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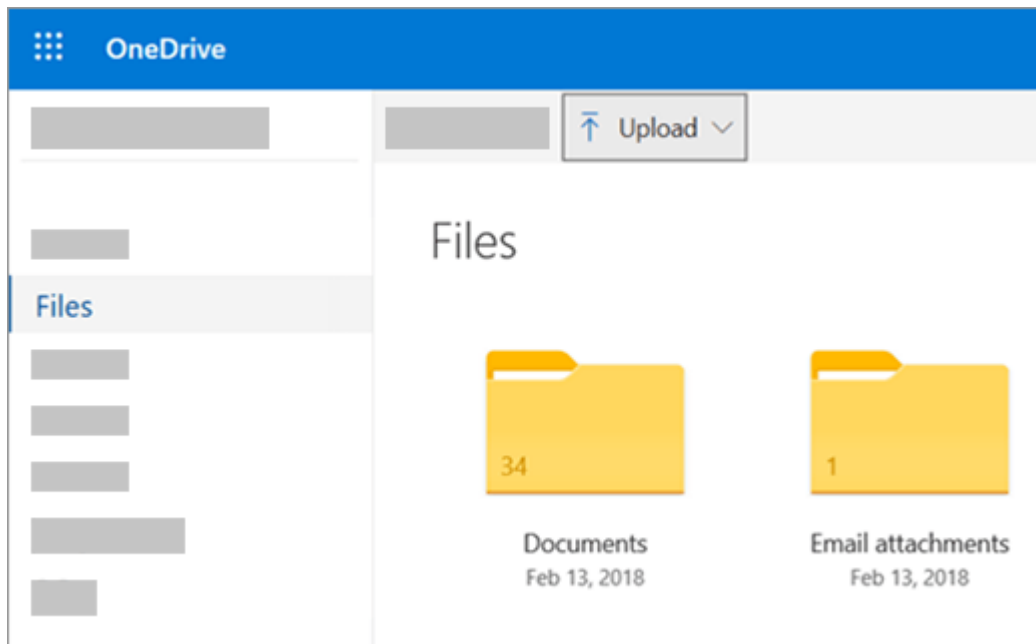
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Using Office for the web in OneDrive

Excel for the web, Word for the web, PowerPoint for the web, OneNote for the web, More support

Office for the web lets you view and edit documents stored in your OneDrive directly from your web browser. Office for the web gives you the full functionality of editing without having to start up an Office program. And you use it with any device that's connected to the Web.

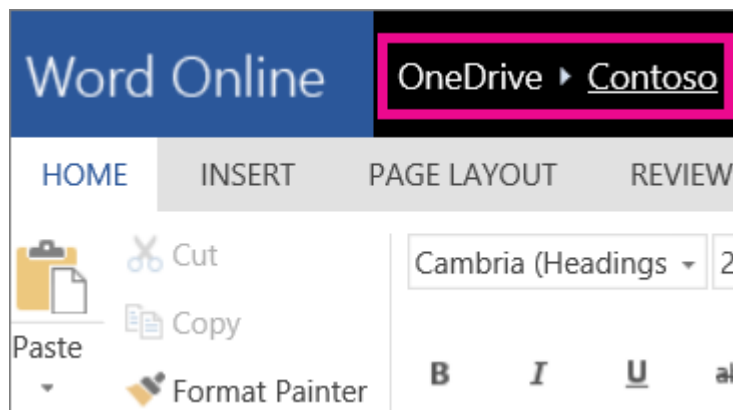
To get started, go to OneDrive.com, sign in, and click **Upload**. Pick documents that you want to be able to share easily, or be able to access on any computer.



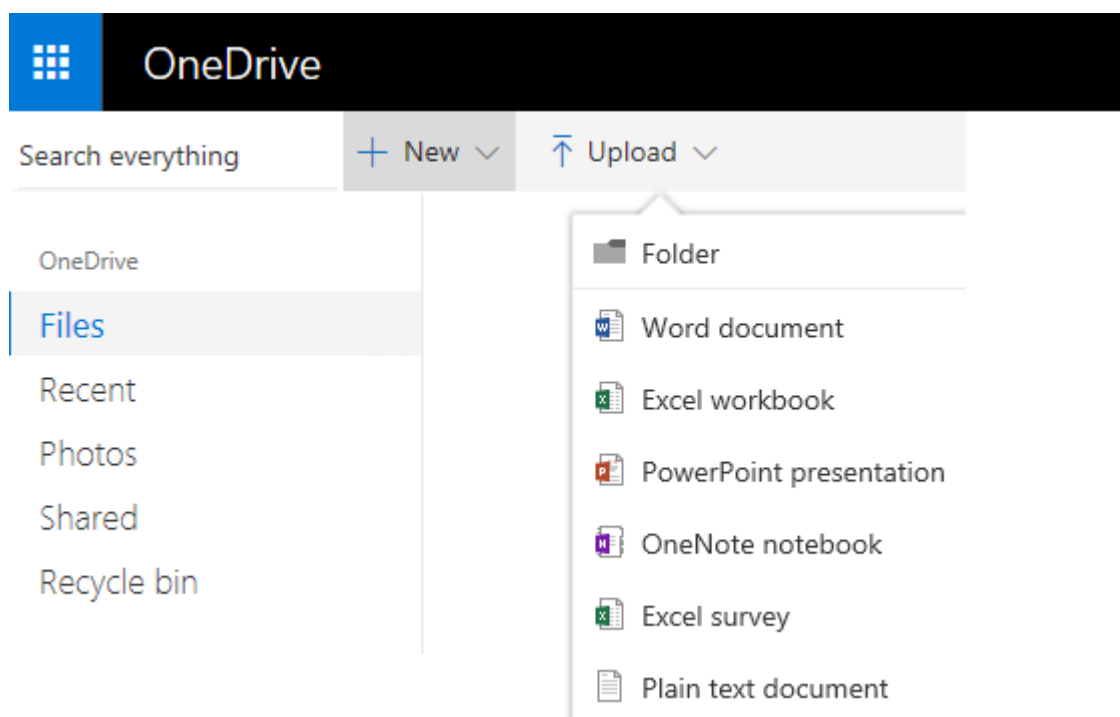
When you can see the document on OneDrive, click it. It opens in an Office for the web



