
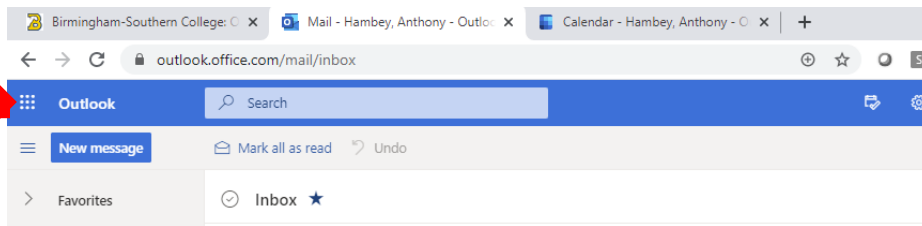
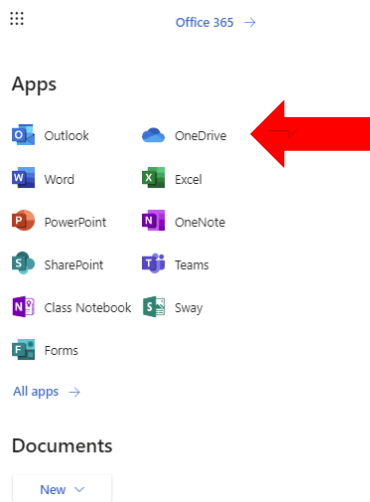


BSC Microsoft Office 365 and OneDrive

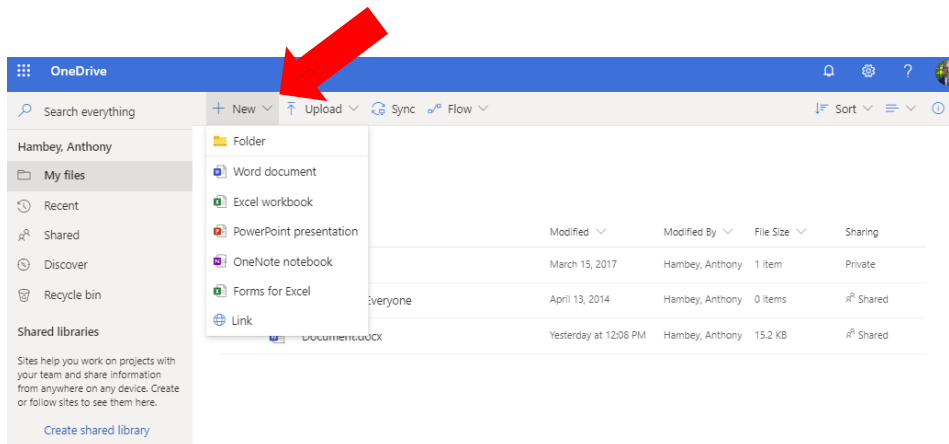
While in your web browser and logged into your BSC email account use the 9 dot  icon to access Office 365 and utilize OneDrive storage.



Note all the Microsoft apps listed in the dropdown that are available to you. You may click the app directly to start up Word, Excel etc. or the OneDrive app to see files that have been shared with you by others or those that you have created.

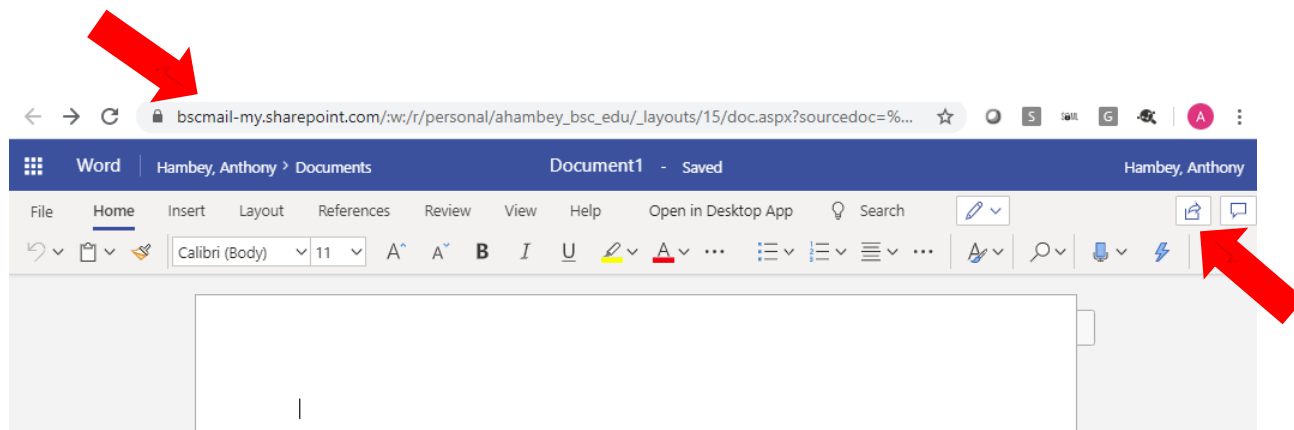


Once in the OneDrive form use **New** to show the drop down to start up your desired program. Note **Shared**, **Recent** and **Discover** on the left that can help you navigate file that have been shared with you or that you have created.



BSC Microsoft Office 365 and OneDrive

Note the URL is referencing this Word document in the Microsoft Cloud utilizing OneDrive. You are then able to save this document and with the **share icon** on the right allow others to access it. This file is then accessible anywhere in the world that you have a computer and browser to use.



When you click the **share icon**, this window will pop up and allow you to select those with whom to share. You can begin typing in the email address to pull up a list from which to choose. Then click **Send** and they will receive and email with a link on how to access the file.

