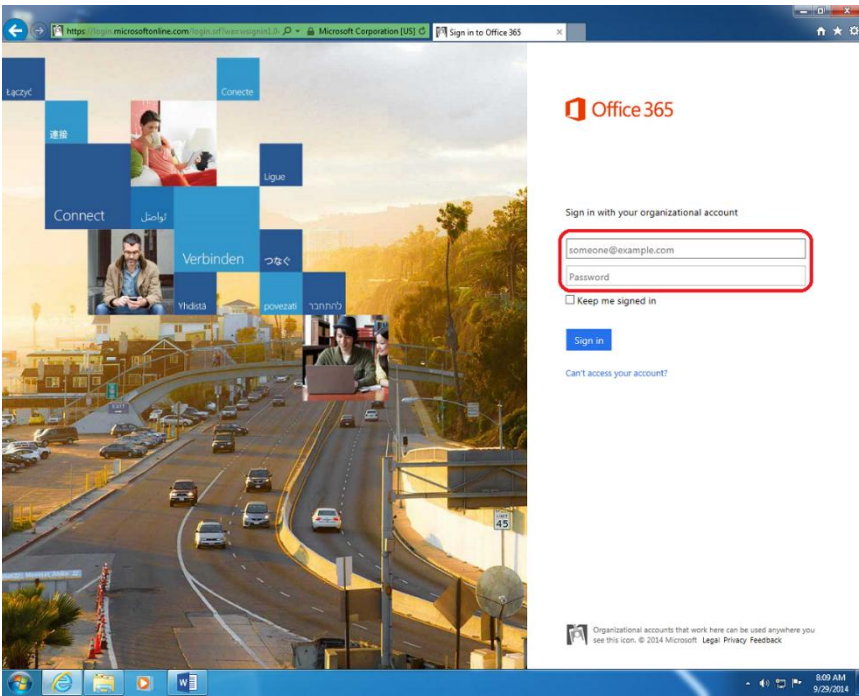


**Log In to your Office 365 Account**



**Enter Your Full TC Email Address:**  
**username@stu.templejc.edu**  
(last name, first initial, last 3 #'s of student ID)

**Enter Your Password:**  
**Default Password: Tcmmddyyyy**  
(mmdyyy is your birthday)

**Click on Sign In**

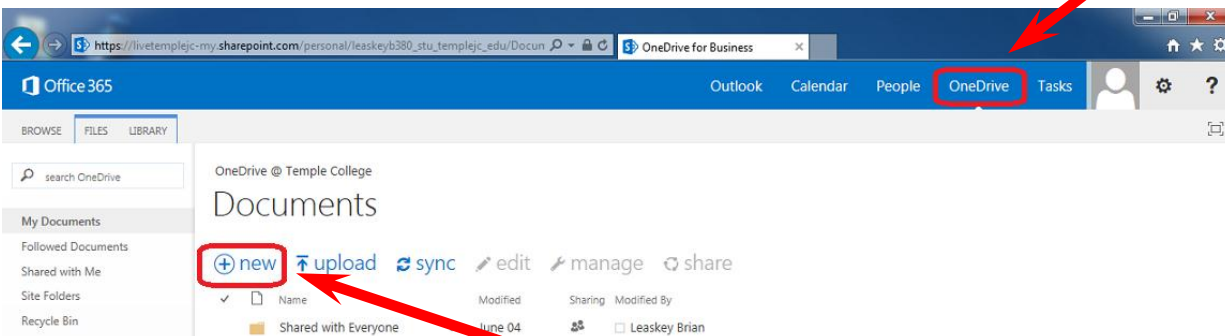
**It does not matter what Start Page you have, the important item is the top menu bar. This gives you access to Outlook, a Calendar, OneDrive, settings, and logout.**