changes save automatically. To close the document and go back to your file list, click one of the breadcrumb links at the top of the page.



You can also create a document right from OneDrive by clicking **New** and then the name of the type of document you want to create.



Tip: To sign in to OneDrive, you need a Microsoft account. If you don't already have one, click the **Sign up now** link at the OneDrive sign-in page and fill out the form. Your sign-in will be the email address and password that you set up in the form.

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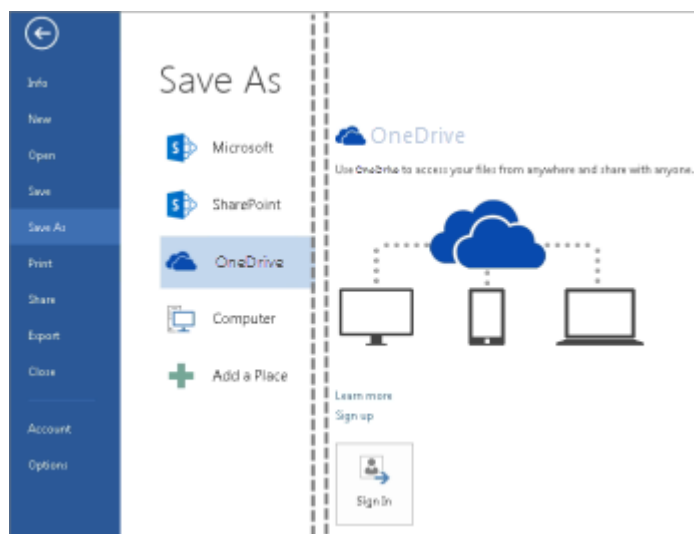
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Save documents to OneDrive from Office programs

If you have a recent version of Office, you can save documents directly to OneDrive from your Office program. That eliminates the extra step of saving on your computer, then uploading.

In the Office 2013 or Office 2016

Go to **File > Save As**, and then pick **OneDrive** to save documents directly from programs like Word, Excel, and PowerPoint.



For detailed steps, see [Save documents online](#).

In Office 2010

In Word, Excel, or PowerPoint

1. Open an existing document or create a new one in Word, Excel, or PowerPoint.
2. Click **File**, click **Save & Send**, and then click **Save to Web**.

Click **Sign in**, enter your email address and password, and then click **OK**. If you use Hotmail

×

Select a folder on your OneDrive, and then click **Save As**. Type a name for your file and then click **Save**. The document is now saved on OneDrive. Click **File** and **Close**.

1. In your web browser, go to [OneDrive.com](https://onedrive.com).
2. Select the folder where you saved your document, and then click the file name. The document opens in the appropriate Office for the web program.

In OneNote

1. Open an existing notebook or create a new one.
2. Click the **File** tab, and then click **Share**.
3. Click the notebook you want to save.
4. Click **Web**.

Note: If the notebook is not in the OneNote 2010 file format, OneNote prompts you to upgrade it. Click **Upgrade**, and then in the **Notebook Properties** dialog box click **Convert to 2010**. Click **OK** at the prompt that warns you that users of an earlier version of OneNote will not be able to share the notebook. Anyone with an earlier version of OneNote is able to share the notebook by using OneNote for the web.

5. Click **Sign In**, enter your email address and password, and then click **OK**.
6. If you use Hotmail, Messenger, or Xbox Live, you already have a Microsoft account. If you don't have one, click **Sign up for Microsoft OneDrive** to create a new Microsoft account.
7. Select a folder on your OneDrive, and then click **Share Notebook**.
8. In your web browser, go to [OneDrive.com](https://onedrive.com).
9. Select the folder where you saved your notebook, and then click it. The notebook opens in OneNote for the web.



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