

# Using Office Online with Chromebook

## Overview

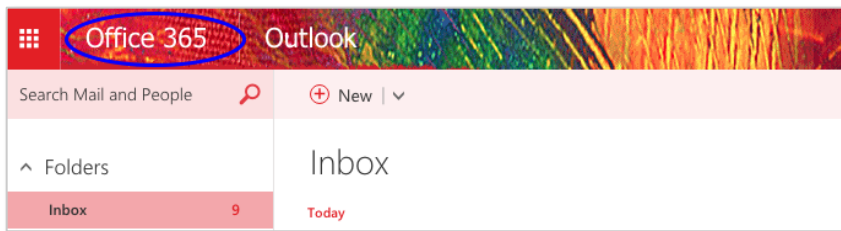
Students with a Chromebook can use Office Online. Below are the steps. For illustration purposes, this document uses Word Online but the process is similar for other applications.

## Step 1

Open SCC email account via The Hub.

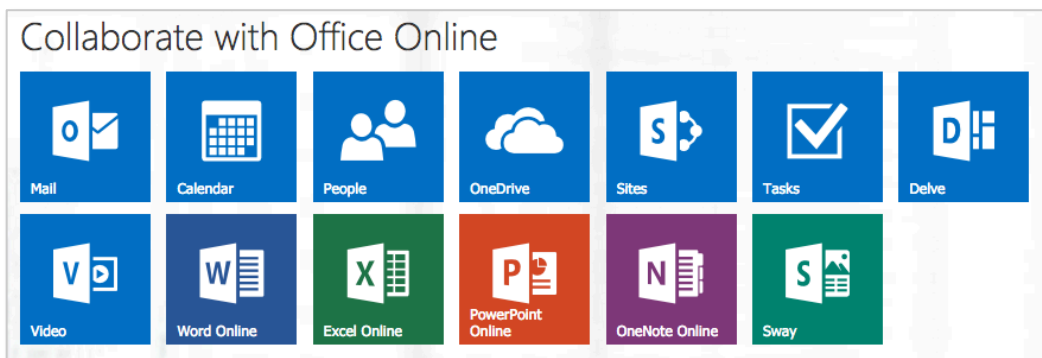
## Step 2

Click the Office 365 link in the top-left.



## Step 3

Open the needed application.



## Step 4

Create the appropriate file. The file will autosave.

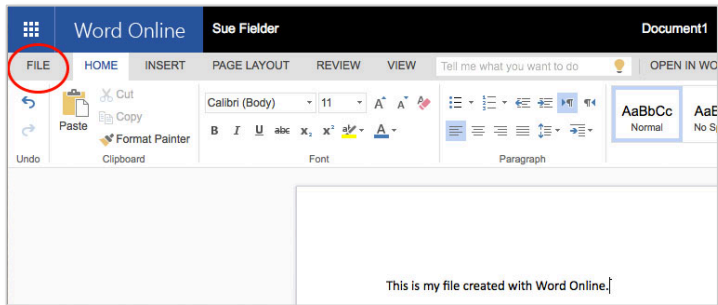
## Options

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

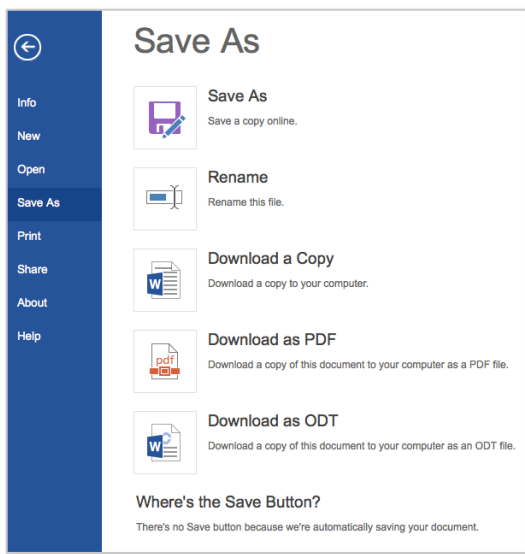
## Step 1

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



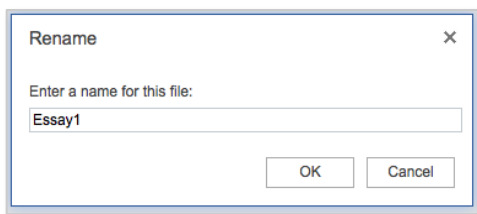
## Step 2

Choose **Rename**.



