

Saving Documents to OneDrive

Procedures	Screenshots
<p>NOTE: You must have already logged into and synched your OneDrive for Business account.</p>	
<p>1. When it's time to save a document in Microsoft Word, Excel, PowerPoint, or other application, select File, then Save As.</p>	
<p>2. A window will open allowing you to choose where you want to save this document. Select OneDrive – Fort Bend Independent School District, with your name appearing in the line below. Do not select the stand alone OneDrive option.</p>	
<p>3. On the right, click on OneDrive – Fort Bend Independent School District.</p>	

4. The next screen is the **Save as** screen. Click a folder name in the Name window to save inside a folder, or if the document will not be saved inside a folder simply click in the **File name:** field, type a name for your document, then **click Save**.

