

# Instruction of how to use OneDrive in your Outlook Web App (Office 365)

1) Click on the OneDrive once you're logged in to your email account in the Outlook Web App (See Figure 2-2)

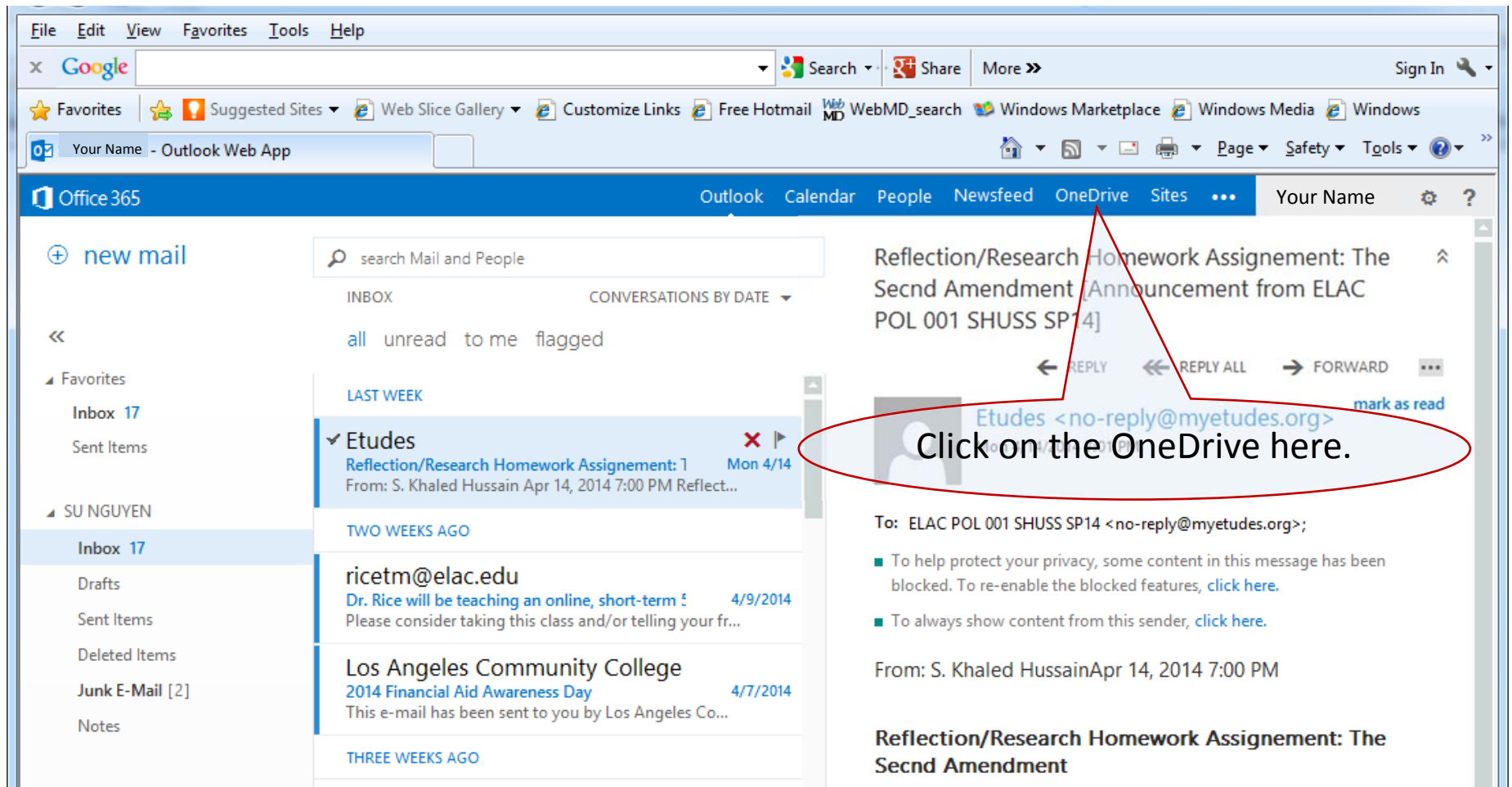
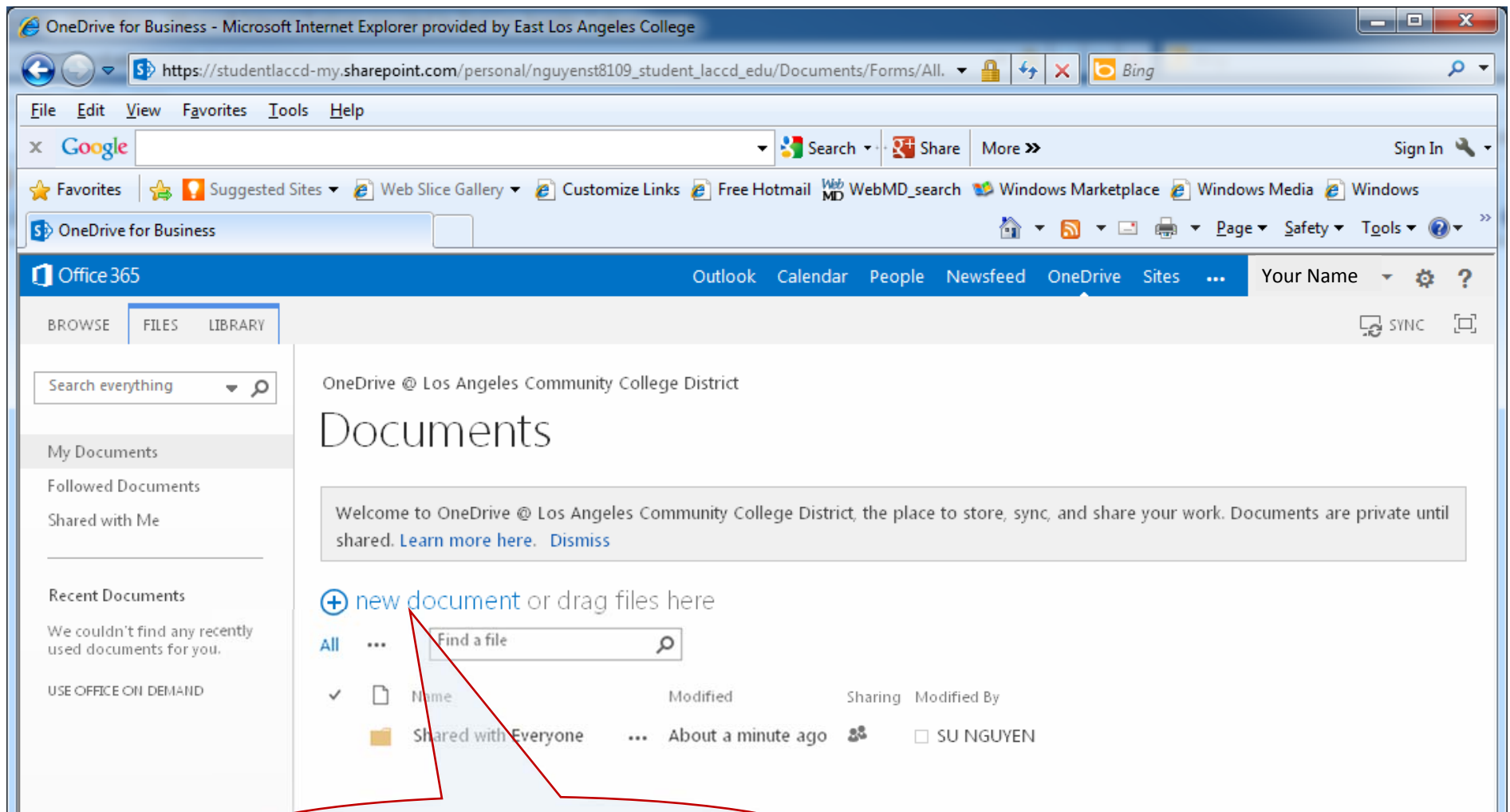


Figure 2-2

## 2) Click on the new document (See Figure 2-3)



**Figure 2-3**

Click on the new document

The new document will allow you to create new : Word document, Excel workbook, PowerPoint presentation, OneNote notebook and Excel survey. Moreover, you can upload an exist document by drag your document from your local drive and drop to the “drag files here” area.

