

How to Save to OneDrive

- 1. Open the document that you want to save.**
- 2. Click on “File” in the upper-left corner.**
- 3. Choose “Save As”.**
- 4. Choose “OneDrive”. If you do not see that choice, then click “Browse”, then select “OneDrive”.**
- 5. Name your file.**
- 6. Choose “Save”.**