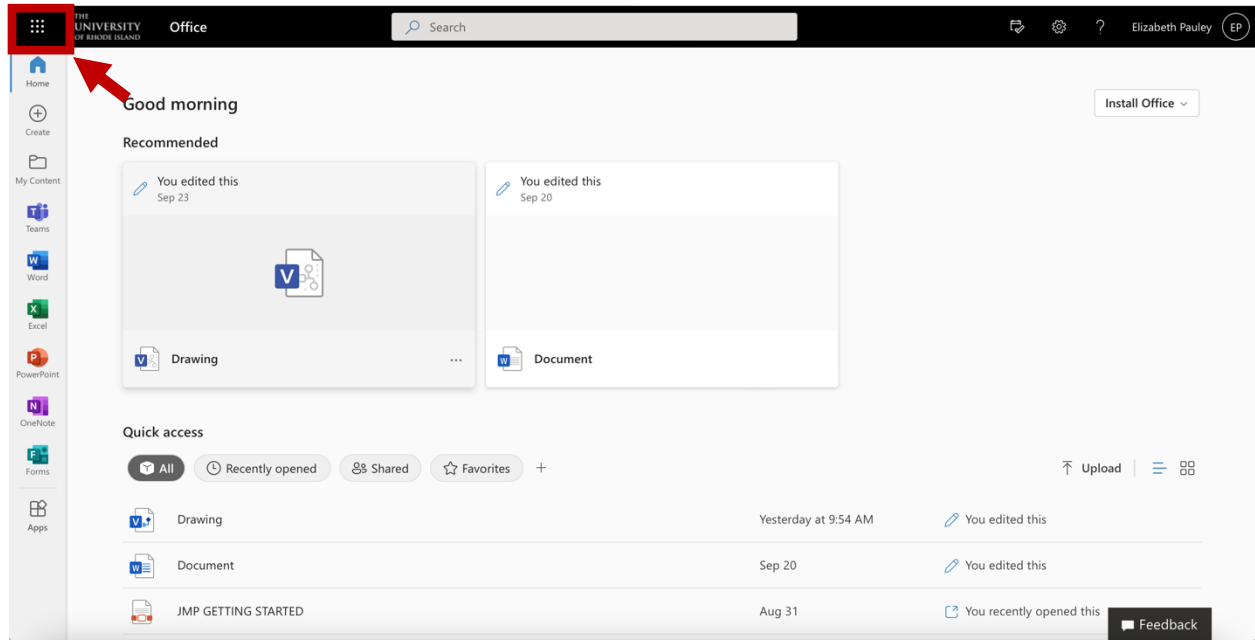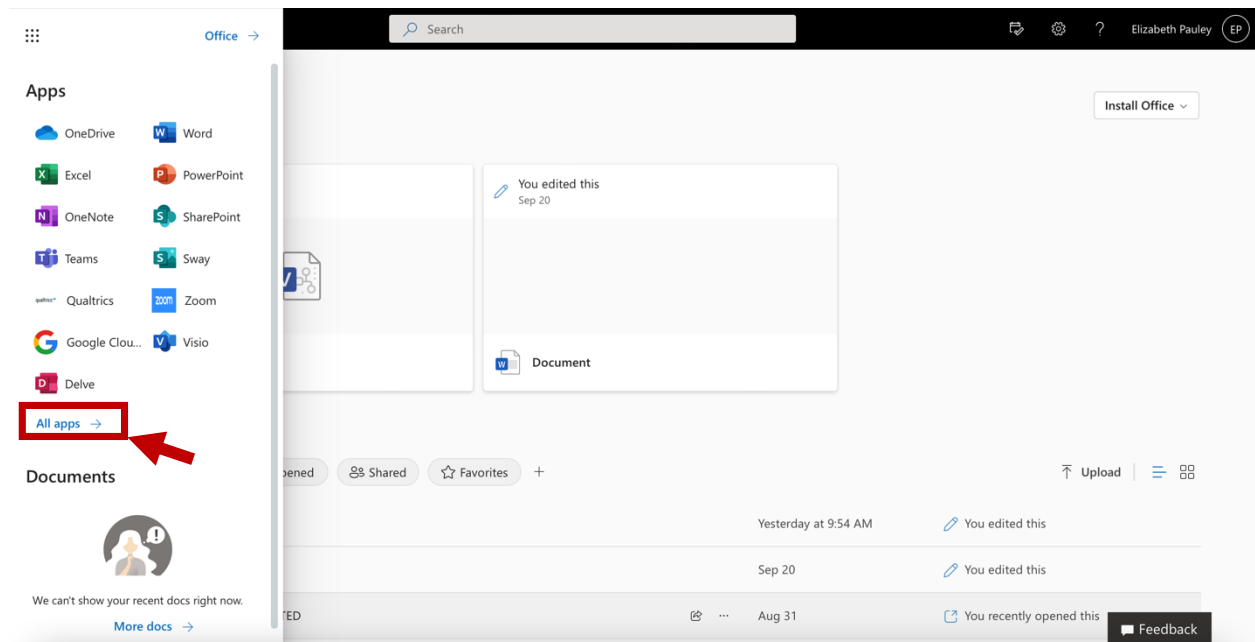## SPSS Cloud User Guide
Last Updated: Fall 2022
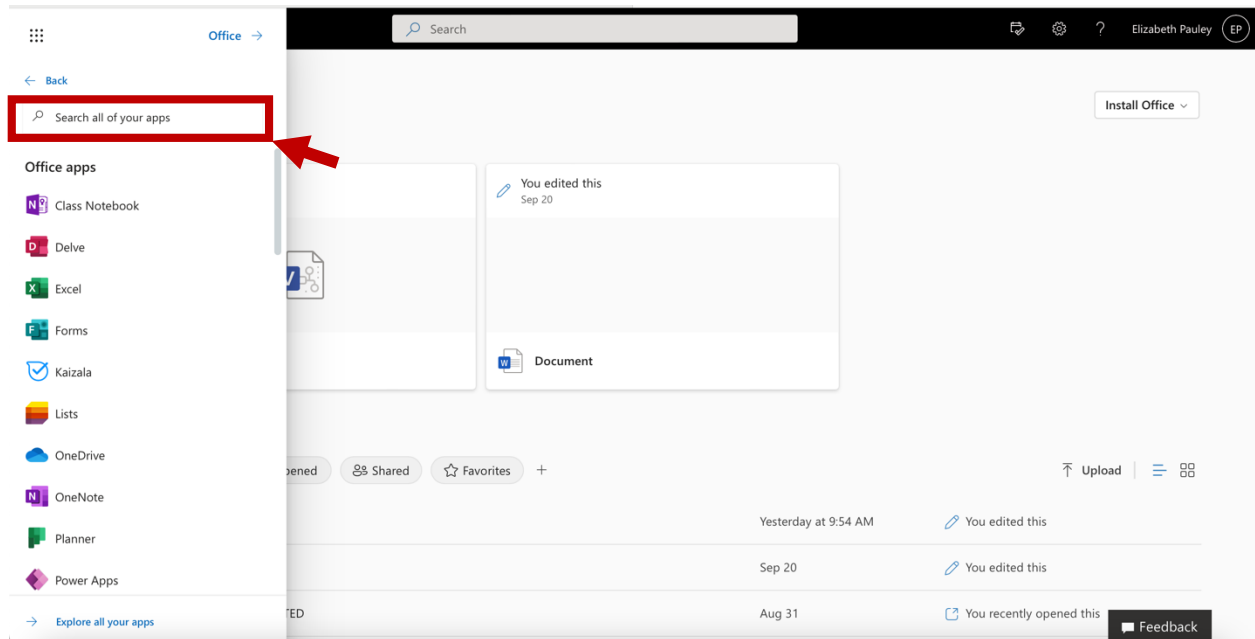### *Accessing SPSS Cloud via O365 Portal*

