

Tech Tip

Save a File to OneDrive

MODERN OFFICE

This Tech Tip outlines how to save a file, such as a Word document to OneDrive from the desktop app.

Saving files in OneDrive facilitates secure file storage, accessibility and shareability to other users across mobile and desktop devices as well as various browsers.

OneDrive users always have the most current version of each file, preventing information silos from forming and enabling greater co-authoring and collaboration.

You can also store over 300 types of files on OneDrive.

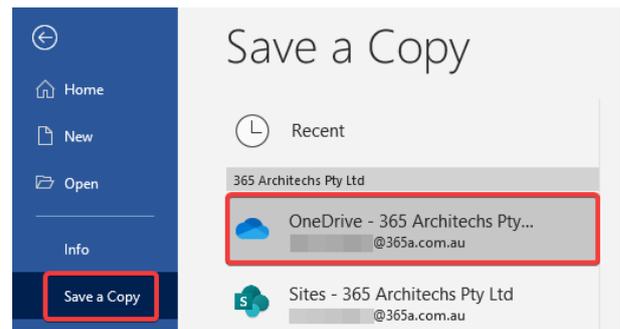
To save a file from other Office apps such as Excel, PowerPoint, and Visio, follow the same steps.

Save a file to OneDrive

1. When you are ready to save your document, select **File**.

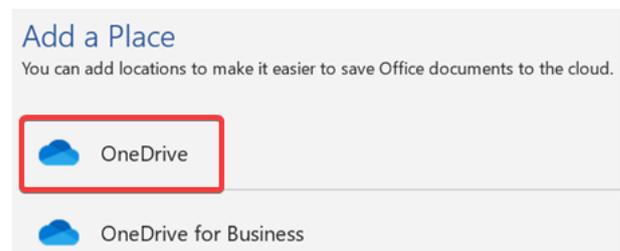


2. Select **Save a Copy** > **OneDrive**.



If you don't see **OneDrive – [YourTenancy]**:

- a. Select **Add a Place**.
- b. Select **OneDrive for Business** and sign into your Microsoft account.



3. To change the folder location, select **More options**.

Find and select the folder you want to save the file to.



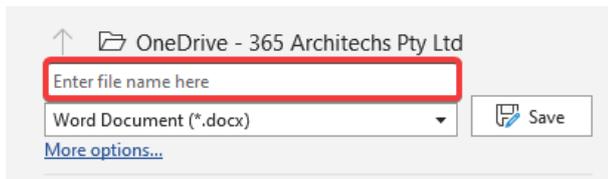
About us

365 Architech is a technology company based in Brisbane, Australia. We deliver solutions to support organisations on their digital transformation including cloud, modern applications, cybersecurity and artificial intelligence to drive profitability, growth and achievement of strategic objectives.
07 3999 7000 | www.365a.com.au | sales@365a.com.au

Disclaimer

© 365 Architech 2021. This material is subject to copyright. These Tech Tips are designed to provide general information only. They should not be relied upon without consulting professional advice on your specific circumstances. 365 Architech will not be held liable for any acts or reliance upon the information provided contained within.

4. Select **Enter file name here** and type a name for your file.



5. Select **Save**.



Your file will now be saved in OneDrive and can be accessed and edited from your mobile device and browser.

The next time you open the Word app, you will see your saved document in the **Recent** list.

What is OneDrive?

OneDrive is the Microsoft cloud hosting service that stores and protects files. OneDrive is part of the Office 365 product suite and is accessible via desktop, mobile and web devices.

About us

365 Architechs is a technology company based in Brisbane, Australia. We deliver solutions to support organisations on their digital transformation including cloud, modern applications, cybersecurity and artificial intelligence to drive profitability, growth and achievement of strategic objectives.
07 3999 7000 | www.365a.com.au | sales@365a.com.au

Disclaimer

© 365 Architechs 2021. This material is subject to copyright. These Tech Tips are designed to provide general information only. They should not be relied upon without consulting professional advice on your specific circumstances. 365 Architechs will not be held liable for any acts or reliance upon the information provided contained within.