



HOW TO CREATE A DOCUMENT IN MICROSOFT WORD ONLINE

1

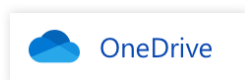
On a computer, use your internet browser to visit the website
www.outlook.live.com.

If requested, sign into your Microsoft account.

If working on mobile device, such as a smartphone or tablet, open the OneDrive App.

3

Click on **OneDrive** from the list that appears.



Note

You can always move the document after it has been created. Refer to the TC Toolbox note **Microsoft OneDrive – Create Folders and Manage Files**.

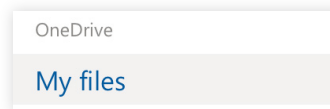
2

Click on the All **Apps** icon located in the upper left corner.



4

To save the document in an existing folder, double click the folder to open it. If the document is not being saved in a folder then remain on **My Files**, which will be highlighted on the left side the screen, if not click **My Files**.

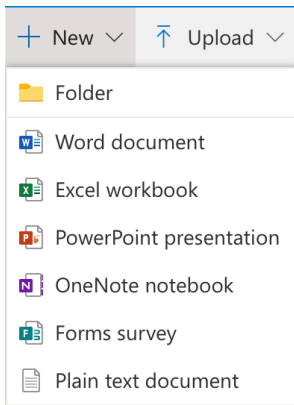


Almost there!



5

Click **New**, then click **Word Document**.



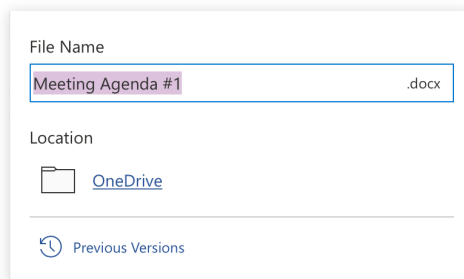
6

You will be brought to a new window, opening Word Online, with a blank document. Click **Document – Saved to OneDrive**.

Document1 - Saved to OneDrive ▾

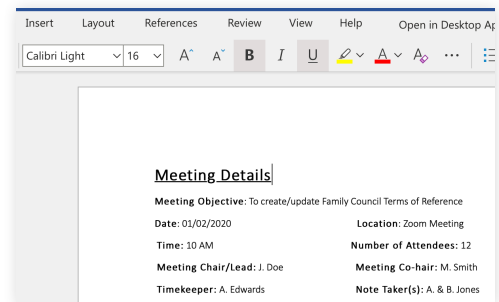
7

In the space provided type a title for your document. Click **Document – Saved to OneDrive** again to save the name change.



8

In the white space provided create your Word document.



Note

All changes you make, no matter how big or how small, will automatically be saved!
There is no save button.

You're all set! You are on your way to creating documents online!