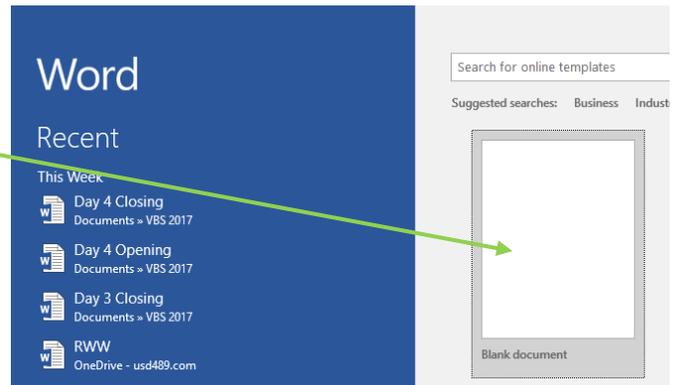Saving New Files to OneDrive
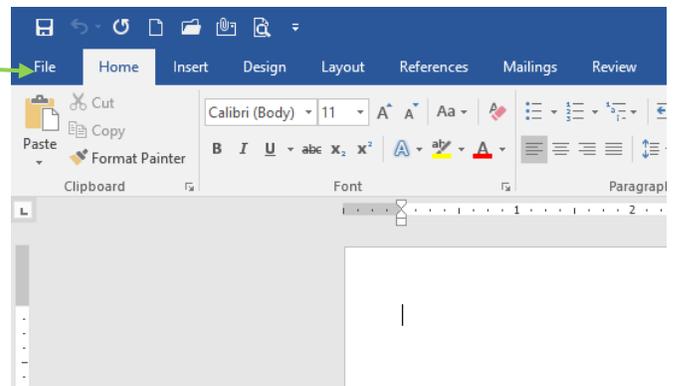
This works for all Word, PowerPoint, Excel, and Publisher Files

These screen shots are taken from Word
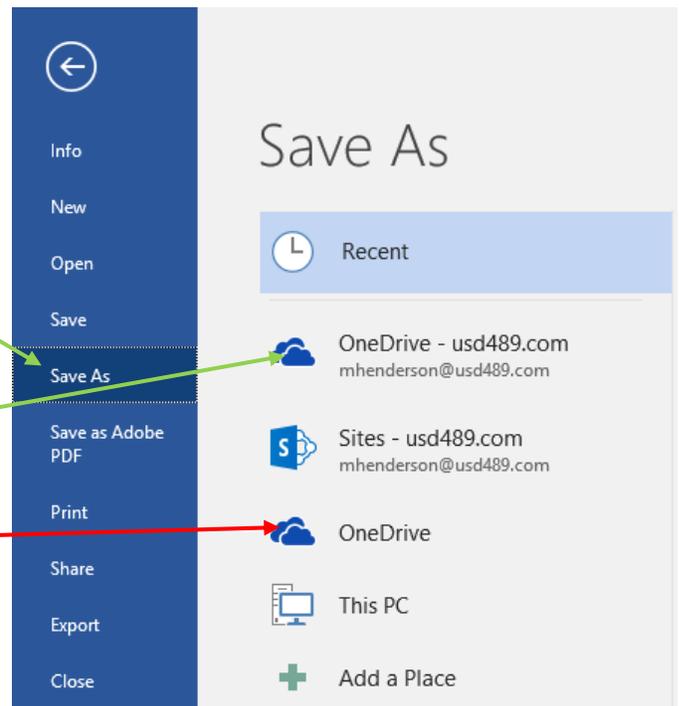
1) Open Word and generate a new file by clicking on "Blank document"

2) Select "File" in the top left corner

3) Select "Save As" from the list at the left

4) Double click on the "OneDrive – usd489.com" icon

Note: Do not select this OneDrive as this connects to a personal OneDrive account, not your district OneDrive account

5) A window with access to your OneDrive Folders will appear

6) (Optional) Double-click one of your folders to select it as the location for your file

   New students: You may not have any folders

7) (Optional) Create a new folder in order to proactively organize your files – click on "New Folder", then give it a name and open it to save your file there
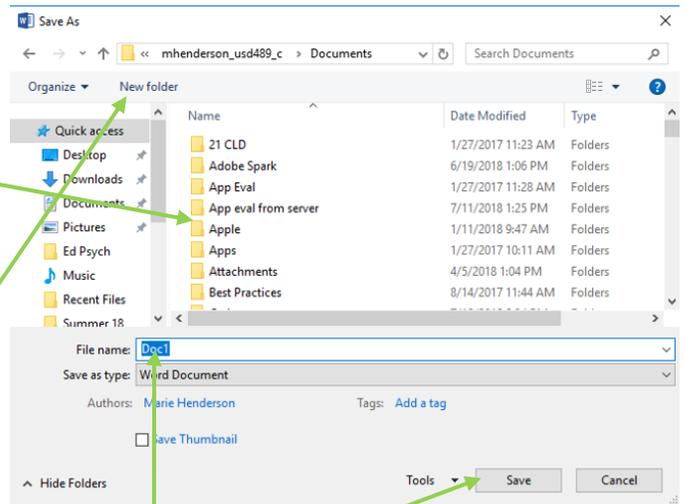
   Note: Organization is important – making a folder for each class you're taking could help you set yourself up for success. Example: Make a "Math" folder or an "English" folder.

8) Start typing to give your file a name

9) Press "Enter" on your keyboard or select "Save" to finish the saving process

Note: Though this window looks like your File Explorer, it is not. It's a local access point to your OneDrive cloud storage space. Do not click around in the file path at the top or select items from the menu at the left (both denoted with red Xs) as that will navigate you away from your OneDrive.

Only click on existing folders if you have any or on "New Folder" to create a new folder in your OneDrive (denoted with green boxes)
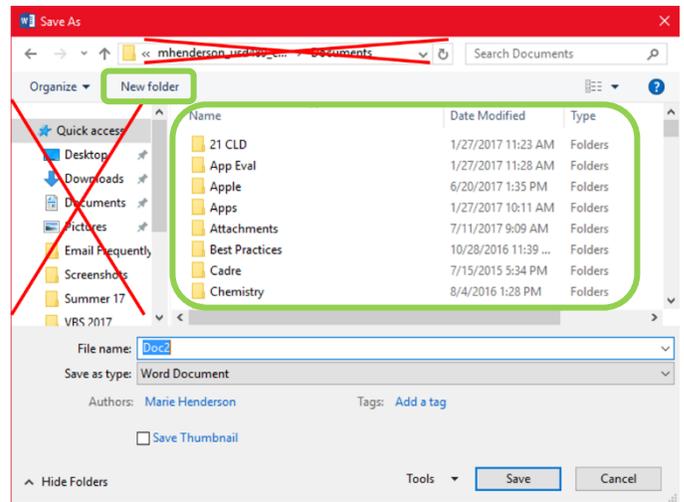
10) Continue to edit your file as needed, clicking the "save" icon in the top left corner to save as you go and then click the X in the top right corner to close your file when you're finished