



Canvas Tips for Students

Email and More in Office 365

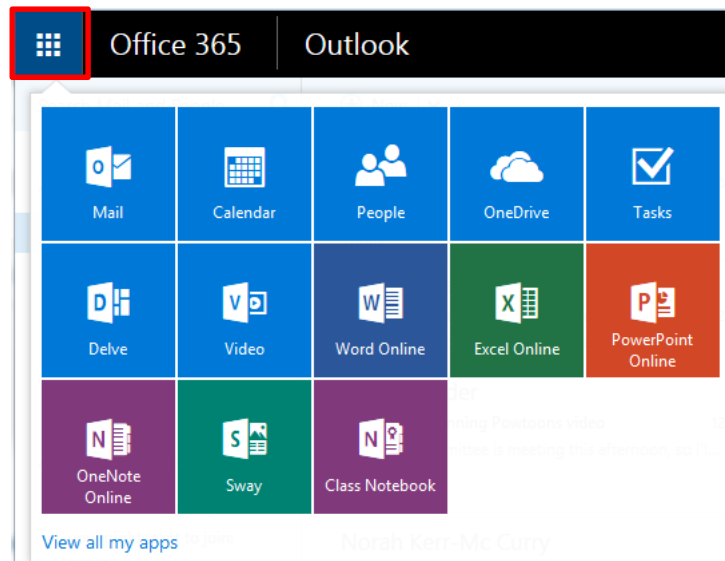
It is important that you check your student email regularly, as it may be the main way that your professors and other student service areas will reach you. To access your student email, log in to your Office 365 account as demonstrated in the last procedure. Then click Mail from the main screen.



Mail

You can always click the App Launcher to switch between applications. Note that you can also run online versions of Word, Excel, and PowerPoint. This allows you to create and edit documents right in your web browser, which can be helpful if you are away from your personal computer.

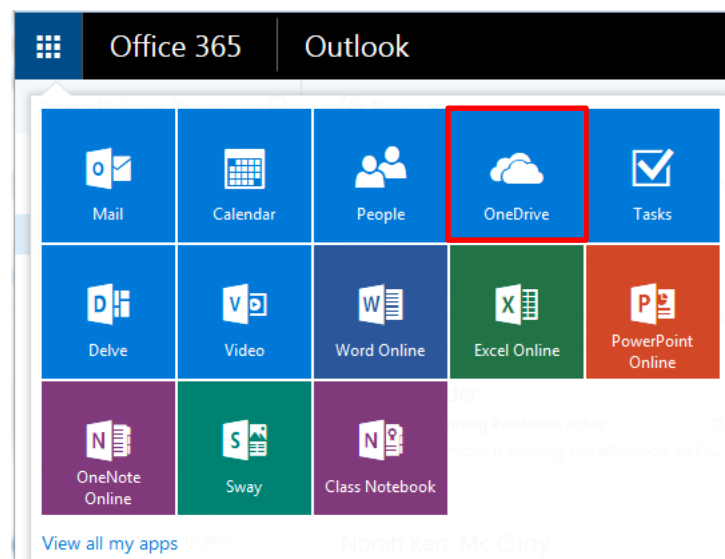
Any files that you create using these apps are saved to your cloud storage called OneDrive.



App Launcher

As part of your Brookdale Office 365 subscription you get 1 TB of OneDrive cloud storage. OneDrive enables you to access the latest version of your files from any computer or phone, eliminating the need for cables or USB flash drives.

To access your cloud files, click OneDrive in the App Launcher.



OneDrive

A list of your files appears. Click on a document to view or edit it.

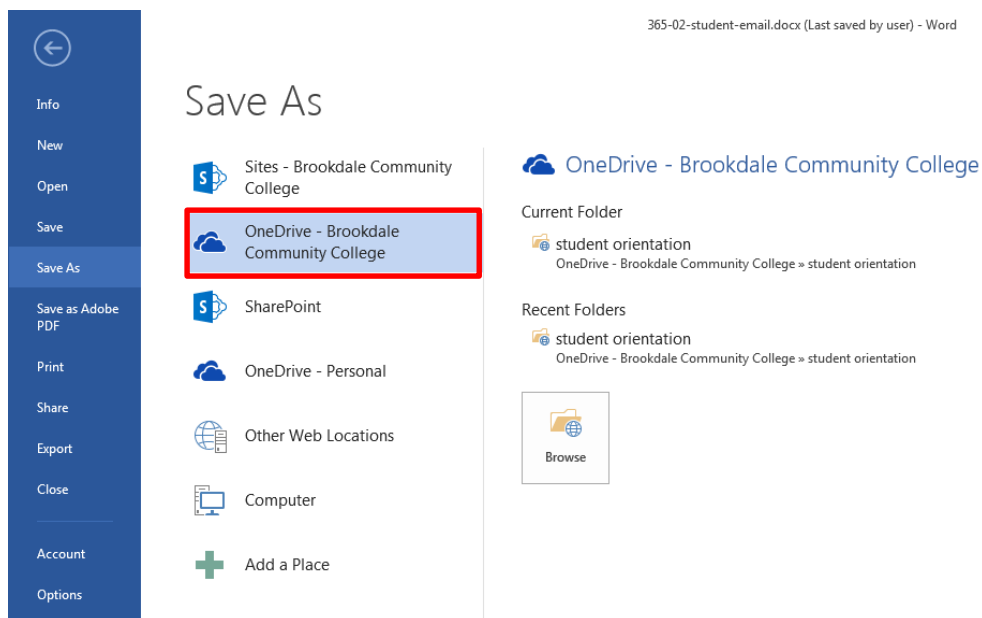
Search	New	Upload	Sync	Open	Sort		
--------	-----	--------	------	------	------	--	--

Jonathan Shalom	Files					
Files						
Recent						
Shared with me						
Recycle bin						

	Name ↑		Modified	Modified By	File Size	Sharing
	student orientation	...	December 7, 20...	Jonathan Shalo...		Only you
	Document.docx	...	September 2, 2...	Jonathan Shalo...	14.43 KB	Only you

OneDrive files list

If you are working on Office 365 applications installed on your computer, you can also save files to OneDrive. From the File > Save As menu, select OneDrive - Brookdale Community College as your save location. If you are connected to the Internet, your file will be available to you online.



Save to OneDrive from installed applications