

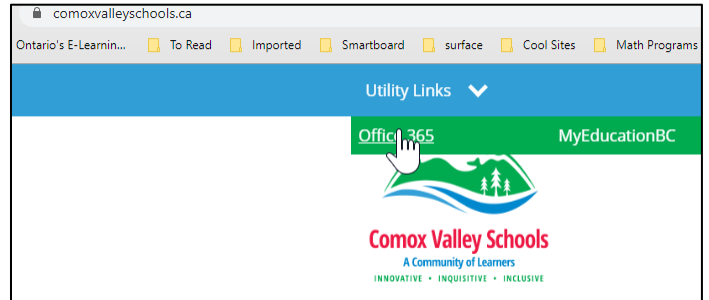
Getting Started with Sway

1

Go to your **Microsoft Office 365** Home page:

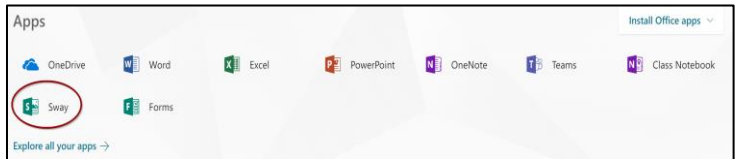
- Visit comoxvalleyschools.ca
- Click on **Utility Links** at the top or scroll down to the bottom.
- Click on **Office 365**

Log in with username and password that you use to log in to the computers (you won't need to do this at school).



2

Click on **Sway** top open it.



3

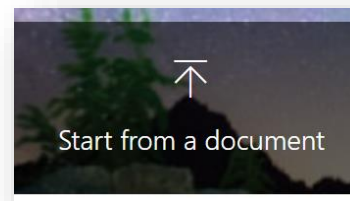
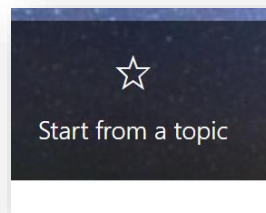
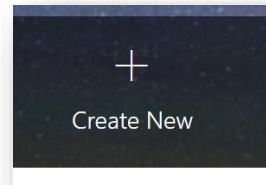
Click on **Create New** at the top left.

Or

Click on **Start From Topic** then type in the topic of your presentation.

Or

Click on **Start from a document** and browse to find the document you would like your sway built around.



This is what your starting screen will look like:

