An Introduction to OneDrive (in Office 365) and How to Save Using OneDrive

OneDrive is an online place for staff and students to save their files that makes them available on any device, anywhere. People can work on their files in the online apps (for example Microsoft Word) or download them to their own device and still save them in OneDrive. OneDrive is also a place to go when you would like to share a file for collaboration or find one that is Shared by you.
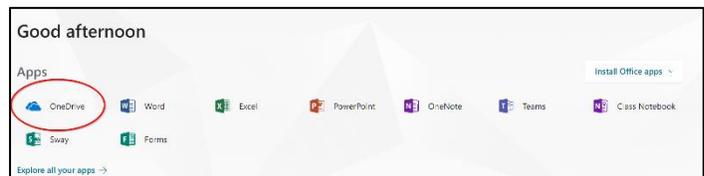
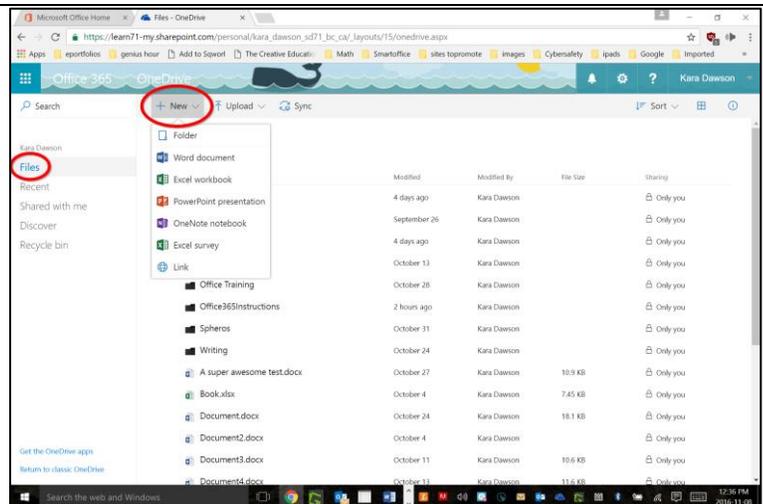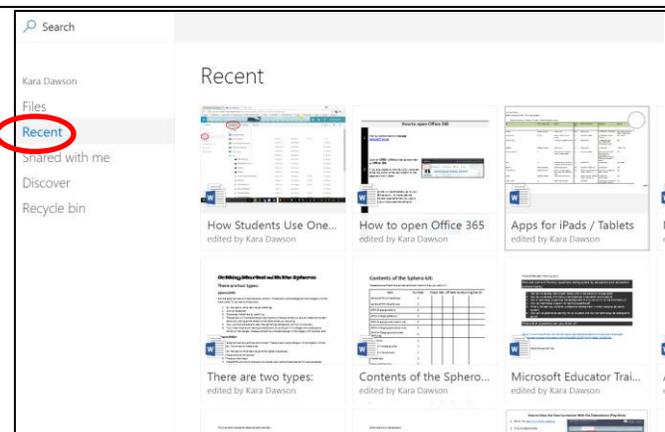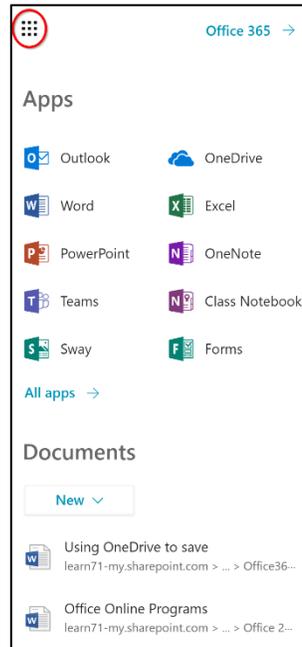|	OneDrive	
1	To find OneDrive, log in to **Office 365** (find the link on **www.comoxvalleyschools.ca**).	
2	Click on the **OneDrive App**.	
3	Click on **Files** on the left to see the files that you have saved using **Office 365**. Click on **New** at the top to create new folders and to open other online apps. Click **Upload** at the top to bring files and folders off of your computer into **OneDrive**. **Sync** is for Syncing your online OneDrive to your computer. You do not need to do this at school-they are already synced.	
4	Clicking on **Recent** (on the left) gives you quick access to the files that you have been working on recently.	

