

## Uploading PDFs to OneDrive and using OrbitNote PDF

### Reader in Chrome in Office 365

\*Make sure the OrbitNote Extension is installed\*



1. Open school or district website in the Google Chrome Browser.
2. Select Office 365 (top right)

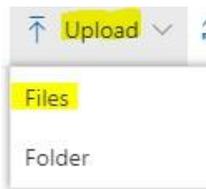
Office 365

3. Click



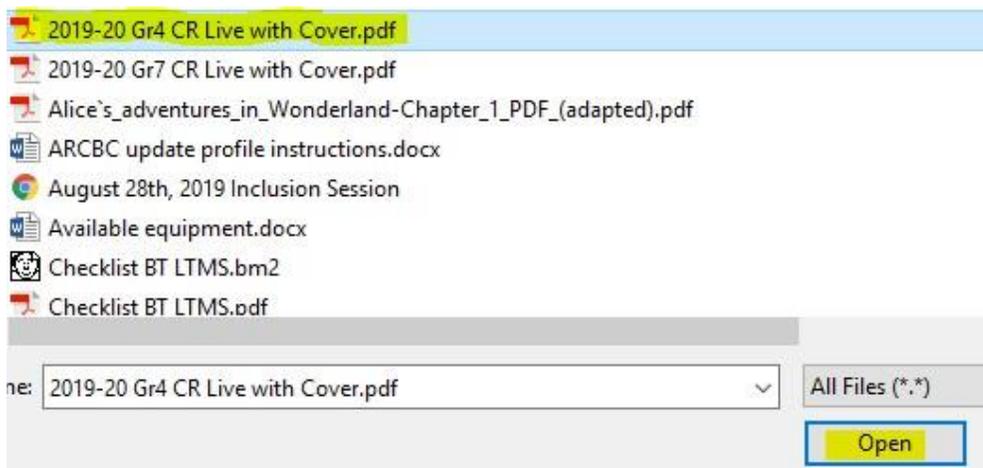
OneDrive

4. Click

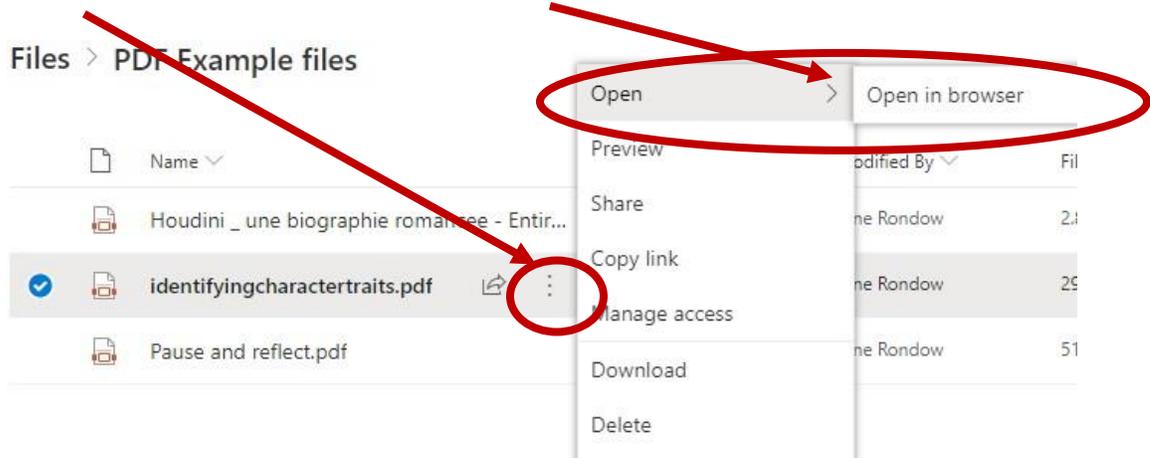


Upload > Files

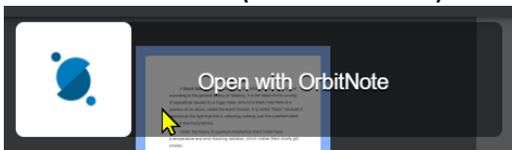
5. Navigate to where you saved the PDF you want to upload
6. Click the file you want to upload and click Open



7. Once the file is uploaded to OneDrive click on the 3 vertical dots Open > Open in Browser



8. Once the file is open click on the OrbitNote Icon Open with OrbitNote (on the left)



9. You may be prompted to sign in with either Google or **Microsoft**.

Select **Sign in with Microsoft** then sign in with your Office 365 account:



\*OrbitNote toolbar will open ready to use with the accessible PDF Document



## **MORE Information**

For more information about this tool go to the online OrbitNote in Chrome with Office 365 help site

<https://support.texthelp.com/help/using-the-texthelp-pdf-reader-in-chrome-with-office-365>

For information on how to use the features in OrbitNote in Chrome with Office 365 watch these videos

[Texthelp - YouTube](#)