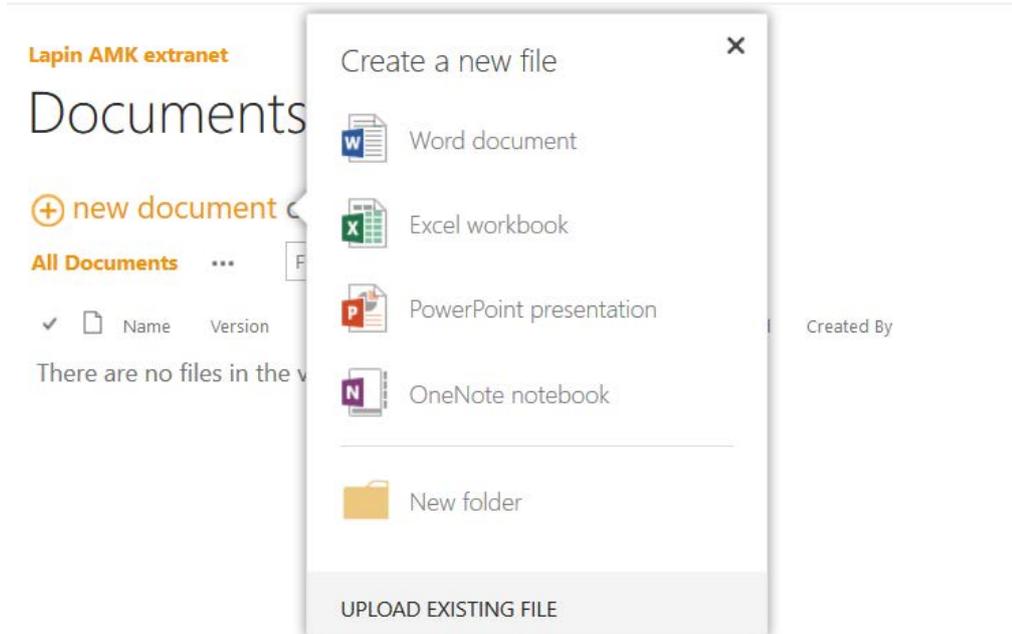


Upload a document into workspace

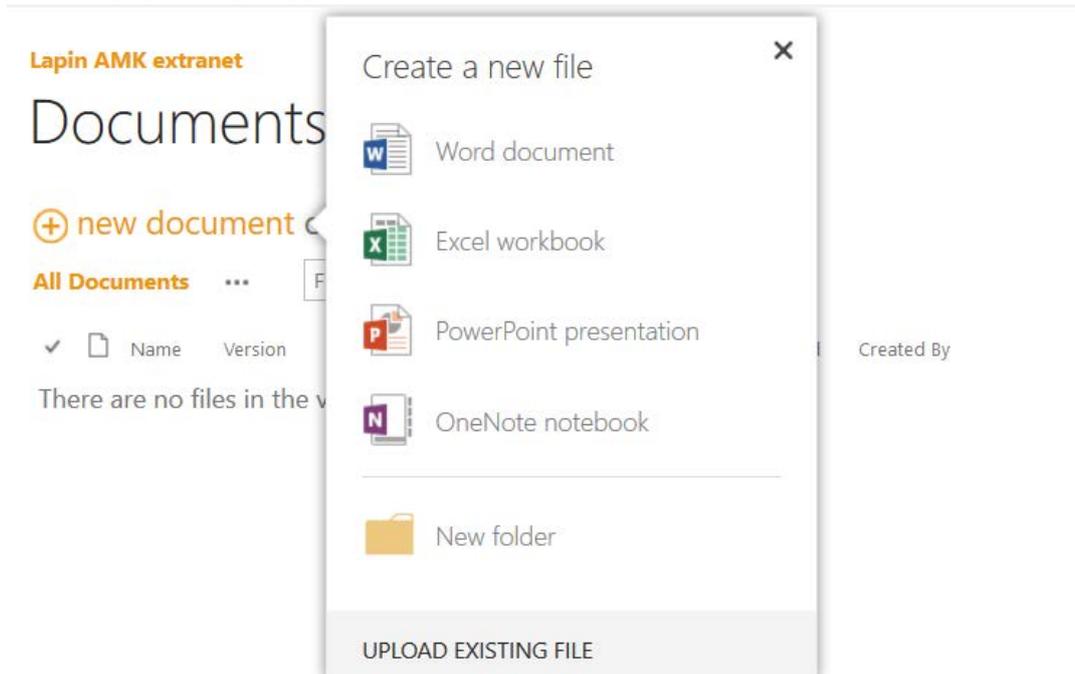
1. Click **+ new document**
2. Click **UPLOAD EXISTING FILE**