**To return to your main Office 365 screen from any screen  
Click on Office 365**

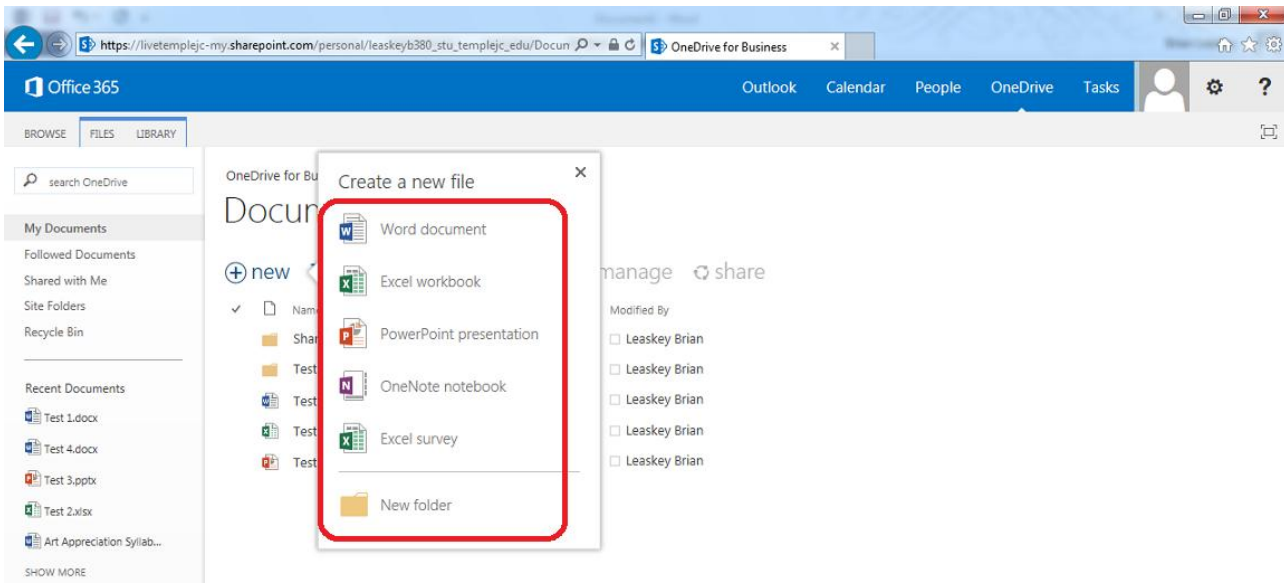


**To access and use your integrated Office programs, Click on OneDrive in the top menu bar.**

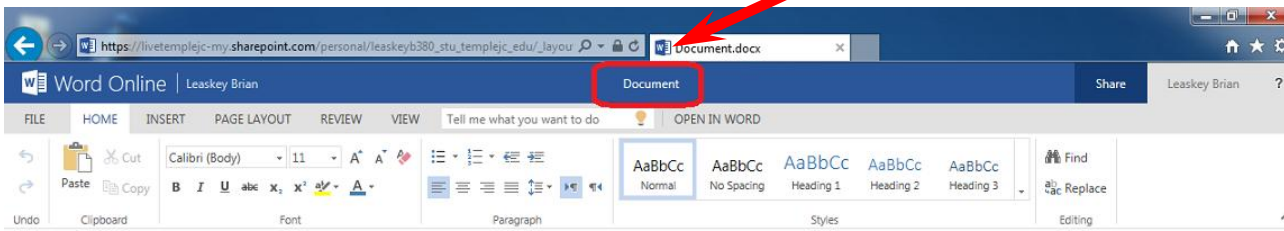


**Click on New to select what you want to do.**

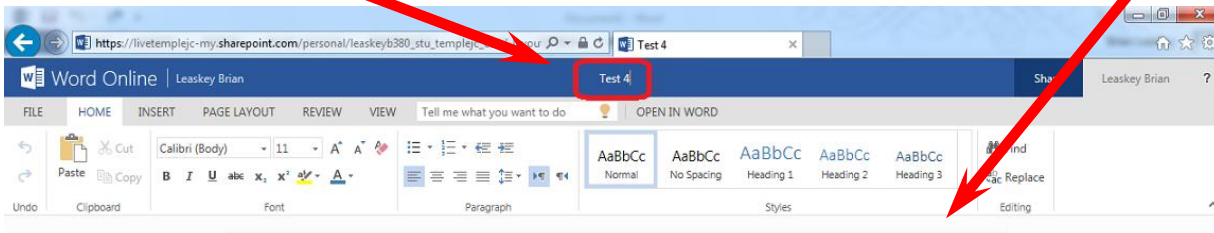
**This screen allows you to create folders, and select the Office program you want to use.**



