Office Online

Office Online contains 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. They are built into OneDrive for Business 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 OneDrive for Business for previously created files, as well as files created with Office Online. Please see the OneDrive for Business instructions for further information on those functions.

To utilize Office Online:
1. Navigate to your OneDrive for Business 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 chosen online program 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 program makes sure it launches successfully, and gives you options to either close the page or continue working there, ensuring you do not easily lose your work.