Office WebApps

WebApps are web-based versions of Microsoft Word, Excel, PowerPoint, and OneNote. They have many of the crucial features of their parent Office programs, though are not “full” versions. The WebApps are built into SkyDrive Pro to enable users to edit Office files on the go. This can be done without having to worry about installing or opening Office programs onto a computer. Creating, viewing, editing and sharing can be done from SkyDrive Pro for previously created files, as well as files created with WebApps. Please see the SkyDrive Pro instructions for further information on those functions.

To utilize a WebApp:

1. Navigate to your SkyDrive Pro Documents page.

2. Click the New Document button, in blue, located in the middle of the screen. A window will popup, giving you a list of options.
3. Click **your desired program/file type** (in this case, Word). You will be asked to name your document.

4. The WebApp will open.

You may notice that one of the ribbon options is **Open in Word**. If you decide you feel more comfortable working in the parent Office application on your computer, this button makes it easy to switch over quickly. If you chose that option, the WebApp makes sure it launches successfully, and gives you options to either close the WebApp or continue working there, ensuring you do not easily lose your work.