

# How to access Office 365 in Canvas



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Canvas is now linked to Office 365. You can access your Office 365 account from within your course.

## What is Office 365?

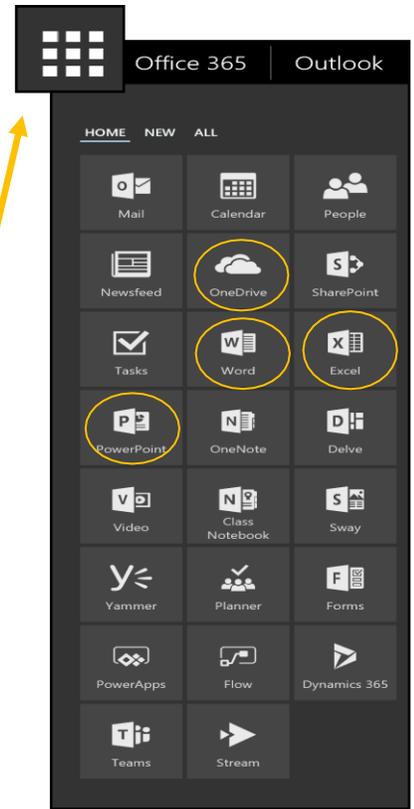
Office 365 is a tool all students have available to them through their Taft College Email accounts. In it you can access web versions of: The programs show to the right. →

## What does this mean to me?

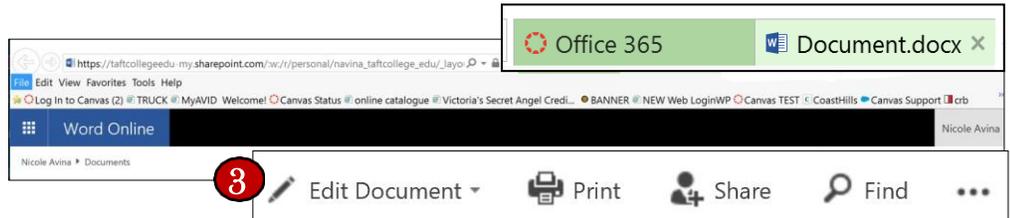
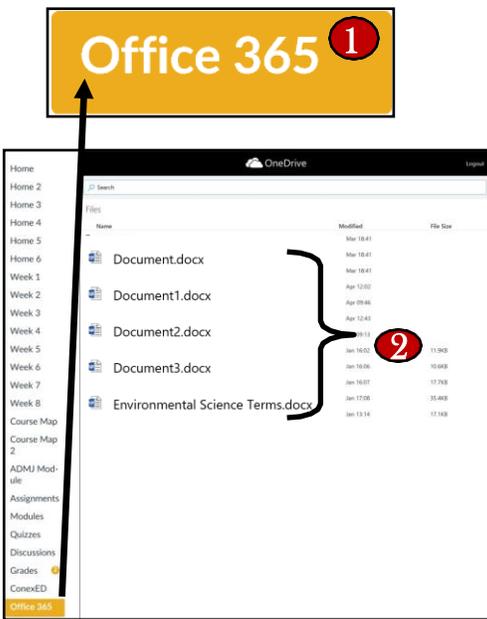
I can work on documents and save them to my Office 365 account. I will have access to them anywhere I have internet. I can also access the documents from within Canvas.

## How do I use these Programs in Office 365?

Simply [log into your Taft College email](#) and click on the icon located in the top left hand side of your email account. Click on the program you'd like to use, edit your document, then save it. Later when you need to access it, you can do so from within Canvas.



## Edit a document from within Canvas:



1. Select the “Office 365” tab.
2. You will see a list of your saved documents. Click on the one you would like to work on.
3. Another tab will open up with the document. Select “Edit Document” (top right hand side)
4. You can edit your document and save it when you are done.

# Submitting an Office 365 Document to Canvas



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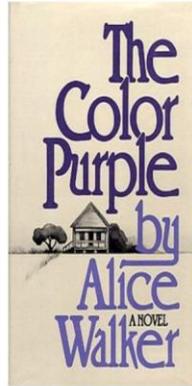
In order to attach an Office 365 document you've completed and saved to your account:

1. Go into the assignment you need to complete.
2. Select "Submit Assignment"
3. Click on the "Office 365" tab option.
4. Log in with your TC Email login credentials
5. You will receive a "Success" message. Grant access by selecting the "Login to Office 365" button. This will link your account and give you access to your documents.
6. Select the box next to the document you'd like to submit.
7. Select "Attach File". Your document will show in the submission box.
8. Select "Submit Assignment".
9. Make sure you see the "Turned in" message. You will see a date stamp of the time you submitted and the name of the document you attached

## Week 4 Reading Questions

**2** submit Assignment

Due Jul 30, 2016 by 11:59pm Points 50  
Submitting a file upload File Types doc, docx, and pdf  
Available Jul 1, 2016 at 12am - Mar 3 at 11:59pm over 1 year



After you have finished the assigned chapters for this week, meditate on what you have read and answer the following questions in essay form.

1. What does the way the community reacts to Shug's illness say about the status of women?
2. Why do the Olinka not identify with Samuel, Corrine, and Nettie on the basis of race?

File Upload Google Doc **3** Office 365

### Log In

Click the "Log In" button to log in.  
This screen will refresh after successfully logging in.

**4** Log In

Canvas Office Add-In - Internet Explorer  
https://office365-iad-prod.instructure.com/canvas\_users/auth/

### Success

To use this plugin, please also grant access to Office 365.

**5** Log In to Office 365

File Upload Google Doc Office 365

### OneDrive

Search

Files

File Name	Size	Modified
<input checked="" type="checkbox"/> Document.docx <b>6</b>	11.9KB	15 Jan 16:02
<input type="checkbox"/> Document2.docx	10.6KB	15 Jan 16:06
<input type="checkbox"/> Document3.docx	17.7KB	15 Jan 16:07
<input type="checkbox"/> Document3.docx	35.4KB	15 Jan 17:08
<input type="checkbox"/> Environmental Science Terms.docx	17.1KB	31 Jan 13:14

**7** Attach File

File Upload Google Doc Office 365

File Document.docx change

Additional comments: Here you go. :)|

Cancel **8** Submit Assignment

### Submission

**9** ★

✓ Turned In!  
Jan 18 at 1:32pm (late)  
[Submission Details](#)  
[Download Document.docx](#)  
Grade: 50 (50 pts possible)

[View Rubric Evaluation](#)

Comments:

Here you go. :)|  
desupport@taftcollege.edu, Jan 18 at 1:32pm