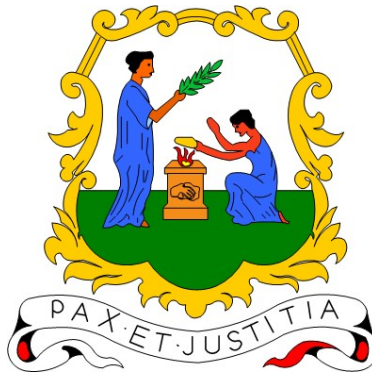


**St. Vincent & the Grenadines**  
Ministry of Education and National Reconciliation



**Microsoft Teams Guide:**

**Accessing Microsoft Office Online Free  
Version**  
*Included with your MS Teams Account*

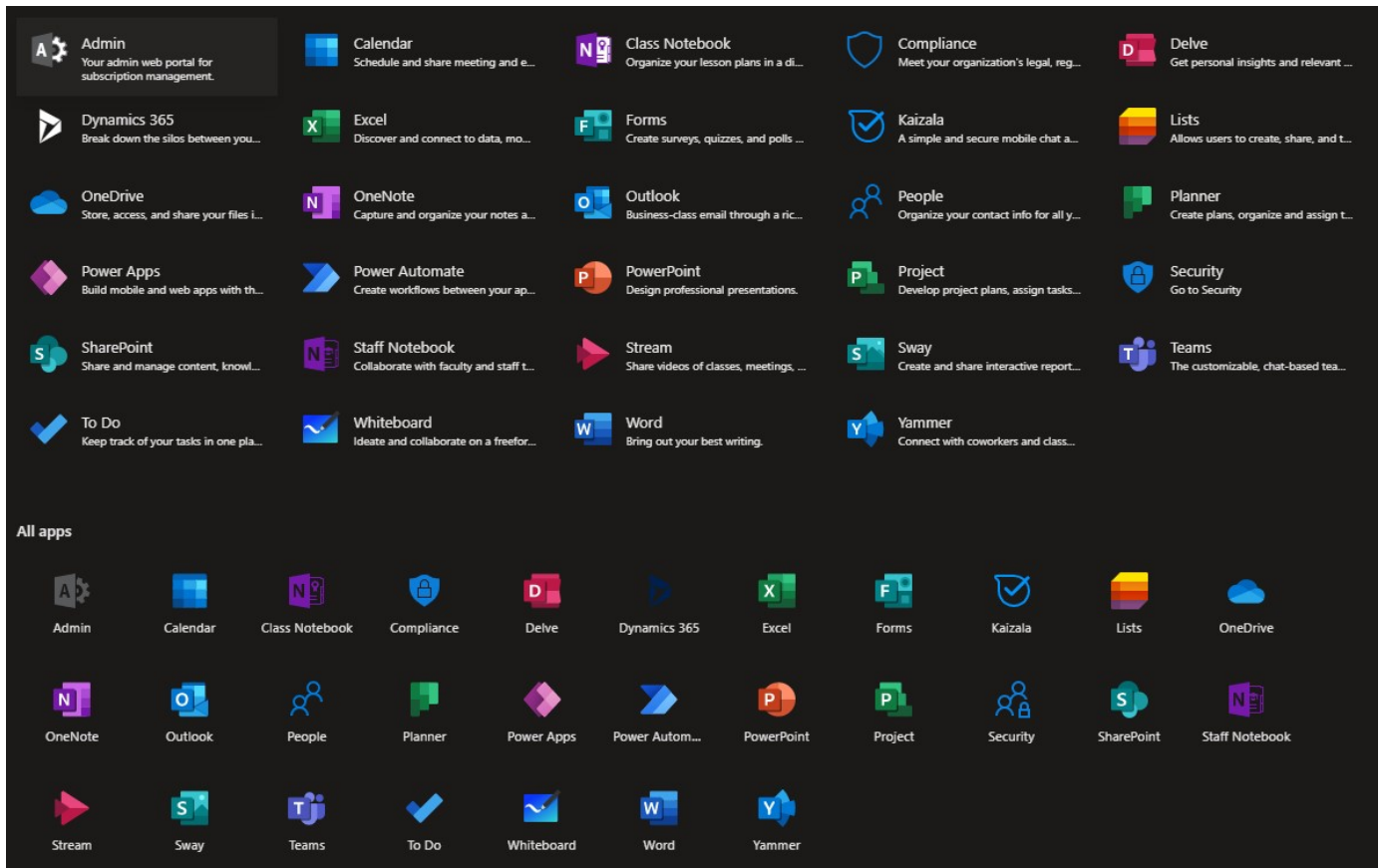
**Prepared by:**

Semonique Harry  
Anil Sutherland

**Date:**

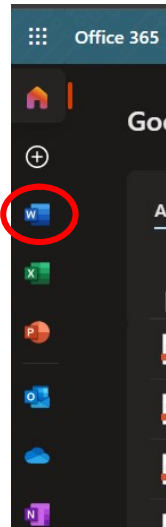
Thursday, 04<sup>th</sup> March 2021

The following document is a guide to help all persons with an MS Teams account access the free online version of Microsoft Office. If you are in need of any of the office programs, your account includes free access to software. Below is an example of some of the software that can be accessed;

