How to Duplicate a Sway if you or your parents have a Personal Microsoft Account.

1. Log in to Microsoft 365 online here

On the Waffle – top right-hand corner

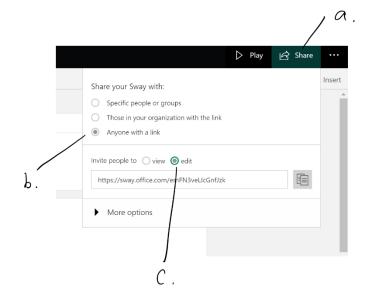
2. Click on the Sway Icon either:

Apps	Office 365 \rightarrow				
CneDrive	Word				
X Excel	P PowerPoint				
N OneNote Sway All apps →	SharePoint				
Or on the Ho	me Page				
Apps					
۵	w]	X	P	N	S 🔊
OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint Sway

3. Choose the Sway you want to duplicate – open it



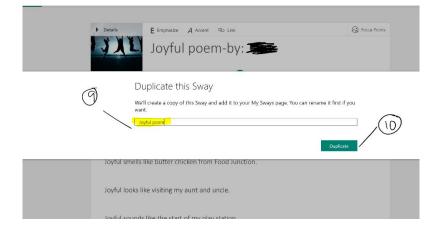
- 4. Click on:
 - a. 'Share' in the top right-hand corner
 - b. Then 'anyone with the Link'
 - c. Edit
 - Copy address by clicking on the copy icon (looks like 2 pieces of paper)



- 5. In a new window, login to your consumer Microsoft account. If you don't have one, go here http://www.live.com to sign up with your parent's supervision and permission.
- 6. In the browser, copy (Ctl and V) the address from above and the Sway will display. Click Edit.

	Edit this Sway		
	You have been invited to work on Joyful poem-by: 🚈		
		Edit	View only
7.	Click on the 3 dots in the top right hand corner.		$(\overline{1})$
			▷ Play 🛱 Share …
8.	Click Duplicate this Sway		My Sways
			Create new
		Focus Points	Duplicate this Sway ~ (§
			Save as Template
			Print
			Export
			Settings for this Sway
			Accessibility Checker
			Accessibility View
			Help

- 9. Name your Sway
- 10. Click Duplicate



11. You will get this message to say that you have been successful.

Duplicate this Sway			
We have successfully created a copy of this Sway on	n your My Sways page.		
	Go to My Sways	Edit it now	
	GO TO MY Sways	Edit it now	

12. Choose either option to check that you have successfully duplicated your Sway into your Consumer Microsoft Account.