



# Office 365 Tips

St. Mary's Academy, Fall 2014

# # 1: Use OneDrive for Business



OneDrive



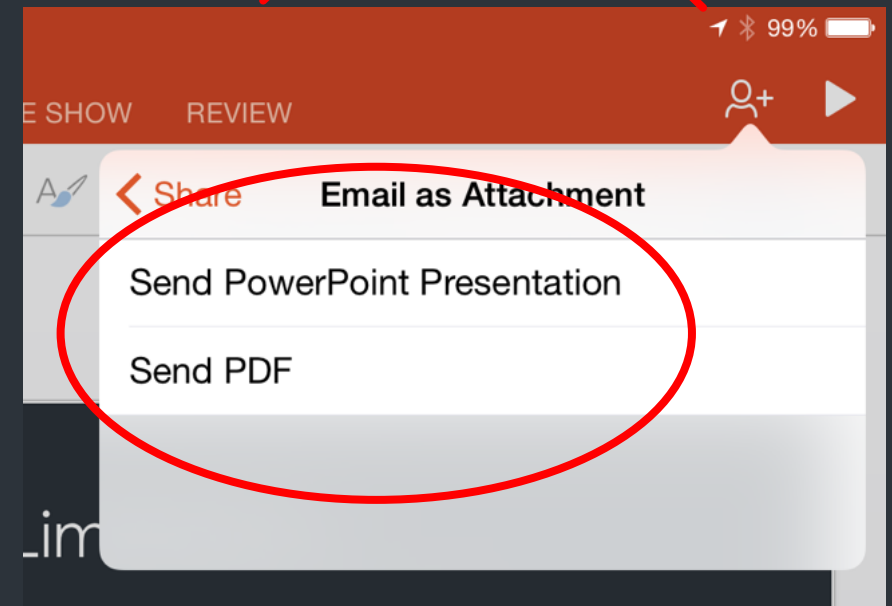
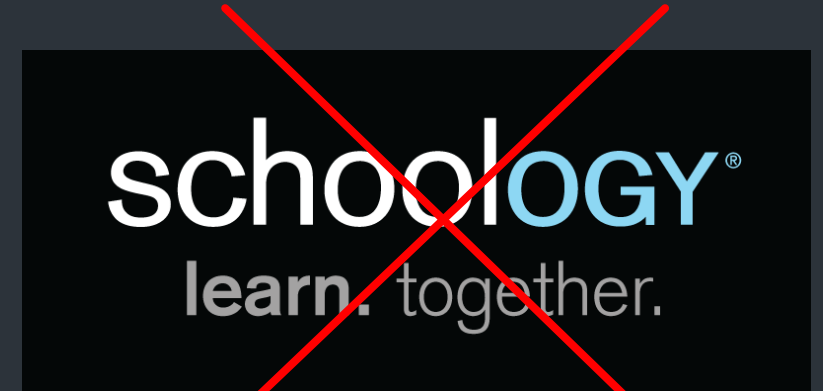
Business