1. From the upper left-hand corner, select the drop down to show all apps in your O365 Portal.
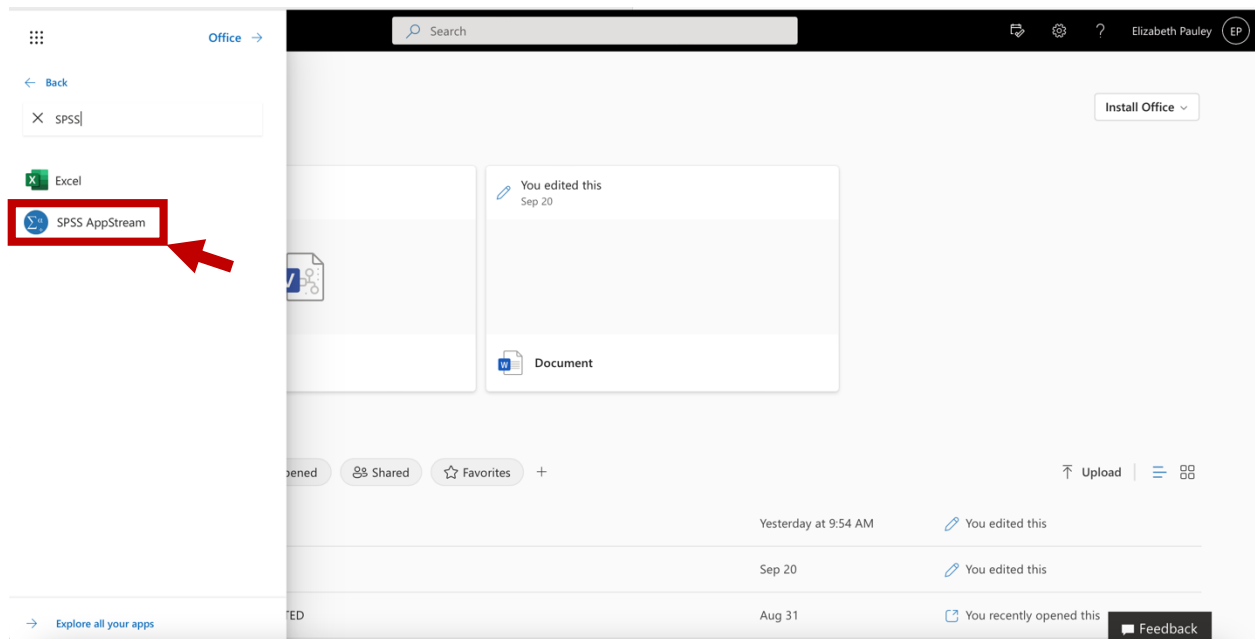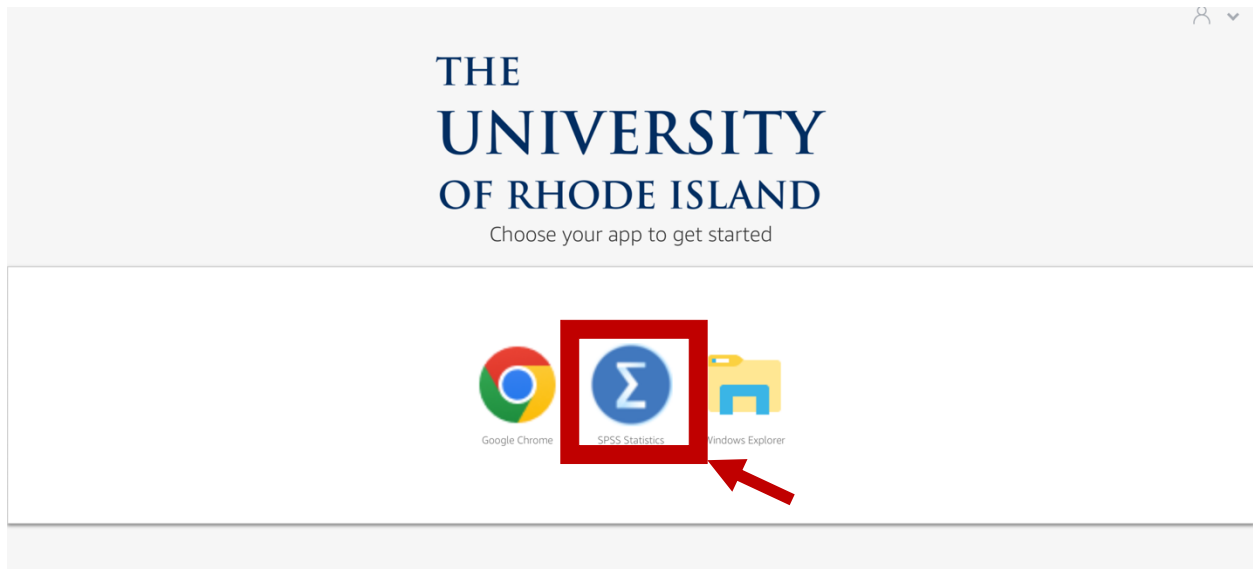

