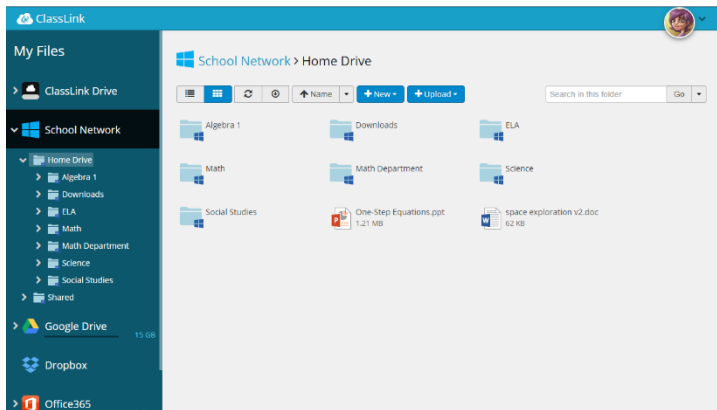


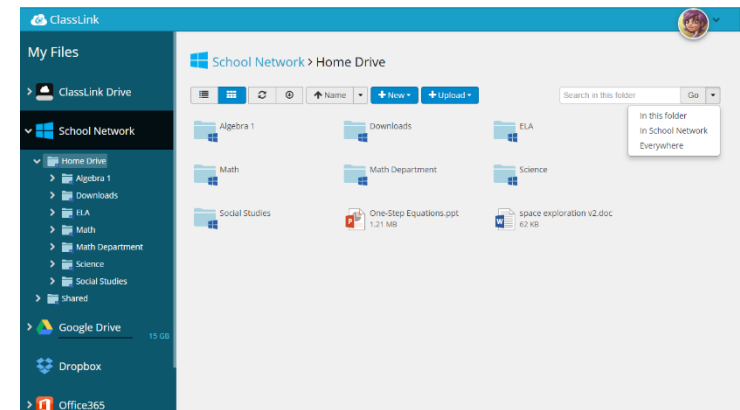
1. Sleek New Look and Feel

My Files now opens in its own tab. There is a tree view on the to navigate you through your storage locations.



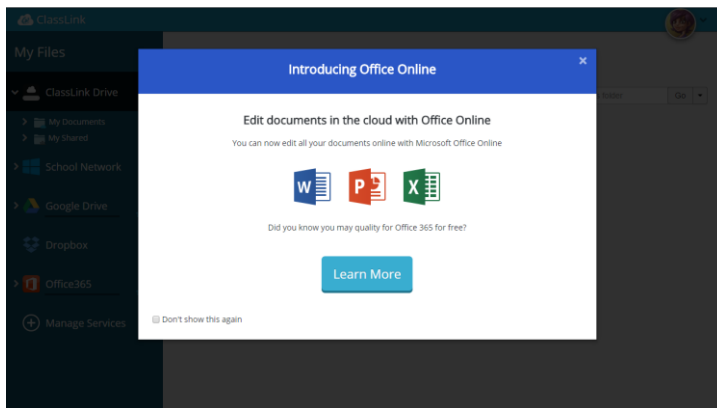
2. Universal Search

There is a search box on the top right to search within the current folder. Clicking the down arrow let's you choose to search the current drive you are in or everywhere. Everywhere let's you to search across all storage locations.



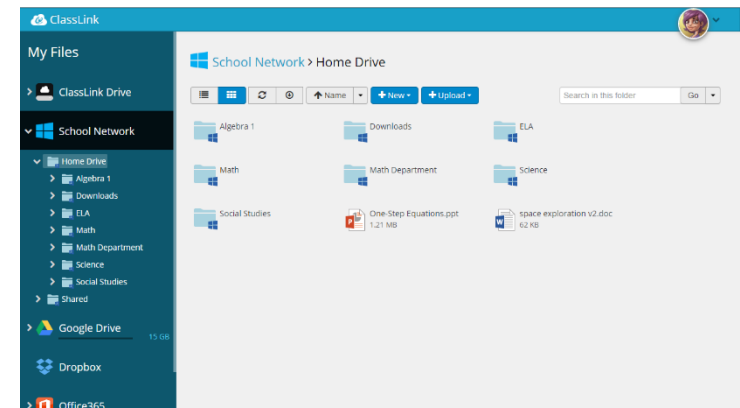
3. Office Online

ClassLink now offers the ability to edit your documents using Office Online. This will work for documents ending in an 'x' (docx, pptx, xlsx). Older document will still use Zoho as their online editor.



