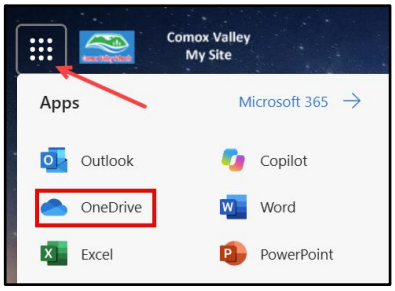
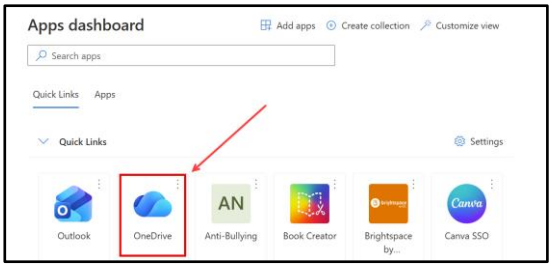
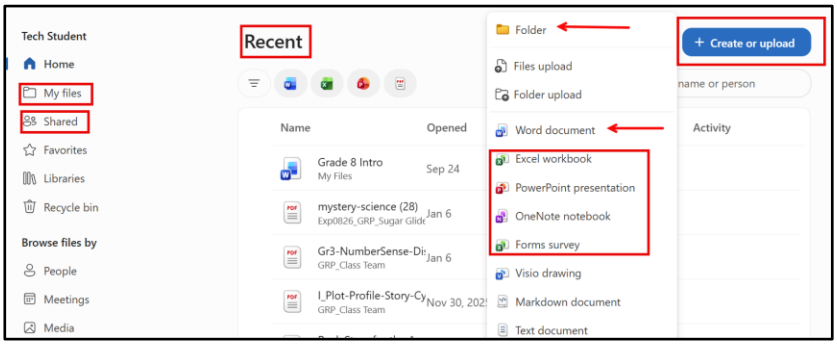
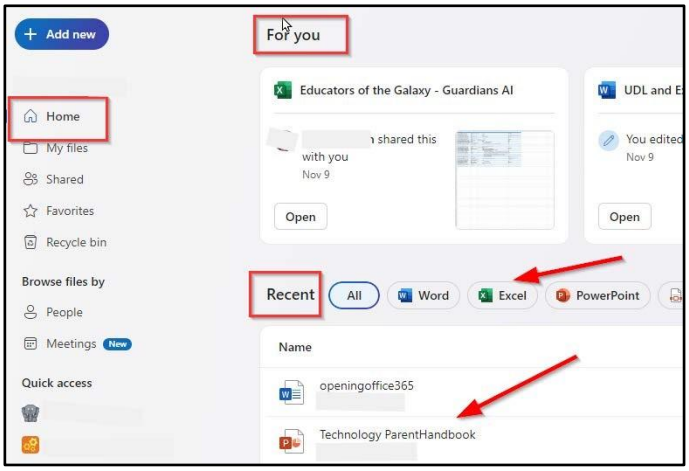
Saving with OneDrive

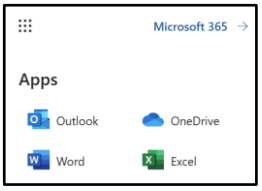
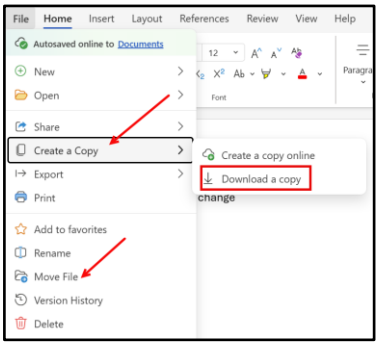
OneDrive – Intro . . .

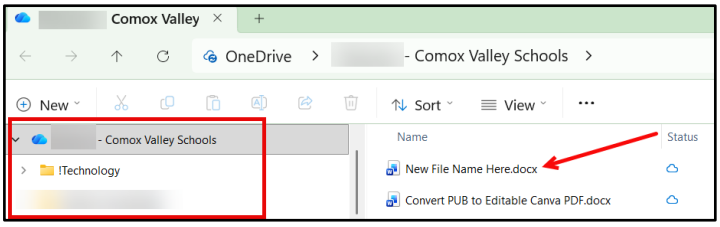
1	OneDrive can be accessed two ways. First step is to open the Edge browser.	
2	From there, click on the "App Launder" icon on the top left. Click on the **OneDrive App**. OR	
3	Click on the MyApps icon on the front page. Click on the OneDrive icon.	
4	Clicking on "Create or upload" provides options to create a Folder or a new file from one of the Office apps. My files contain ALL of your files. Shared provides access to files that have been shared *with your OR by you.* Recent is a list of recently created or accessed files.	

5	Clicking on Home on the left) gives you quick access to the files that you have been working on recently.	

Saving in OneDrive from Online Apps

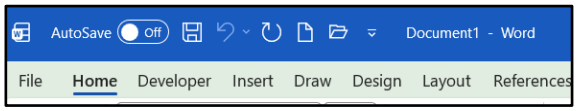
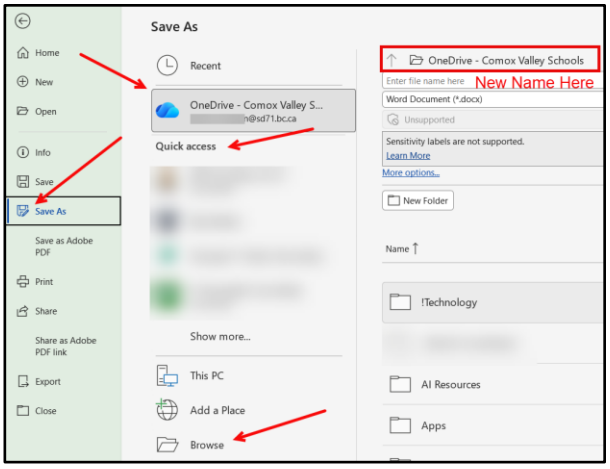
You can save in OneDrive anytime you are working online from any Office 365 app.

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	Once created online, it will save automatically. Any changes made, will be saved. This will be indicated by the "Saving" message displayed beside the name. To give the file a name other than "Document", click on the name at the top left and type in the new name.	
3	Clicking on "File" in menu bar will display several options. Use the "Create a Copy" -> "Download a copy" to download to your local machine. "Move File" will allow you to move the file to a specific folder in your OneDrive. "Rename" will allow you to rename the file.	

4	Once saved, the file can be accessed from your OneDrive anywhere you have internet access OR from your "File Explorer" from your local computer.	

Saving to OneDrive When Working in Desktop Office Apps

Once saved, even with Desktop Apps, the file can be accessed from OneDrive online.

1	Create a new file in a desktop app (Word, Excel, PowerPoint) *Desktop files are NOT automatically saved. It is recommended to "Save as" directly after creation.*	
2	To save, click "File -> Save as". Chose one of the file locations. **OneDrive** will save in right in OneDrive. Click on the folder right above the name to expand it and select a **specific location in your OneDrive.** **Quick Access** will provide options to folders from the **Teams** you are a member of. **Browse** will open your **File Explorer** and allow you to navigate directly to where you'd like to save it on your local computer.	
3	Once saved, it will **"autosave"** when changes are made. This is indicated by the "sync" symbol on the save icon at the top left. *This file will be accessible from your OneDrive online from any device as long as you have internet.*	