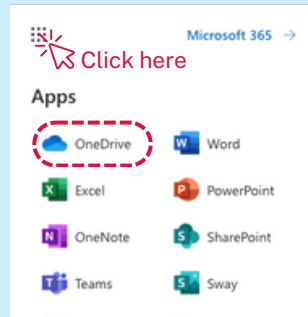


# Saving content to your Microsoft OneDrive



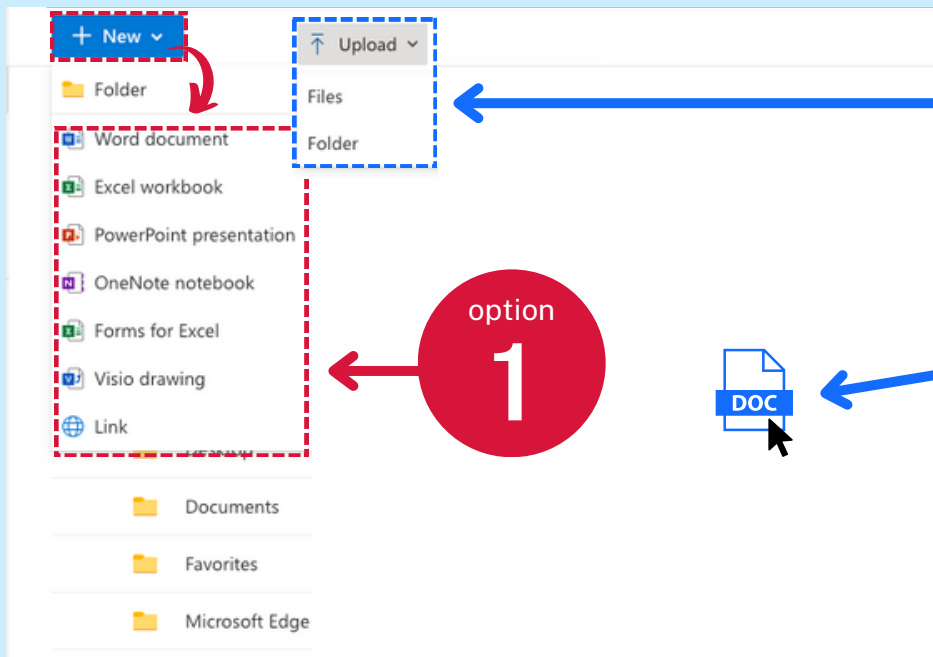
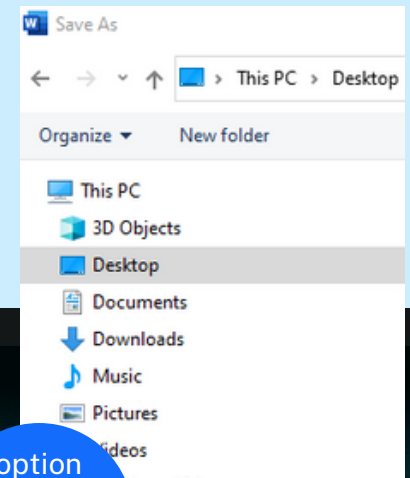
Navigate to your student portal and click 'Microsoft Office 365'



There are 2 ways to save your work to OneDrive online.

**1** Create your work directly in the OneDrive or Microsoft Teams space using the **+ New** button

**2** Save your work to the desktop, then drag and drop your file into your OneDrive or Microsoft Teams file space - alternatively you can click the 'Upload' button.



OR

