

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

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

1. Click → File, Save As
2. Click (green cross) + Add a place
3. Click → Office 365 Share Point
4. Log in with your school email & password

Ex: 6digit@students-smjuhsd.org
Network password Ab123456

5. Click → One Drive SMJUHS D
6. Click Folder (Browse) icon to find folders
7. Name the file & save

► After step 1, if you already see One Drive SMJUHS D 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 → File, Open
2. Click (green cross) + Add a place
3. Click → Office 365 Share Point
4. Log in with your school email & password

Ex: 6digit@students-smjuhsd.org
Network password Ab123456

5. Click → One Drive SMJUHS D
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

