You can save your files to your One Drive account and then continue working on them at home.

**Step 1:** Navigate to Office.com

**Step 2:** Login to the site:

Your school username@nbss.nbed.nb.ca

**Step 3:** Wait for the site to load…..Once the school's site is loaded

**Step 4:** log on with your **school** username and password

**Step 5:** Select **One Drive** from the apps that populate

**Step 6:** Select the **Upload button** (top left of screen) select folder and browse for your **BBT folder** and select just the folder you want to work on

(You can also browse for individual files)

**Step 7:** You can open the One-Drive at home to continue working on your files.

When selecting software – work with the App version as it has more functionality than the online version does. But y9ou will have to save the work to your One drive when finished.

**Step 8:** When you return to school you need to **Download** your files to your U drive so I can mark the work. When downloading to a file with the same name select **replace file** so that your latest work is saved.

Office 365 gives you access to Office software (Word, Excel, & PowerPoint), it does not give you access to PhotoStory, Notepad++, or Visual Basic. (Photostory 3 and Notepad++ are free downloads).