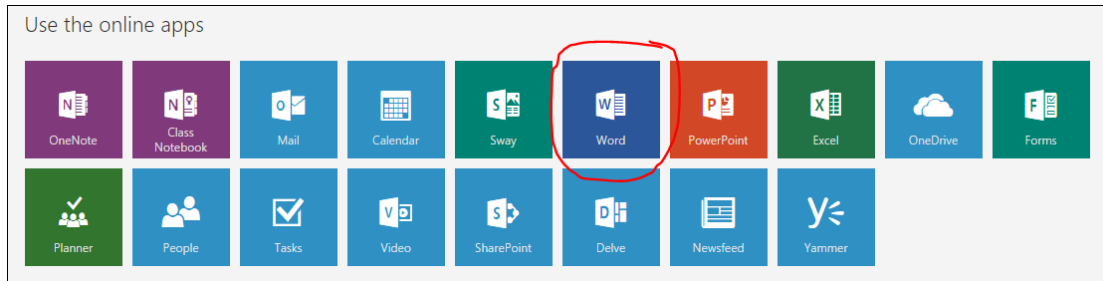


## Using Word Online on a Chromebook

### Accessing Word Online

1. Log in to the Wilson Community College Office 365 portal at <https://portal.office.com>.
2. Once you are logged in to Office 365, you will see the available online apps, select the **Word** app.

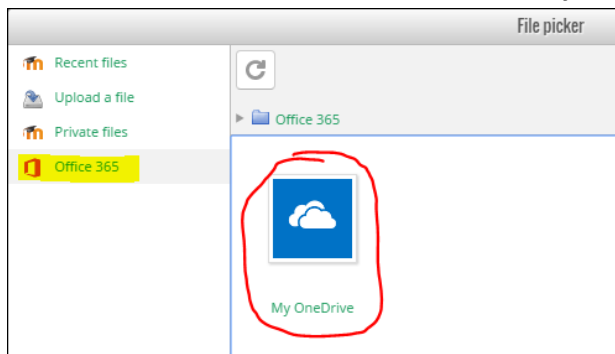


### Creating a Word document and saving it to your OneDrive

1. Open Word Online and sign in with your WCC credentials. Once you are signed in, click **New Blank Document**.
2. To rename the document, simply click in the black bar at the top where it says Document1, type a new filename, and press the enter key.
3. Documents will automatically be saved in your OneDrive.

### Uploading your Assignment to Moodle

1. Sign in to Moodle (<https://moodle.wilsoncc.edu>) and access your course.
2. Click the assignment link.
3. Click the **Add Submission** button.
4. In the File submissions box, click on the **blue arrow**.
5. In the File Picker, click **Office 365**, then click **My OneDrive**.



6. Locate and select the file you want to submit to Moodle.
7. Click the **Select this file** button.
8. The file will appear in the File submissions box, click the **Save changes** button.
9. If the file submits as a Draft, you will need to click the **Submit assignment** button to complete the submission process.