

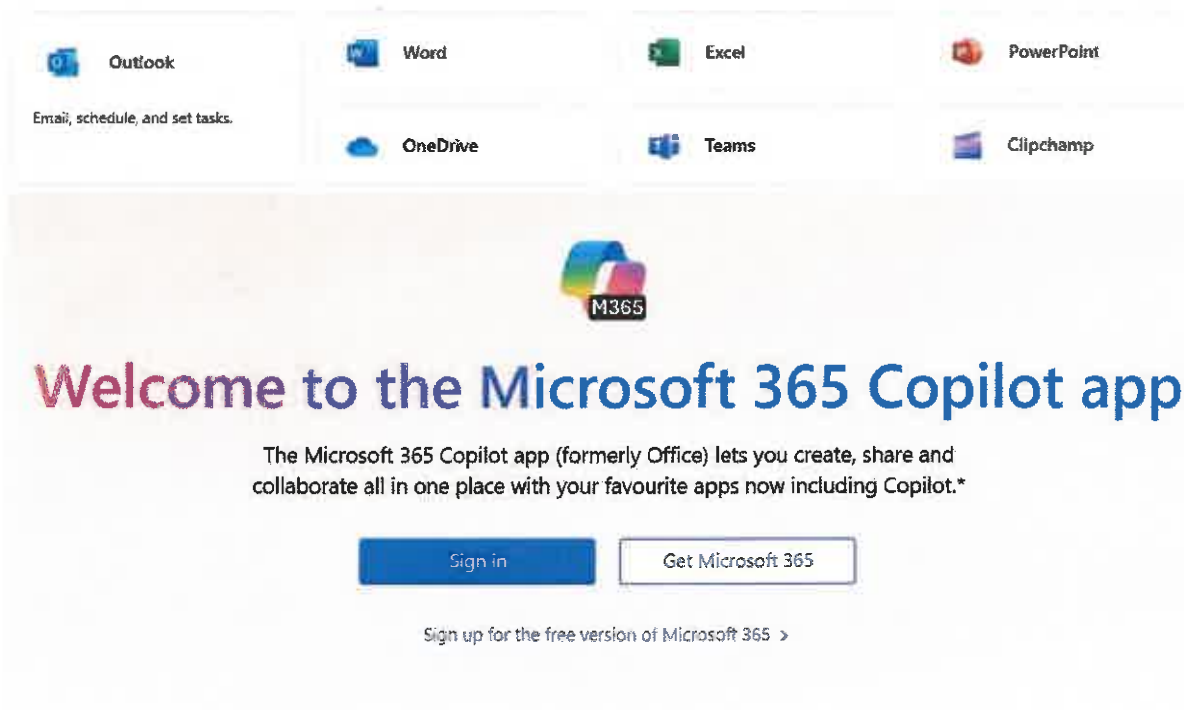
## Microsoft M365 or Google Docs access

To use online services for office applications, both **Microsoft** and **Google** provide free accounts that include access to cloud storage.

If you already have an account with either provider, you can sign in directly using the **Edge web browser** or by clicking the relevant icon. You'll need your login credentials to proceed.

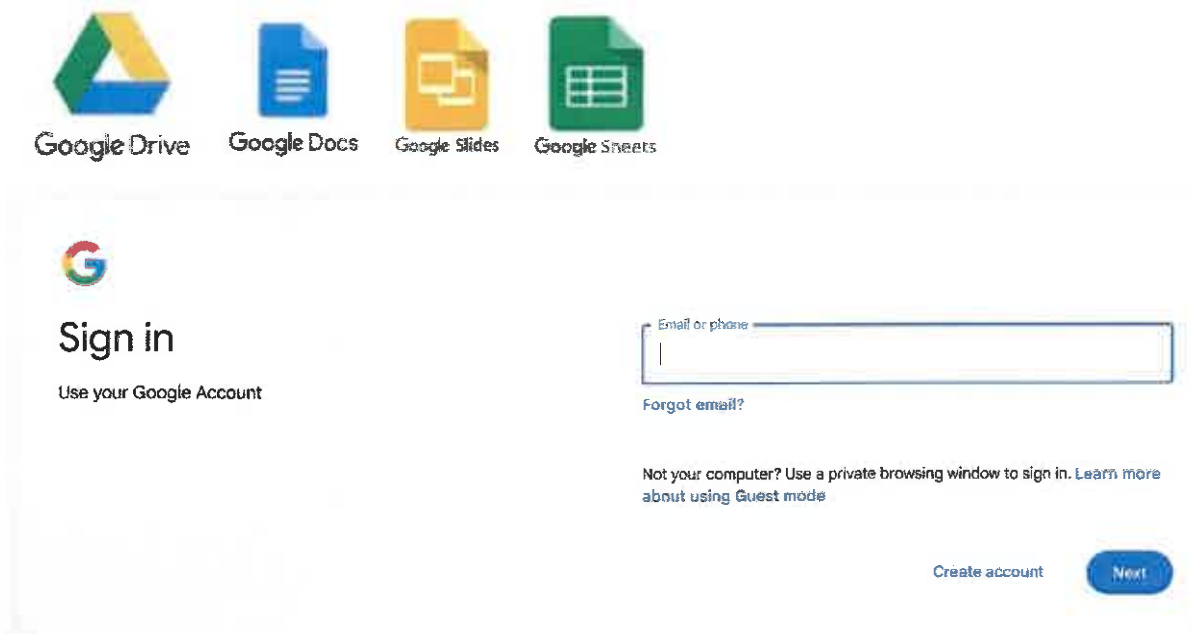
If you don't yet have an account, you can register with either service using the links provided. Once registered, you'll be able to access their free suite of online applications.

[Log-in](#) | [Microsoft 365](#) with free 5GB OneDrive cloud storage



The screenshot shows the Microsoft 365 Copilot app interface. At the top, there are icons for Outlook (Email, schedule, and set tasks.), Word, Excel, PowerPoint, OneDrive, Teams, and Clipchamp. Below these is a large banner with the Microsoft 365 logo and the text "Welcome to the Microsoft 365 Copilot app". The banner also states: "The Microsoft 365 Copilot app (formerly Office) lets you create, share and collaborate all in one place with your favourite apps now including Copilot.\*". At the bottom of the banner are two buttons: "Sign in" and "Get Microsoft 365". Below the banner, there is a link: "Sign up for the free version of Microsoft 365 >".

Sign in - Google Accounts with free 15GB Google Drive cloud storage



### Printing

Content created in either of these online platforms can be printed by selecting Print from the File menu within the online app

### Saving documents

Content created in either of these online platforms should be saved to the free cloud storage provided with your account (OneDrive or Google Drive)