<u>Using Office 365 One Drive: Save and Open Files in the Local Program</u> (full version Office Word, PowerPoint, Excel, etc.)

Saving to One Drive from Word (or any Office program)

- 1. Click \rightarrow File, Save As
- 2. Click (green cross) + Add a place
- 3. Click \rightarrow Office 365 Share Point
- 4. Log in with your school email & password
 - Ex: 6digit@students-smjuhsd.org Network password Ab123456
- 5. Click \rightarrow One Drive SMJUHSD
- 6. Click Folder (Browse) icon to find folders
- 7. Name the file & save

► After step 1, if you already see One Drive SMJUHSD because you are already logged on, proceed with steps 5-7

Opening a file from One Drive in Word (or any Office program)

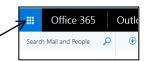
- 1. Click \rightarrow File, Open
- 2. Click (green cross) + Add a place
- 3. Click \rightarrow Office 365 Share Point
- 4. Log in with your school email & password
 - Ex: 6digit@students-smjuhsd.org Network password Ab123456
- 5. Click \rightarrow One Drive SMJUHSD
- 6. Click Folder (Browse) icon to find folders
- 7. Open the file

Opening your One Drive Account

- 1. Open up the Pioneer Valley Website www.pvhspanthers.org
- 2. Open up Office 365 & log in to your student email
 - Ex: 6digit@students-smjuhsd.org

Network password Ab123456

3. Click the waffle button on the top left



4. Select One Drive to find your files