3. Click **Browse...**
4. Select the file or document to upload from Windows Explorer
5. Click **Open**
6. Click **OK**

To create a new document using Office Online

1. Open the library or folder where you wish to save the new document
2. Click **+ new document**

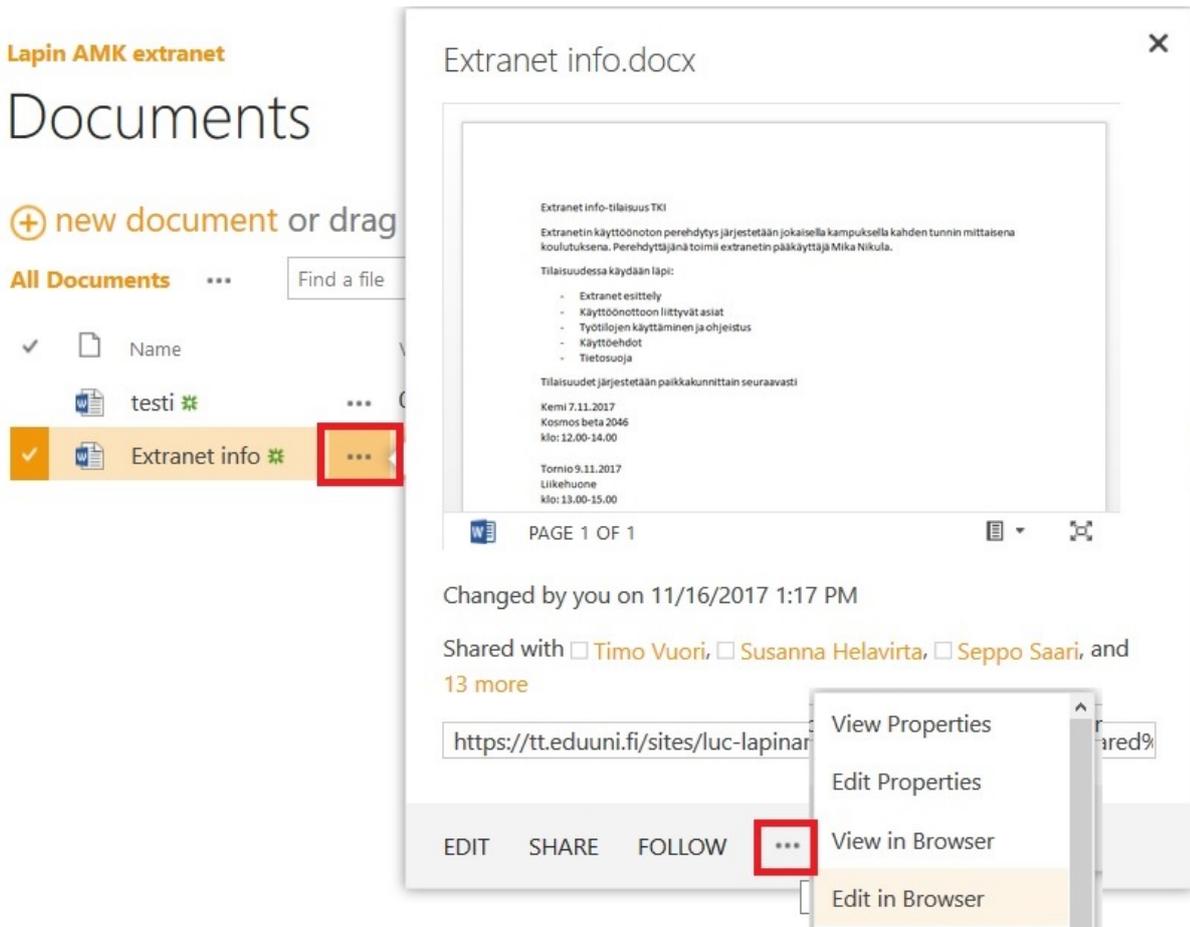


3. Click **Word document** to create a new document

A new word document will open in Office Online. Create your document using the usual Word functionality.

