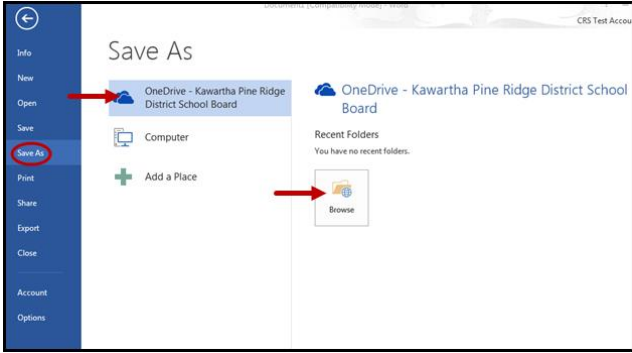


## Saving Files

Office 365 allows documents to be created using web applications or locally installed applications. These instructions are provided to assist students creating documents with local applications and saving to their OneDrive space in the cloud.

Step	Action
1	Create a new file using a local application e.g. Word, Excel
2	<ul style="list-style-type: none"> <li>• Select File   Save As</li> <li>• Click <b>OneDrive – Kawartha Pine Ridge District School Board</b></li> <li>• Click Browse</li> </ul> 
3	<ul style="list-style-type: none"> <li>• Navigate to the existing folder for the work to be saved in. If a folder does not exist, the file will be saved in the root of Documents</li> <li>• Assign a filename</li> <li>• Click on Save button</li> </ul> 