

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)

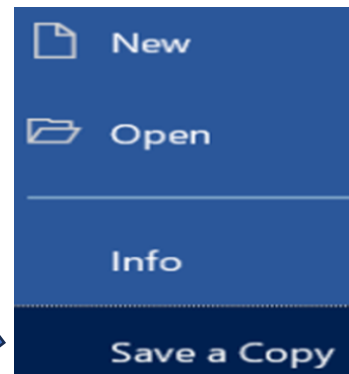
STEPS:

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

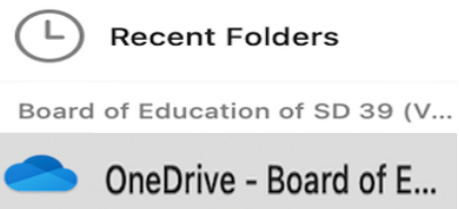
File Home Insert

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

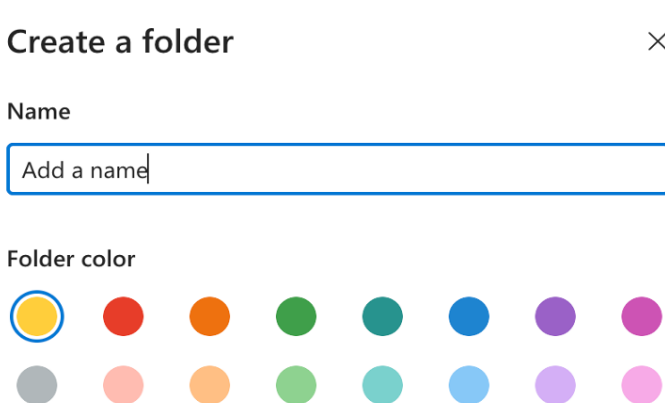
STEPS:

1. Click **New**.  

This screen will appear:

2. Click **Folder**.  

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



The dialog box titled "Create a folder" contains a "Name" field with the placeholder text "Add a name". Below the name field is a "Folder color" section with two rows of colored circles. The first row includes yellow, red, orange, green, teal, blue, purple, and pink. The second row includes grey, light pink, light orange, light green, light teal, light blue, light purple, and light pink. A blue arrow points from the text "Enter a specific folder name" to the "Name" input field.

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:

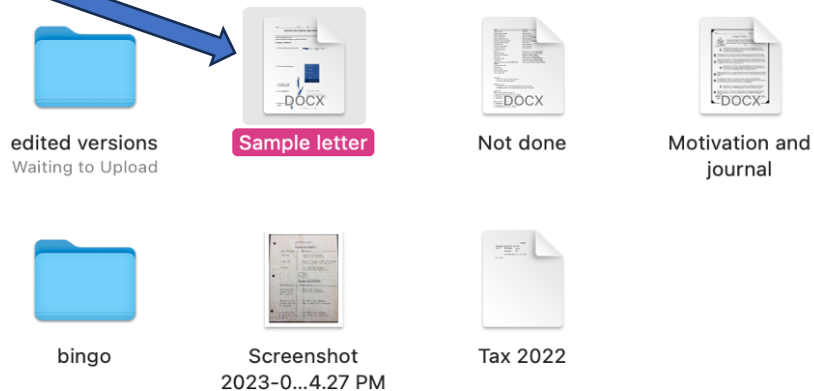
2. Click **Files**. 



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)