How to open a word document in Office 365 website.

1. First open your browser and go to https://office365.uiowa.edu
2. Then you will login with your hawk ID and perform your DUO login.
3. Then you will click on the Word application.

4. After Opening word there should be **Recommended** documents portion that should have your document there if it does not click on **Upload and Open**...

5. After clicking that find your document and Highlight it and click Open. It should then upload and Open in word on your browser.