2. Select "All Apps" from the drop down

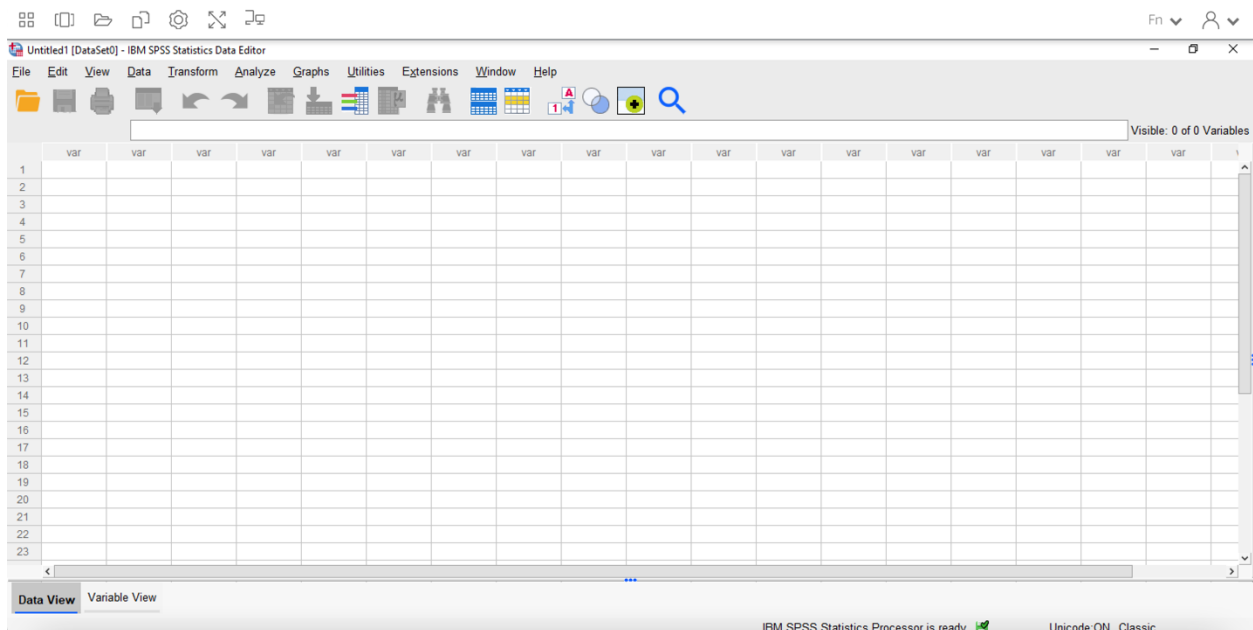## 3. In the search bar type in "SPSS"