3) "Create a new file" dialog menu will popup. To create a new Word document by clicking on Word document in the "Create a new file" dialog menu (see Figure 2-4)

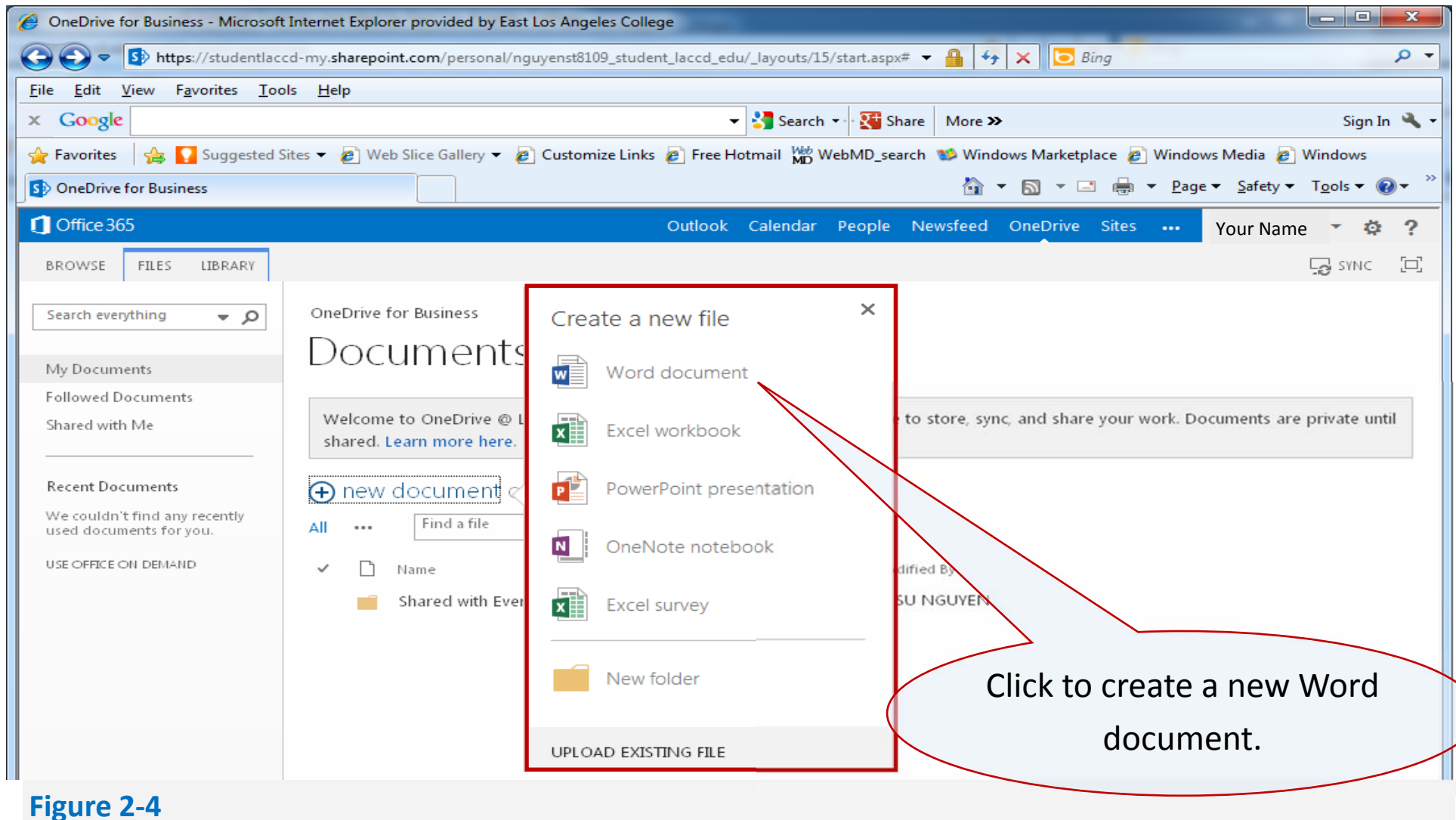


Figure 2-4

4) “Create a new document” dialog box will popup to prompt you to input a document name (see [Figure 2-5](#))

