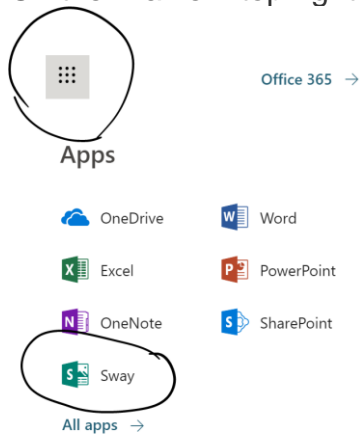


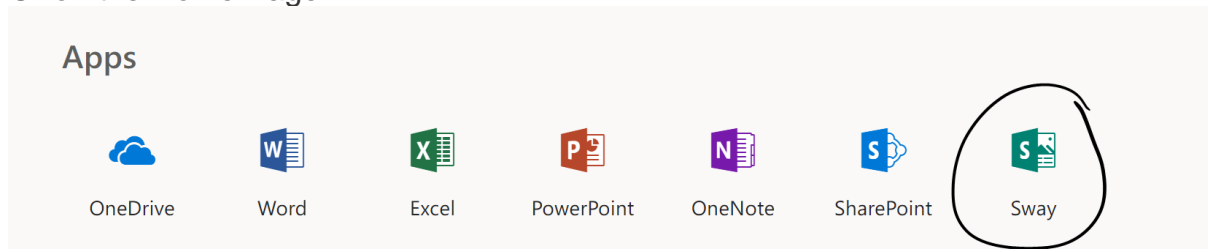
## How to Duplicate a Sway if you or your parents have a Personal Microsoft Account.

1. Log in to Microsoft 365 online [here](#)
2. Click on the Sway Icon either:

On the Waffle – top right-hand corner



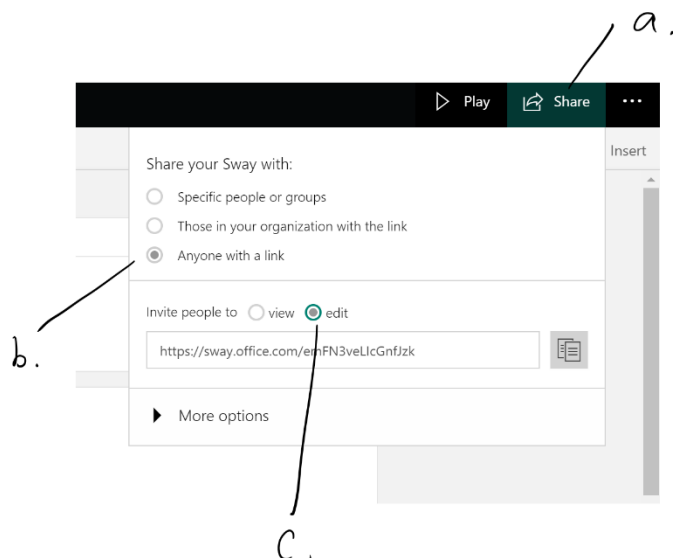
Or on the Home Page



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
  - d. Copy address by clicking on the copy icon (looks like 2 pieces of paper)



- 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.
- In the browser, copy (Ctl and V) the address from above and the Sway will display. Click Edit.

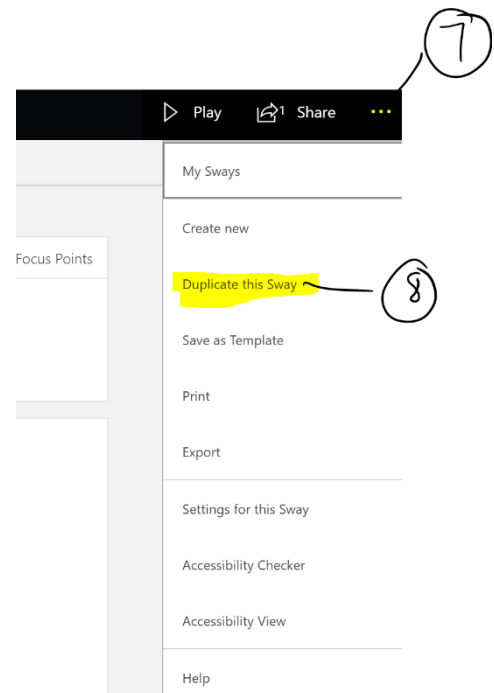
Edit this Sway

You have been invited to work on Joyful poem-by: [redacted]



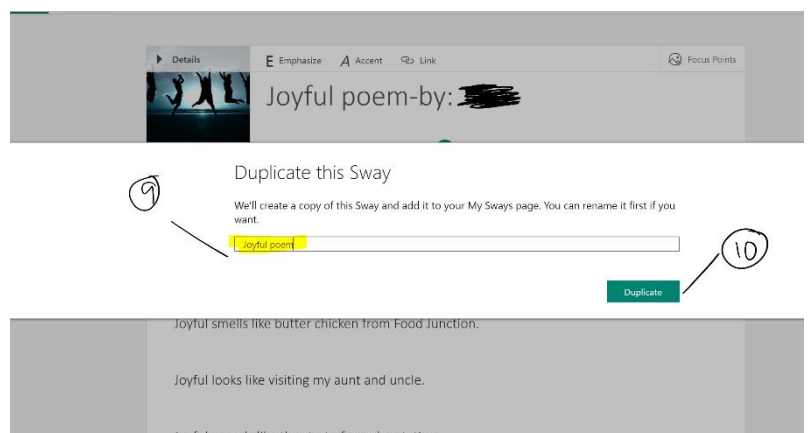
- Click on the 3 dots in the top right hand corner.

- Click Duplicate this Sway



- Name your Sway

- 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 your My Sways page.

[Go to My Sways](#)

[Edit it now](#)

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