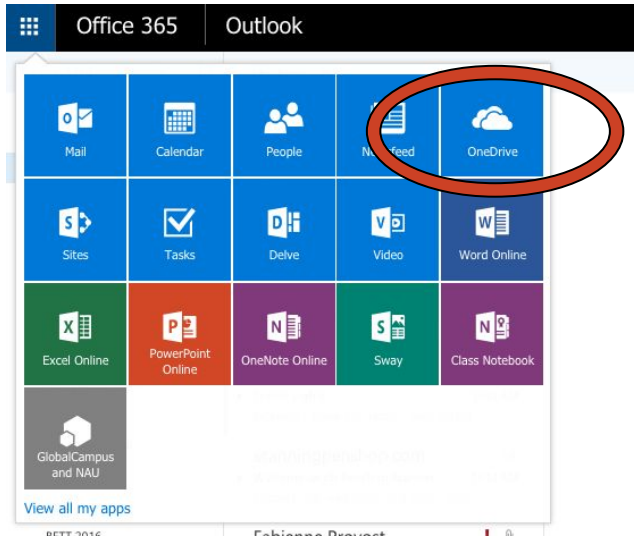


Using the Online Office Apps to edit documents -

1. Open OneDrive from mail.cdl.ch or tech.cdl.ch



2. Open the document



Please note:

Find files people have sent to you under the **Shared with me** on the left side menu.

^ Jacob Rosch

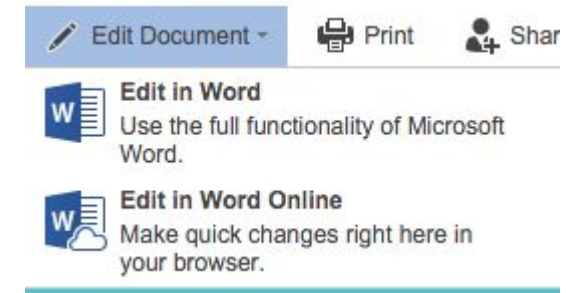
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3. Select **Edit Presentation or Document** from upper right corner



4. Your document will save automatically but you should check the bottom menu bar to make sure.

ENGLISH (U.K.)

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