



MY DOCUMENTS

LP+365

HELP GUIDE
VERSION 2.1

1. Overview.

My Documents tile is located on the School Dashboard as shown in Figure 1.

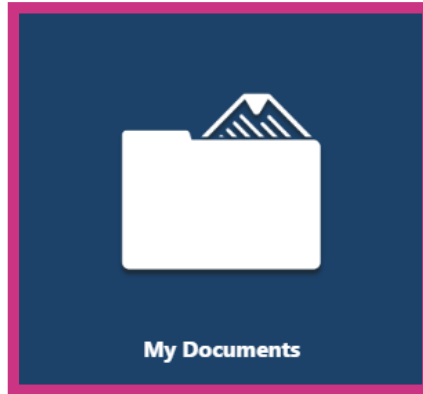


FIGURE 1. MY DOCUMENTS TILE ON SCHOOL DASHBOARD

2. Viewing Documents.

Clicking on the **My Documents** tile rotates to display up to 10 of your most recently created documents in order of your most recently modified documents in descending order; from your personal Microsoft OneDrive as shown in Figure 2.

Documents can be added to your **OneDrive** from your Microsoft Office 365 portal which can be accessed by clicking on the tile title.

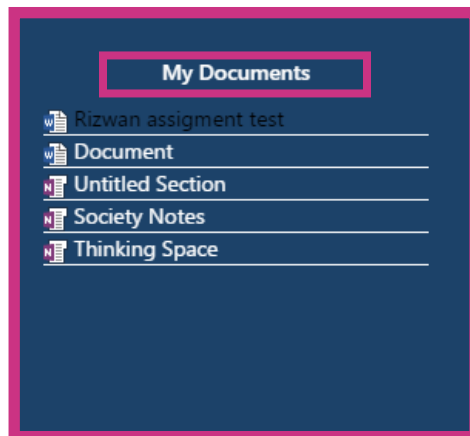


FIGURE 2. DOCUMENT PREVIEW

3. Accessing Documents.

Clicking on any particular document will open the file in a new browser tab within Microsoft Office Online or you will be prompted to download the file (if it is not an Office Online compatible file).

Clicking on the title of **My Documents** tile launches a new browser tab to open your Microsoft OneDrive files.

4. Additional Guides.

For more information, please see below online tutorials from Microsoft:

- [OneDrive Help](#)
- [Using Office Online in OneDrive](#)
- [Share OneDrive Files and folders](#)
- [Delete or restore files and folders](#)
- [Save documents online](#)
- [Use Office and Office Online in Office 365](#)

Free Online Support: <http://lpplus.com/support-home>

Get in touch by email: lp365support@lpplus.com