## Step 3

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



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



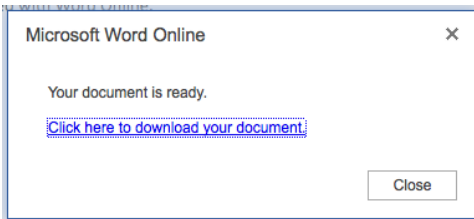
# Downloading the File

## Step 1

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

## Step 2

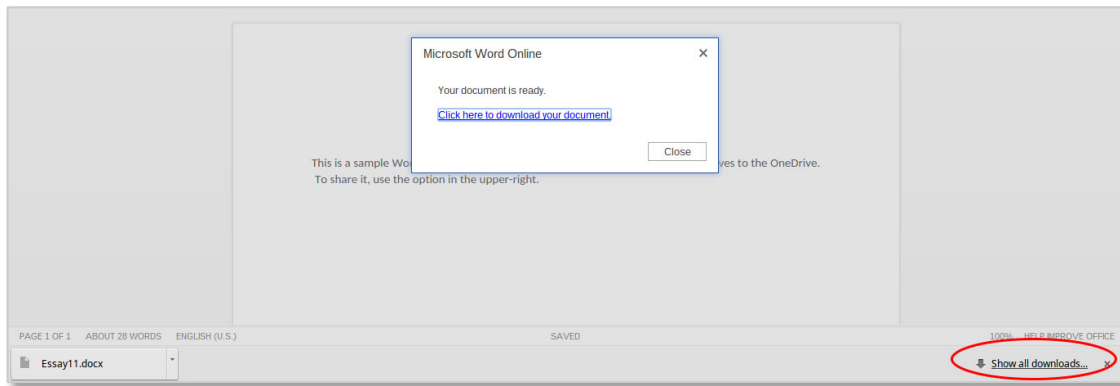
Choose **Download a Copy** and click the link **Click here to download your document**.



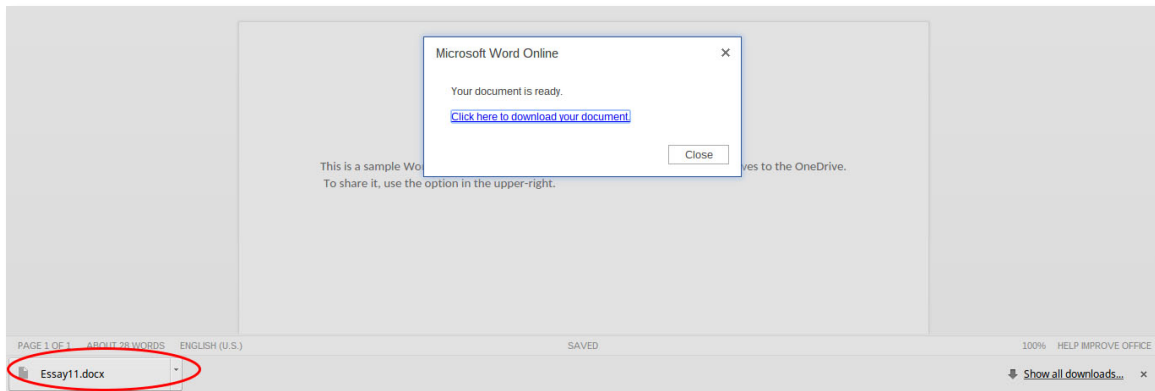
## Step 3

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

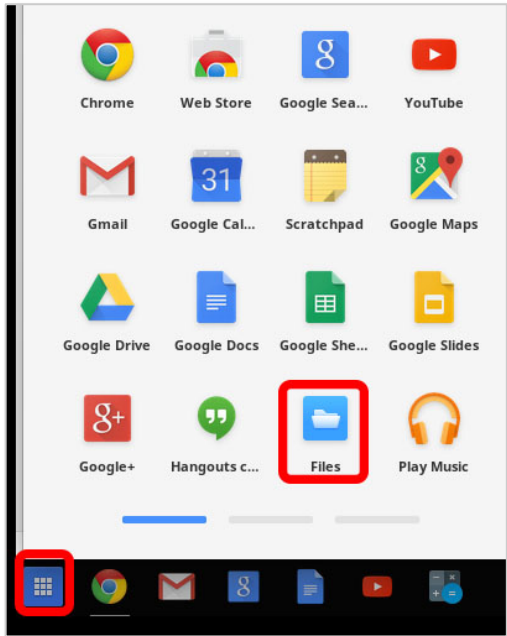
click Show all downloads in the lower right,



