

Name: _____

Block: _____

Date: _____

Saving Files to OneDrive

- Save your files online so they are easy to find
- Access them from any device by logging into OneDrive
- Save in any Office 365 app (e.g. Microsoft Word or PowerPoint)

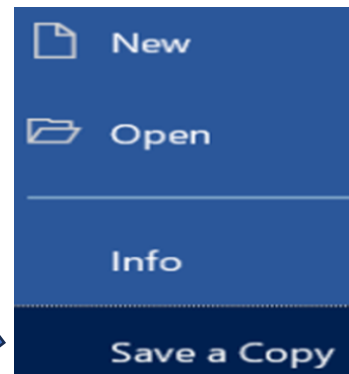
STEPS:

1. Click **File** in the top left corner. 

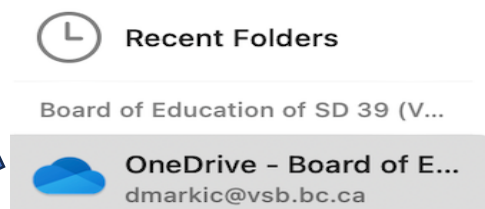
File Home Insert

This screen will appear:

2. Click **Save a Copy** (or **Save as**). 



3. Click **OneDrive**. 



4. Enter a **specific file name**. 

File Name

Add name here .docx

5. Click **Save**. 

Save

Cancel

Tip: Use a specific file name related to the topic so it's easy to find.

6. The saved file will appear in OneDrive.

 Name ▾

Modified ▾

 Sample letter.docx 

A few seconds ago

Creating Folders in OneDrive

Why use folders?

- Files are in one place
- Easy to find
- Labelled by subject
- Can create subfolders inside folders

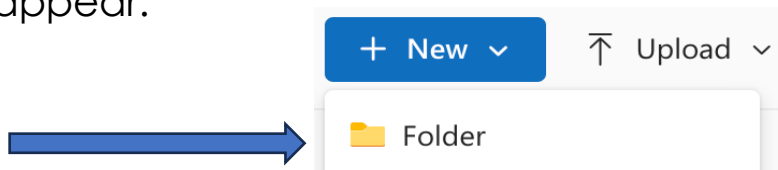
STEPS:

1. Click **New**.

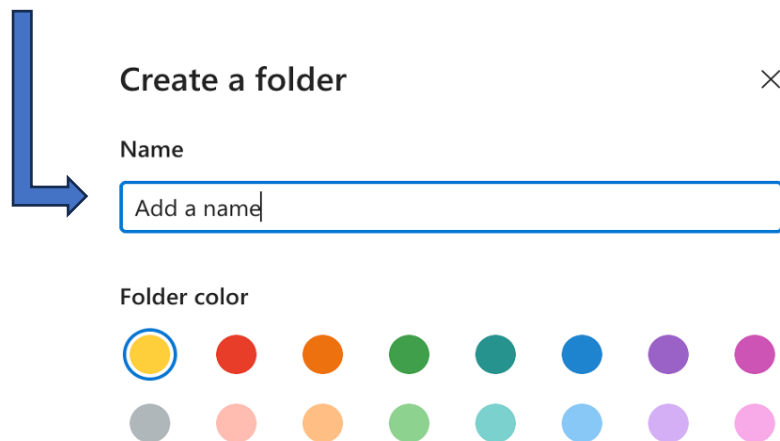


This screen will appear:

2. Click **Folder**.



3. Enter a **specific folder name**.



4. Click **Create**.



5. The new folder will appear.



Uploading Files in OneDrive

- Can upload files to OneDrive or specific folders.

STEPS:

1. Click on **Upload**. 



This screen will appear:

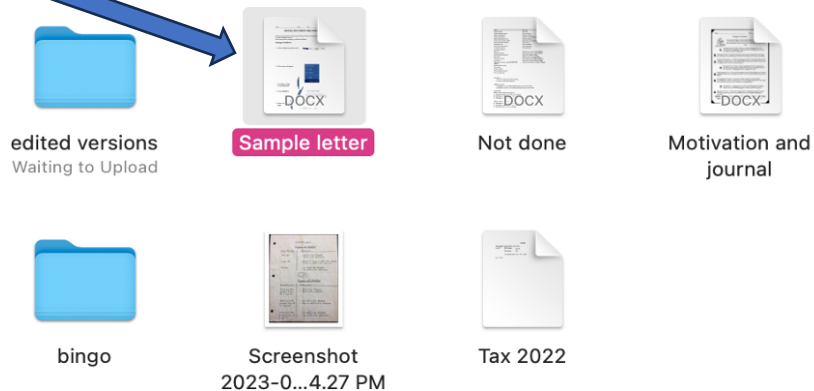
2. Click **Files**. 



Files

Folder

3. Select the **file** you would like to upload. 



4. Click **Open**. 

Cancel

Open

5. The uploaded file will appear.



Name ▾

Modified ▾



Sample letter.docx

A few seconds ago

- You can also use other online cloud storage (e.g. Google Drive, iCloud)