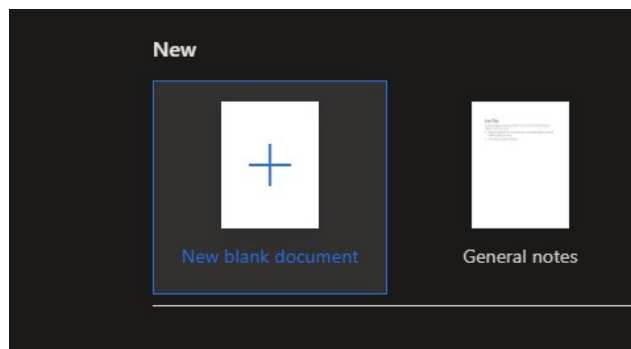


For this guide I will be using the example of accessing Microsoft Word.

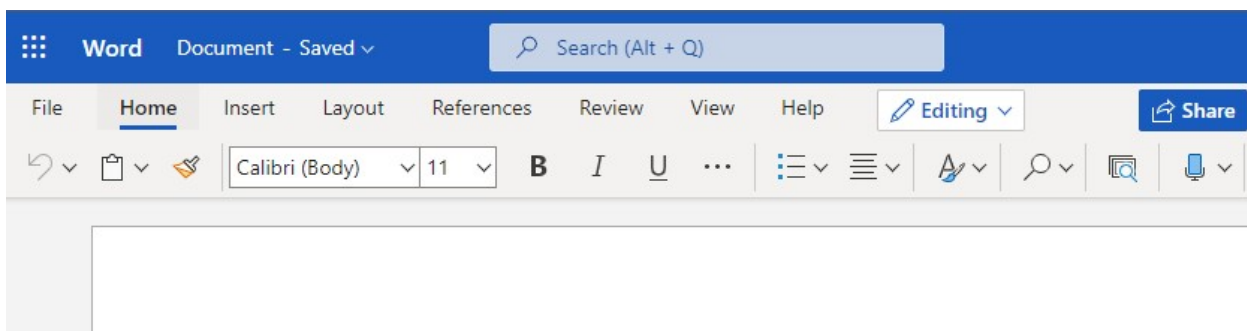
1. Go to [www.office.com](https://www.office.com)
2. Sign into your account using your Teams credentials
3. You should see a similar screen as shown below;



4. Click on the **Word Icon** as shown above
5. It will open a blank document as shown below;



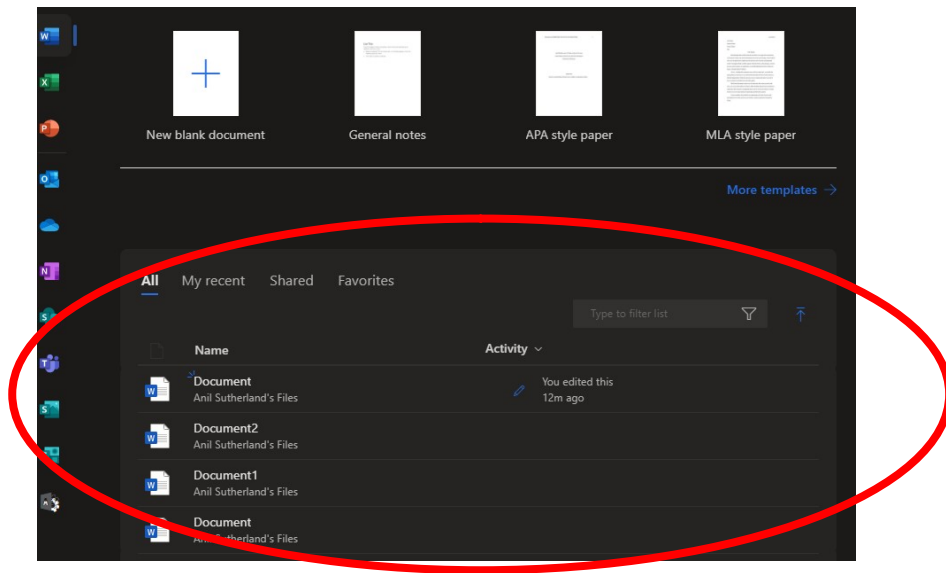
6. Click on the **new blank document** to open the online word editor.
7. You should see a similar screen as shown below;



