

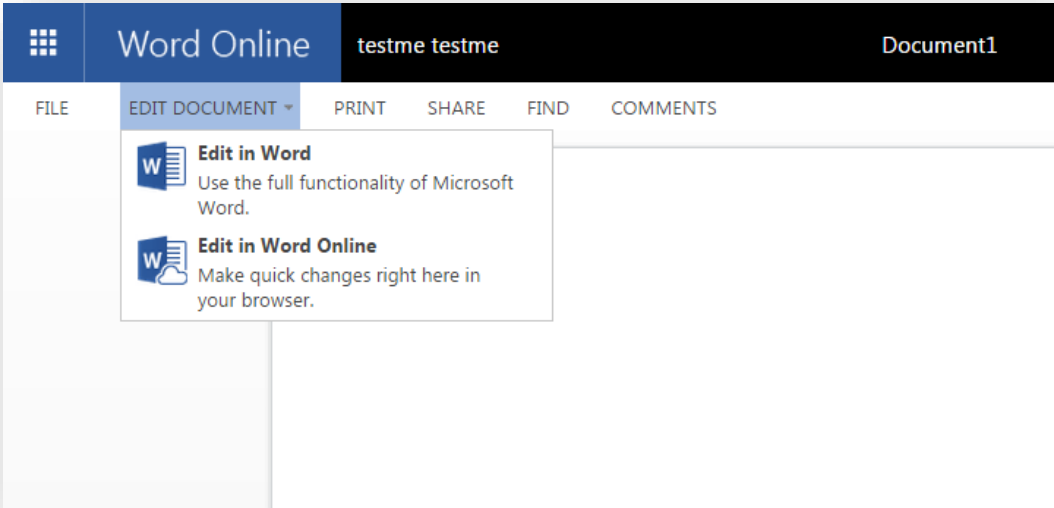
Editing a Word document in OneDrive

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.

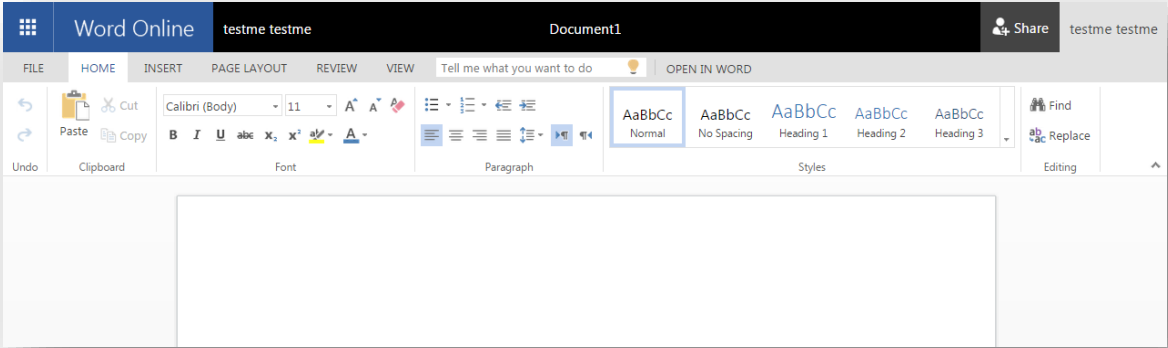
Word Online

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.