**To Change the Title of your work, Click on the title in the top bar.**



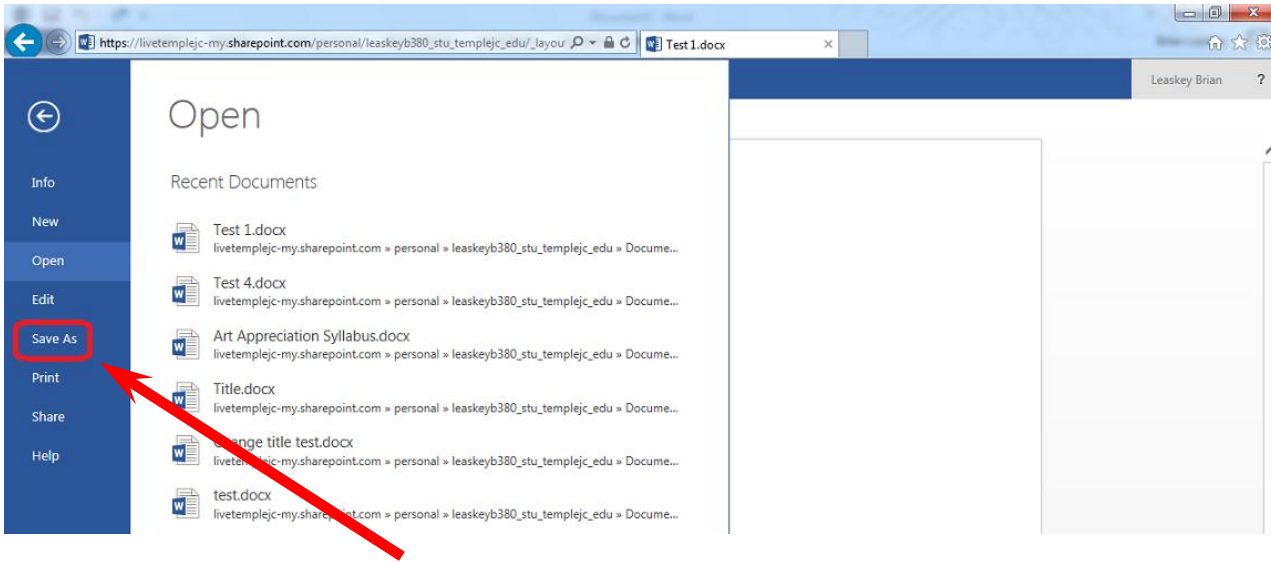
**Type in the new title, then click in the main area of the document.**



**Office 365 Automatically Saves To The Cloud.**

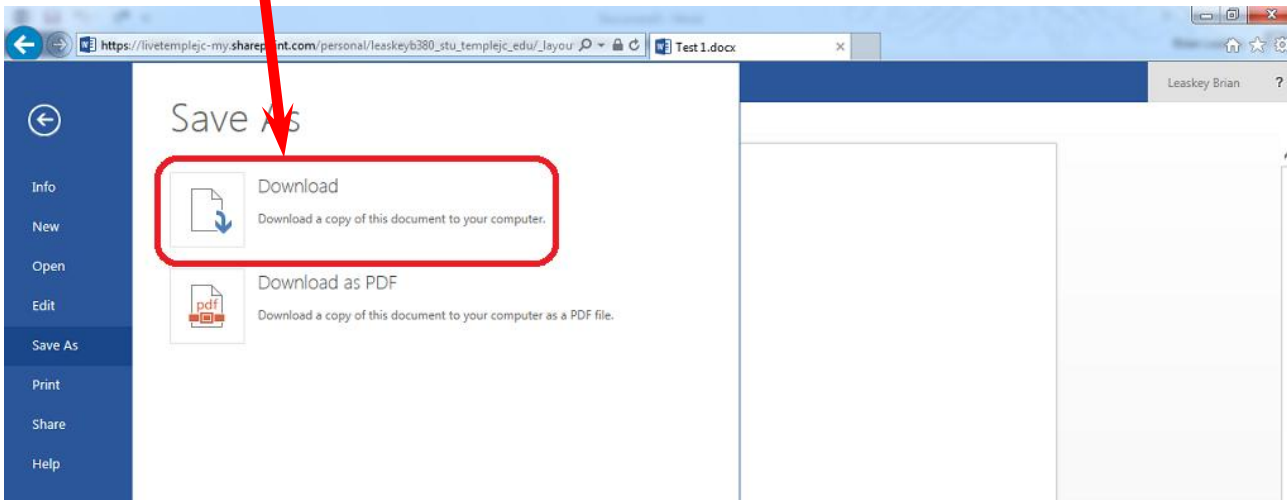
**This does not save it to your computer. In order to have the document saved to your computer, you must download the document from the cloud.**

