Using Office Online with Chromebook

Overview

Students with a Chromebook can use Office Online. Below are the steps. For illustration purposes, this document uses Word Online but the process is similar for other applications.

Step 1

Open SCC email account via The Hub.

Step 2

Click the Office 365 link in the top-left.

III Office 365		Dutlook
Search Mail and People	ρ	⊕ New ∨
∧ Folders		Inbox
Inbox	9	Today

Step 3

Open the needed application.

Collabor	ate with (Office On	line			
Mail	Calendar	People	OneDrive	Sites	Tasks	Detve
VIdeo	W Word Online	Excel Online	PowerPoint Online	OneNote Online	S Sway	

Step 4

Create the appropriate file. The file will autosave.

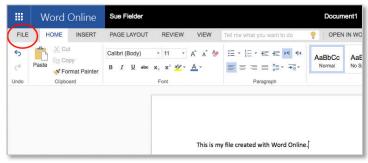
Options

At this point, a user can can rename the file, download the file, or choose to share the file with another user.

Renaming the File

Step 1

To rename a file, click the File menu in the upper left of the Word Online screen and click the Save as option.



Step 2 Choose Rename.



Step 3

Enter the new filename in the box that appears and click OK.

Rename		×
Enter a name for this file: Essay1		
	OK Cancel	

The new filename will appear in the menu bar of the document.

	Word Online	Sue Fielder	Essay1
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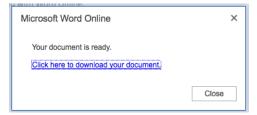
Downloading the File

Step 1

Click the File menu in the upper left of the Word Online screen and click the Save as option.

Step 2

Choose Download a Copy and click the link Click here to download your document.



Step 3

The file will download to the Files on the Chromebook. To access the Files, the user can

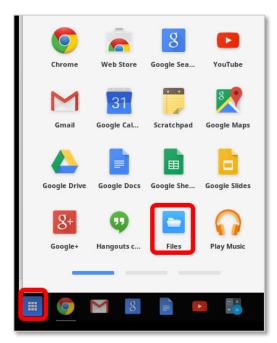
click Show all downloads in the lower right,

	his is a sample Wo	res to the OneDriv	e.
PAGE 1 OF 1 ABOUT 28 WORDS ENGLISH (U.S.)	SAVED		100% HELP IMPROVE OFFICE

click the arrow next to the document title and chose Show in folder from the menu,

	Microsoft Word Online Your document is ready. Click here to download your document his is a sample Wo to share it, use the option in the upper-right.	Close ves to the OneDrive.	
PAGE 1 OF 1 ABOUT 28 WORDS ENGLISH (U.S.)	SAVED		100% HELP IMPROVE OFFICE
Essay11.docx			Show all downloads ×

sor click the Apps icon in the lower left of the Chromebook and choose Files.

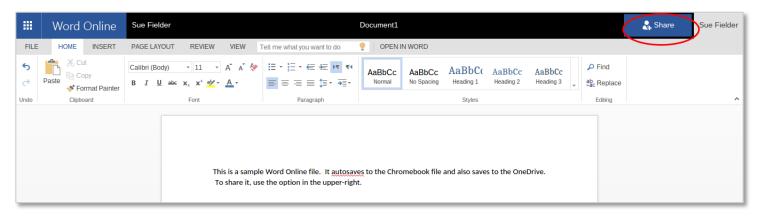


Sharing the File

After creating your file, you can share it with another user.

Step 1

Begin by clicking the Share button in the upper-right of the Word Online screen.



Step 2

The Share menu opens and provides options.

Invite people allows others to read the file, or if the option is selected, edit the file.

Share 'Document1		×
Only shared with you Invite people Get a link Shared with	myinstructor@southeast.edu x	Can edit 🔻
	Include a personal message with this invitation (Optional).	ĥ
	Require sign-in SHOW OPTIONS	
	Share	Cancel

Get a link allows the user to create a **view-only link** or an **edit file link** that can be copied and shared in an email.

Share 'Eccav1'	X	
Share 'Essay1'		
Only shared with y		
Invite people	View Only	
Get a link	Anyone with this link can see this file.	
Shared with	CREATE LINK	
	Edit	
	Anyone with this link can see and edit this file.	
	CREATE LINK	
	Close	
	Close	
Share 'Essay1'	h a guest link	×
	h a guest link View Only	×
Open to anyone wit		×
Open to anyone with Invite people	View Only	×
 Open to anyone with Invite people Get a link 	View Only Anyone with this link can see this file.	×
 Open to anyone with Invite people Get a link 	View Only Anyone with this link can see this file. https://sccedu-my.sharepoint.com/personal/sd405_southea DISABLE	×
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