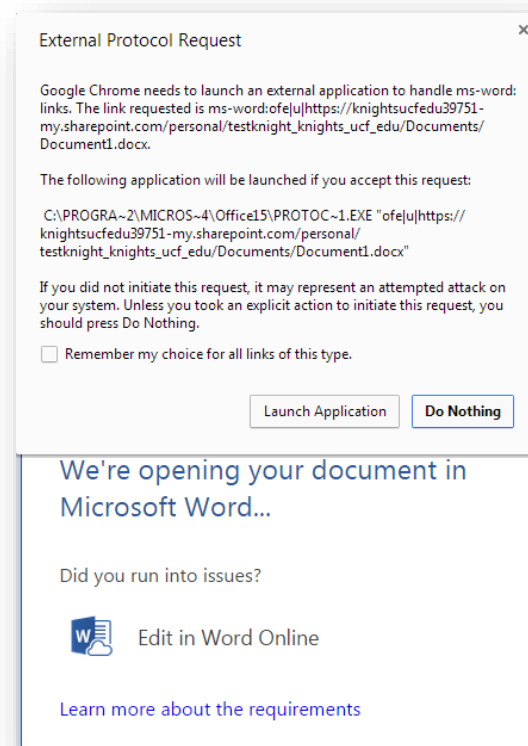


Word on the Desktop

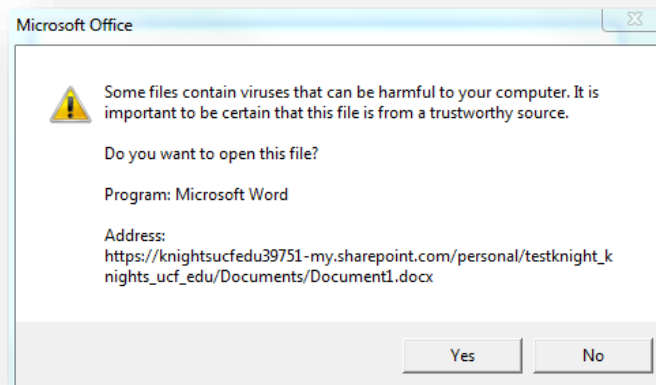
To edit a document with Word on your desktop, select **Edit in Word** when in the Read Only version of your OneDrive document.

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

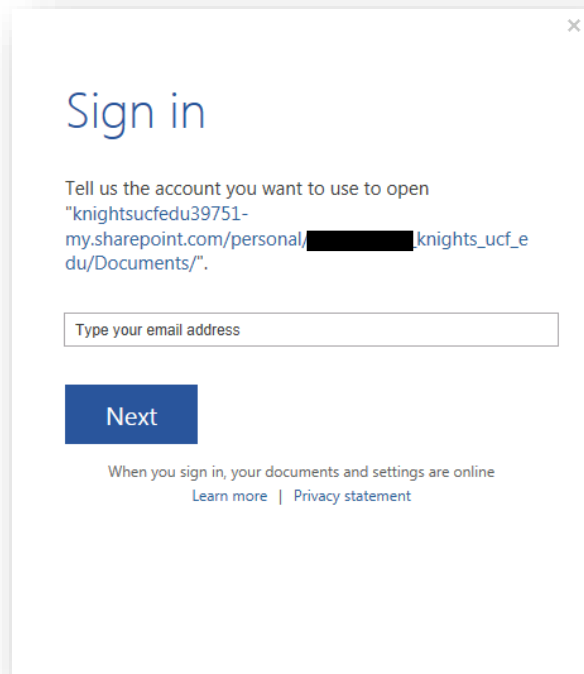
Click **Launch Application**.



Click **Yes**.

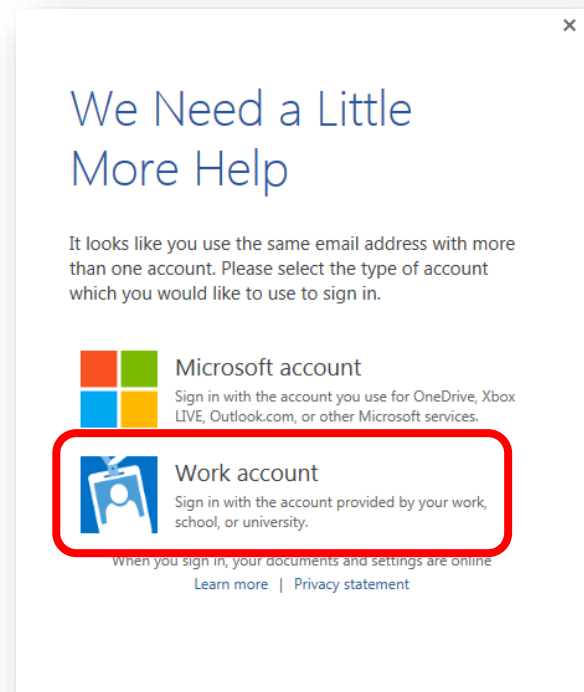


Type in your Knights Email address and click **Next**.



