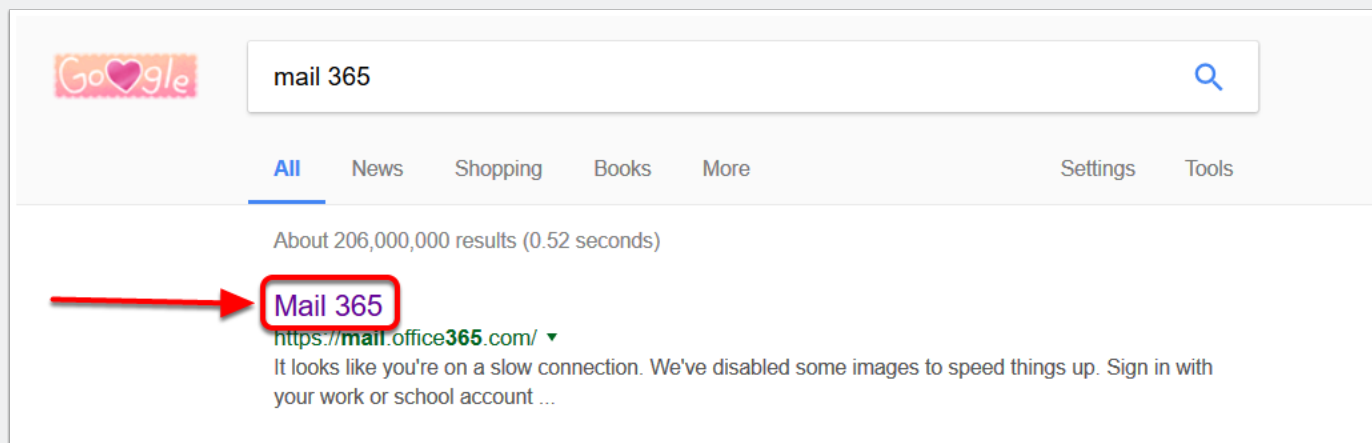


How to Access & Save a Document to OneDrive.

Step #2: In the Google search box, type "mail 365." Press enter.



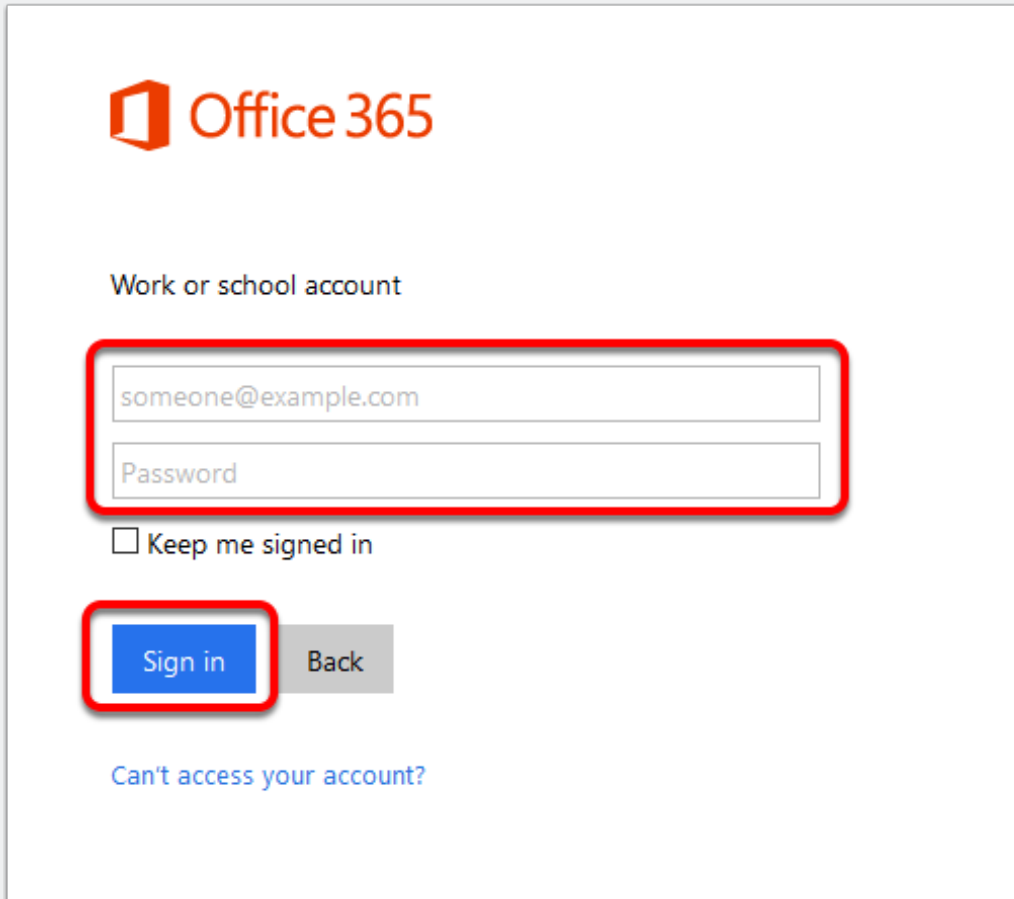
Step #3: Click on the first search result.



