



OneDrive: Saving Files to OneDrive for Windows

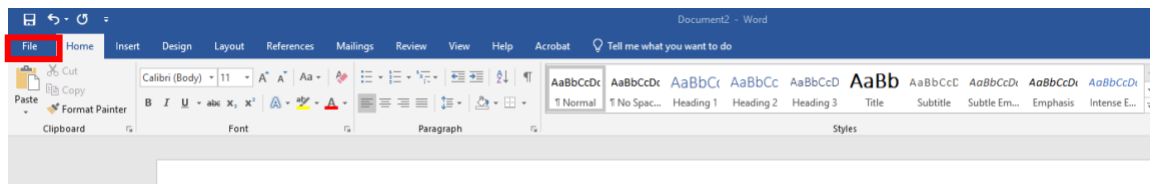
Center for Innovation in Teaching and Learning

This document outlines the steps for saving or uploading files to OneDrive using the downloaded app on your Windows device.

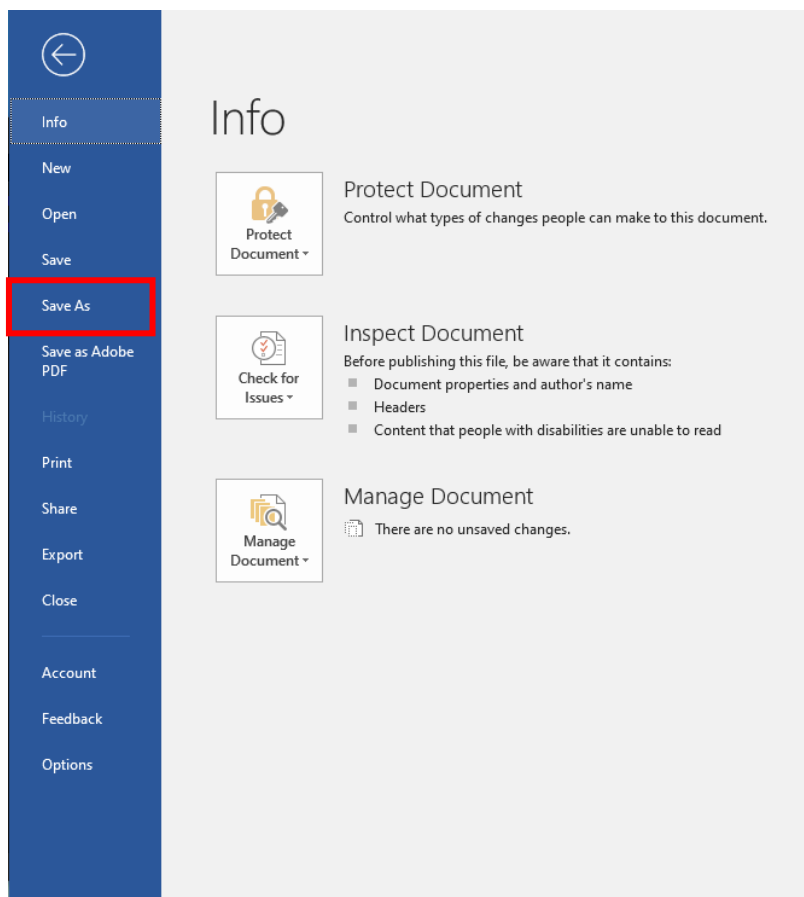
How to Save Documents to OneDrive from Word

Follow these steps to save files to OneDrive.

