

Hi there.

Here’s everything you need to know about your new Office.

Get all the goodness of Office.

A Microsoft account is all you need to sign into Office. Don’t have an account? You can sign up using any email address you want.

Sign in and your Office programs will remember you and your recent work.

Once you’re signed in, you can save to the cloud with OneDrive to get your documents anywhere.

Sign in

Save

Your documents anywhere, across all your devices.

Now with OneDrive, saving to the cloud lets your work go with you almost anywhere.

You can save to OneDrive right from Office – just look for the “OneDrive” location when you save.

When you do, your documents travel with you instead of being stuck on just one computer.

Share files with others.

Working on a group project? When a document is saved to OneDrive, it can be shared right from Office, which makes working with others easy.

When you invite people to read or edit documents, everyone can review, comment, and work on the same file.

They don’t even need to have Office installed. They can work in their browser using Office Online.

Share



That’s it.

Thanks for reading! You’re all set to make the most of your new Office.

Just sign in to get all the goodness of saving and sharing whenever and wherever you need it. Enjoy!

