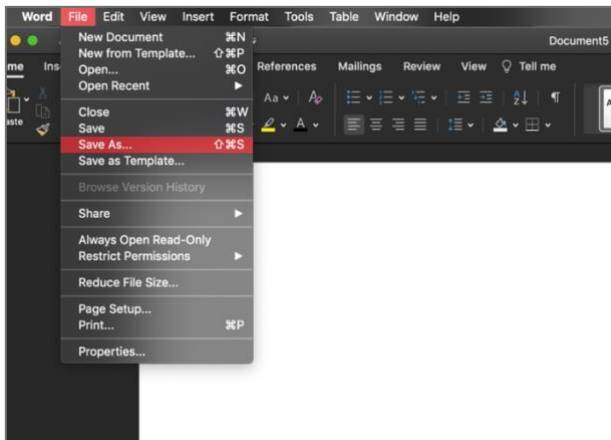## Saving Files to OneDrive

Now that OneDrive is on your computer, you can save files locally, upload existing files to your OneDrive, or save files on OneDrive to access from any device at any time.

How to Save documents to OneDrive from Word

Follow these steps to save files to OneDrive.

1. Go to **File** in the top toolbar.
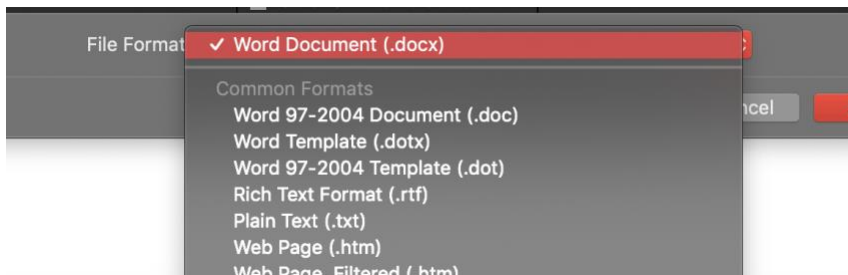2. Select **Save As**.

3. Name your document.
4. Select the location you'd like to save your document, in this case OneDrive.
   NOTE: You may have to click the small arrow next to the location options for an expanded view if you have not saved to your OneDrive before.
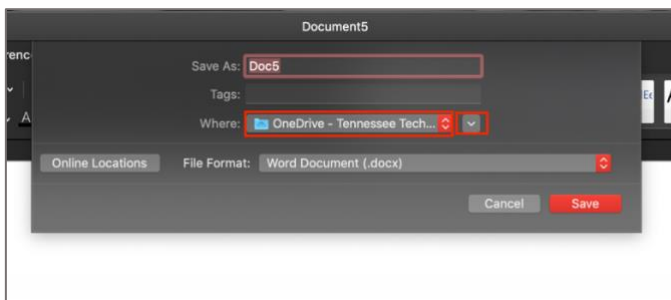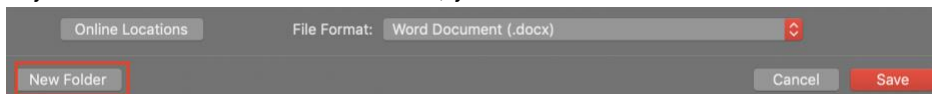

5. Select **OneDrive – Tennessee Tech**
   NOTE: If you saved your OneDrive under a different name, you would select that option.
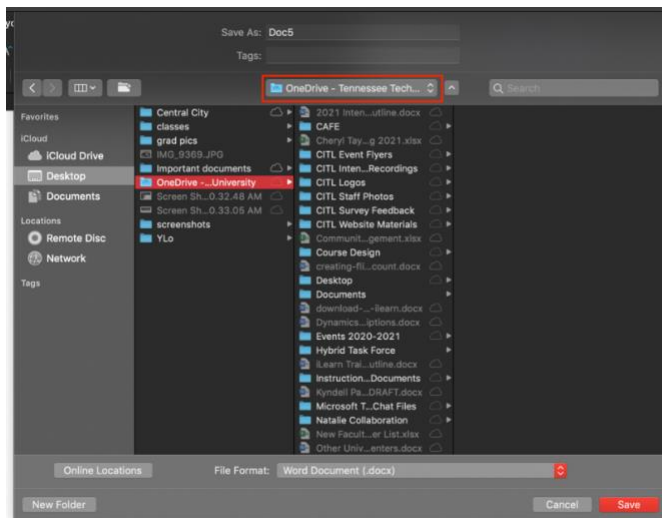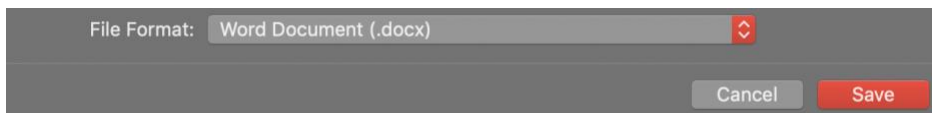
6. Select the **File Format**.

7. Select the specific folder or location within your OneDrive that you would like to save the document to. If you do not have a folder created, you can select **New Folder**.

8. Select **Save**.

9. Once your document has been saved to your OneDrive, you will be able to use the AutoSave toolbar options.