


Online Office 365

How to use Office 365 as an online office suite.

Audience

Faculty	✓
Staff	✓
Students	✓
Others	✗

 Office 365 is available to full-time faculty, staff, and students at no charge.

Step-by-step guide

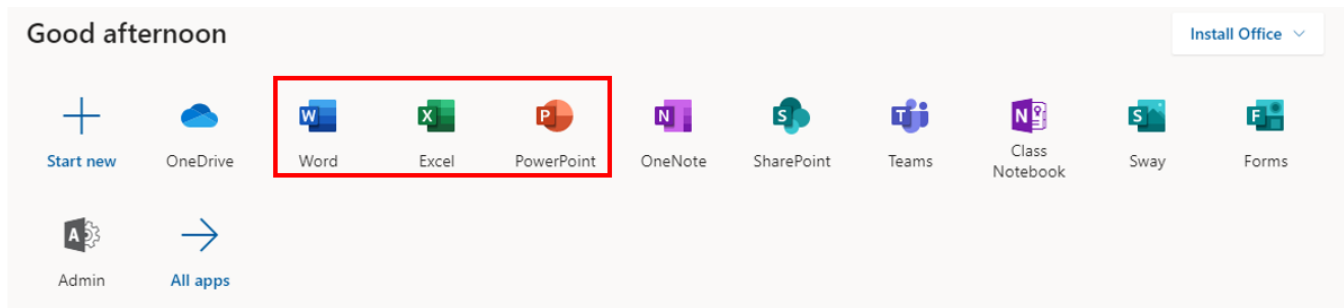
- [Sign In](#)
- [Select application](#)
 - [Open New Document](#)
 - [Save file](#)
 - [Find Files](#)
 - [Open/Copy/Download Files](#)
- [Installation or sign in issues?](#)

Sign In

Go to <http://office.bshp.edu> and if you're not already signed in, Login using your campus single sign-on credentials.

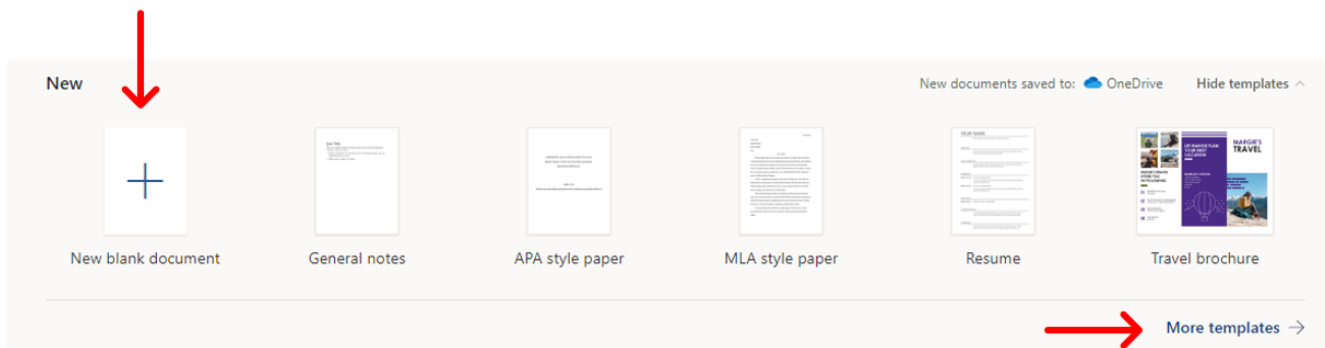
Select application

On the homepage after you sign in, select the application you want to use. For example: Word, Excel, PowerPoint



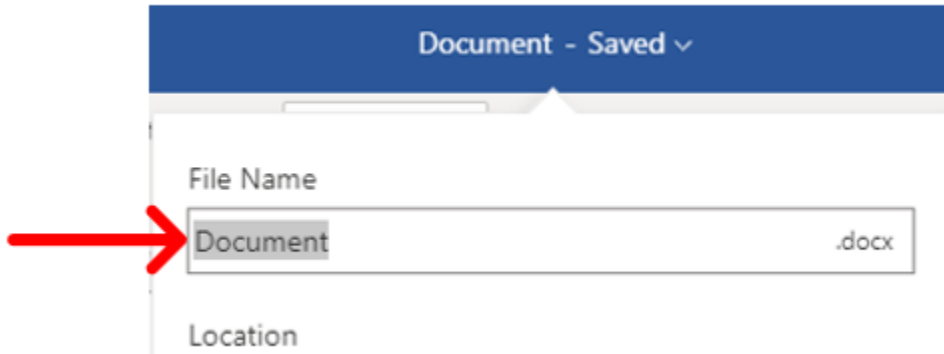
Open New Document

Click on 'New blank document' or select from the templates. All files will be save to your OneDrive.



