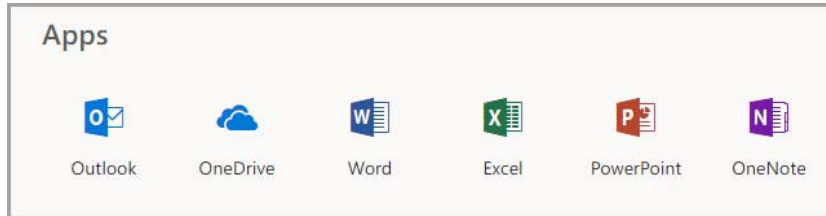


## Using Pirate Mail and Microsoft Office 365 Apps

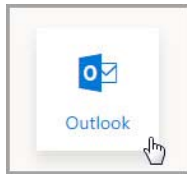
Students can access and use a web version of Microsoft Word, PowerPoint, Excel, and OneNote through Office365. Office365 can be accessed through a student's PirateMail account.

1. Login to Pirate Mail (<http://www.pensacolastate.edu/piratemail/>).
2. When the Office 365 page opens, select the online app you'd like to work in, i.e., Word, Excel , PowerPoint, or OneNote.



### To Access Piratemail

1. Click the **Outlook** app to open email.

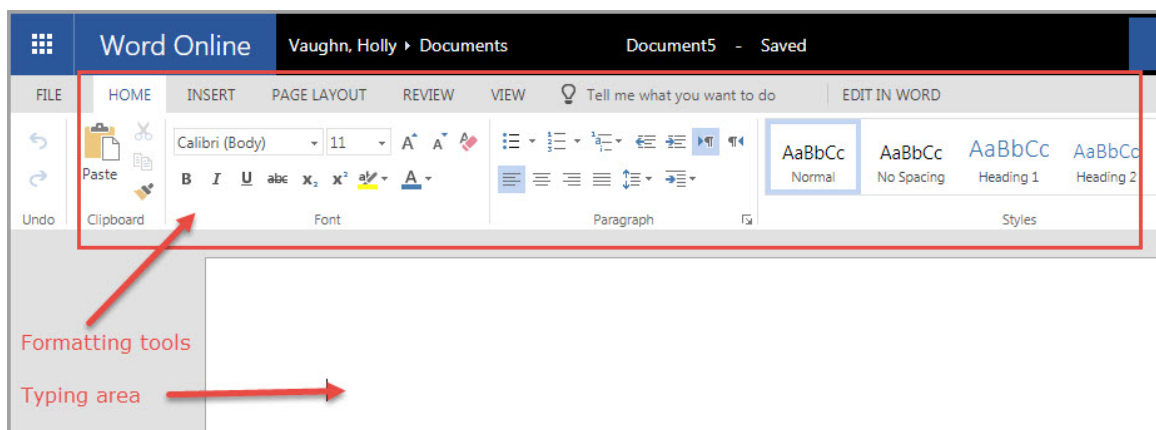


### Creating a Word Document

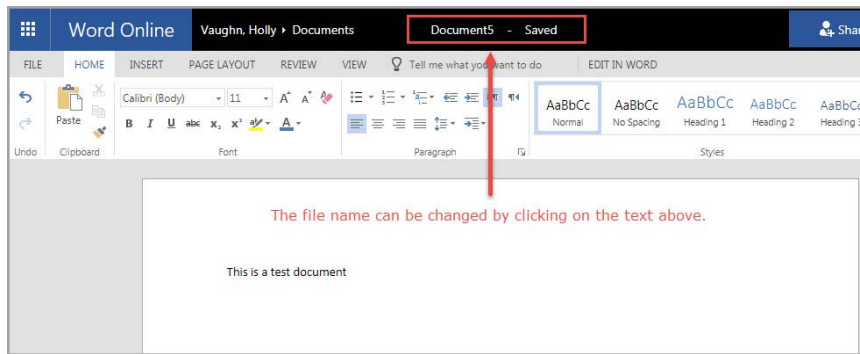
1. Click the **Word** app.



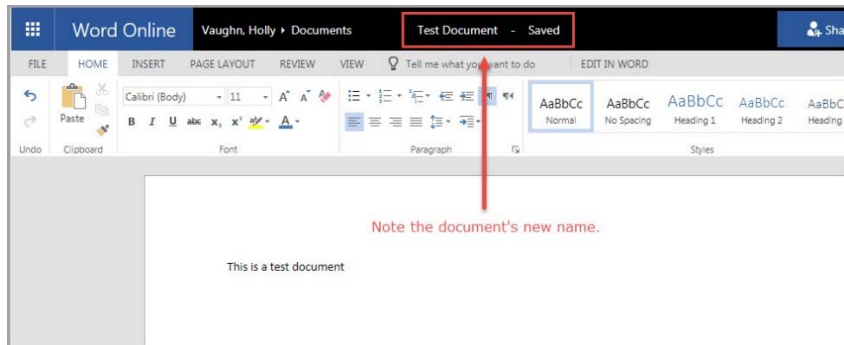
2. The web app will open, select **New blank document** to start a new file.
3. The document will open allowing you to work as if you had the program installed on your machine. Formatting tools are available as well.