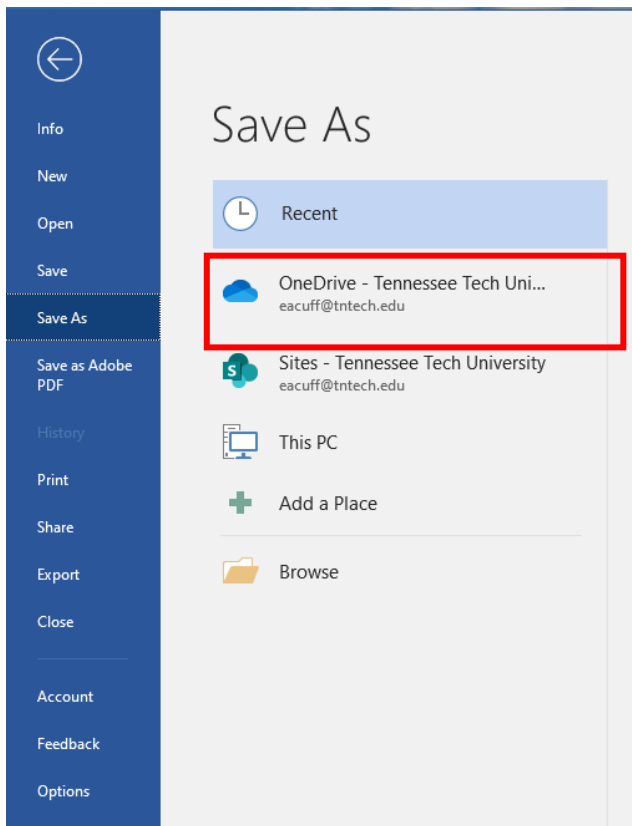
1. Go to **File** in the top toolbar.



