**Creating a Word Document in Office 365**

1. **Type** [**office.madisonk12.us**](file:///C%3A%5CUsers%5Crobynn.wolf%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5COXFR3K6U%5Coffice.madisonk12.us) **into the browser toolbar.**
2. **Sign in using your school email address:** **firstname.lastname@madisonk12.us** **and your normal password (whatever you use to sign into the computers here). MAKE SURE YOUR SPELLING IS CORRECT.**
3. **Your screen after signing in should look like this:**
4. **Select Word Online.**
5. **Click on “New Blank Document”.**
6. **Begin typing.**
7. **Title your document by double-clicking where it says, “Document #” at the top of the screen. Use your first initial, last name, then AP Language Summer Work.**
8. **Click the blue “Share” button. Type “Wolf,” select my name, and make sure the dialogue box to the right reads “Can edit.” Hit “Share.” I now have access to your document.**