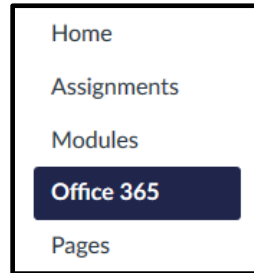


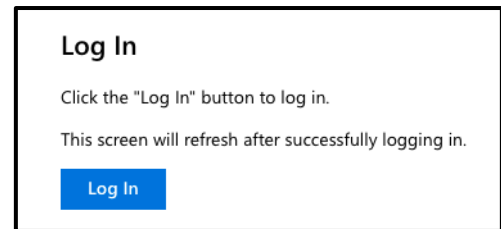
Viewing Office 365 Files in Canvas - Students

If your course has enabled Microsoft Office 365, you can view your OneDrive files in Canvas.

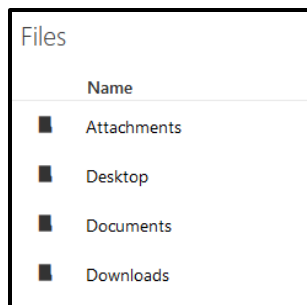
- In the course navigation pane, click **Office 365**.



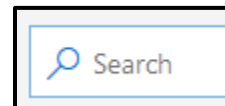
- If asked to log in to your account, click **Log In** and enter your email (student#@paulding.k12.ga.us) and password.



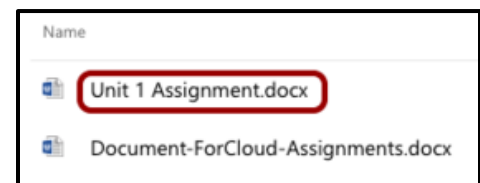
- View the files and folders in your OneDrive folder.



- To search for a file, enter a name in the search field and press Enter.



- To open a file, click the name of the file or check the box in front of the file name.



- You can edit the file in your browser using Office 365 online or open it in the desktop version if installed on your machine.