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



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

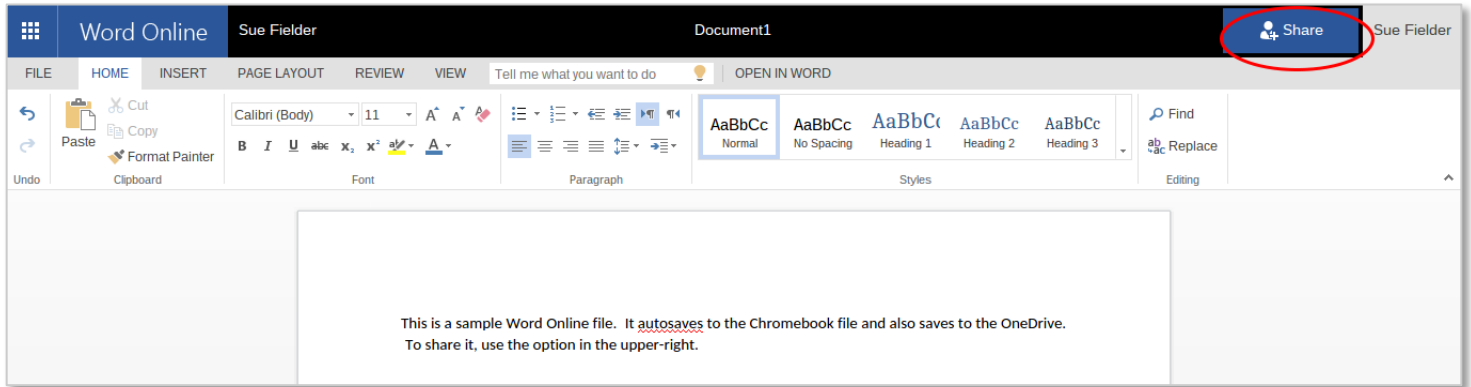


## Sharing the File

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


### Step 1

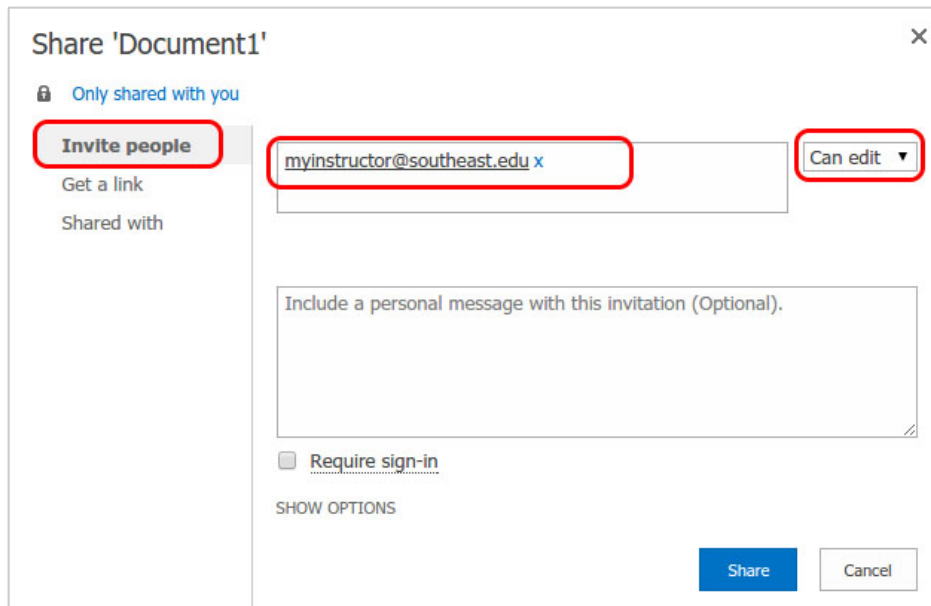
Begin by clicking the **Share** button in the upper-right of the Word Online screen.



### 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.



**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.

