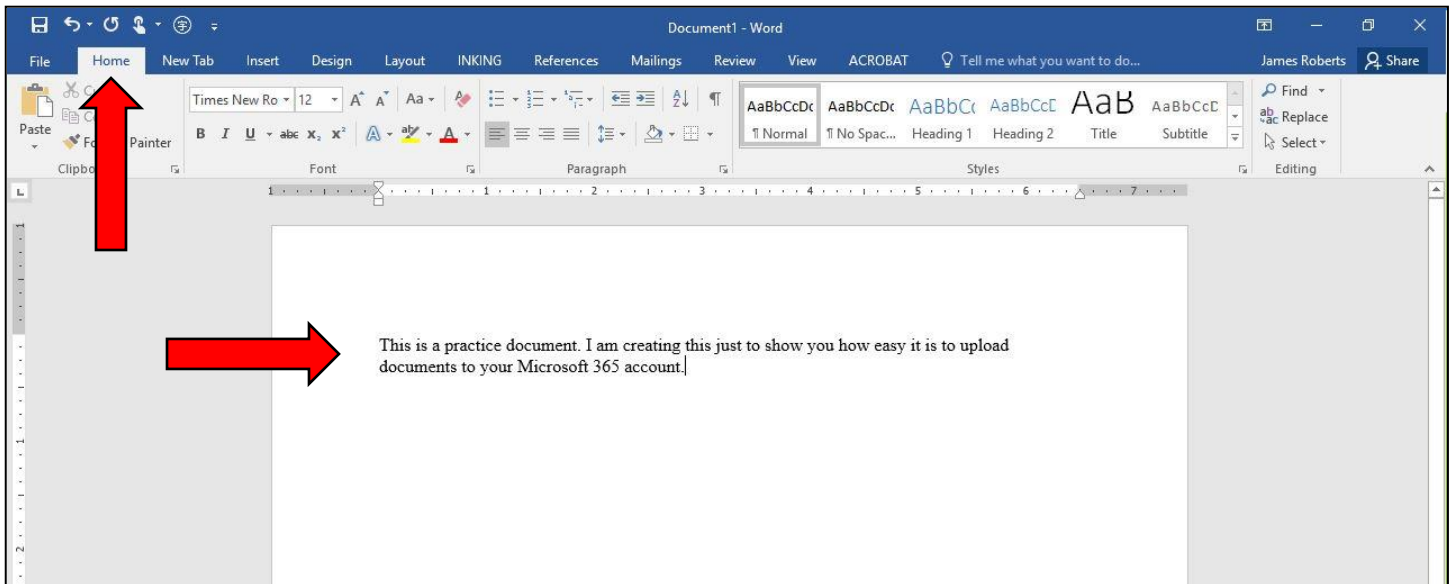


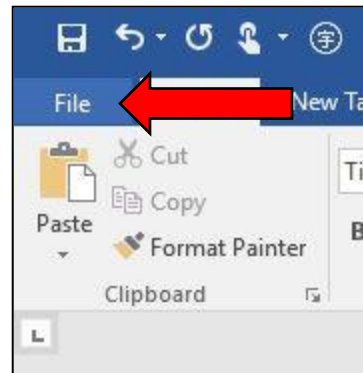
Saving a Word document to your Office 365 OneDrive folder

NOTE: Students **MUST** be logged in to a computer using their login information in order to use their 365 account.

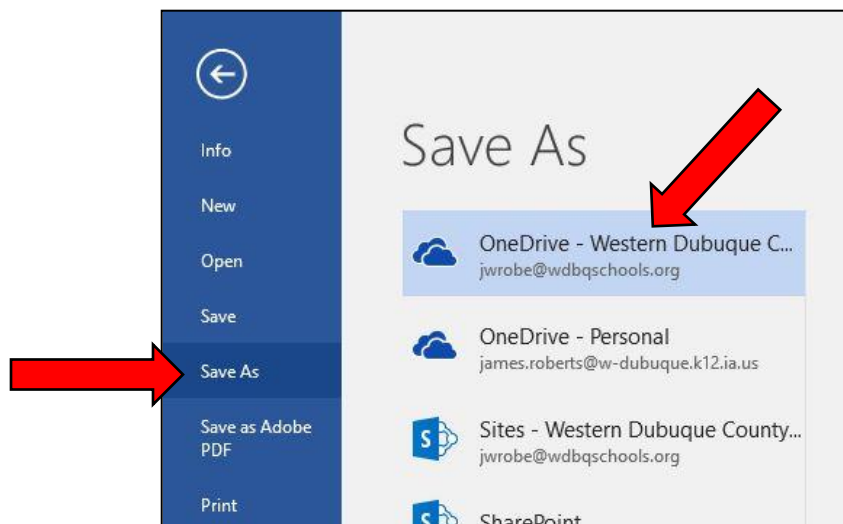
1. Open **Microsoft Word** and type some information using the **Home** tab.