**With the document open, click on File in the upper left corner.**



**In the File Menu, click on Save As.**

**For Internet Explorer Users, Click on Download.**

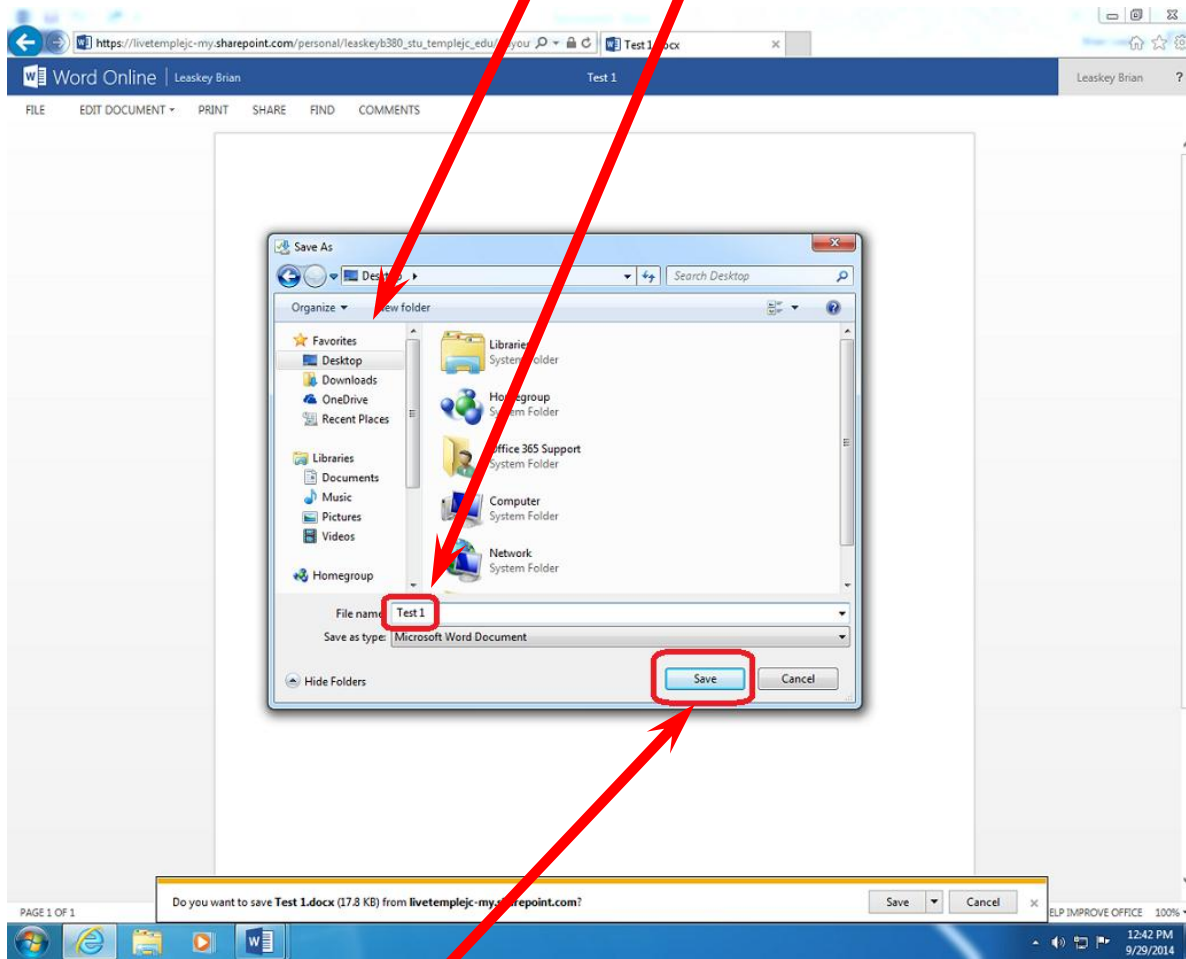


**Look at the bottom of the screen for the Save Menu Bar. Click the arrow next to Save and then click on Save As.**



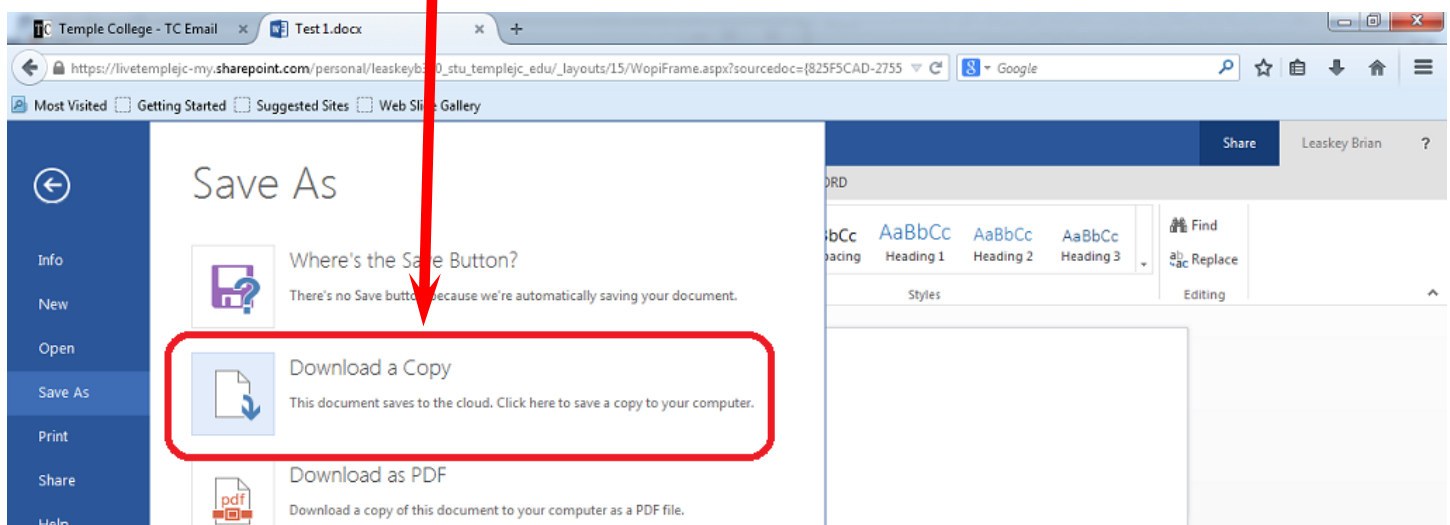
**Choose where you want to save the document.**

