

FREE OFFICE ONLINE SOFTWARE

Access Office Online

To access Office Online, open any popular web browser and follow these steps:

1. Navigate to <https://office.live.com>.
2. Click Sign In.
3. Type the email address and password of your Microsoft account.
4. Click Next.
5. Click Submit.
6. Click the icon of the Office app that you want to use: Word Online, OneNote Online, PowerPoint Online, Excel Online, or Sway.

Office Online works with almost any web browser. You don't have to use Internet Explorer or Microsoft Edge in order to edit your documents online.

Upload Your Documents to Office Online

Once you open Office Online in your browser, you can use Office Online to open your documents, but only if they're uploaded to OneDrive or Dropbox. If you're using Dropbox, you must also connect your Office Online account with your Dropbox account.

Here's how to upload a document to OneDrive, using your web browser:

1. Sign in to Office Online.
2. Click OneDrive. The OneDrive website is loaded in your web browser.
3. Navigate to the folder where you want to store that document.
4. Click Upload.
5. In the Choose File to Upload window, navigate to the document that you want to upload.
6. Select the document.
7. Click Open to upload the document.

Open Your Documents in Office Online

After the documents you want to work with are uploaded to OneDrive, you can access and work with them using Office Online in your web browser.

Here's how to open documents in Word Online, after it's uploaded to OneDrive:

1. Sign in to Office Online.
2. Click the Word Online app. Word Online loads in your web browser.
3. Click Open from OneDrive. The OneDrive website is loaded in your web browser.
4. Navigate to where you uploaded the document that you want to work on.
5. Click that document, and it opens in the appropriate Word Online app.