

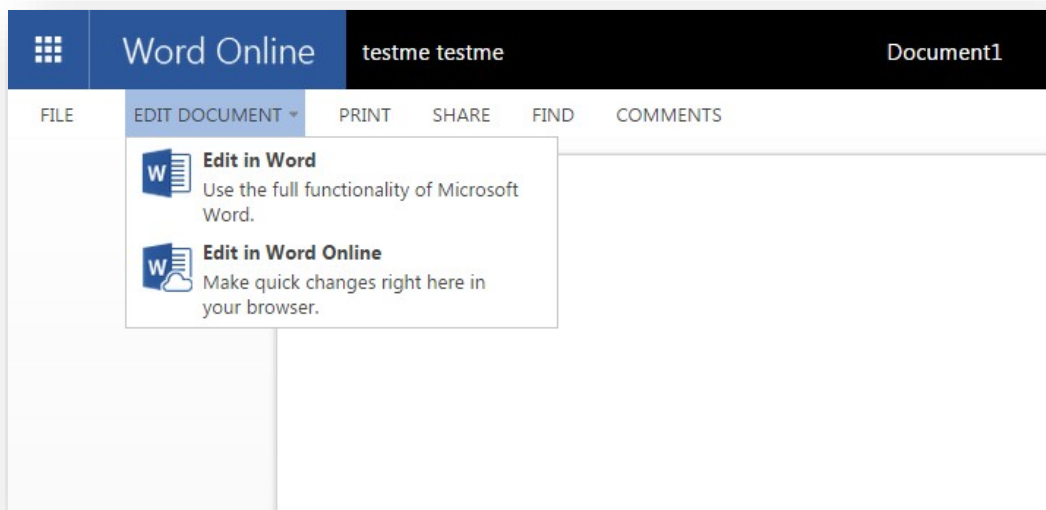
# Editing a Word document in OneDrive

There are two ways to edit a document in Office 365 via OneDrive. The first, with Word Online, offers editing in the cloud. The second will open the document with Word on your desktop.

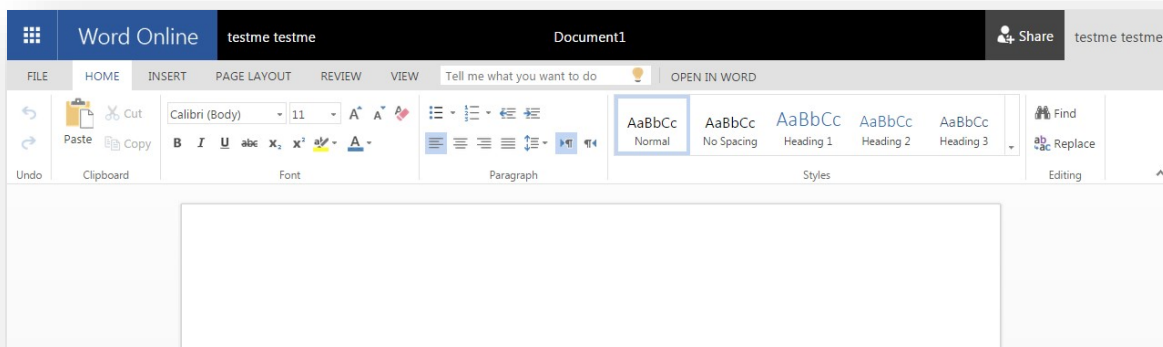
## Word Online

Login to your Email in Office 365, and click on OneDrive and select the document you wish to edit.

This will open your OneDrive document in the Read Only version. To edit, click **Edit Document** in the top left corner and select **Edit in Word Online**.



The document will then open in the editor and allow you to make changes to the document.