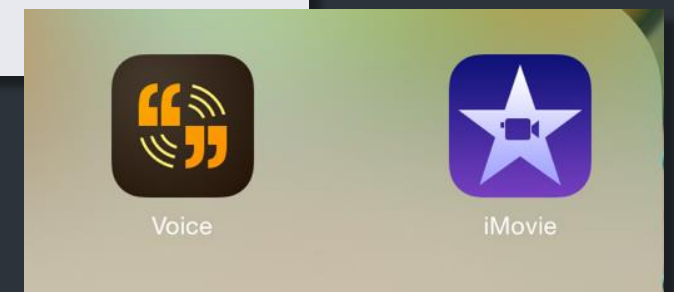
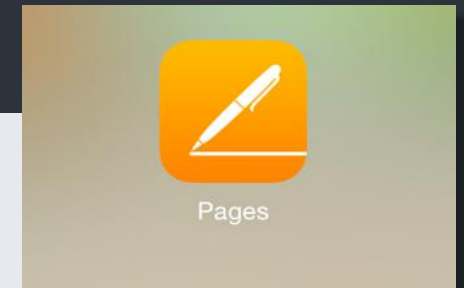
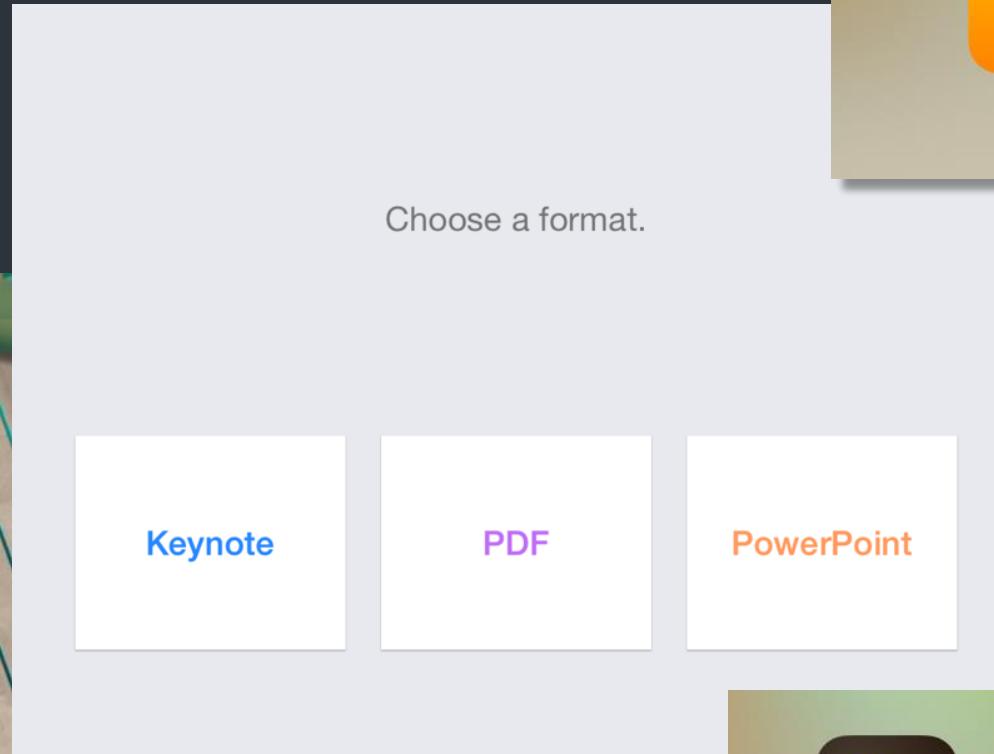
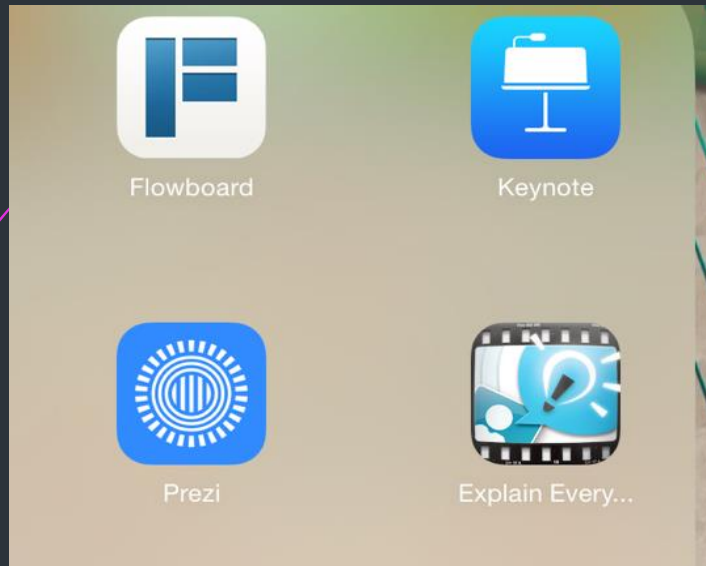
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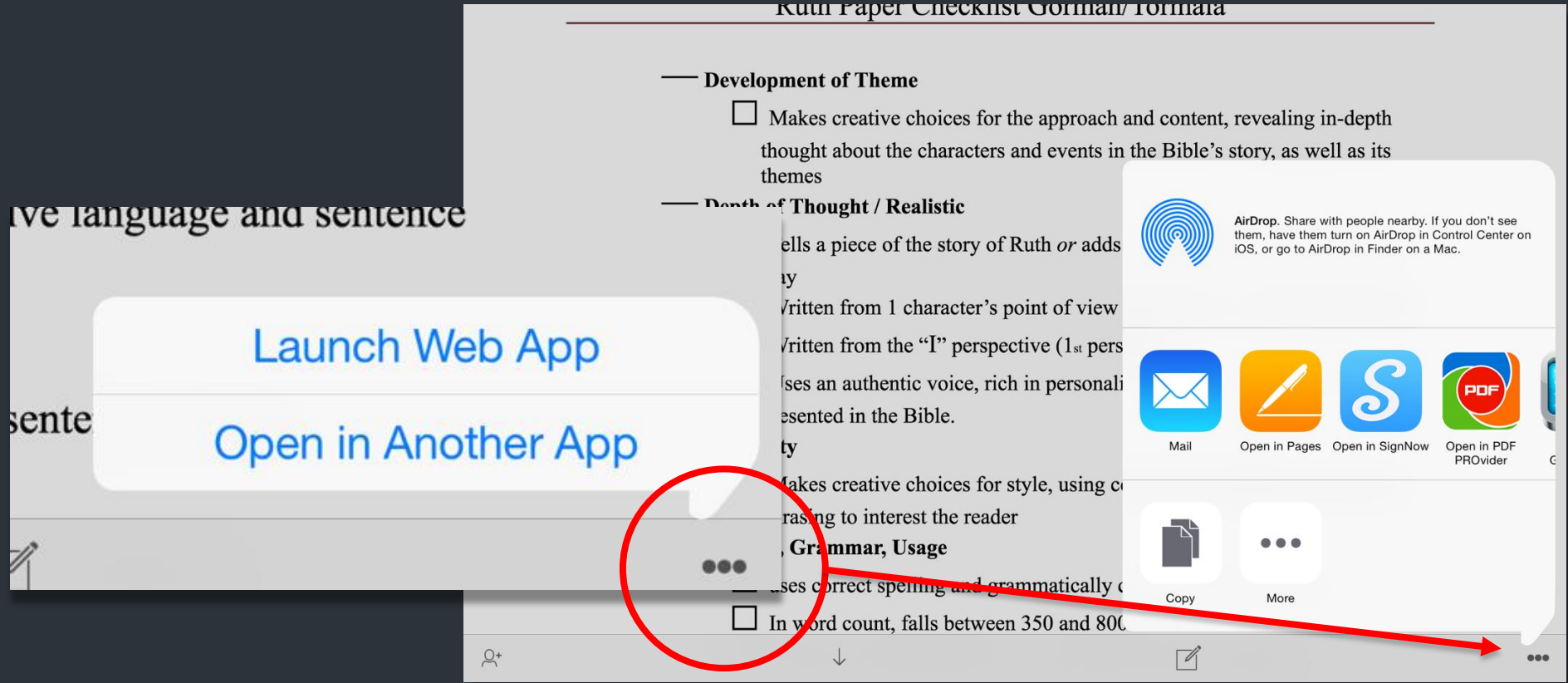
## #2: Remember Limitations

