

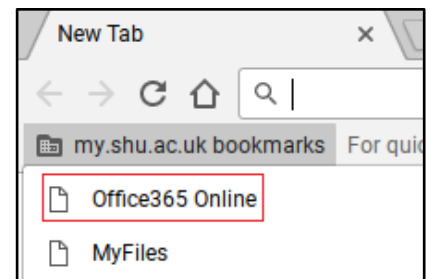
How to access files stored in Office 365 with a Chromebook

It is possible to access, edit and print files stored within Office 365 using a Chromebook.

Updates will be automatically saved as you progress.

The editing features of Office 365 are not as extensive as Microsoft Office, but acceptable for basic editing of documents. Some advanced features will not be supported.

1. Within Chrome, select the my.shu.ac.uk Managed Bookmarks tab and select 'Office365 Online'

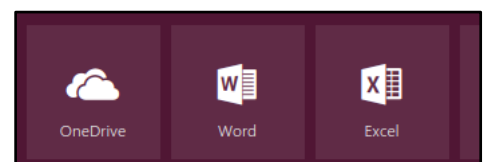


2. When presented with the login box, enter your username and password using the format:

username@hallam.shu.ac.uk
password

Then sign in.

3. When logged in open the Office 365 application you wish to use.



Using Office 365 on a Chromebook

4. If you wish to edit an existing document then open the document, select Edit Document in the menu and then select 'Edit in Browser'.

New documents will automatically edit in the browser.

Alterations to the file will be saved automatically and documents can be printed to SHU printers.

