

Guide: Opening downloaded Microsoft Office homework files such a PowerPoint.

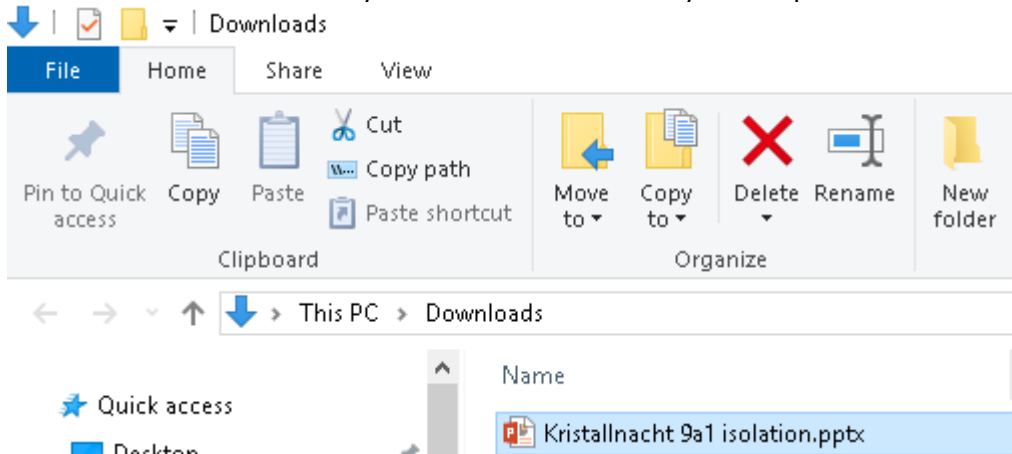
Every student and teacher can access the Office365 suite online.

Here is an example of how to open a PowerPoint homework file, if you do not have a local install of MS Office or the version you do have is outdated. The method is the same for other Office files, such as word and excel documents.

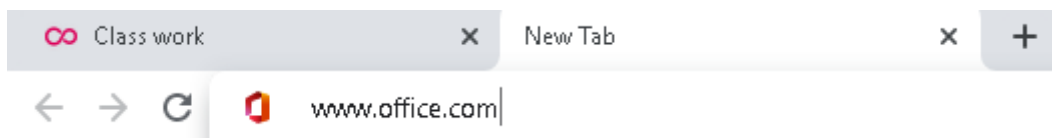
1. Open Google Chrome, Login into Synergy, access your homework page and download the file (example: a PowerPoint file)



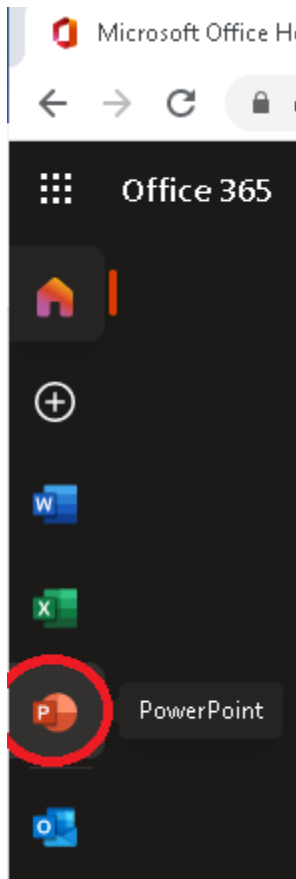
2. The file should download into your 'Downloads' folder on your computer.



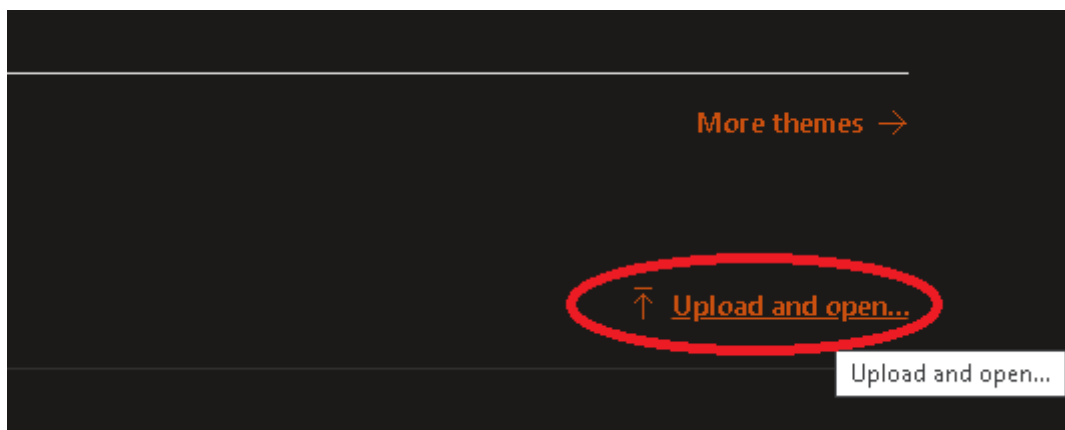
3. Open another tab in Google Chrome, go to www.office.com and login using your school email address and password.



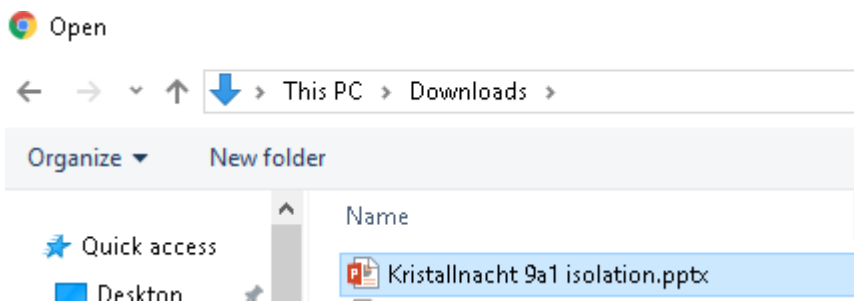
- Once logged into Office365, choose the application you want to use for the Office file you have download (we will choose PowerPoint in this example)



- After clicking on the application you wish to use, click the 'Upload and open' button on the righthand side



6. Now browse to your Downloads folder and open the file you have downloaded



7. The file will then open in the Online PowerPoint application. Then from the File Menu at the top of the screen, you can edit, save a copy online (in your OneDrive) or download it (save it back onto your computer).

