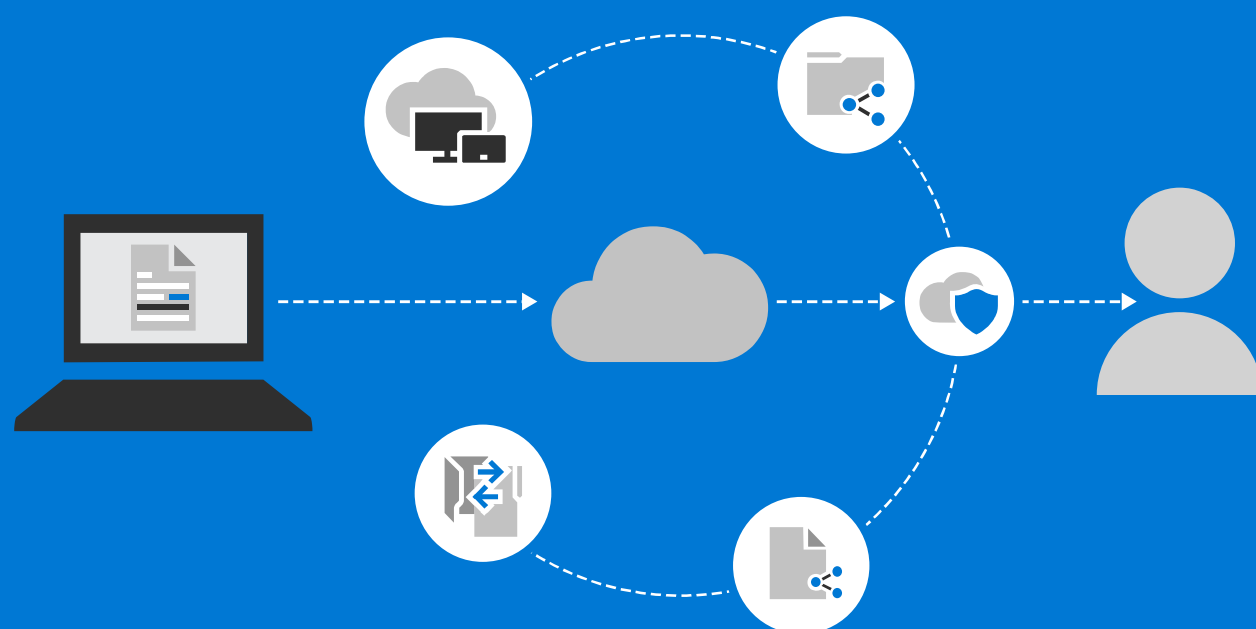


Work from anywhere



Sync your files to the cloud with OneDrive

Save your files to OneDrive

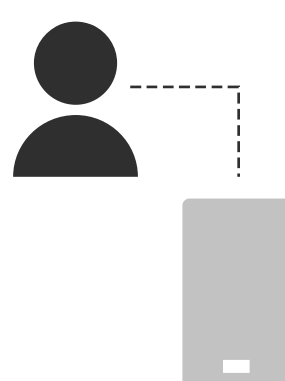
Store files in your OneDrive and reach them from all your devices.

Share with everyone

Access, share, or work with others in real-time while protecting your files from loss and attacks.

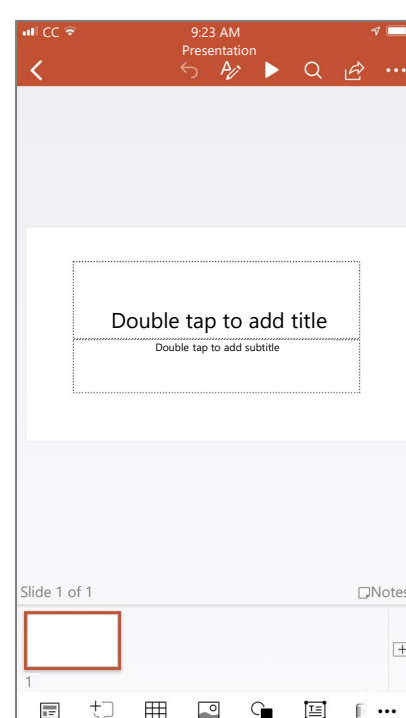
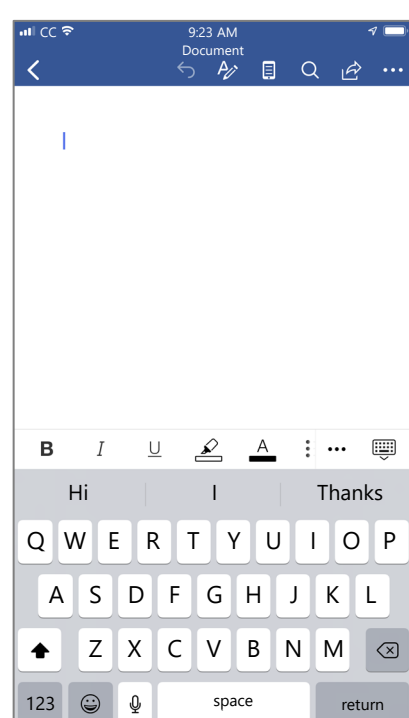