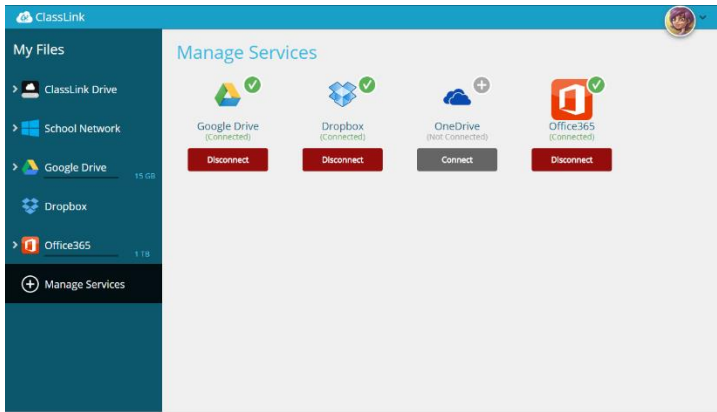
4. School Network Drives

School Network gives you access to your H drive or any other school network folders.



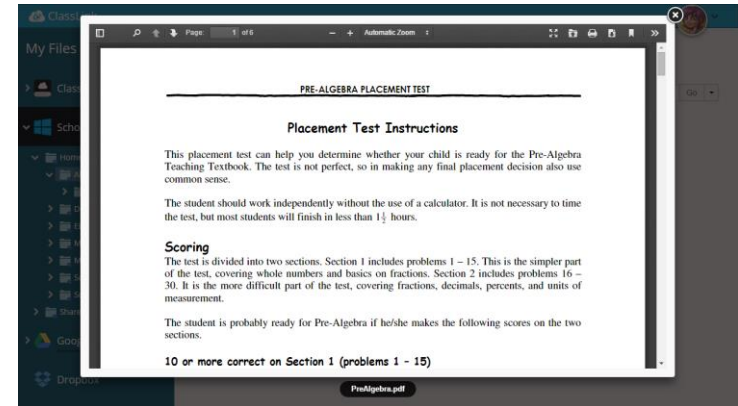
5. Cloud Drives

Manage Services > Connect allows you to connect your Google Drive, Dropbox, OneDrive and Office365 accounts.



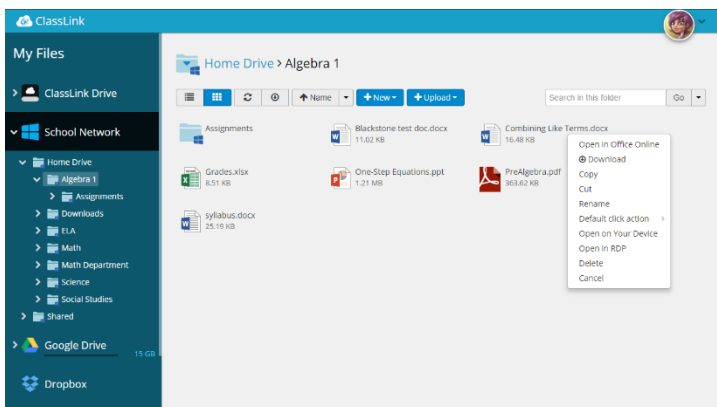
6. PDF Preview

You can now preview your PDF files. Simply click on a PDF and the Preview window will appear. Here you can read, print, and download the PDF.



7. Editing Options

Your online editing tool will either be Office Online or Zoho. If the file ends with an 'x' (docx, pptx, xlsx), it will open in Office online. Otherwise it will open in Zoho. Google Drive files will open using Google. Right clicking a file gives more options including opening the file on your device.



8. Collaborative Editing

If you open a document in Office Online, you can collaborate with others in real time. This applies to documents in your Office365, OneDrive, or school network account.