2. After you have typed a little bit of information, click on the **File** tab.



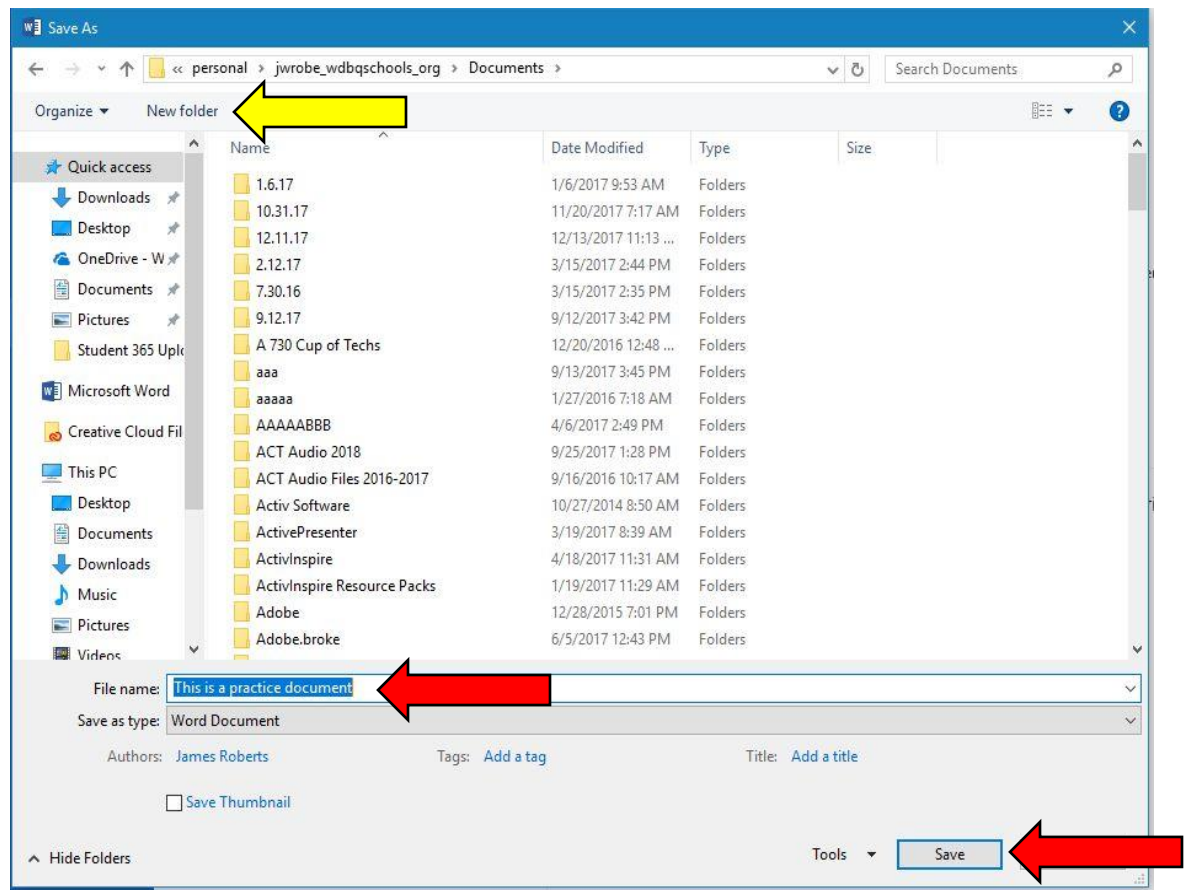
3. Click **Save As** and choose the **OneDrive** cloud account.