Download and work in the mobile apps



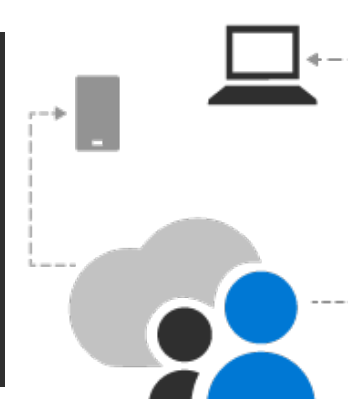
Word, Excel, PowerPoint, OneNote, Outlook

- 1 Download and then launch any Office app like **Word**, **Excel**, or **PowerPoint**.
- 2 Sign in with your Office 365 account.
- 3 Create and edit documents in these apps right from your phone: open files, edit text, adjust formatting, and even add pictures.



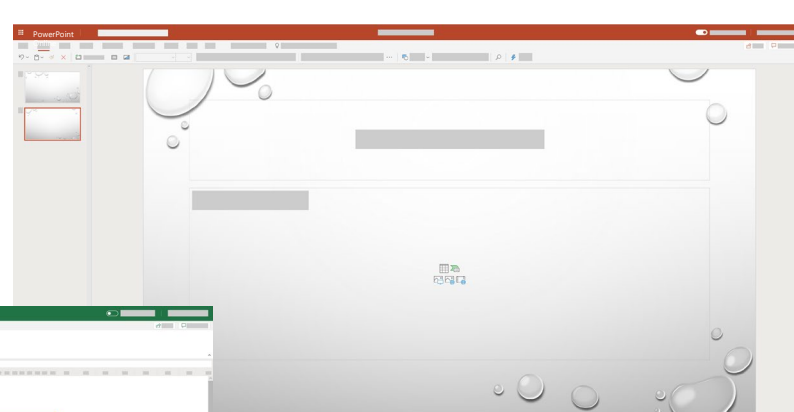
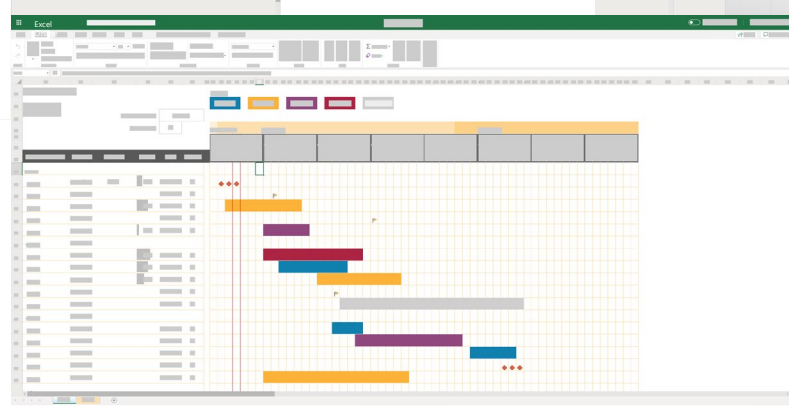
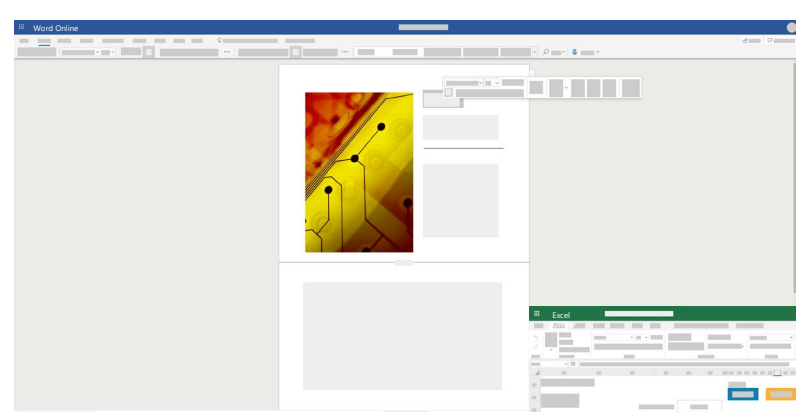


Work in Office in your browser



Word, Excel, PowerPoint, OneNote, Outlook

- 1 Sign in to Office.com with your Office 365 account and then launch any Office app.
- 2 Create and edit documents right from your browser. Open files, edit text, adjust formatting, add pictures, create graphs. Co-author in Word, Excel, and PowerPoint.



Share files with coworkers

Send a link to invite someone to work with you

- 1 With a file open, select **Share**.
- 2 Select the down arrow to choose permissions for the link you will be sharing. Options include:
 - Anyone (if your organization allows it)
 - People in your organization
 - Specific people
- 3 Select **Apply** to save the permissions.
- 4 Enter the name or email address of people you want to share with, type a message, and choose **Send**.

Or select **Copy Link** and send the link in an email or message.