- ▶ Word, Excel and PPT do not play well with Schoology
- ▶ Can save directly ONLY to OneDrive
- ▶ Basic creation and editing—use computer for complex stuff
- ▶ Cannot save as PDF—must email as PDF.



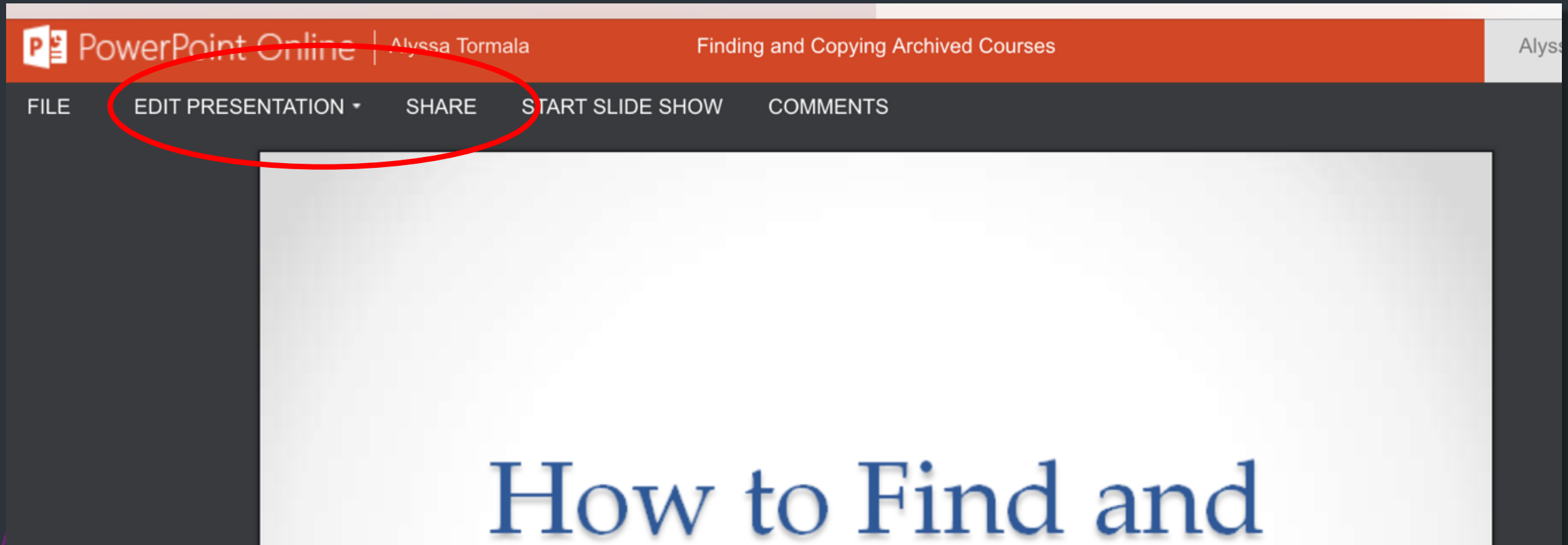
# #3: Give Students Choice





Sneaky Workaround #1

OneDrive is your friend



Sneaky Workaround #2:  
The Web Version



Questions?