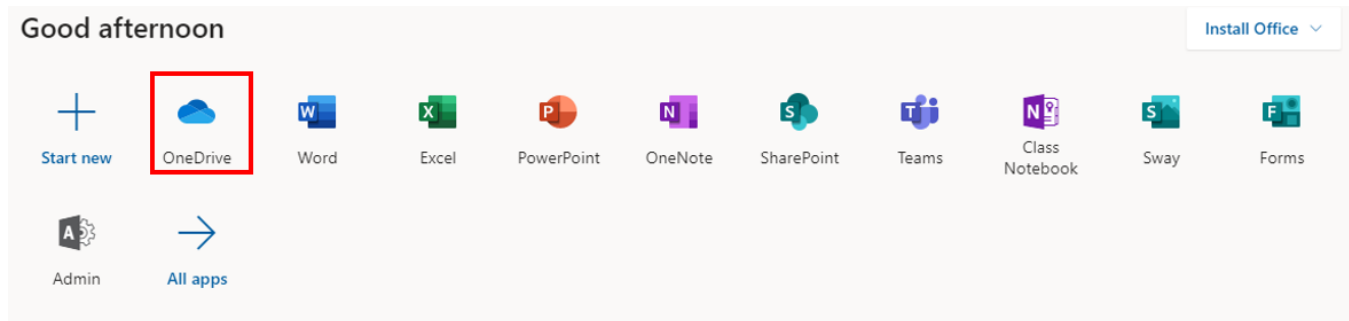
Save file

Click on Document - Save drop down menu and give the file a name.



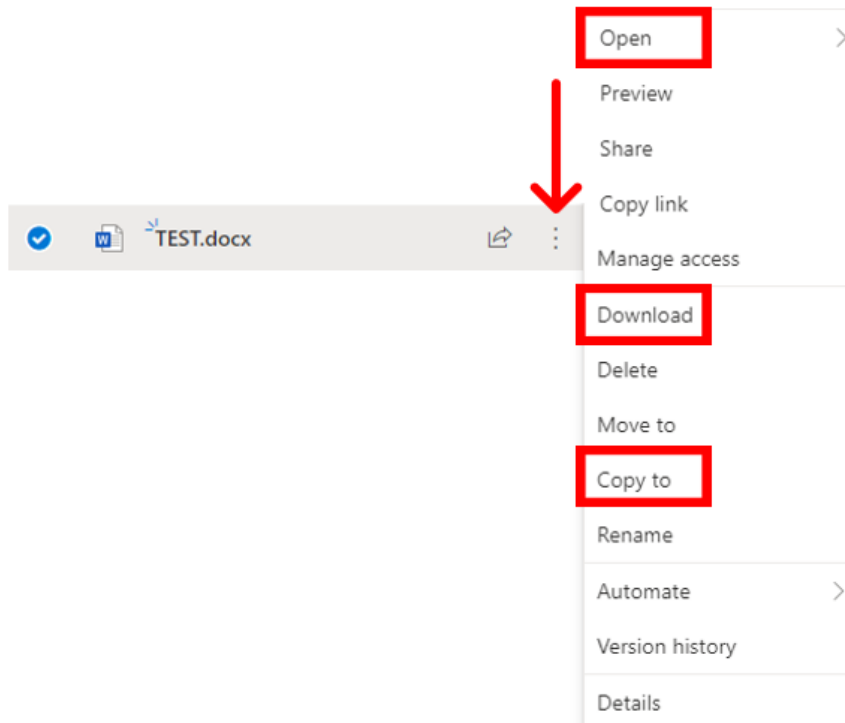
Find Files

On the homepage, select OneDrive. You will have a list of files in your 'My files' folder.



Open/Copy/Download Files

To open, download, or copy files click on the 3 dots next to the file and select the following.



Activate Office

If office did not activate automatically, [follow this guide to activate office.](#)

Installation or sign in issues?

If you're having an issue with installing office please submit a ticket, <http://support.bshp.edu>