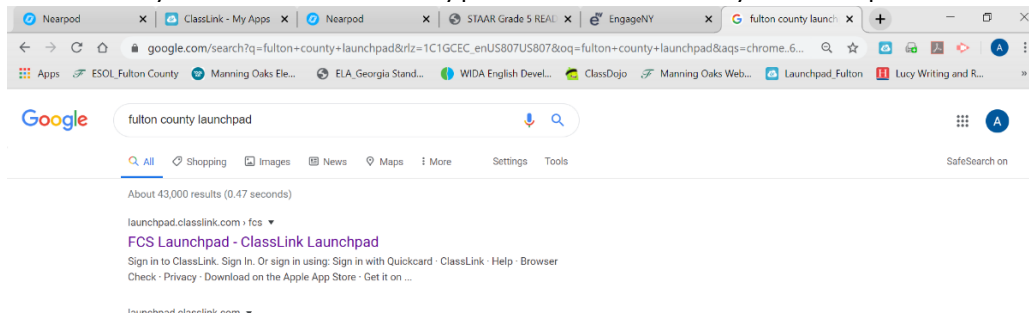


Logging onto Office 365 and Sharing a Document

1. Go to your browser and type in fulton county launchpad.

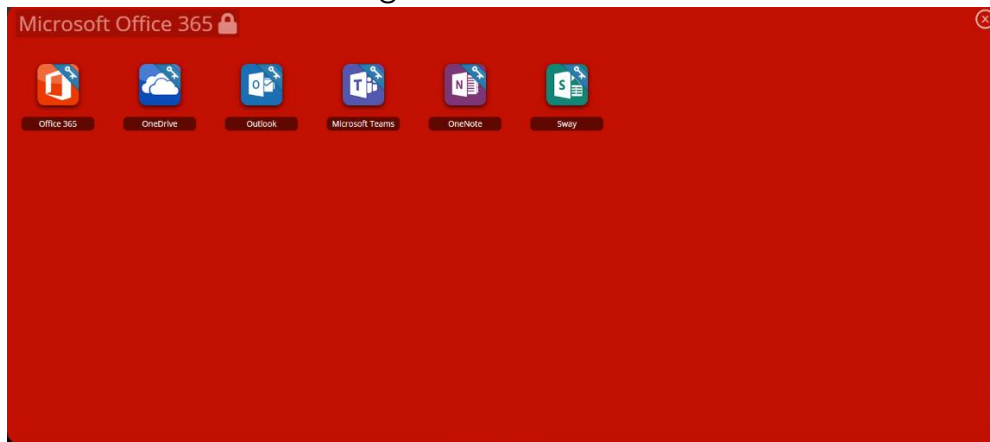


2. Sign into Launchpad with your username and password.

3. Click on the Microsoft Office 365 icon.

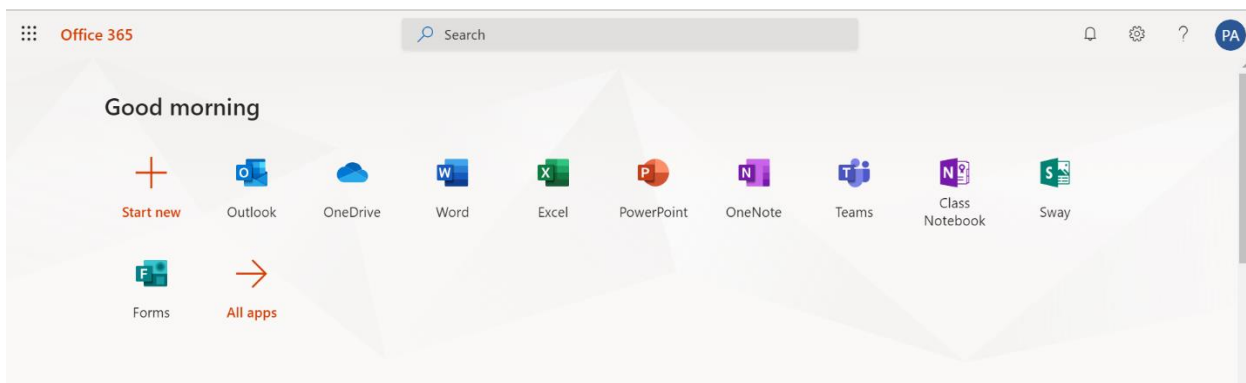


4. Click on Office 365 again.

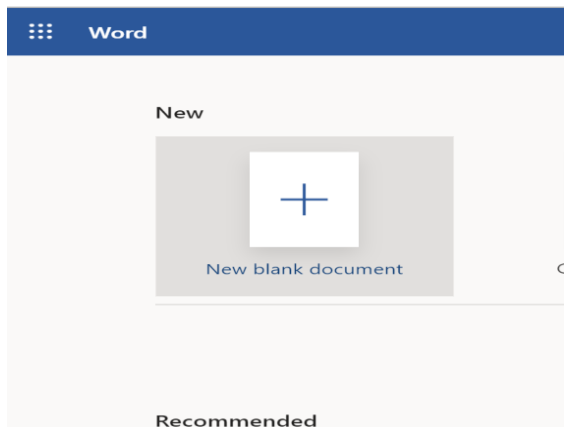


5. You will see a page that says, "Good Morning" with your name.

6. Click "Word."