4. Select "SPSS AppStream"
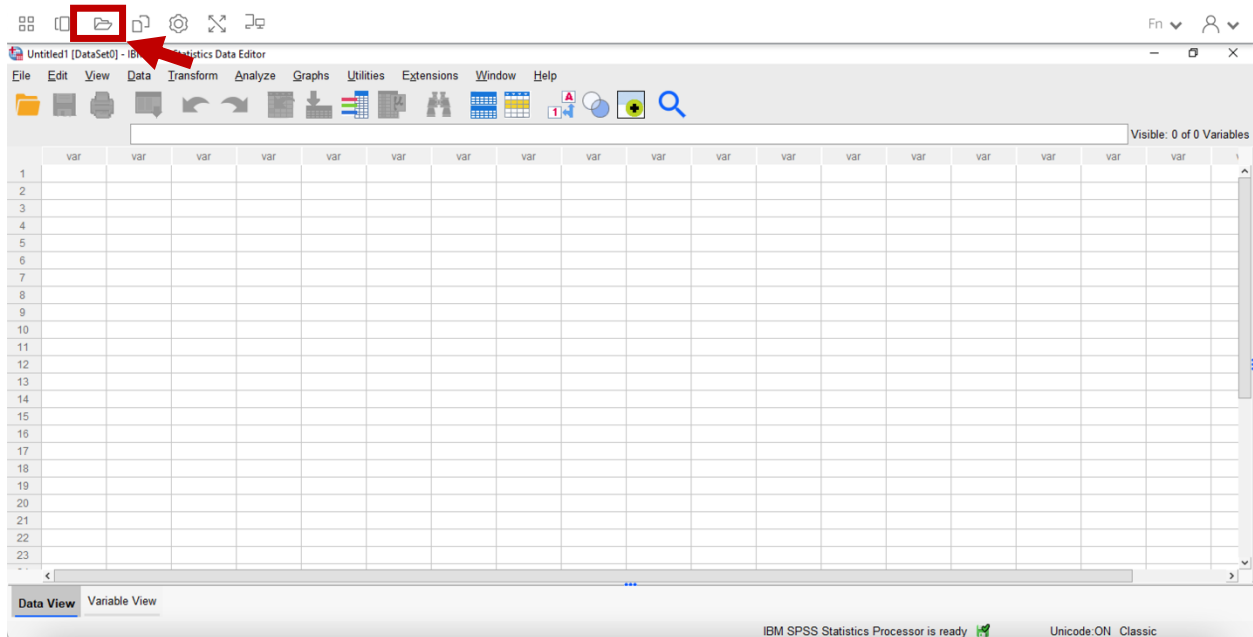
5. Select "SPSS Statistics"
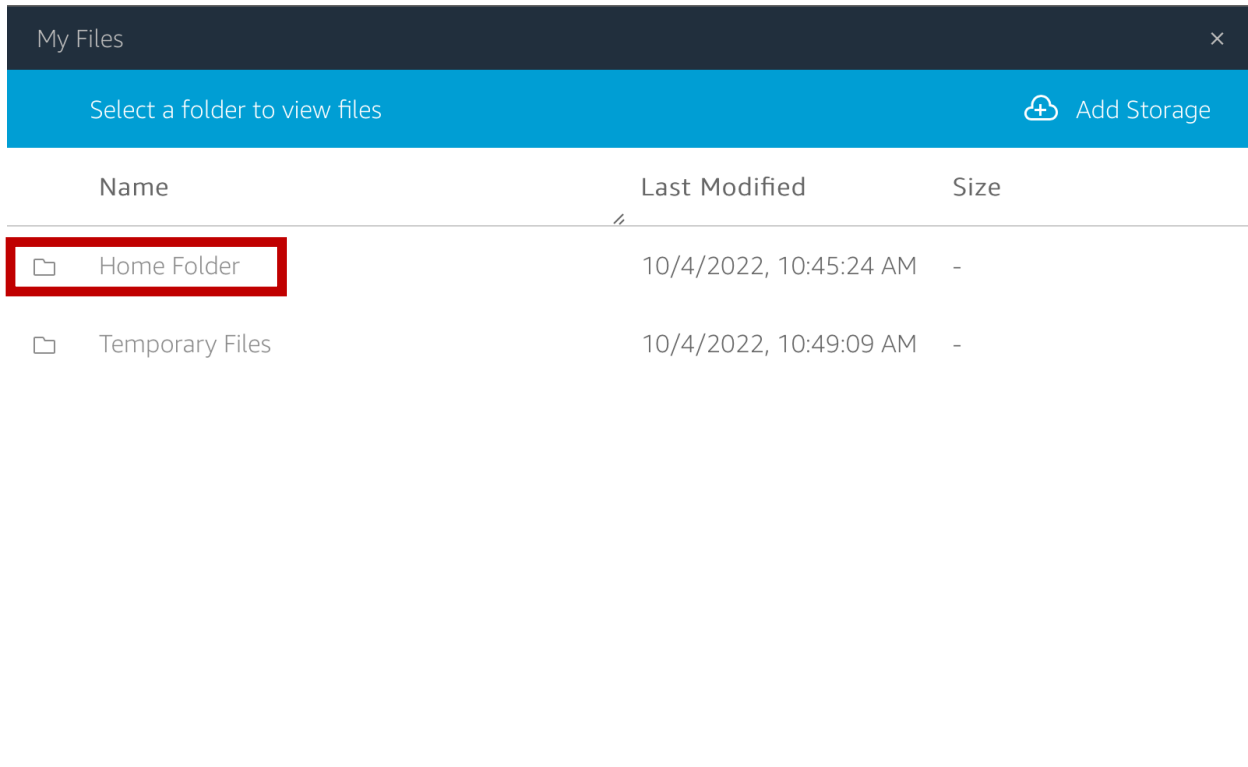

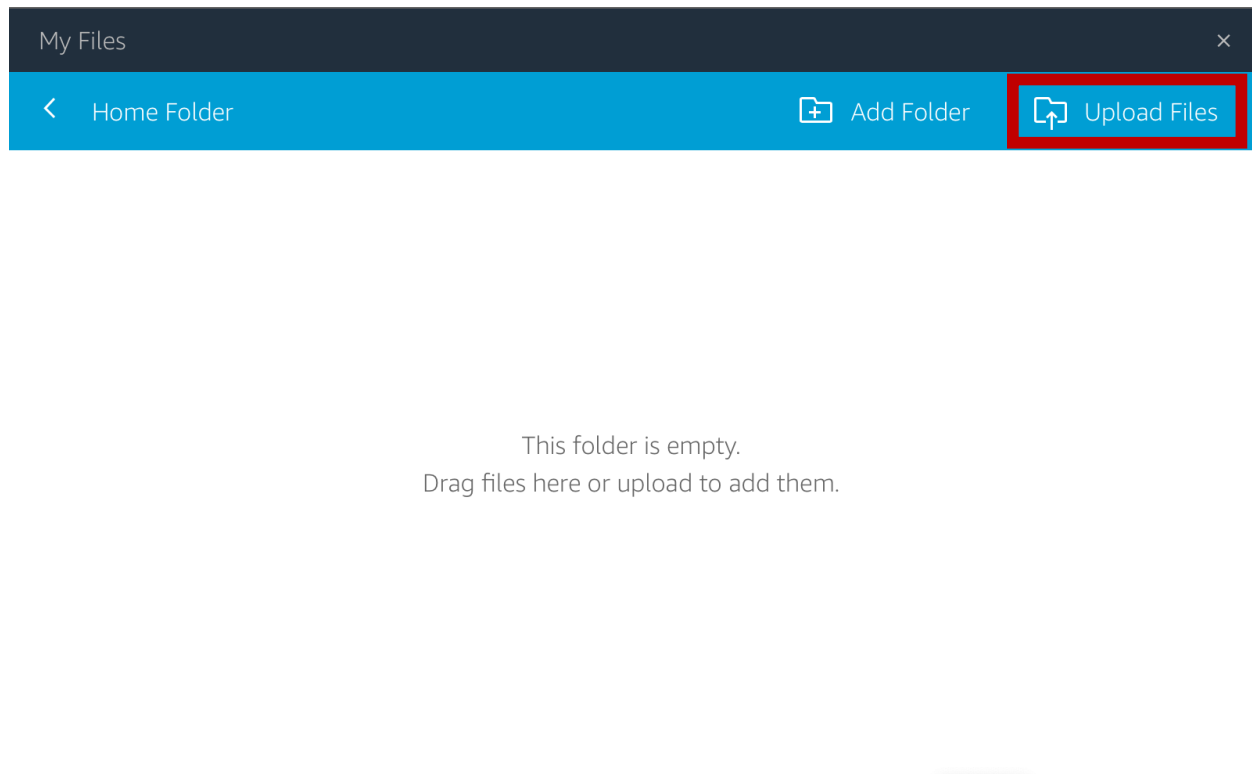You are ready to use SPSS!