**Type in the name you want to save the document as.**

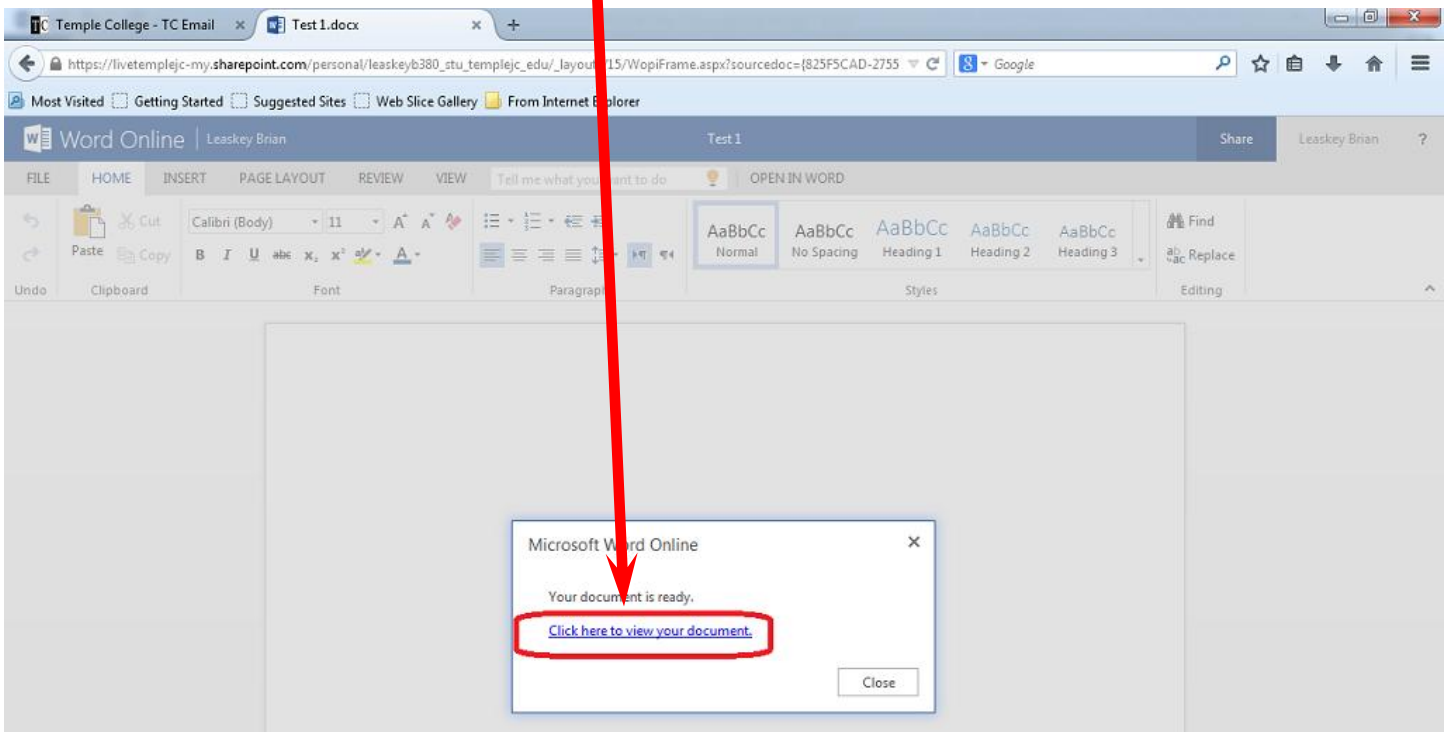


**Then click on the Save Button.**

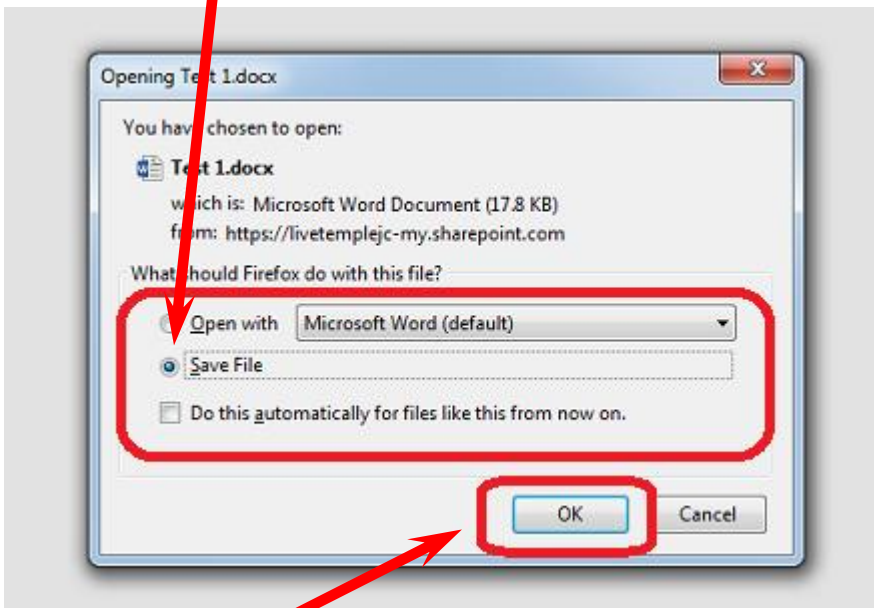
**For Firefox Users, click File, then Save As  
Then Click on Download a Copy**



