

How to Access Student Word Files at Home in OneDrive

First go to the Mercer Island District Home Page. Scroll down on Popular links to find the Office 365 link.

At the log in screen type student account information.

Email: first.last@misd400.org

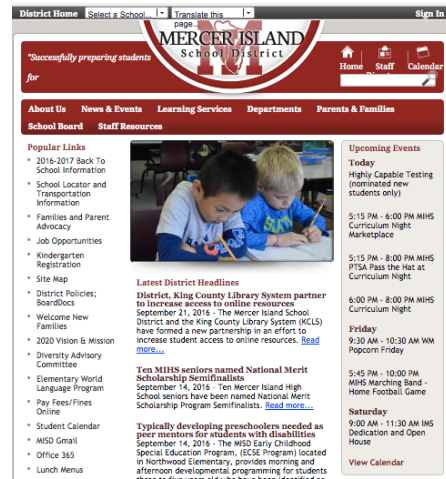
Password: misd.60---- (Student number)



If prompted choose School or Work Account.

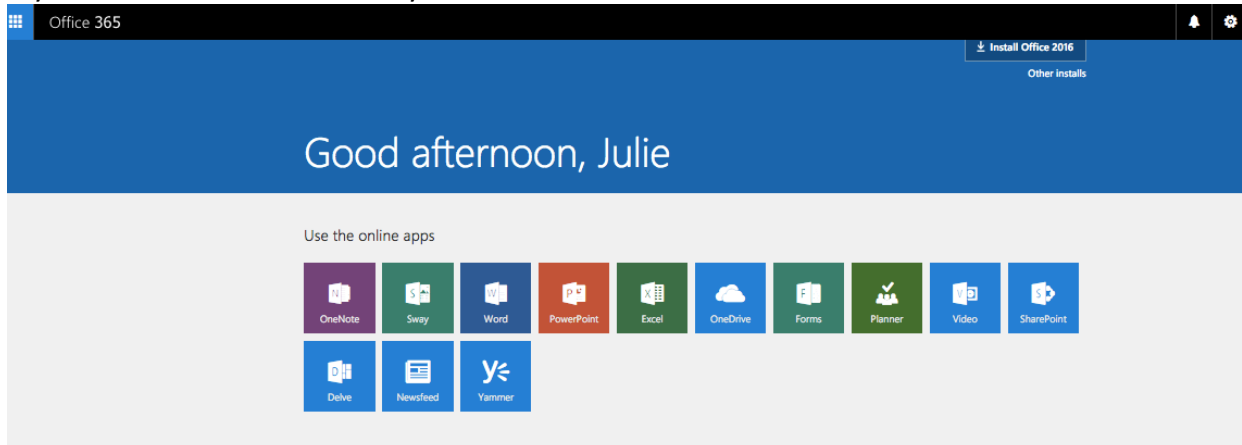


It looks like first.last@misd400.org is used with more than one account. Which account do you want to use?

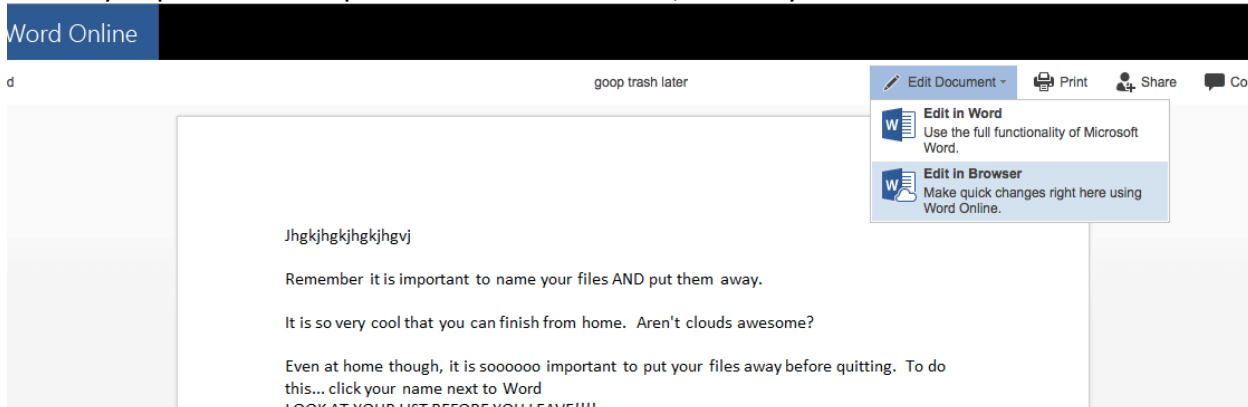


Once logged in, recent documents are listed below the apps.

If you don't see the document you need choose the OneDrive cloud icon.



It is very important to keep documents in the cloud, so always select **edit in browser**.



Click your name next to or below Word (or PowerPoint or Excel) online to **close the document before leaving**.