Working with Office documents

To edit any office documents including those on Firefly, you need to download the file (by default the file will be saved in the **Downloads** folder). Upload the file to your school Office 365 OneDrive account for editing.



To submit an office document through Firefly, Click on Send a File option

Send a File	Mark as Done Send a Comment	

Select the Attach File From OneDrive option from the pop up window

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	Drag files here to attach them.	
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