Click on “Click here to view your document”



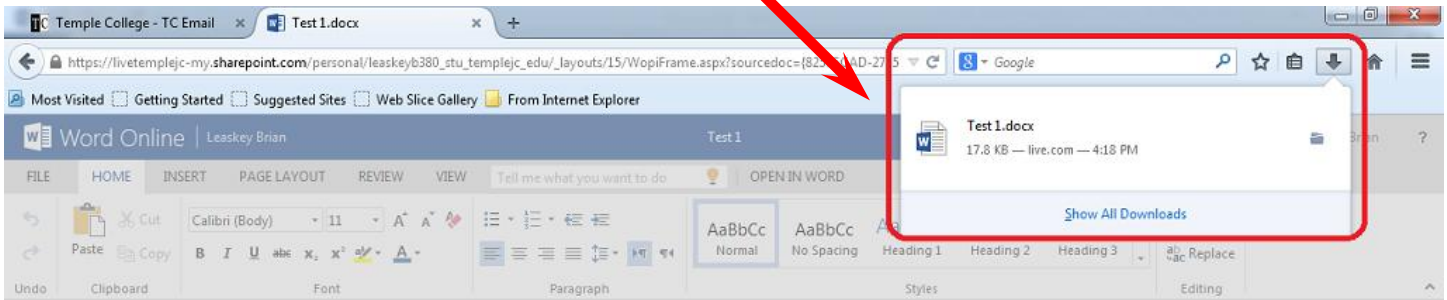
Select Save File



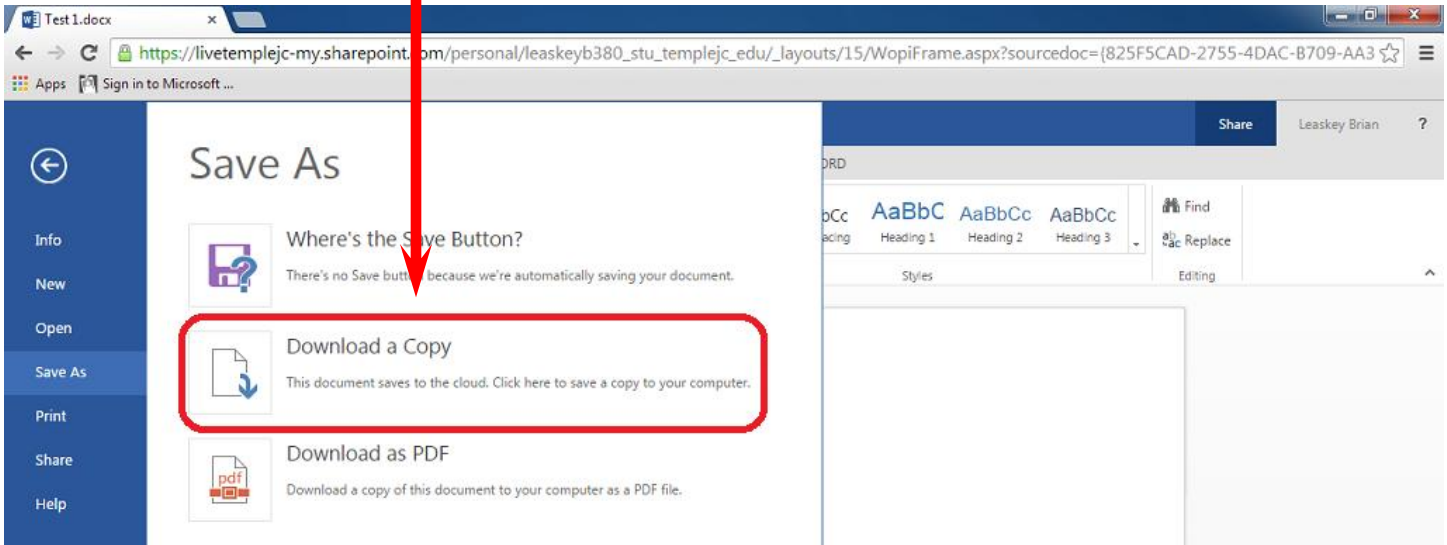
Then click OK



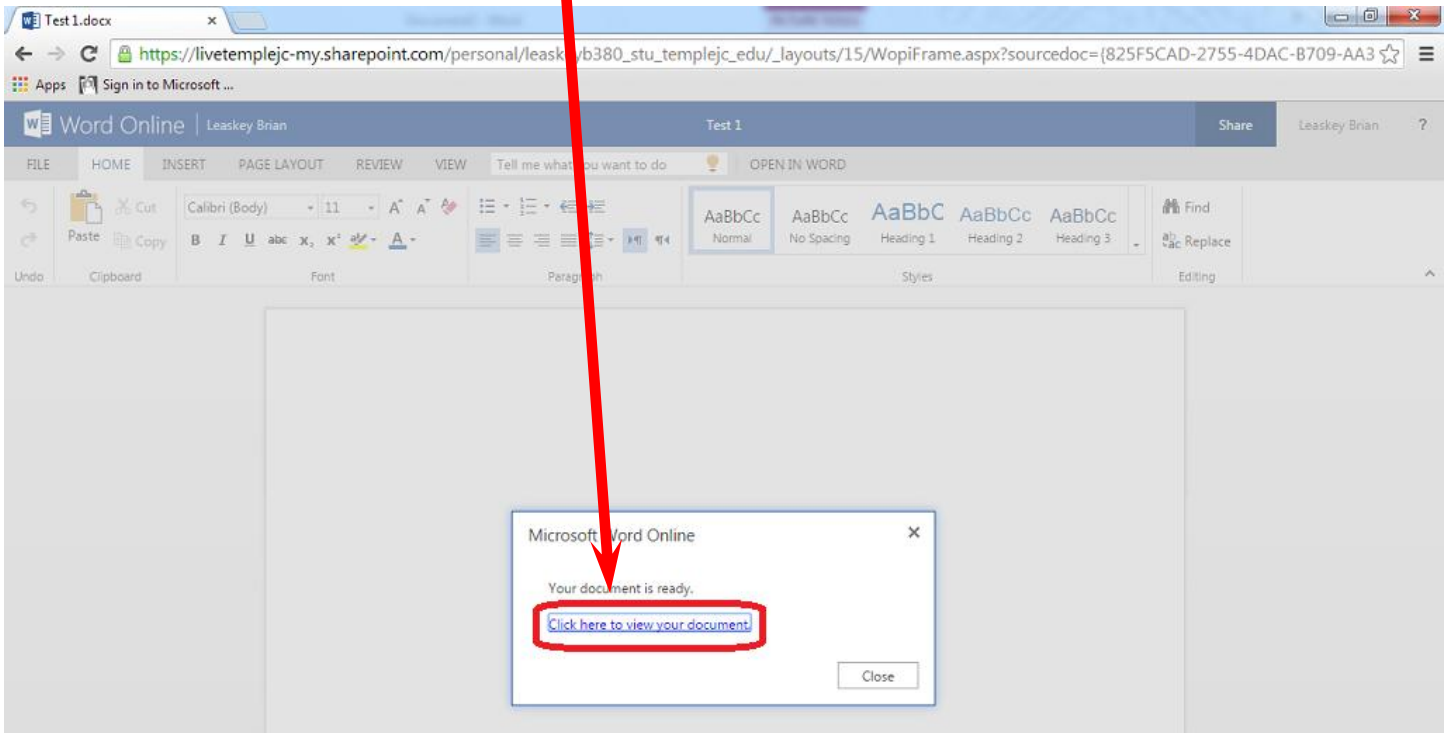
Click on the document title, or on Show All Downloads



For Chrome users, click File, then Save As  
Then click on Download a Copy

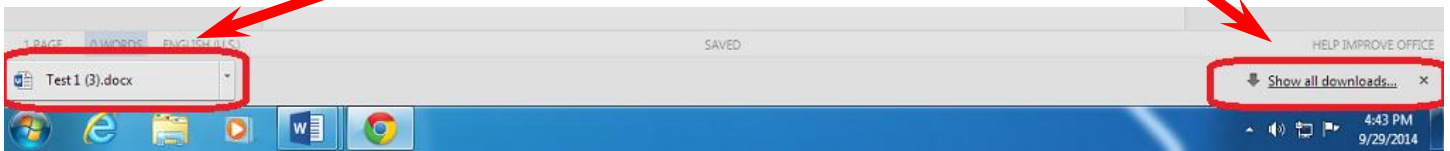


Click on Click here to view your document.