Uploading Data to SPSS Cloud

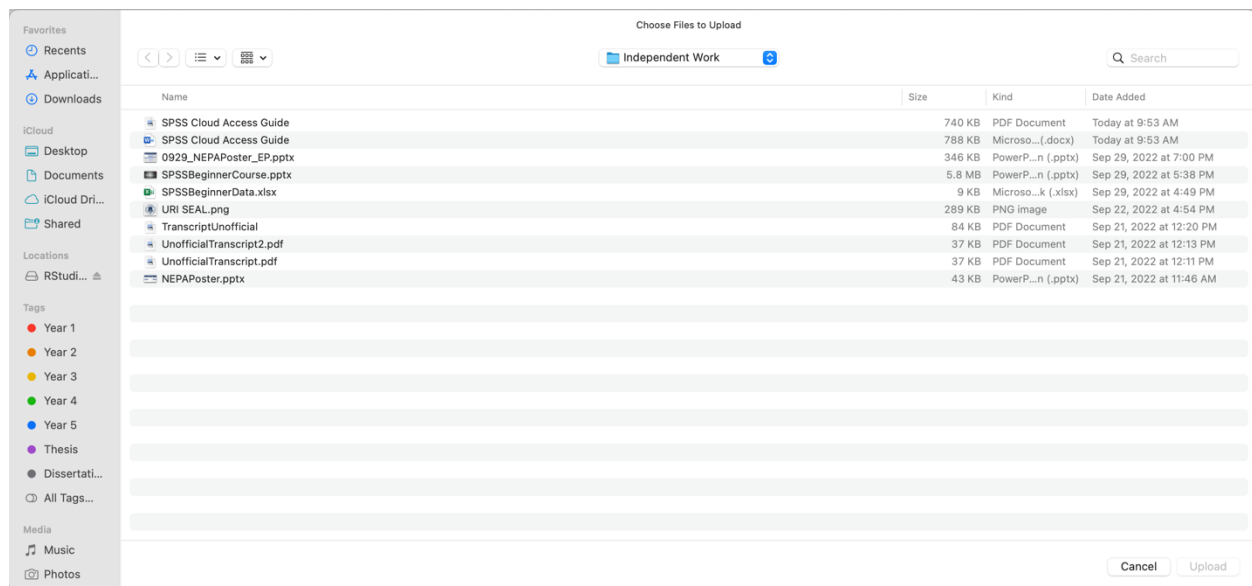1. Navigate to the "File" icon at the top of the screen.
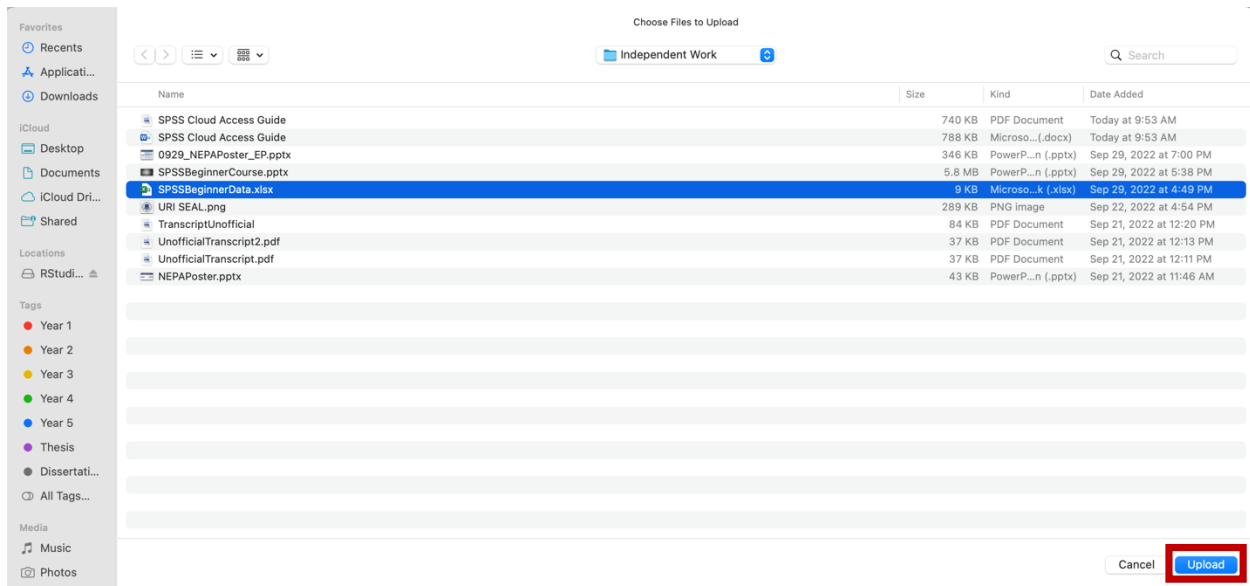