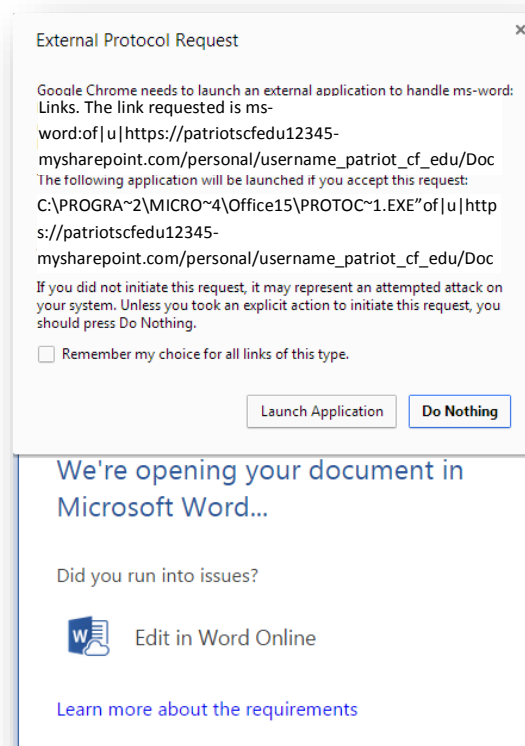


## Word on the Desktop

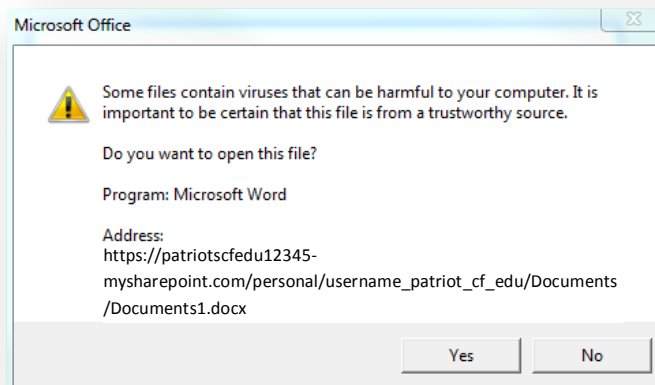
To edit a document with Word on your desktop, select **Edit in Word** when in the Read Only version of your OneDrive document.

You will likely get a series of pop-ups on your desktop asking for permission to launch the application.

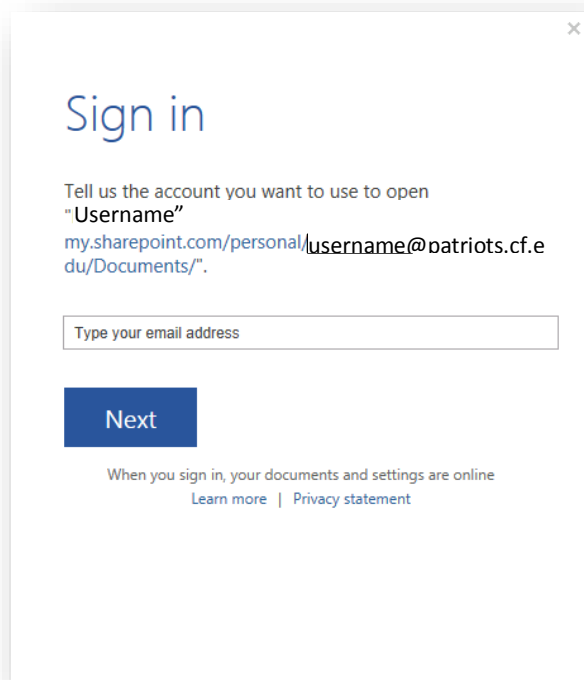
Click **Launch Application**.