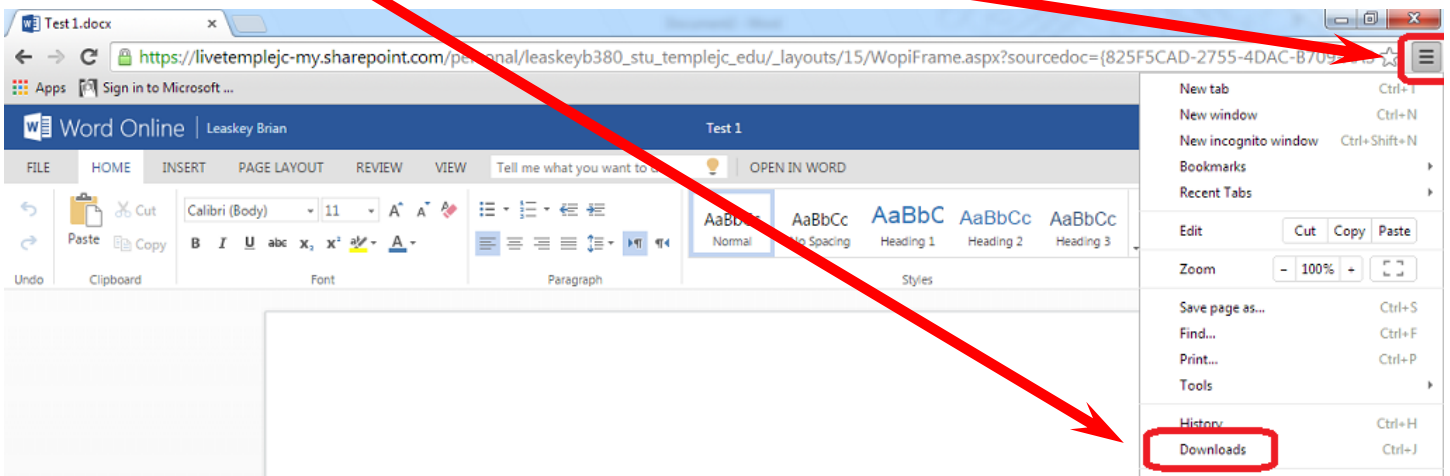


Click on either the document title

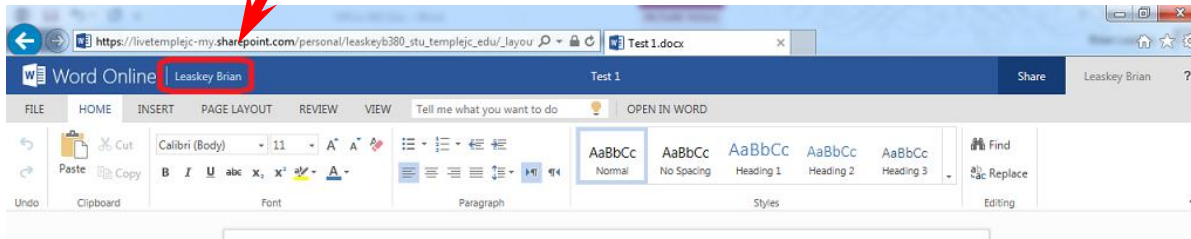
or the Show all downloads link



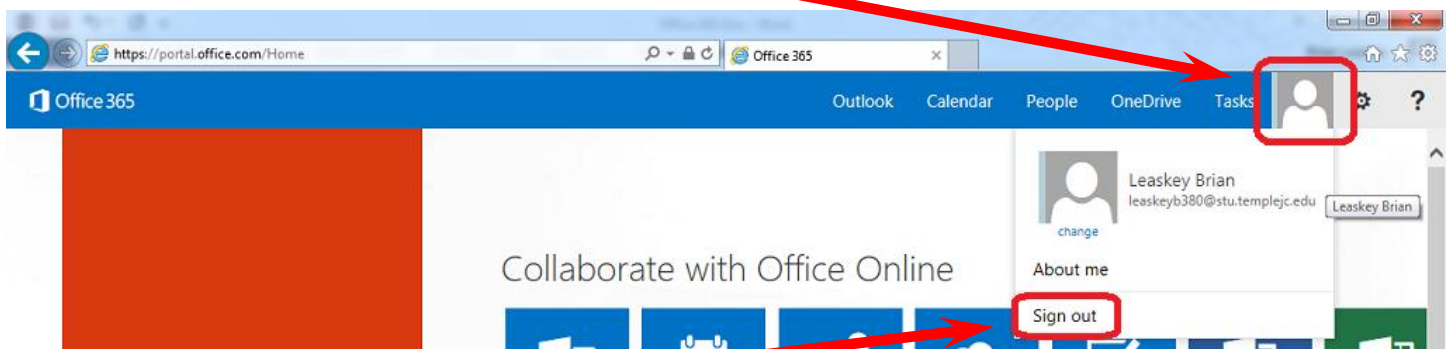
You can also click on the Settings Button  
Then click on Downloads



**To leave an Office 365 document and return to your files page,  
Click on your name.**



**To Log Out of Office 365, Click on the picture icon.**



**Then click on Sign Out.**