2. Select "Home Folder"
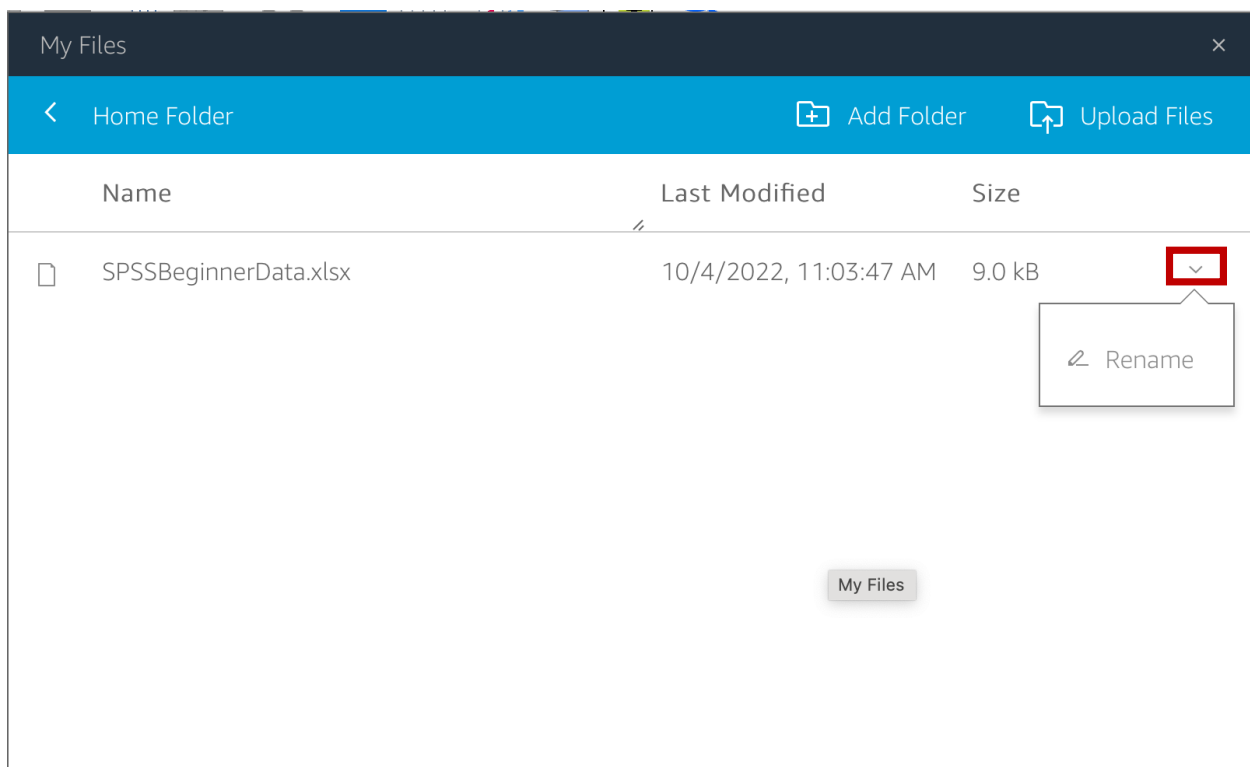
3. Select "Upload File"

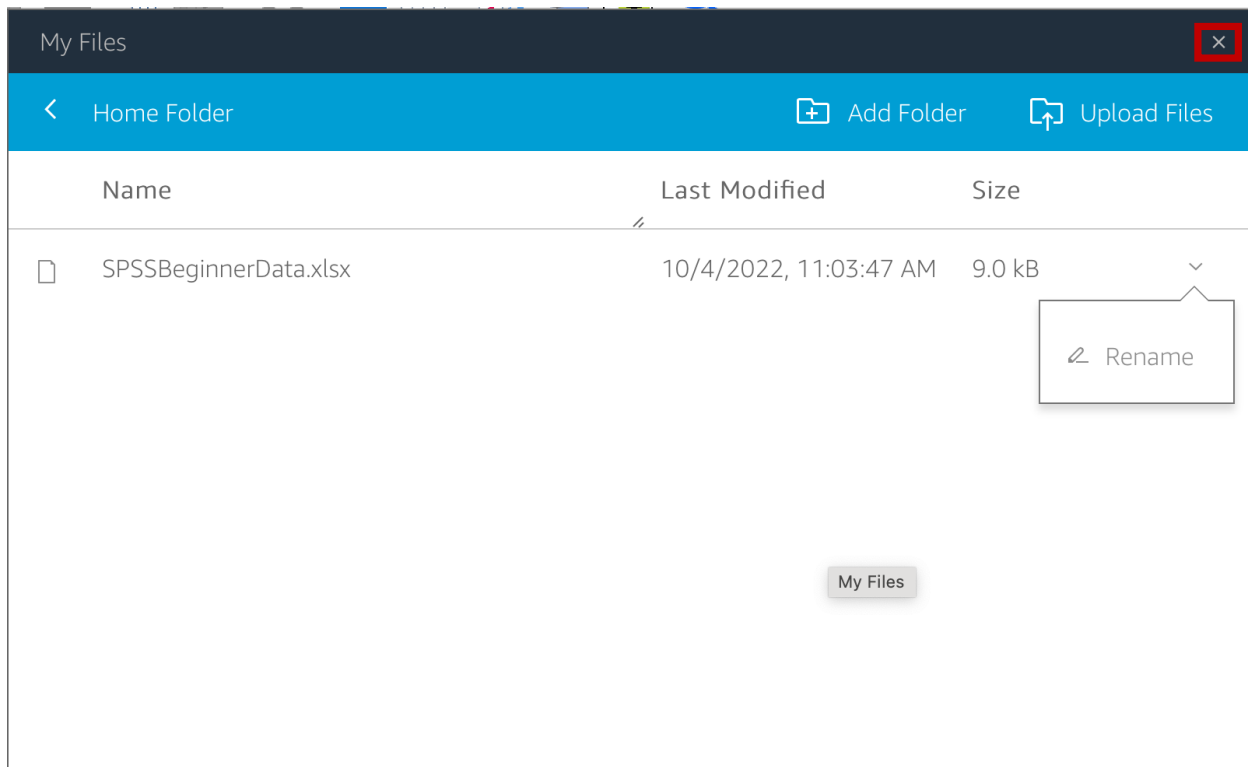## 4. Navigate to the applicable file location on your desktop from the pop-up window.
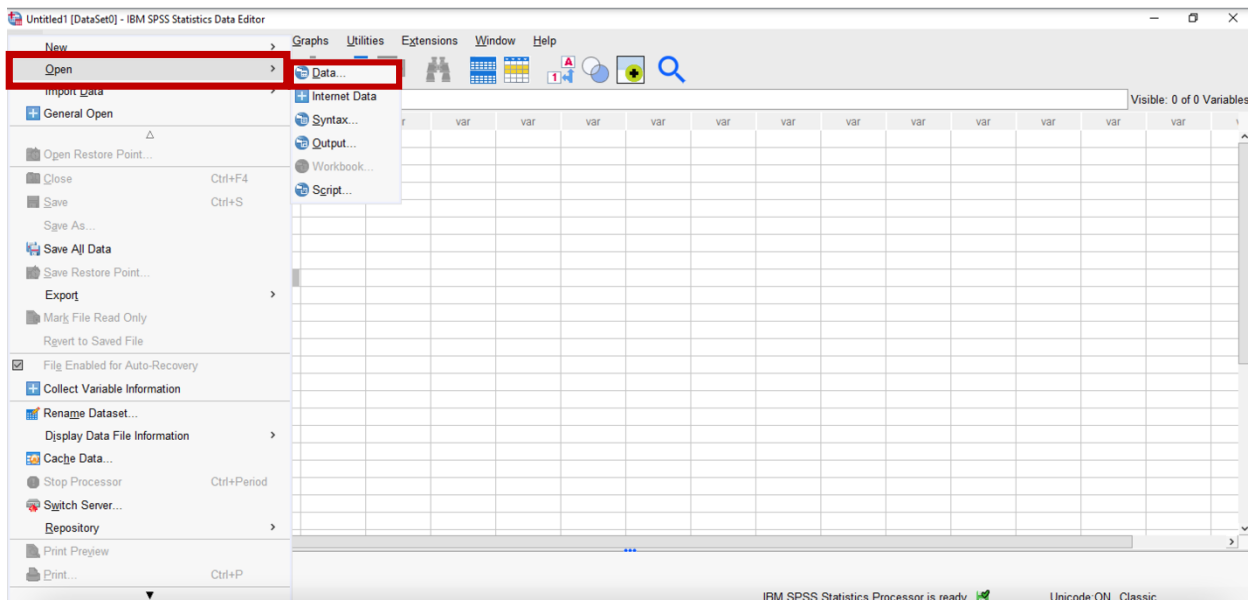
5. Select the applicable file and select "Upload".