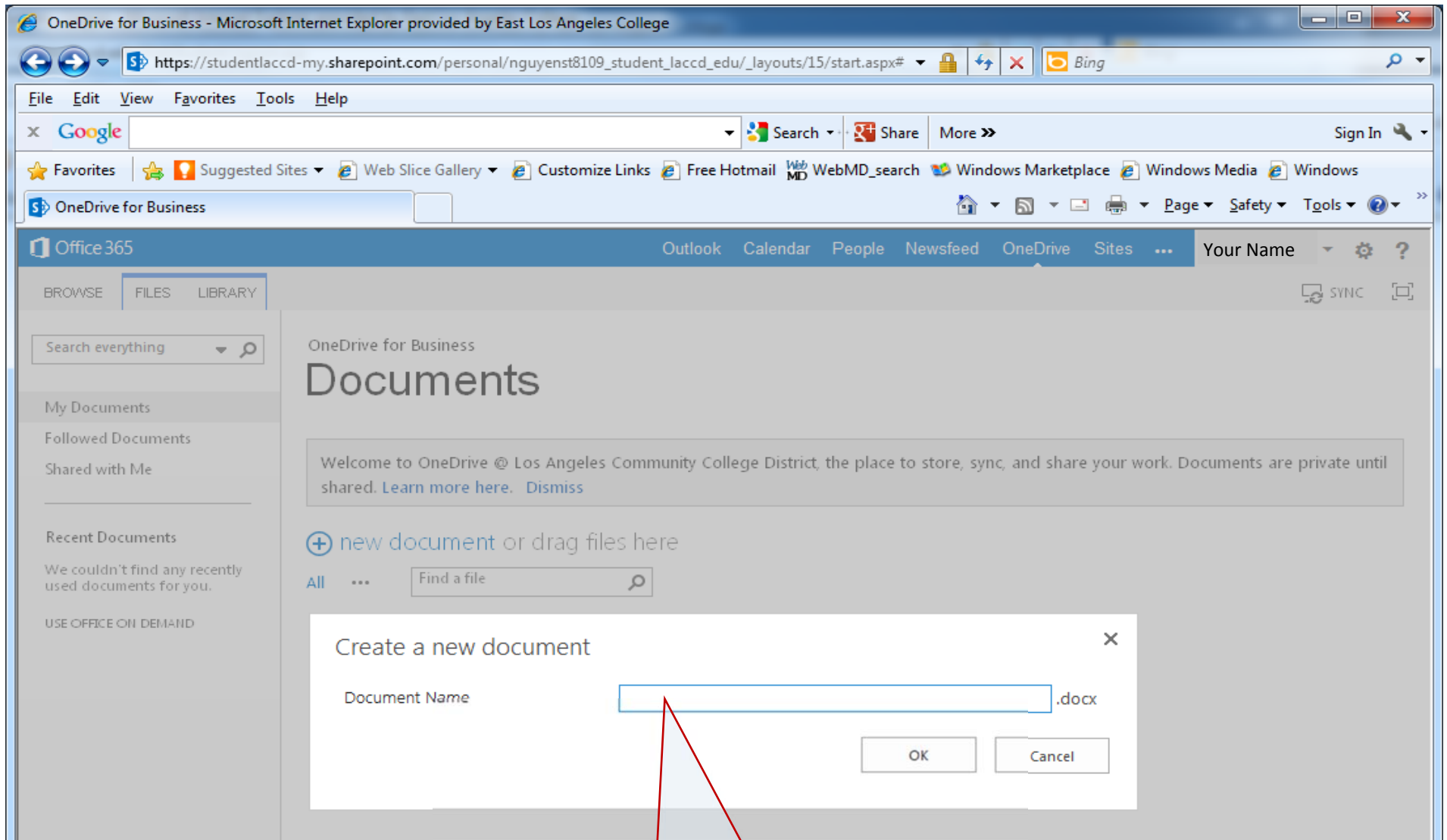


Figure 2-5

Enter your new document  
name here.

