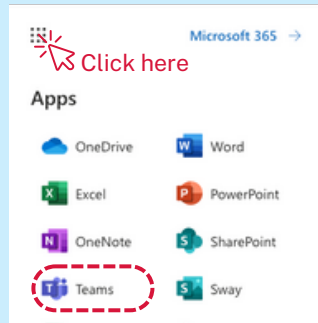
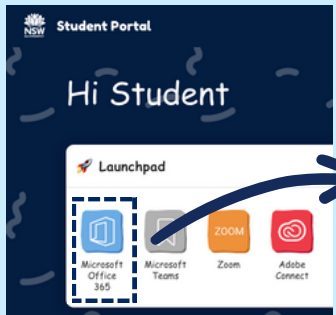


Saving content to your Microsoft Team



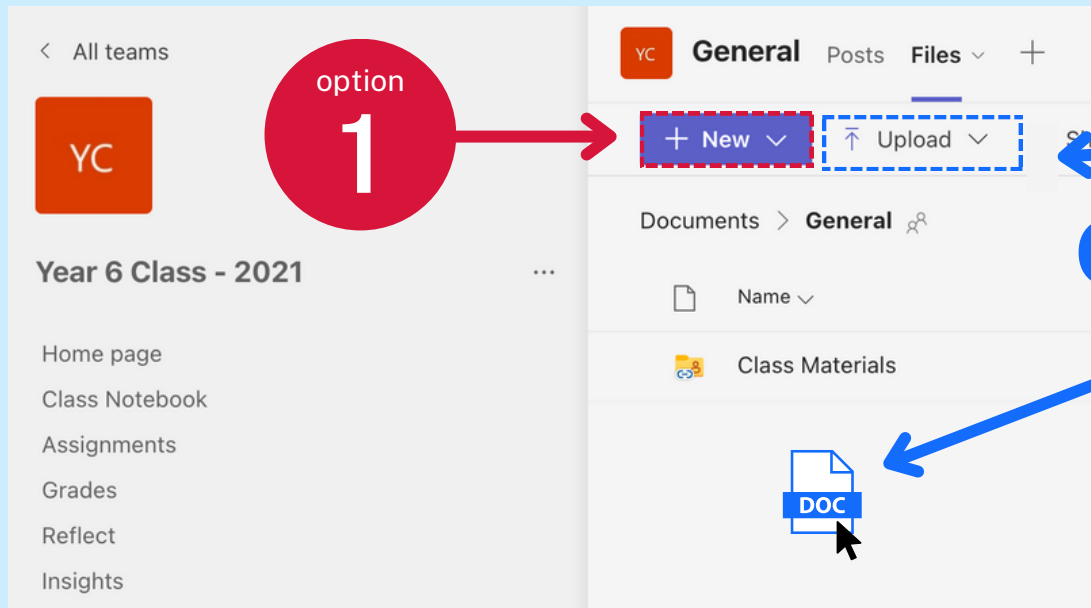
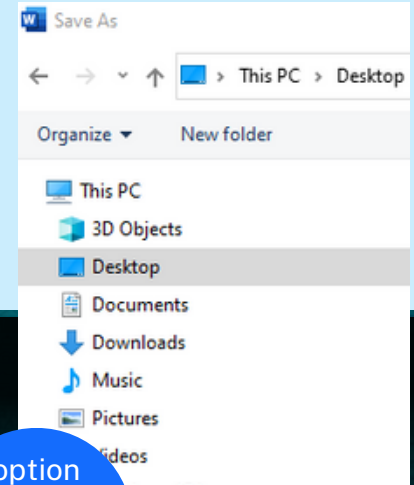
Navigate to your student portal and click 'Microsoft Office 365'



There are 2 ways to save your work to a Microsoft Teams space.

1 Create your work directly in the 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