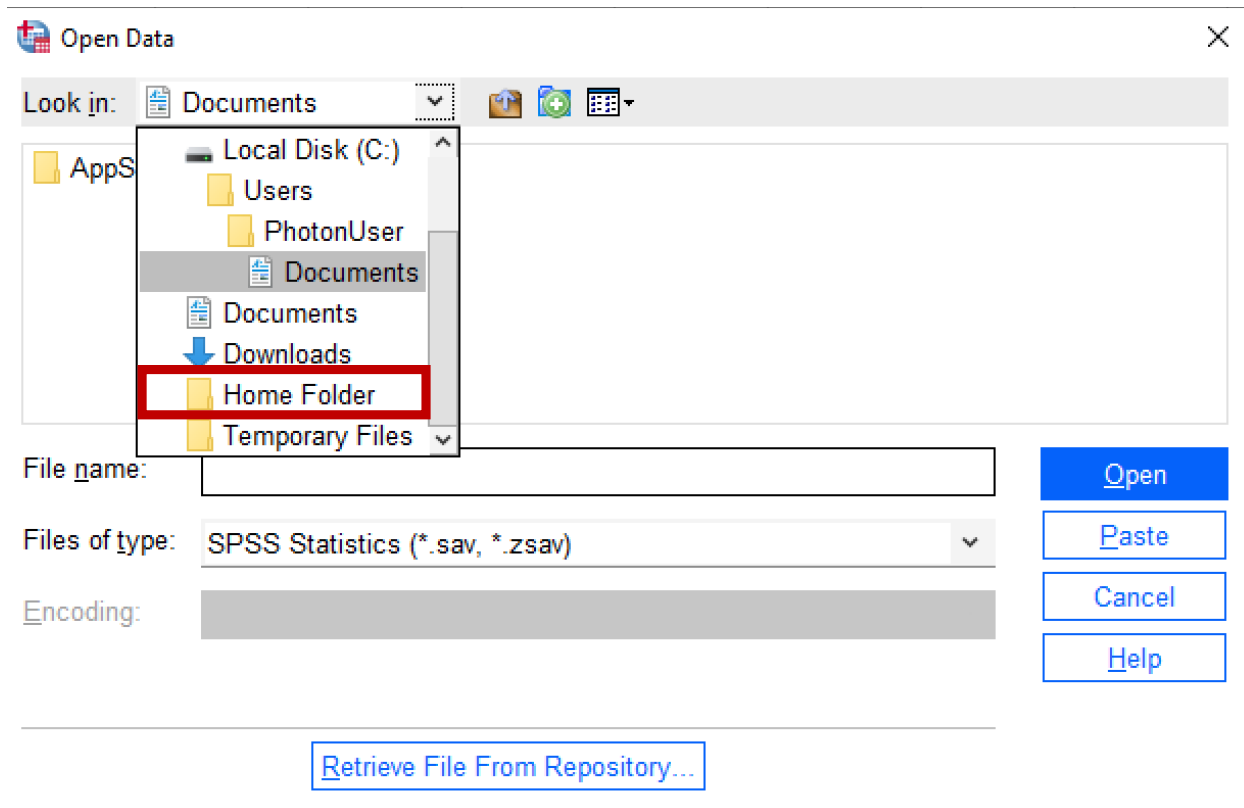6. Once data is uploaded, file name can be edited.