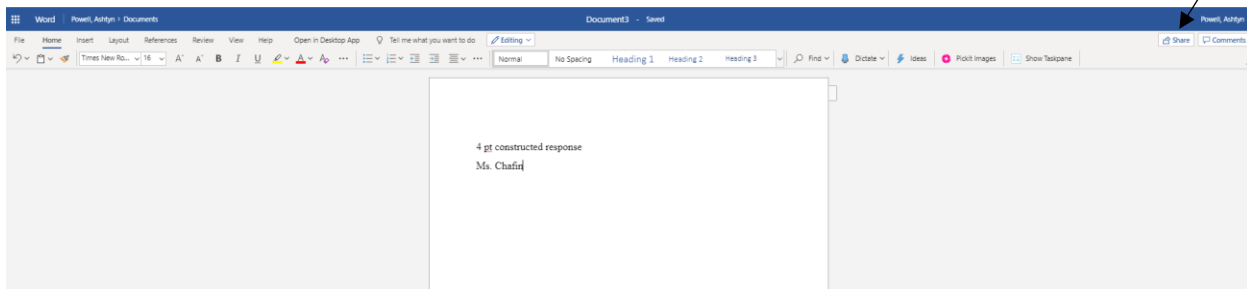


7. Click "New Blank Document."

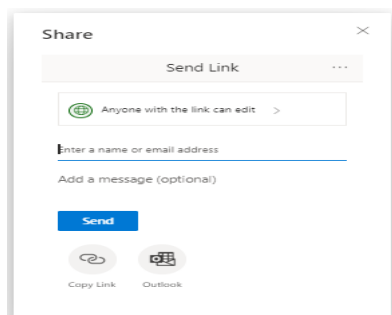


8. Type your response/story.

9. When you are ready to share your document, click the "Share" button.

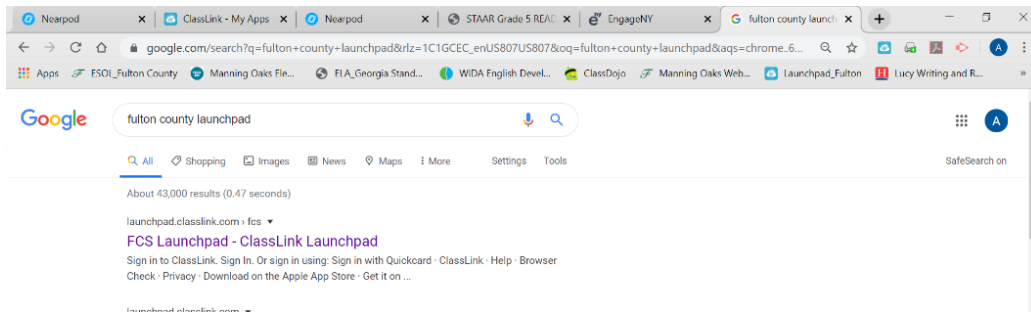


10. Type in your teacher's email address and click "Send."



Iniciar sesión en Office 365 y compartir un documento

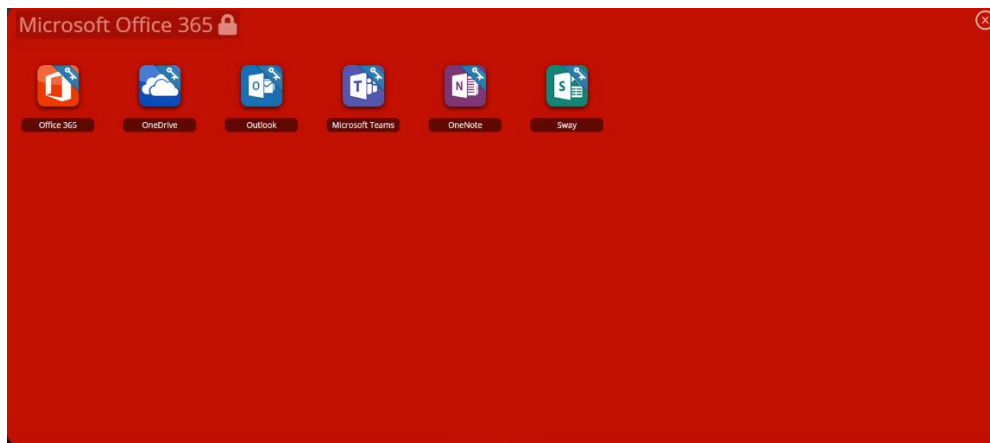
1. Vaya a su navegador y escriba fulton county launchpad.