8. You can now type and save your document to your online account.

**To access documents that you previously worked on, please follow these instructions:**

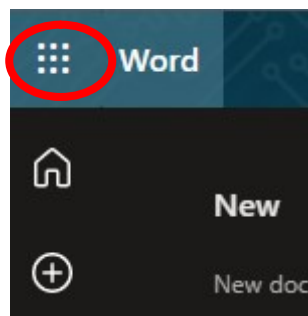
1. Sign in into your account using your Teams credentials,
2. You should see a similar screen as shown below;



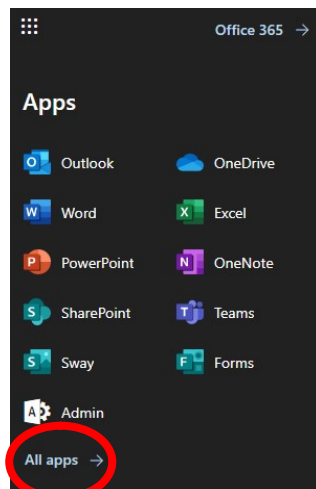
3. You can see all the documents you have worked on listed as shown in the picture above.

**If you want to download documents or delete them, please follow these instructions:**

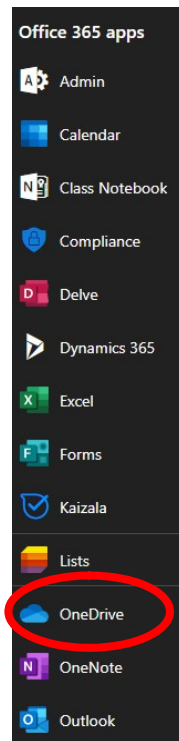
1. Click on the button highlighted in the picture below;



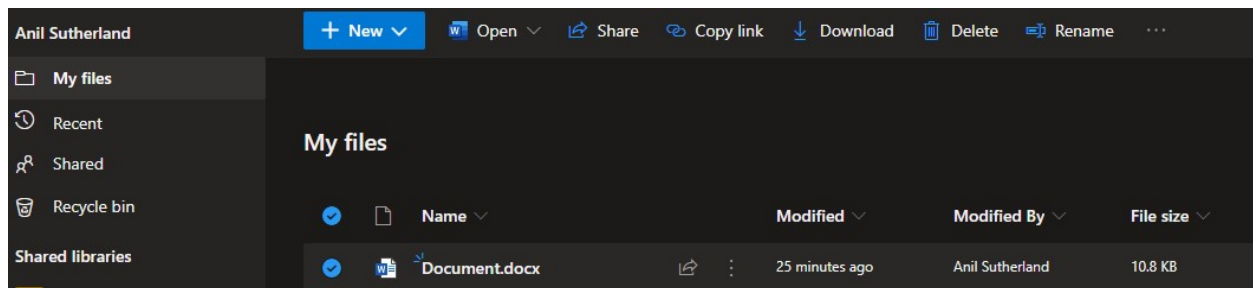
2. You should see a similar screen as shown below;



3. Click on **All apps** as highlighted in the previous picture, to see all the applications available to you. You should see a similar screen as shown below;



4. Select **OneDrive** as highlighted in the picture above. You should see a similar screen as shown below;



5. From here you can share, download, delete, rename and perform other procedures on the selected document.
6. If you Click on **Recycle bin** you will see deleted documents.

**END**