

Create a new document in OneDrive

(The best way to use Office 365)

Go to Students.ashland.k12.or.us

>click **OneDrive**

>click **OneDrive** tab in upper right

>click **+New**, and choose what type of document

Once your new document loads it will say “Document” at the top (or “Book” or “Presentation” depending on the kind of document you want to create). >click on this to put in the title of your document.

You may then begin editing and working on your document

>>Creating a document this way eliminates the saving process altogether, as it automatically saves every 5 seconds or so