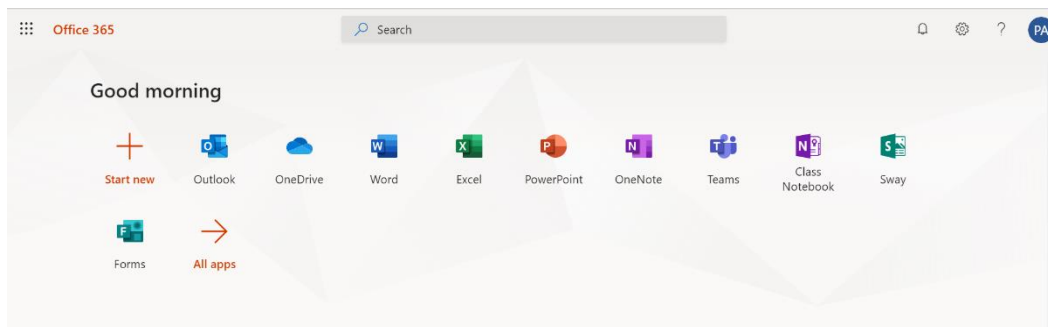
2. Inicie sesión en Launchpad con su nombre de usuario y contraseña.
3. Haga clic en el icono de Microsoft Office 365.



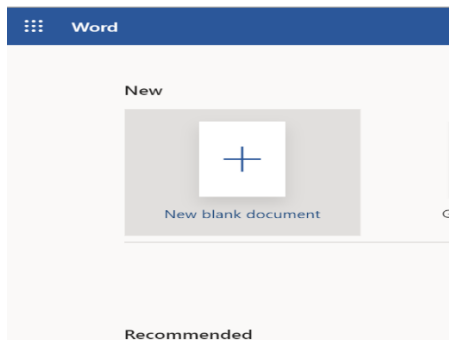
4. Haga clic en Office 365 de nuevo.



5. Verá una página que dice, "Buenos días" con su nombre.
6. Haga clic en "Word."

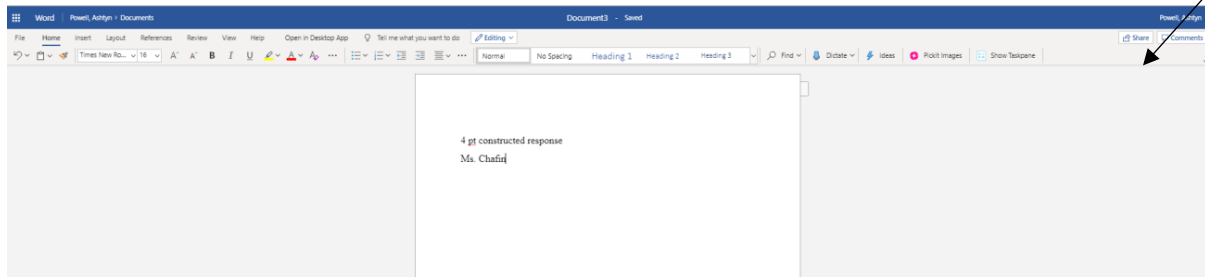


7. Haga clic en "Nuevo documento en blanco."

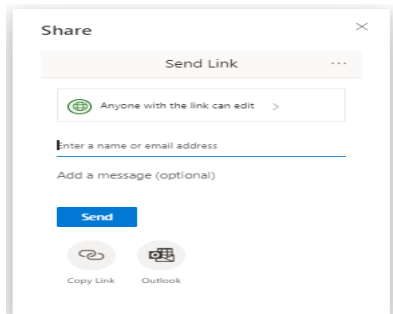


8. Escriba su respuesta/historia.

9. Cuando esté listo para compartir su documento, haga clic en el botón "Compartir".



11. Escriba la dirección de correo electrónico de su profesor y haga clic en "Enviar."



Translated by Microsoft Word