To edit your document online

1. Click the Menu  to the right of the file you wish to edit
2. Click the Menu  on the popup menu for more options
3. Click **Edit in Browser**



The screenshot shows the 'Lapin AMK extranet Documents' interface. On the left, a list of documents is displayed, with 'Extranet info' selected and its context menu open. The main area shows the document 'Extranet info.docx' with its content. Below the document, there are options to 'EDIT', 'SHARE', and 'FOLLOW'. A secondary context menu is open over the 'EDIT' button, highlighting the 'Edit in Browser' option.

Lapin AMK extranet Documents

+ new document or drag

All Documents ... Find a file

✓ Name

testi ✱

✓ Extranet info ✱

Extranet info.docx

Extranet info-tilaisuus TKI

Extranetin käyttöönoton perehdytys järjestetään jokaisella kampuksella kahden tunnin mittaisena koulutuksena. Perehdyttäjänä toimii extranetin pääkäyttäjä Mika Nikula.

Tilaisuudessa käydään läpi:

- Extranet esittely
- Käyttöönottoon liittyvät asiat
- Työtilojen käyttäminen ja ohjeistus
- Käyttöehdot
- Tietosuojat

Tilaisuudet järjestetään paikkakunnittain seuraavasti

Kemi 7.11.2017
Kosmos beta 2046
klo: 12.00-14.00

Tornio 9.11.2017
Liikehuone
klo: 13.00-15.00

PAGE 1 OF 1

Changed by you on 11/16/2017 1:17 PM

Shared with Timo Vuori, Susanna Helavirta, Seppo Saari, and 13 more

<https://tt.eduuni.fi/sites/luc-lapinar>

EDIT SHARE FOLLOW ...

View Properties

Edit Properties

View in Browser

Edit in Browser

Calendars

To create an event

1. In the left navigation menu, click Calendar
2. click **EVENT** tab or **+ Add**
3. Click **New Event**

The screenshot shows the top navigation bar with tabs for BROWSE, EVENTS, and CALENDAR. Below the tabs is a toolbar with various icons and labels: 'New Event' (highlighted with a red box), 'View Event', 'Edit Event', 'Delete Event', 'Version History', 'Event Permissions', 'Attach File', 'Alert Me', 'Workflows', 'Approve/Reject', and 'Tags & Notes'. Below the toolbar is a calendar view for November 2017. The calendar shows days from 30 to 22. A red box highlights the '+ Add' button on Wednesday, November 8th. Below the calendar is a 'Calendars in View' section with a 'Calendar' button. On the left side, there is a navigation menu with 'Home', 'Documents', 'Tasks', and 'Calendar' (highlighted).

Tasks

To create a task

1. In the left navigation menu, click Tasks
2. Click + new task

Tasks

The screenshot shows a horizontal timeline view for November 2017 and December 2017. A vertical line marks 'Today' on November 16th. Below the timeline, there is a text prompt: 'Add tasks with dates to the timeline'.

+ new task or **edit this list**

All Tasks Calendar Completed ... Find an item

✓ Title Due Date Assigned To

There are no items to show in this view of the "Tasks" list.

3. Complete the task form. *The **Assigned To** field is good to show who is responsible for a particular task*
4. Click **Save**

 Save	 Cancel	 Paste	 Cut	 Copy	 Attach File	 Spelling
Commit		Clipboard			Actions	Spelling

Home	Title *	<input type="text"/>
Documents	Start Date	<input type="text"/> 
Tasks	Due Date	<input type="text"/> 
Calendar	Assigned To	<input type="text" value="Enter names or email addresses..."/>
 EDIT LINKS	SHOW MORE	
		<input type="button" value="Save"/> <input type="button" value="Cancel"/>