


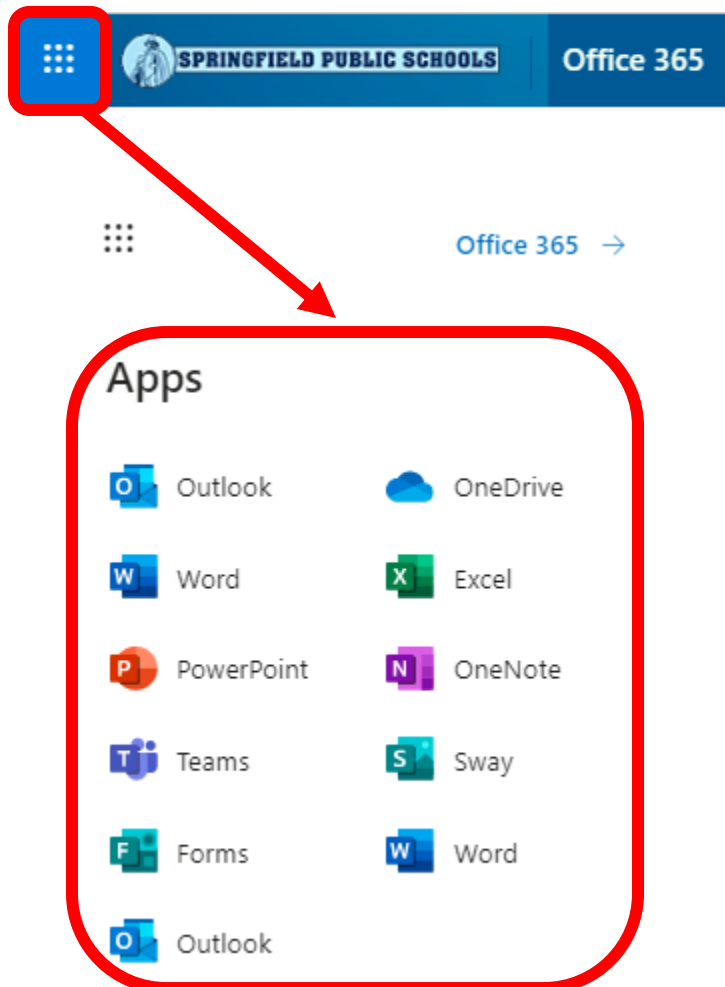
## How to Access Office 365 and Create Files

Step 1: **Click** on the **Office 365** icon located on computer desktop:




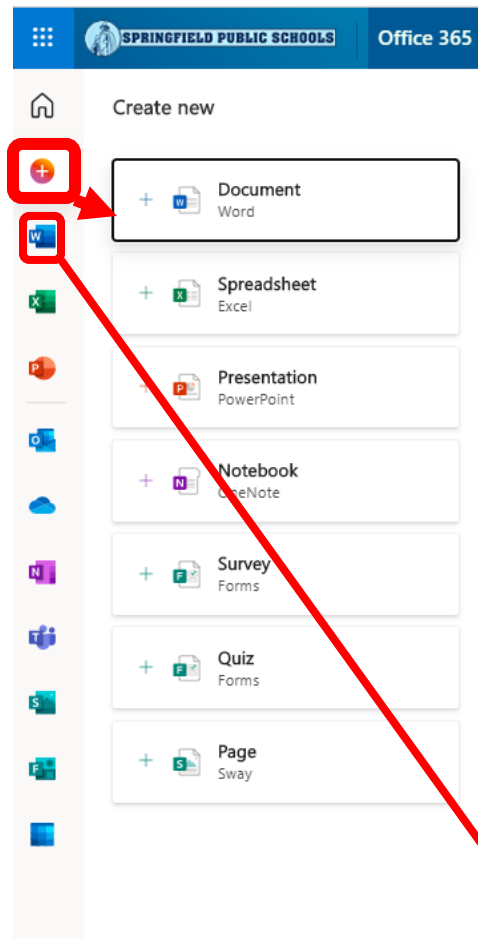
Alternative access: Use [this](#) link to access the Office 365 sign in page. Enter SPS credentials and password.

Step 2: Click the  icon on the upper-left hand corner of the screen and select from the Office 365 applications.



## How to Create Files in Office 365

Once signed into Office 365 click the **Create**  **Create** button located on the right side of the screen. Select from the options underneath **Create New:**



**Note:** Files created in Office 365 can be located by selecting the corresponding Office 365 Application on the left-hand side of the navigation menu. Example above: **Microsoft Word**