

Office365 Student Web App Tutorial Using Word, Excel and PowerPoint

1. Launch Internet Explorer and navigate to www.mvesc.org



2. Point to the OTHER SERVICES tab and click on ALPHA Web Apps



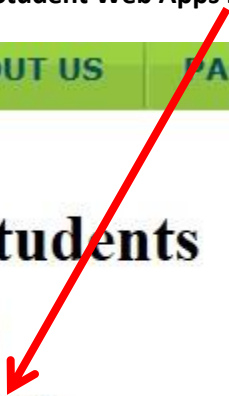
3. Click on the ALPHA Student Web Apps link



ALPHA Students

[ALPHA Student Email](#)

[ALPHA Student Web APPS](#)

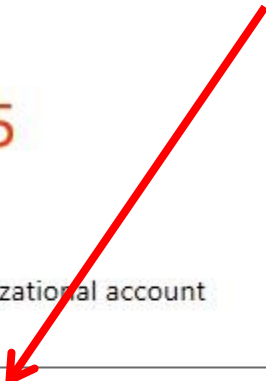


4. Sign in using your Username and Password (UN = first.last@mvesc.org)

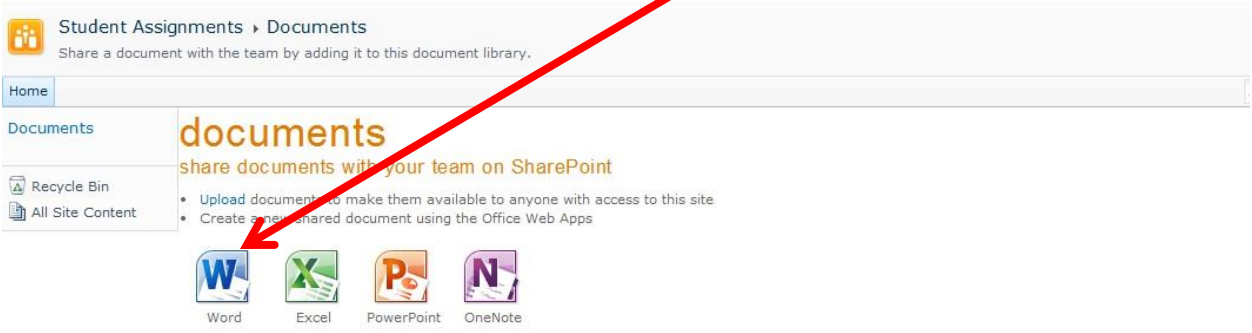


Sign in with your organizational account

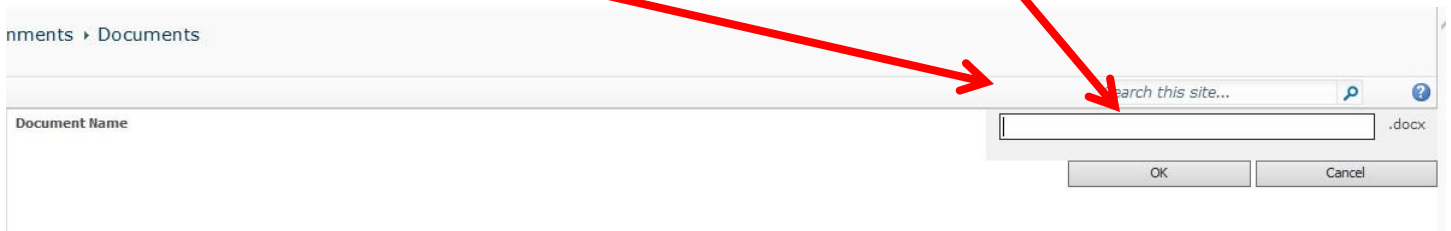
Keep me signed in



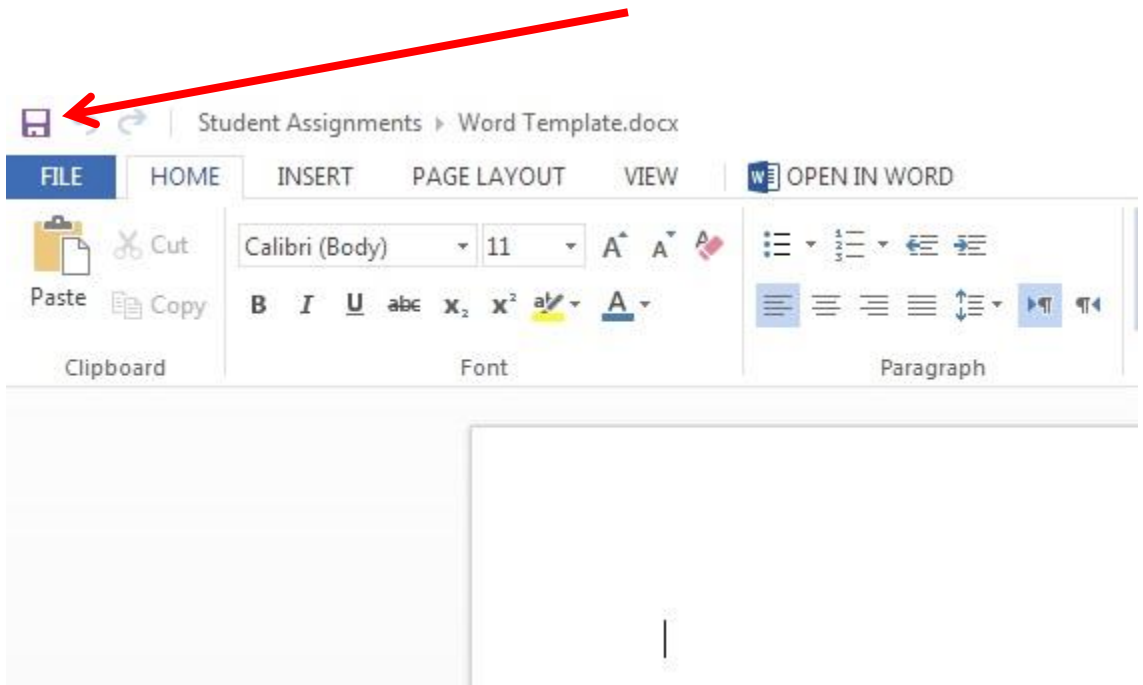
5. To begin a Word Document, point on the Word App.



6. Type your name and the title of the document that you want to create and then click OK. Example – Bob White – My Paper



7. Type your document. When done, click on Save



8. You can return to work on your document at any time by simply clicking on the Name of your file that now appears on the list.

documents

share documents with your team on SharePoint

- Upload documents to make them available to anyone with access to this site
- Create a new shared document using the Office Web App



Word



Excel



PowerPoint



OneNote

Type	Name	Modified
	Bob White - My paper NEW	10/15/2013 6:37 AM
	Carl Jones 1 NEW	10/15/2013 6:25 AM
	test3 NEW	10/15/2013 6:35 AM
	Word Template	10/15/2013 6:21 AM

9. Click on Edit Document and then Edit in Word Web App to continue where you left off.

Student Assignments > Bob White - My paper.docx

FILE EDIT DOCUMENT PRINT FIND COMMENTS

Edit in Word
Use the full functionality of Microsoft Word.

Edit in Word Web App
Make quick changes right here in your browser.

bob white

Continue working and click on the Disk icon when you are finished to save your work.

Student Assignments > Word Template.docx

FILE HOME INSERT PAGE LAYOUT VIEW OPEN IN WORD

Paste Cut Copy

Clipboard

Calibri (Body) 11 A⁺ A⁻

B I U abc x₂ x² a/b A

Font

Paragraph

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