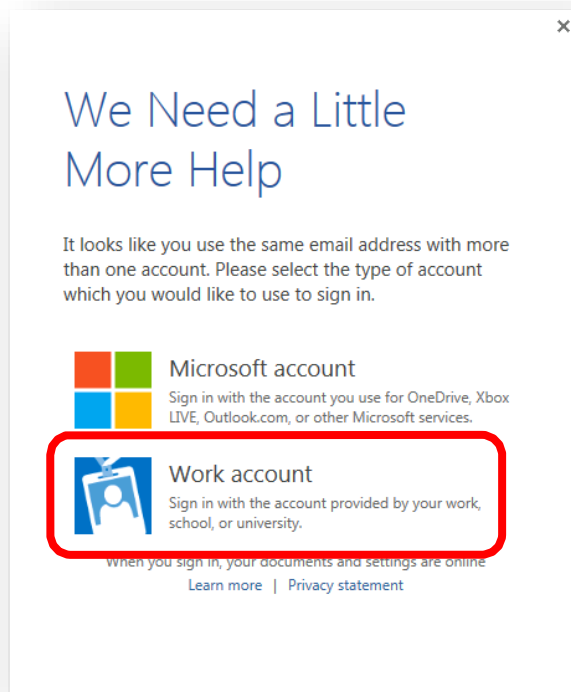
Click **Yes**.



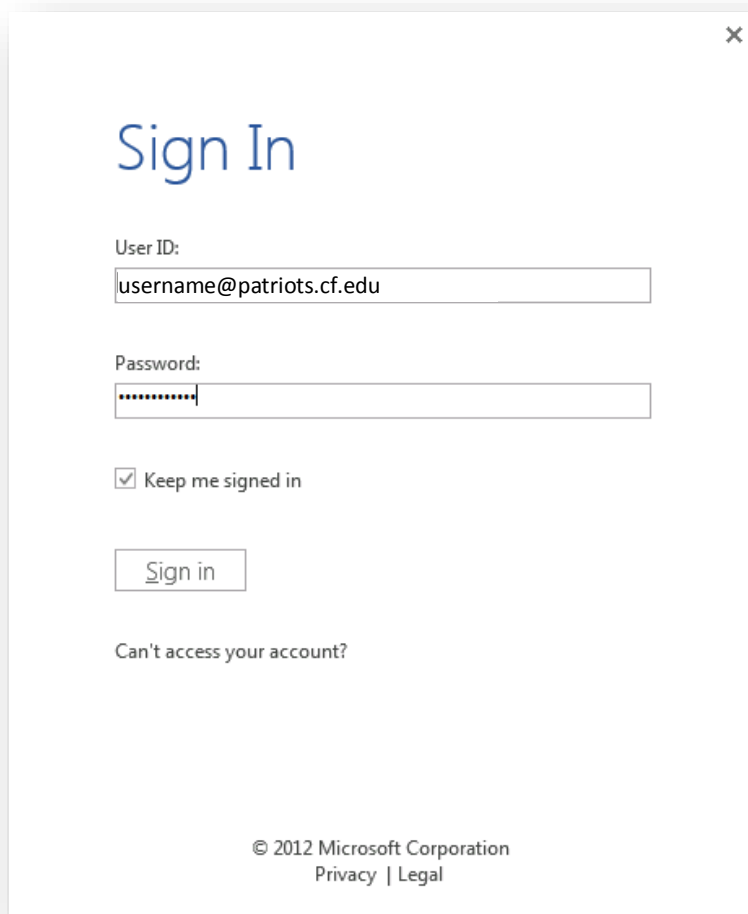
Type in your Knights Email address and click **Next**.



Select **Work account**.



Then type in your Email password and click **Sign in**.



A screenshot of a 'Sign In' dialog box. The title 'Sign In' is at the top in blue. Below it, there are two input fields: 'User ID:' containing 'username@patriots.cf.edu' and 'Password:' containing a masked password '.....'. A checkbox labeled 'Keep me signed in' is checked. A 'Sign in' button is below the password field. At the bottom, there is a link 'Can't access your account?' and a footer with '© 2012 Microsoft Corporation' and 'Privacy | Legal'.

Click **Enable Editing**, and you will be able to edit the document.

