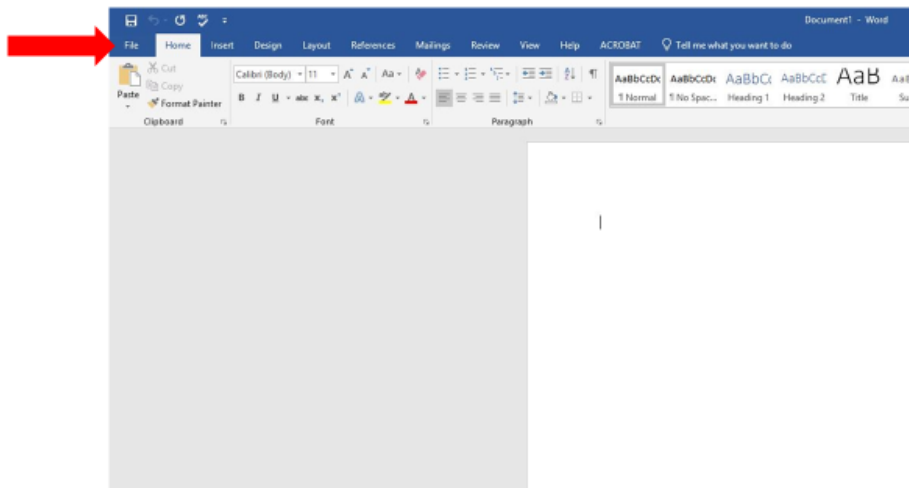




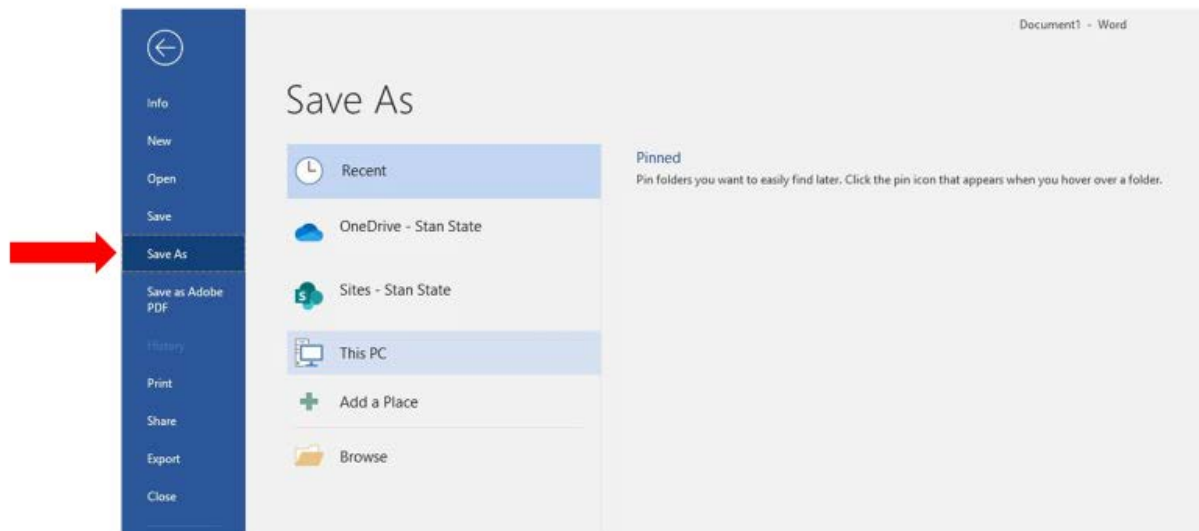
Office of Information Technology Computer Labs

Instructions for Saving Documents to OneDrive in Computer Labs

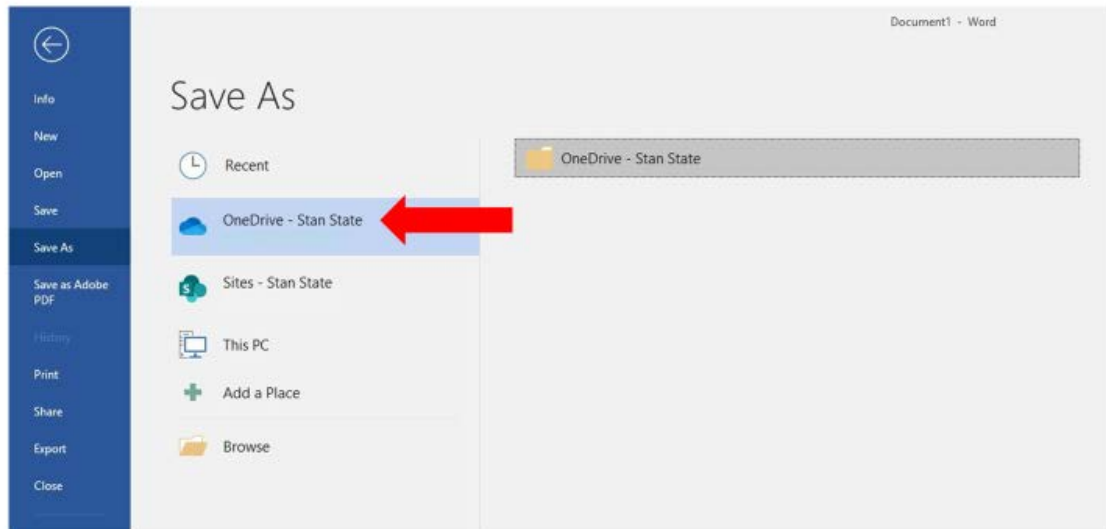
1) From any application (in this example, Microsoft Word), click on “File”