4. The document will save with a default file name as you type.



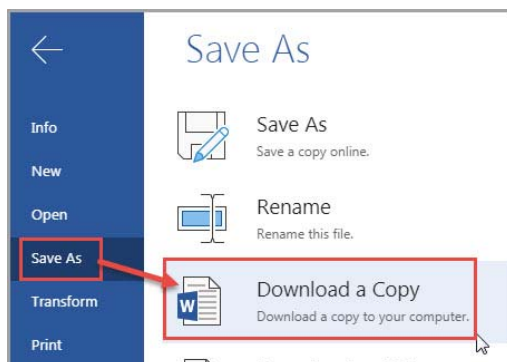
5. To rename the file, click the file name link located just above the formatting tool area, and type a new name.



6. When finished, the document can be downloaded to your computer by clicking the **File** link located in the upper left corner.

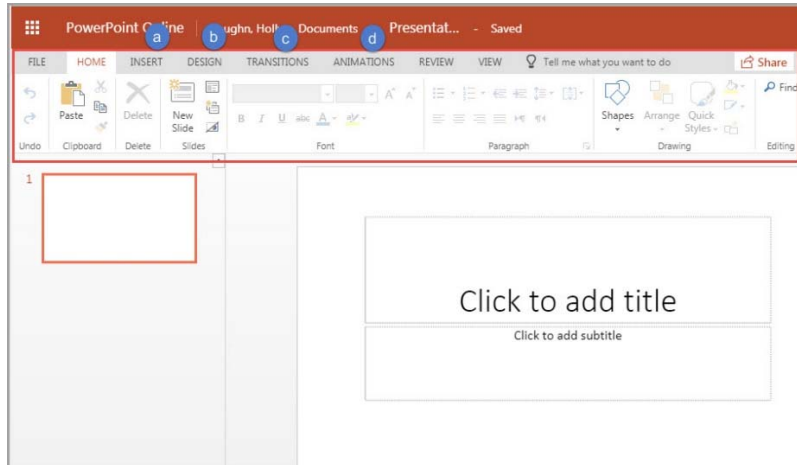


7. When the File menu opens, click the **Save As** link.
8. Click the **Download a Copy** link to download a copy of the file to your computer. You can also download as a PDF file or an ODT file which can be used with the free OpenDocument software.

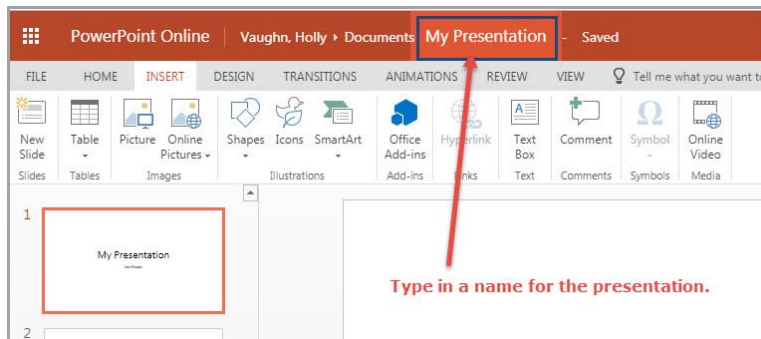


## Create a PowerPoint Presentation

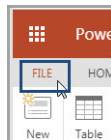
1. Click the **PowerPoint** app.
2. The web app will open, select **New blank presentation** to start a new file.
3. The presentation will open allowing you to work as if you had the program installed on your machine. You can type, insert additional slides as well as images, tables, shapes and icons by activating the **Insert** menu (a). A **design** template (b) can be applied. **Transitions** (c) and **animations** (d) can be added as well.



4. The presentation will save with a default file name as you type.
5. To rename the file, click the file name link located just above the formatting tool area, and type a new name.



6. When finished, the presentation can be downloaded to your computer by clicking the **File** link located in the upper left corner.



7. To download, click **Download As** and then click **Download a Copy** to download the presentation as a .pptx file (which is a PowerPoint file).
8. A message will appear when the presentation is ready. Click the **Download** button.

