

Save Files to OneDrive


With Office 365, all students and employees have access to 1 TB of data storage. Unlike server storage that is only available from school or external media (USB drives) that can get lost, OneDrive is available from any computer, and many mobile devices, as long as the user has an Internet connection, email address and password.

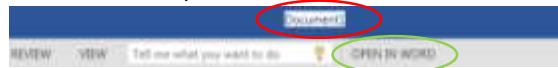
We highly recommend that secondary students save their files to the OneDrive as described below. We also encourage employees to start using it also.

1. Start Office 365 using the desktop icon or go to portal.office.com in a web browser.
2. Login using your k12 email address and password.

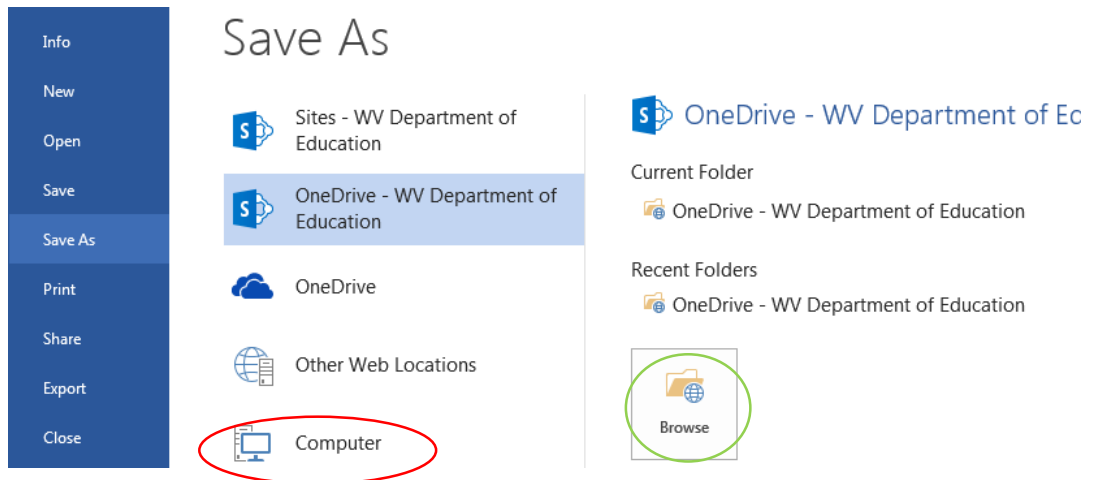
3. Click **OneDrive** on the menu bar. If you want to keep email open at the same time, right click and open in a new tab or window.



4. Click the **New**  icon to start a new file (Word, Excel, PowerPoint or OneNote) or folder.
 - a. Click the file name on the colored bar (i.e. **Document1**) to rename it.
 - b. Click Open in "**Program Name**" to edit the document using the version of Office loaded on the computer, if desired.




5. Documents edited online are automatically saved. Simply click the web browser's back arrow when finished editing, and click Sign Out under your name.
6. Documents edited in the version of Office loaded on a computer must be saved.
 - a. Click File and **Save As** and select **OneDrive – WV Department of Education**.
 - b. Click **Browse** to find your folder in OneDrive or select another location by clicking **Computer**.



Uploading Files to OneDrive

Files can be uploaded to your OneDrive by following these instructions.

1. In Office365, click OneDrive on the menu bar.
2. If you want to put the document in a folder, click the **New** button, choose **New Folder** and name it. Open the folder.
3. Click the Upload  icon.
4. Browse to the file, select it, and click Open.

Using Office 365/OneDrive on Personally Owned Computers

All k12 users have the ability to download 5 copies of Microsoft Office on personally owned computers with Windows 7 or 8 or some iOS versions. This option appears on the start page for students. If it isn't there, follow the instructions below.

1. Click the **Gear** on the right side of the menu bar; select **Office 365 settings**.
2. Select **Software** from the navigation bar on the left.
3. The screen defaults to Office; click the **Install** button.



You may also download OneDrive to a computer in order to move multiple files to OneDrive.

1. From the menu above, click **OneDrive**.
2. Make sure to read the instructions under **Learn More** before beginning.
3. Make sure you download the version that works with the version of Office loaded on your computer.

