**Saving/Retrieving Word Docs From Home**

1. Go to the TCA home page then to the **FAMILY tab.**
2. Open **Office 365**
3. Where it says email, **type in your student ID number** followed by **@student.asd20.org**

**Example**: [123456@student.asd20.org](mailto:123456@student.asd20.org)

1. Use the **same password** you use to get onto your computer.
2. Any documents that were saved at school will appear here.
3. Open up the document you want to work on and type. It will **automatically save** as you are typing.
4. Log off and close.