

OFFICE365

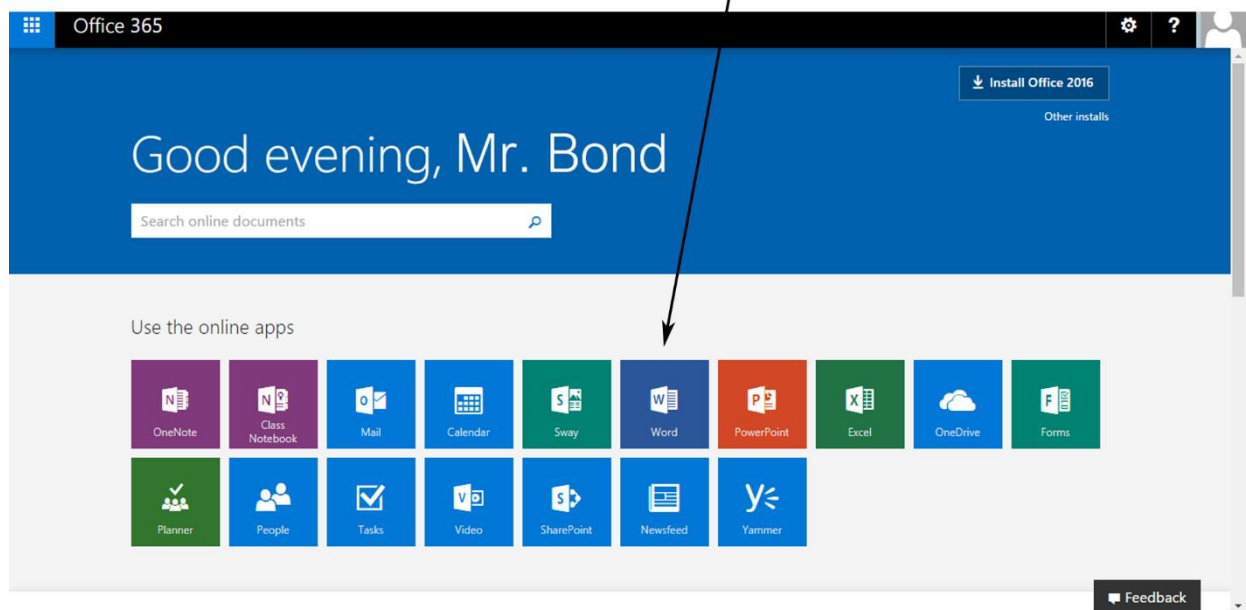
1. Klik på Office365 shortcut på skrivebordet.



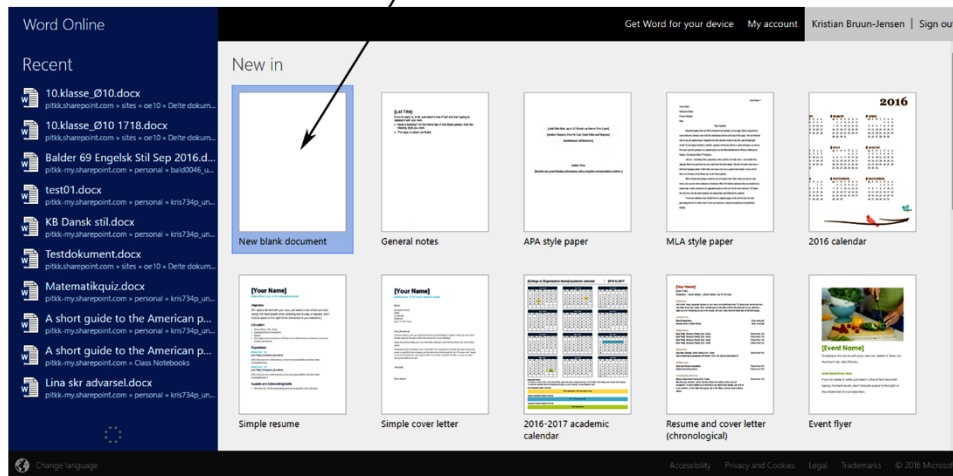
2. Login med dit UNI-Login

A screenshot of the Office 365 sign-in page. It features a 'Sign In' header, the user's email address 'adfs.undervisning.kk.dk', and a prompt to 'Type your user name and password:'. Below this are two input fields: 'User name:' with a placeholder 'Example: Domain\username' and 'Password:'. A 'Sign In' button is located at the bottom right of the form.

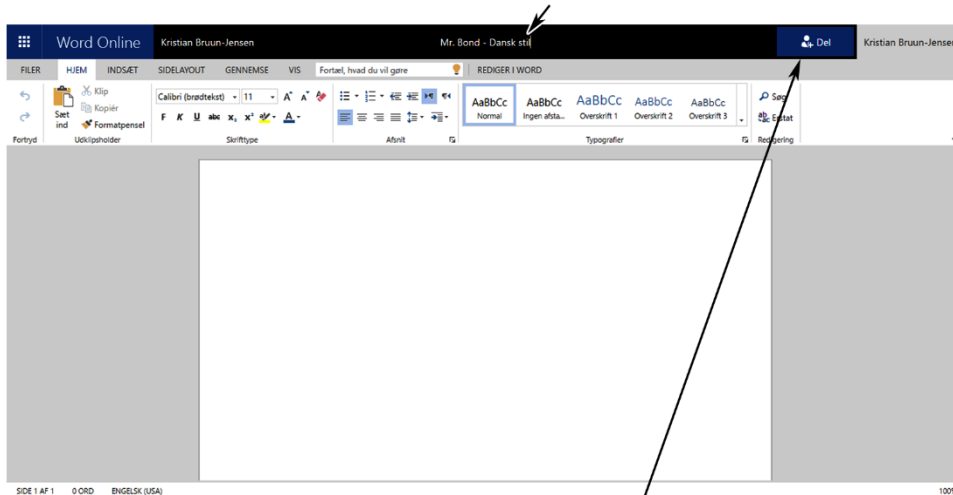
3. Klik på WORD ikonet.



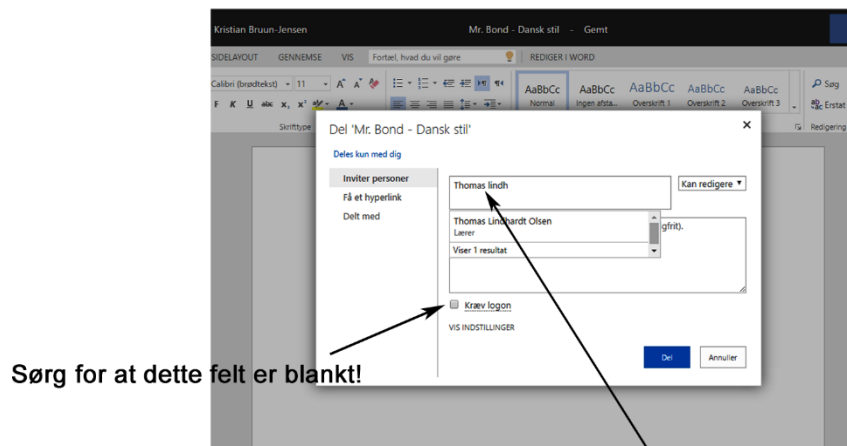
4. Åbn nyt dokument.



5. Navngiv dit dokument ved at klikke her.



6. Klik her for at dele dit dokument med din lærer.



7. Søg efter din lærer her og "del".

8. Du kan du bare skrive løs. Dit dokument bliver automatisk gemt.