7. Close out of the "Home Folder" screen using the "X" in the right-hand corner.
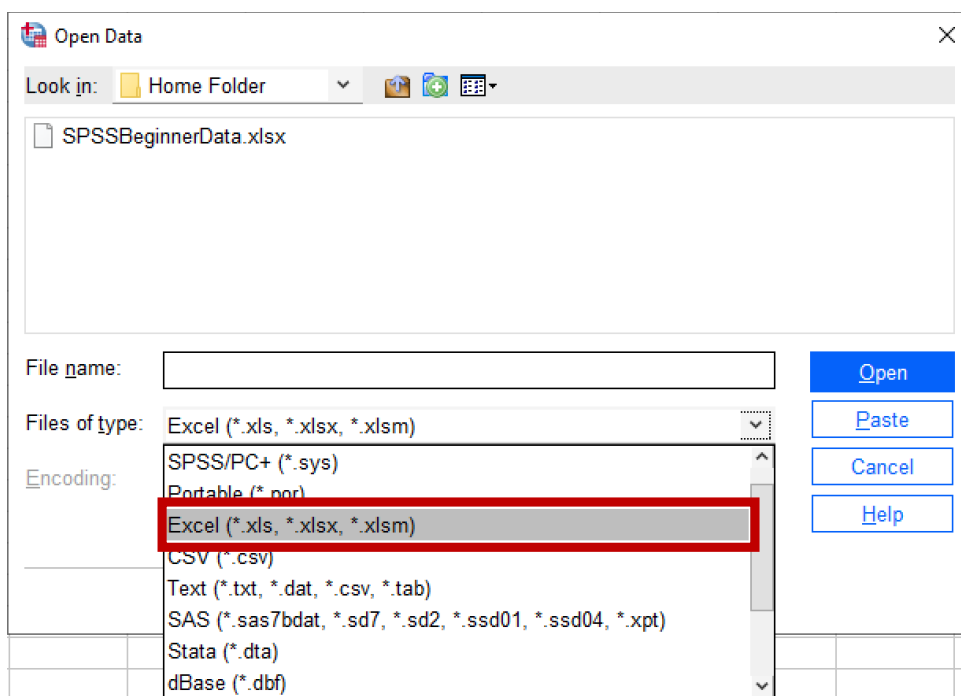

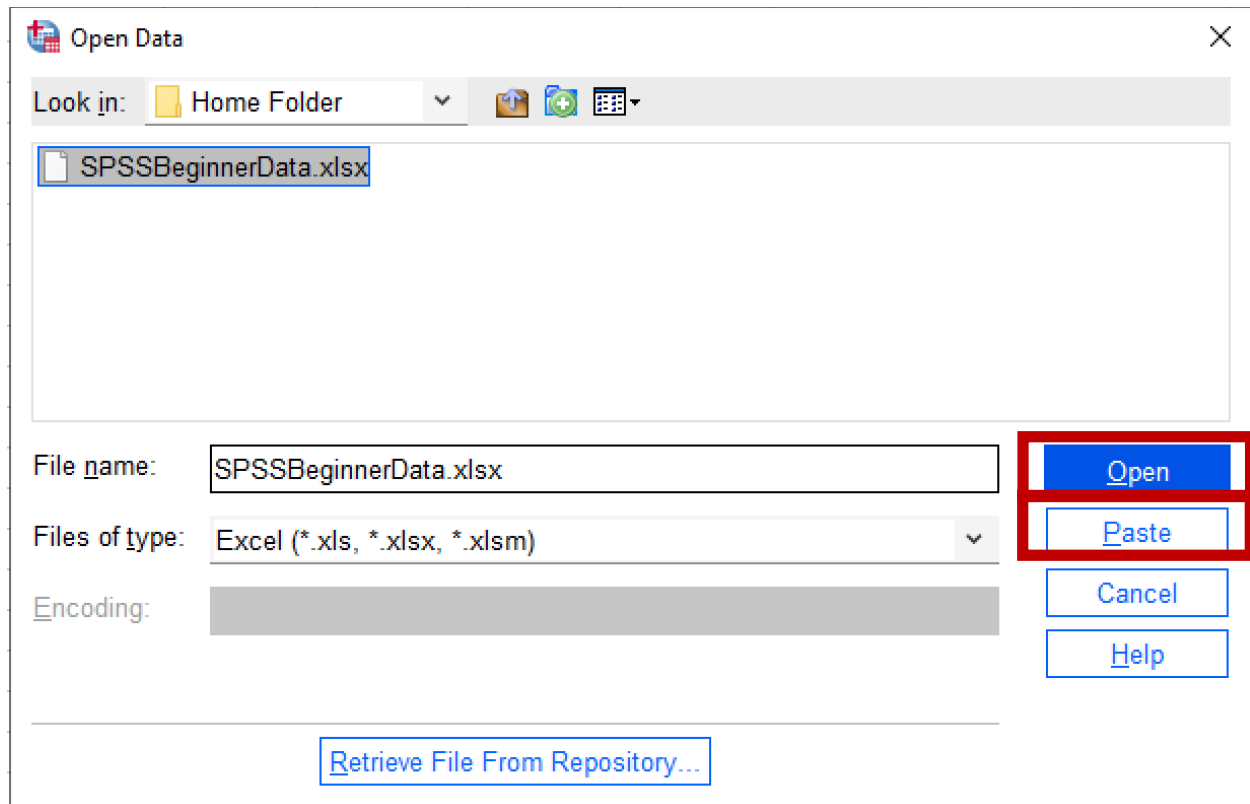8. From the "File" tab at the top & go to "Open". Select "Data".

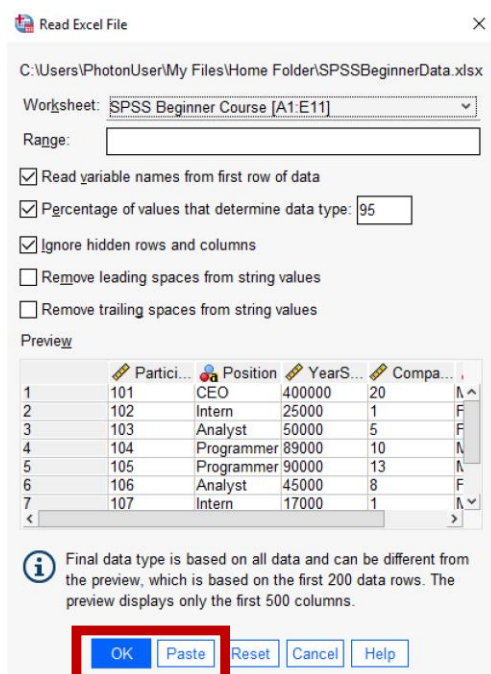9. Change the file location to "Home Folder".

10. Change "Files of type" to Excel.

11. Select applicable data file & select Open (or Paste to view the Syntax)

12. Confirm all data upload specifications are how they are desired & select OK (or Paste)

Any questions or requests for access can be directed to Elizabeth Pauley via email at epauley@uri.edu.