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

- Home In the course navigation pane, click Office 365. Assignments Modules Office 365 Pages Log In Click the "Log In" button to log in. If asked to log in to your account, click Log In and enter your • This screen will refresh after successfully logging in. email (student#@paulding.k12.ga.us) and password. Log In Files Name Attachments View the files and folders in your OneDrive folder. Desktop Documents Downloads To search for a file, enter a name in the search field and press Enter. 🔎 Search Name Unit 1 Assignment.docx To open a file, click the name of the file or check the box in front • of the file name. Document-ForCloud-Assignments.docx
- You can edit the file in your browser using Office 365 online or open it in the desktop version if installed on your machine.