5	Clicking on the 9 squares in the top left allows you to open a different app, or access recently used files.	

Saving to OneDrive from Online Apps

You can save to OneDrive from your school computer and any device when you are working in the online Office apps.
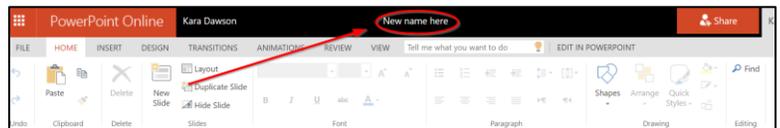
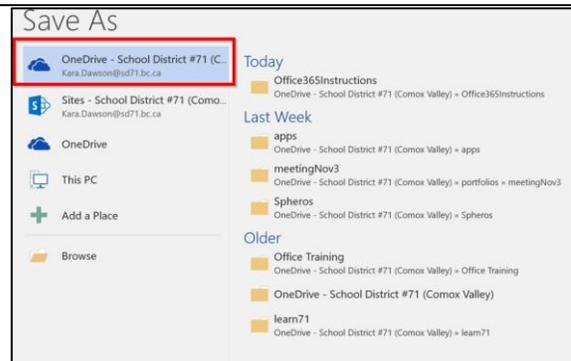|		
1	Open the file that you would like to work on or start a new file in an online app (ex MSWord, PowerPoint, Excel…)	
2	**When you are working in an Office 365 app online, it will be saved automatically. You do not need to save.** To give the file a name, click on the name at the top in the middle and type in the new name.	
3	When you click on **File** and then click on **Save As**, you get other options but you do not need to save: **Save As:** Clicking here allows you to save a copy of the document in OneDrive **Rename:** You can change the name of the document. You are not able to change the name if you are sharing the document and another person has it open. **Download a Copy:** This will enable you to save a copy of the document on your computer.	
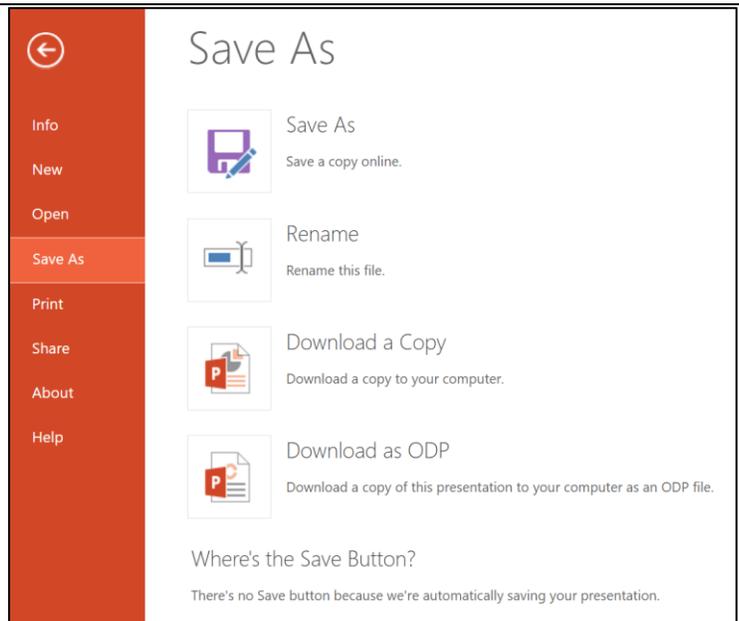
	Download as ODP: This will save an ODP copy of the document that you can use in OpenOffice.	

How to Save in OneDrive When Working in Office Programs on your Computer

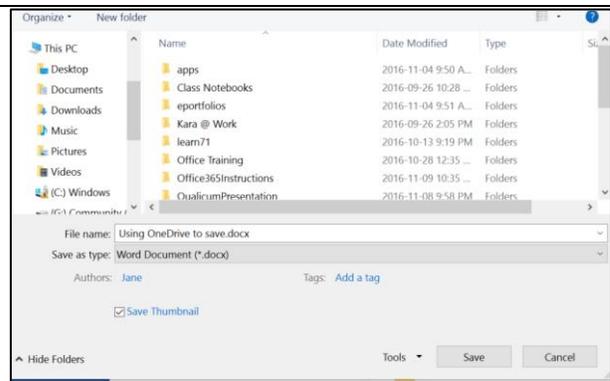|		
1	Open the file that you would like to work in on your computer.	
2	When you are ready to save, choose **File** and then **Save As**. Then click on **OneDrive- School District #71** (the top one) or your V Drive (they are the same thing).	
3	You will then see the familiar saving screen where you can create folders in OneDrive and save your files. Now navigate to the **V drive**, create a folder for your file, name it and click **Save**.	
4	When you are saving online, you will notice that in the top left corner of your screen, the Save icon has the symbol of two little arrows on the bottom right	