How to Access & Save a Document to OneDrive.

Step #4: Log in using your school email account.

Your log in should be your student ID number followed by @paplv.org. Example: 12345@paplv.org. Type your password and click "Sign in"



The screenshot shows the Office 365 login interface. At the top left is the Office 365 logo. Below it, the text "Work or school account" is displayed. There are two input fields: the first contains the email address "someone@example.com" and the second is labeled "Password". A red rectangular box highlights both input fields. Below the password field is a checkbox labeled "Keep me signed in". At the bottom of the login area are two buttons: a blue "Sign in" button and a grey "Back" button. A red rectangular box highlights the "Sign in" button. Below the buttons is a blue link that says "Can't access your account?".

How to Access & Save a Document to OneDrive.

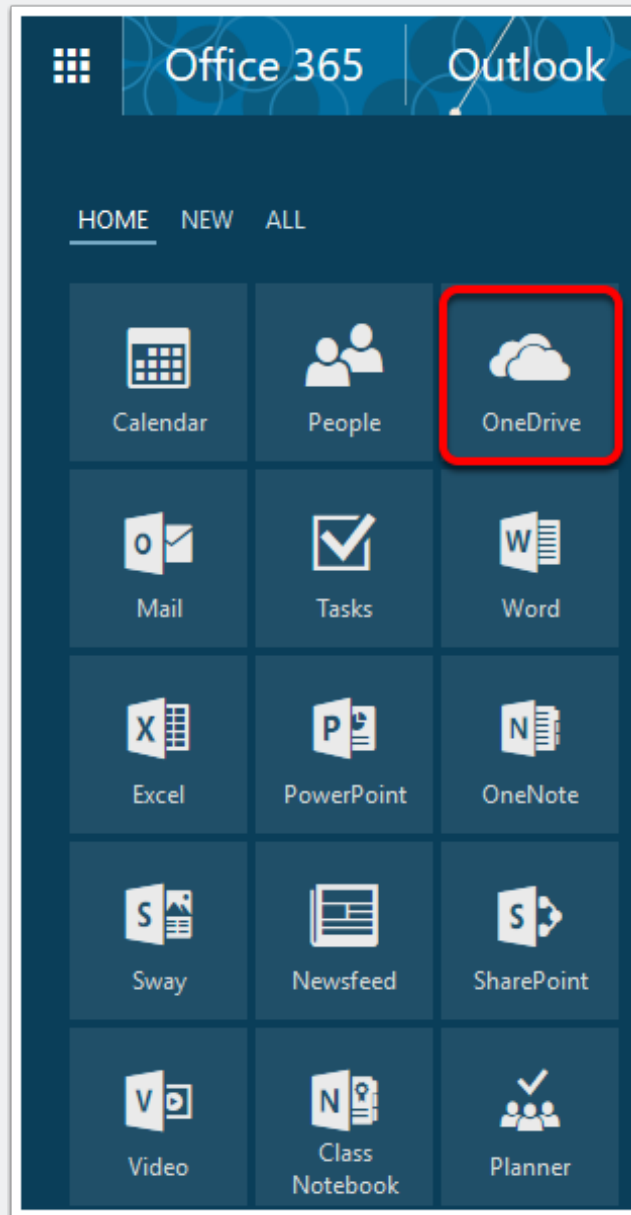
Step #5: Click on the grid box found in the corner of your page.

Please note: Depending on your settings, this may be in the top left or top right of your page.



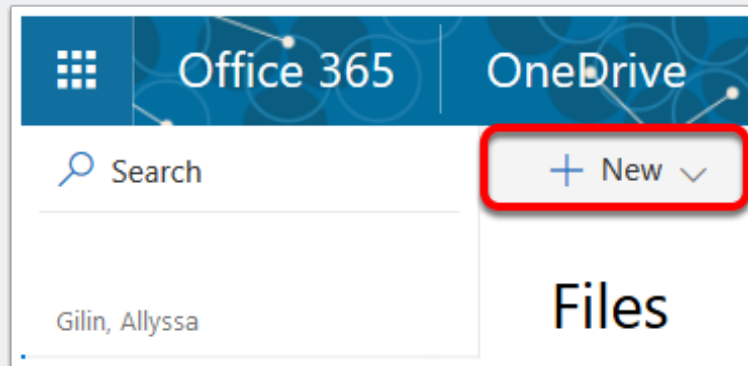
How to Access & Save a Document to OneDrive.

Step #6: Click on OneDrive.



How to Access & Save a Document to OneDrive.

Step #7: Click on the New drop down menu.



How to Access & Save a Document to OneDrive.

Step #8: Choose the type of file you would like to create!

This document will now automatically save to your OneDrive account.

