

## **Saving Documents to OneDrive**





4.	The next screen is the <b>Save</b>	Save As				
	as screen. Click a folder	🚱 🗇 🖉 🕨 🖌 Alexander, Davida 🕨 OneDrive - Fort Bend Independent School District 🕨				+ 4g
	name in the Name window to	Organize - New folder				
	save inside a folder, or if the	Microsoft Word	Name	Date modified	Туре	Size
	document will not be saved		🌛 Email attachments	5/12/2016 3:48 PM	File folder	
	inside a folder simply click in the <b>File name</b> : field, type a	A 🔶 Favorites	🜛 Notebooks	5/12/2016 3:48 PM	File folder	
		📃 Desktop 😑	🜏 Shared with Everyone	5/12/2016 3:48 PM	File folder	
		Downloads	Certificate reprints	4/22/2016 10:43 AM	Microsoft Word D	12 KB
	name for your document,	🭊 OneDrive - Fort E	🐬 Davida @ Home	8/3/2015 11:42 AM	Internet Shortcut	1 KB
	then click Save.	🝊 OneDrive - Perso	👹 DLS Monthly Meeting Agenda-April 2016	4/21/2016 10:55 AM	Microsoft Word D	51 KB
		🔚 Recent Places	👹 DLS Monthly Meeting Agenda-July 2015	8/3/2015 10:53 AM	Microsoft Word D	69 KB
			🛃 Document	3/23/2016 8:37 AM	Microsoft Word D	18 KB
		▲ □ Libraries	👹 FBISD Film School Training List	9/22/2015 8:28 AM	Microsoft Word D	14 KB
		Documents	FF Article	4/26/2016 1:31 PM	Microsoft Word D	12 KB
		🖻 🎝 Music	Participation Certs_merged	5/6/2016 8:23 AM	Microsoft Word D	2,071 KB
		🕨 🔛 Pictures 🛛 🚽	🞼 Saving to OneDrive	5/16/2016 10:05 AM	Microsoft Word D	777 KB
		File name: Saving to OneDrive				
		Save as type: Word Document				
		Authors: PHuber	ak Tags: Add a tag Thumbnail		Title: ACE Cor	figuration Gui
		Hide Folders				Tools 🔻