4. Enter a **name** for your document. *You can create a New Folder to store your document in if you would like.*

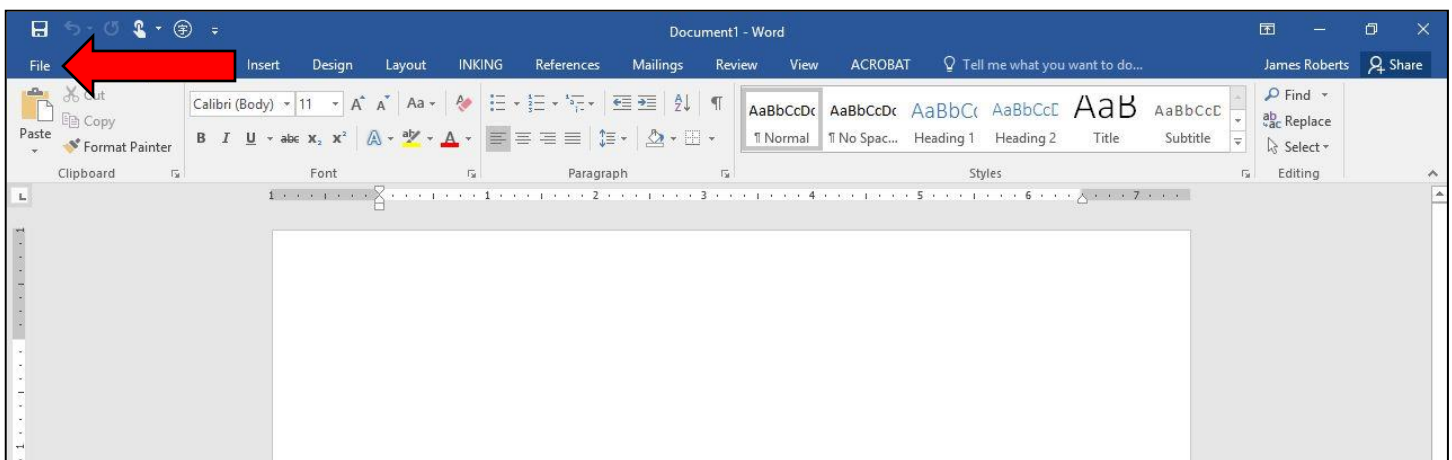
5. Once you have completed Step 4, click **Save**.

6. Your document is now saved to your Office 365 OneDrive account. You can keep working on your document if you would like. All you need to do is save it as you work on it.

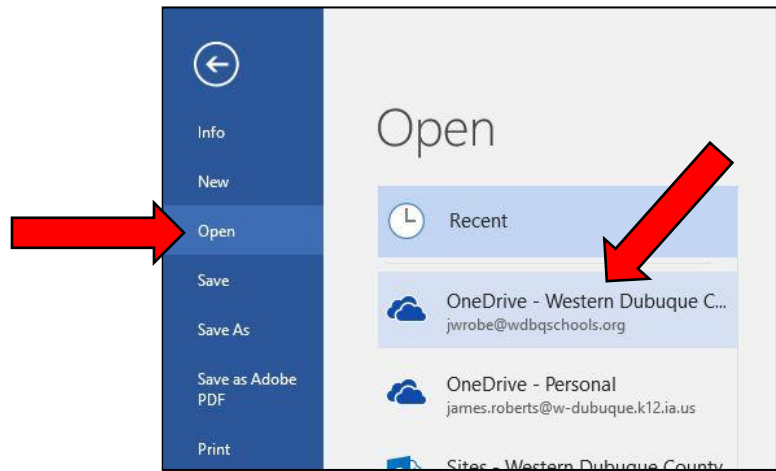


Opening a Word document from your Office 365 OneDrive folder

7. After you have saved your document to your OneDrive folder, you may want to continue working on it in the future either at school, at home, or at another location that you have Internet access. The first thing you do is open a blank Word document and click on **File**.

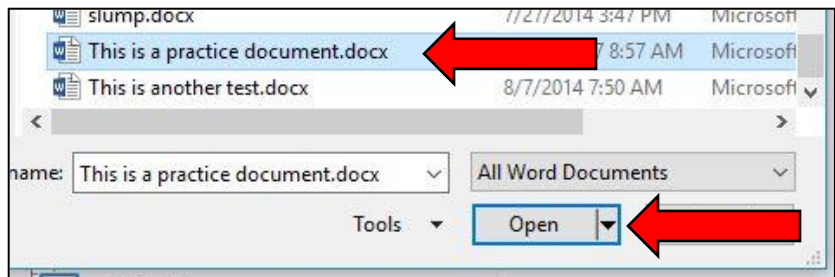


8. Click **Open** and double-left-click on your **OneDrive Cloud account**.



9. Click on the document you want to open.

10. Click **Open**.



11. Your document will open and you can work on it. Simply click **Ctrl + S** to save it back to your OneDrive Cloud account.