5) After enter a new document name, click Ok button to continue (see [Figure 2-6](#))

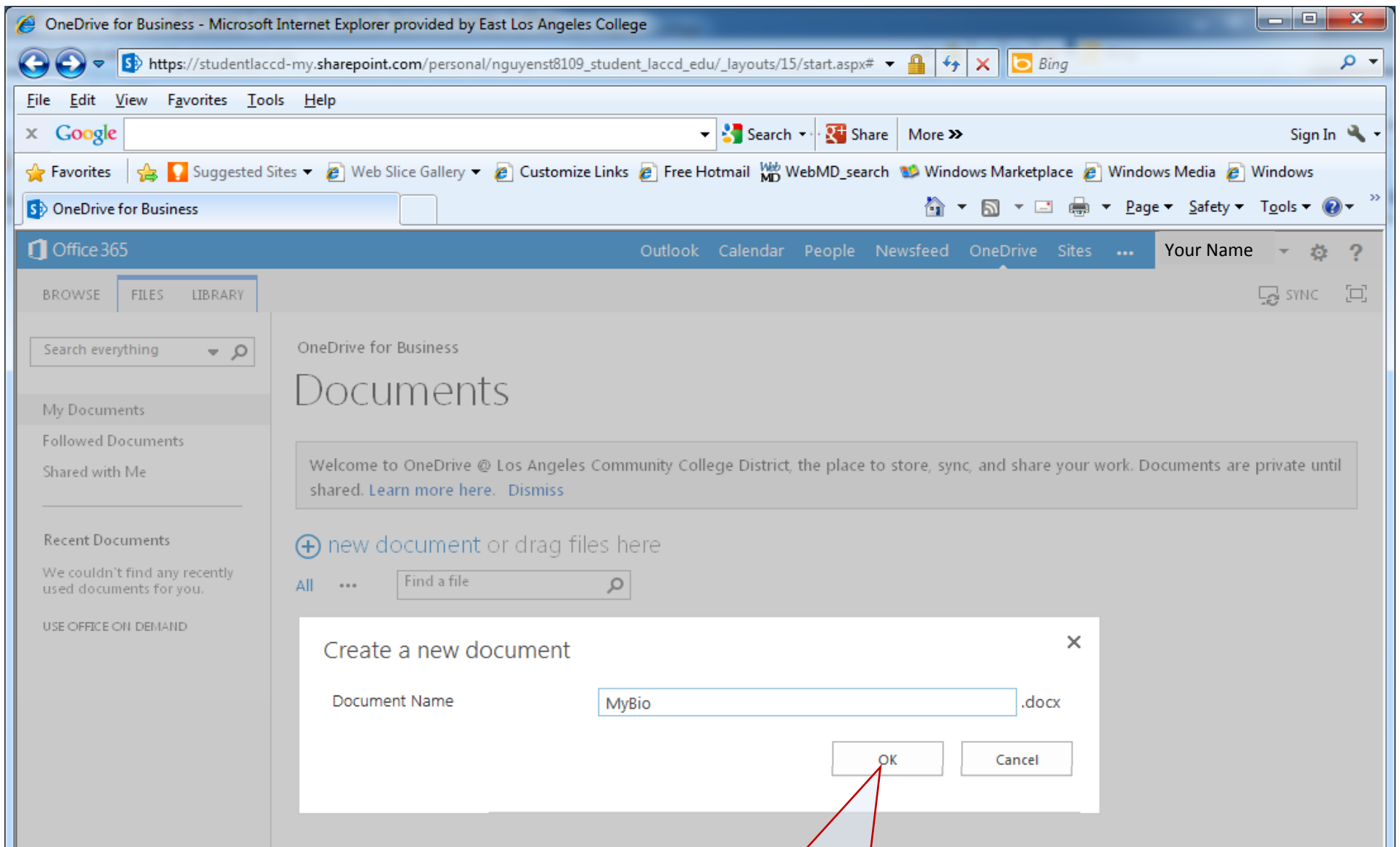


Figure 2-6

Click Ok button to continue.