A dialog box titled "Sign in" with a close button (X) in the top right corner. The text inside reads: "Tell us the account you want to use to open 'knightsucfedu39751-my.sharepoint.com/personal/[redacted].knights_ucf.edu/Documents/'". Below this is a text input field with the placeholder "Type your email address". A blue button labeled "Next" is positioned below the input field. At the bottom, it says "When you sign in, your documents and settings are online" with links for "Learn more" and "Privacy statement".

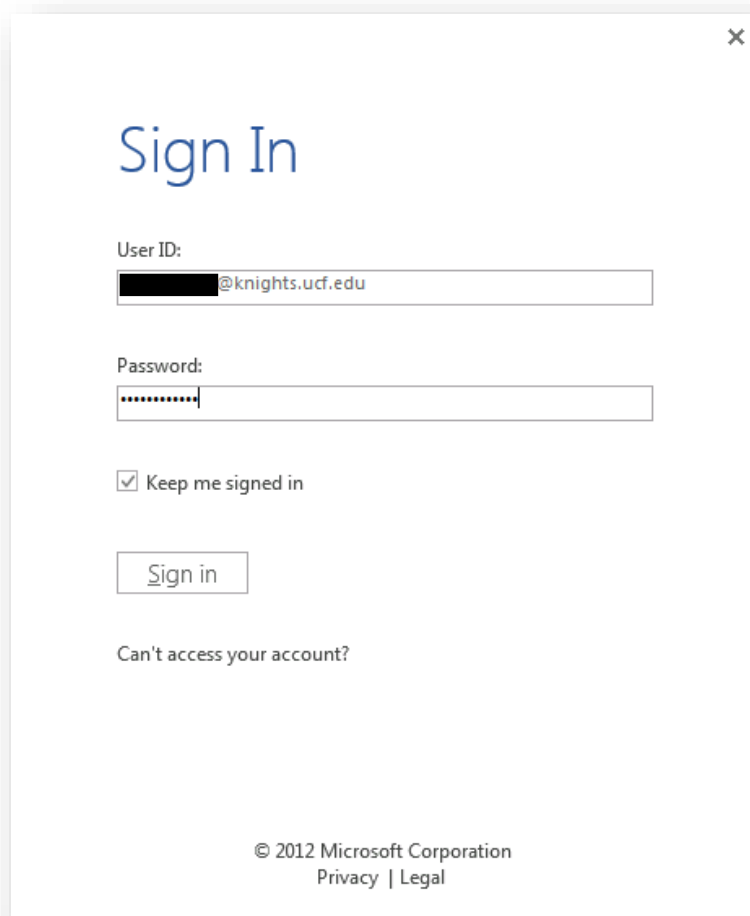
Select **Work account**.



A dialog box titled "We Need a Little More Help" with a close button (X) in the top right corner. The text reads: "It looks like you use the same email address with more than one account. Please select the type of account which you would like to use to sign in." There are two options: "Microsoft account" (with a four-colored square icon) and "Work account" (with a person icon). The "Work account" option is highlighted with a red rounded rectangle. Below the options, it says "When you sign in, your documents and settings are online" with links for "Learn more" and "Privacy statement".



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



Sign In

User ID:
[Redacted]@knights.ucf.edu

Password:
[Redacted]

Keep me signed in

Sign in

Can't access your account?

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