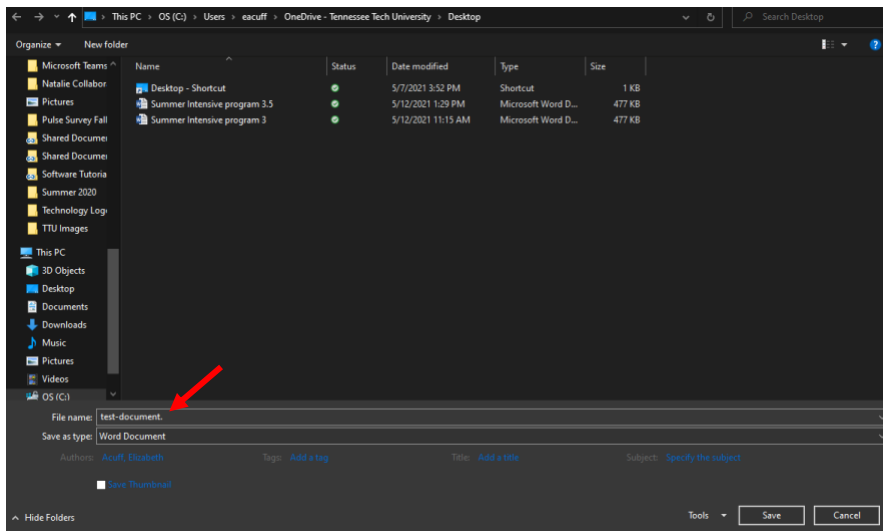
2. Select Save As



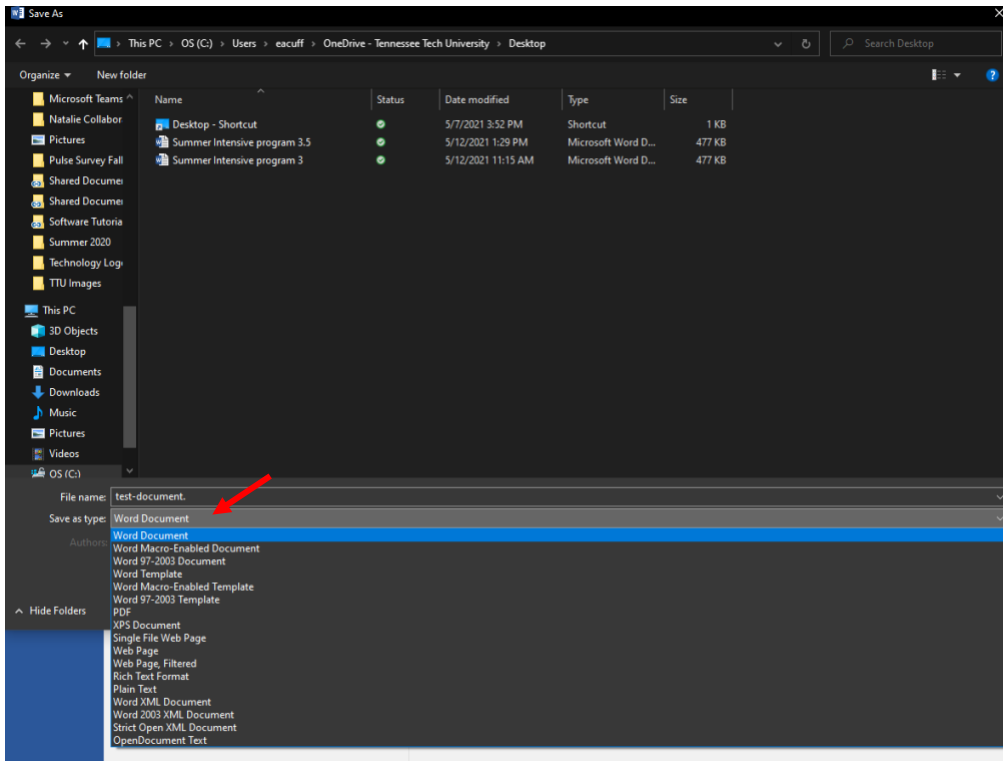
3. Select the **OneDrive**.



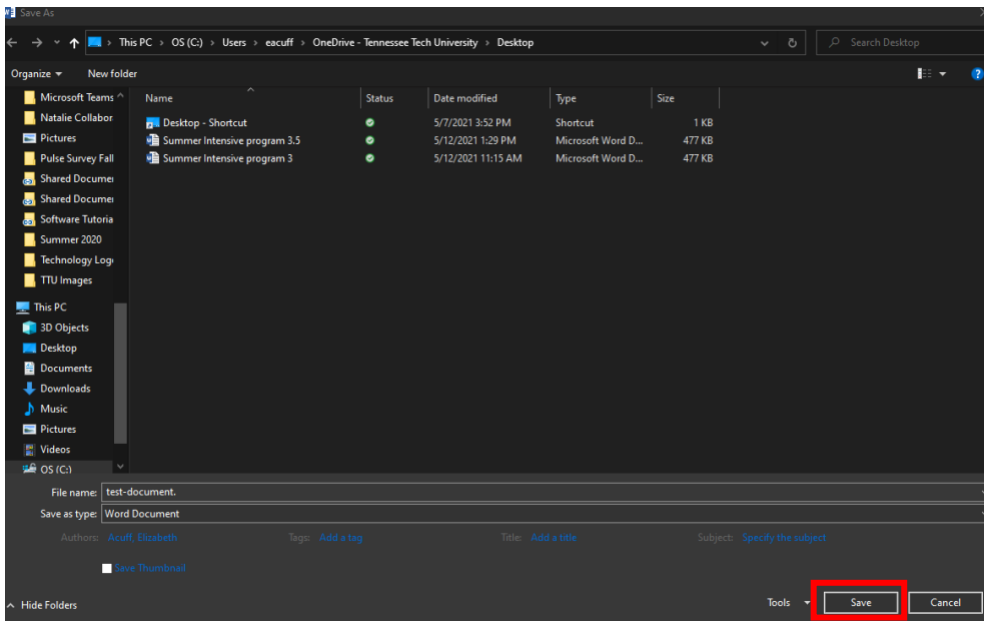
4. Select the folder where you would like the document stored.
5. Name the file.



6. Select the document type.



7. Select **Save**.



8. Once your document has been saved, you can save any new changes by clicking on the Save icon in the upper left-hand corner of the Word screen.