CONGRATULATIONS! You have been created a new Word document.

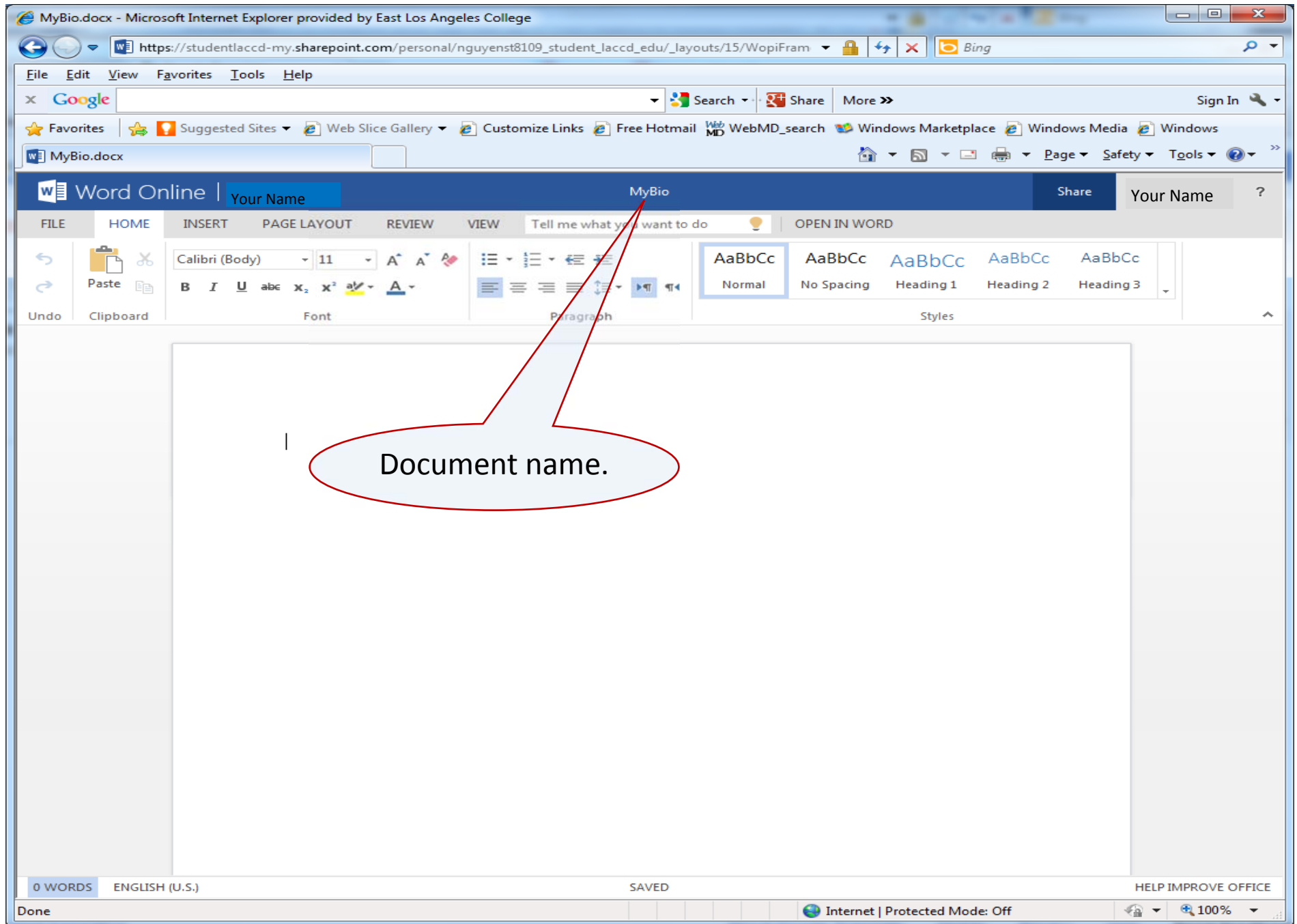


Figure 2-7