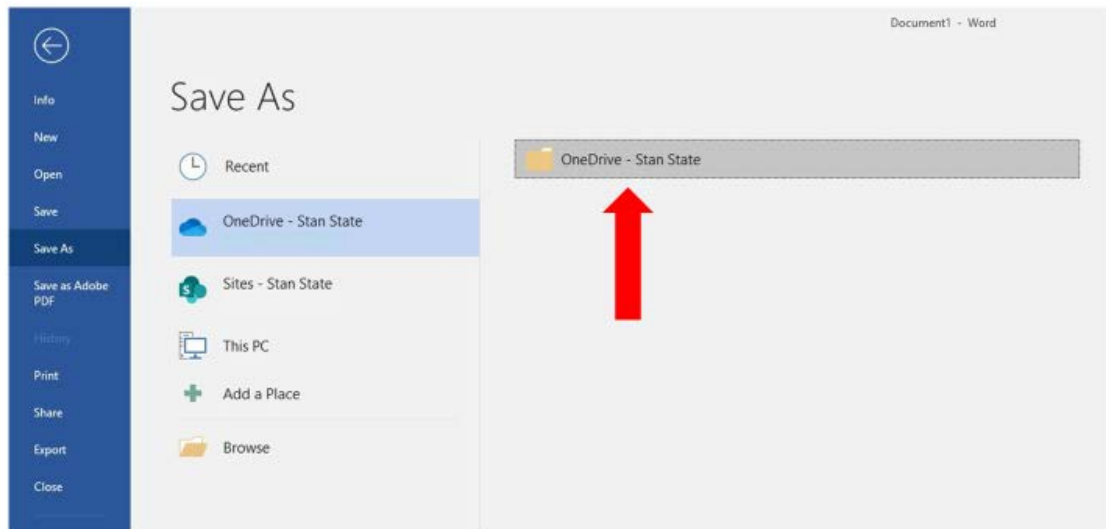
2) Select “Save As”



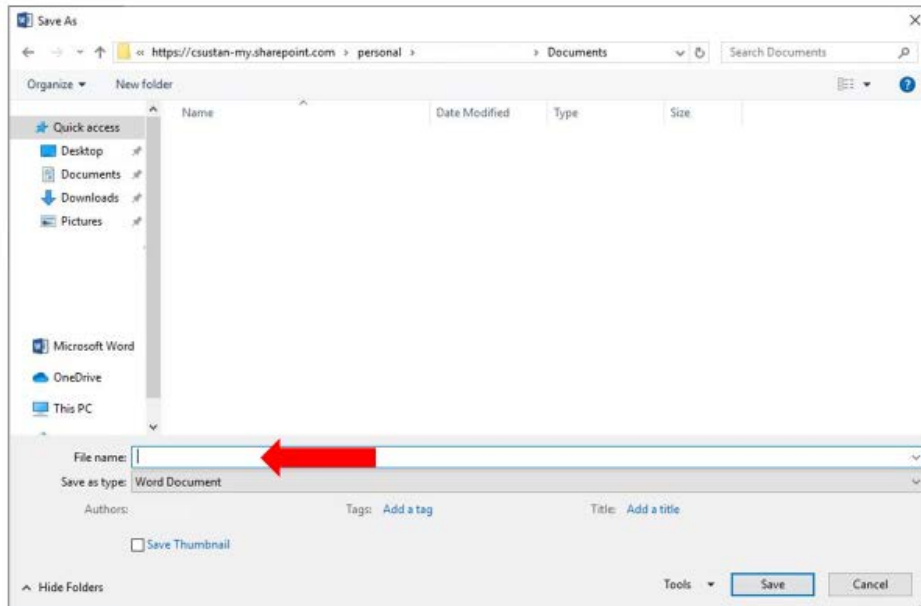
3) Select "OneDrive - Stan State" (cloud icon)



4) Select "OneDrive - Stan State" (folder icon)



5) Name the Document



6) Select "Save"

