Save Data to OneDrive

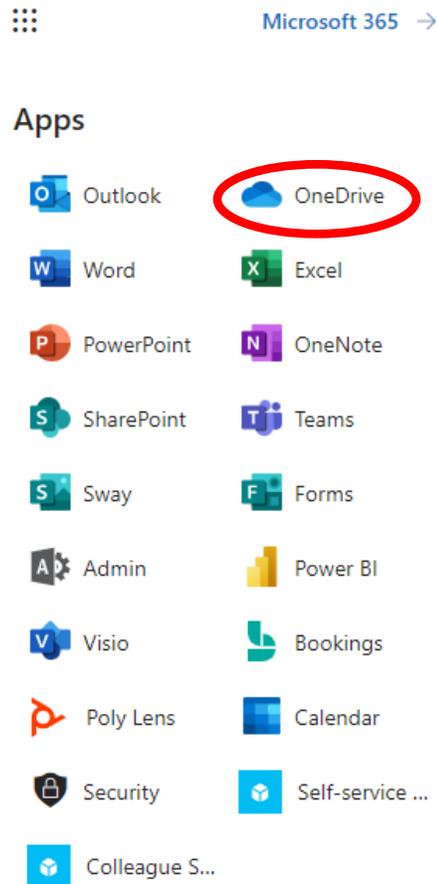1. Go to https://www.office.com/ and sign into Microsoft 365.
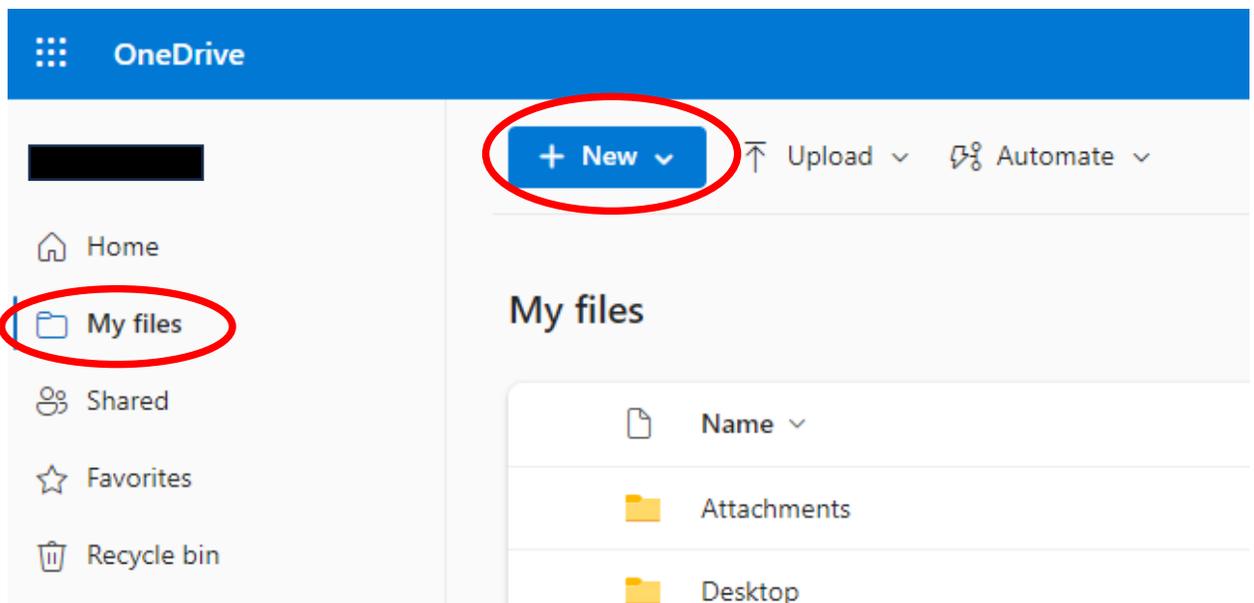

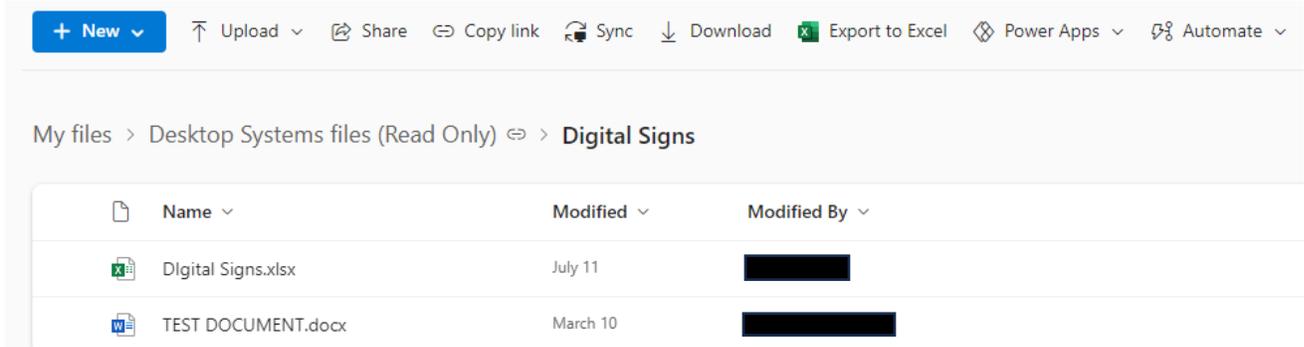2. **Once logged in, click on the Grid in the upper left-hand corner.**
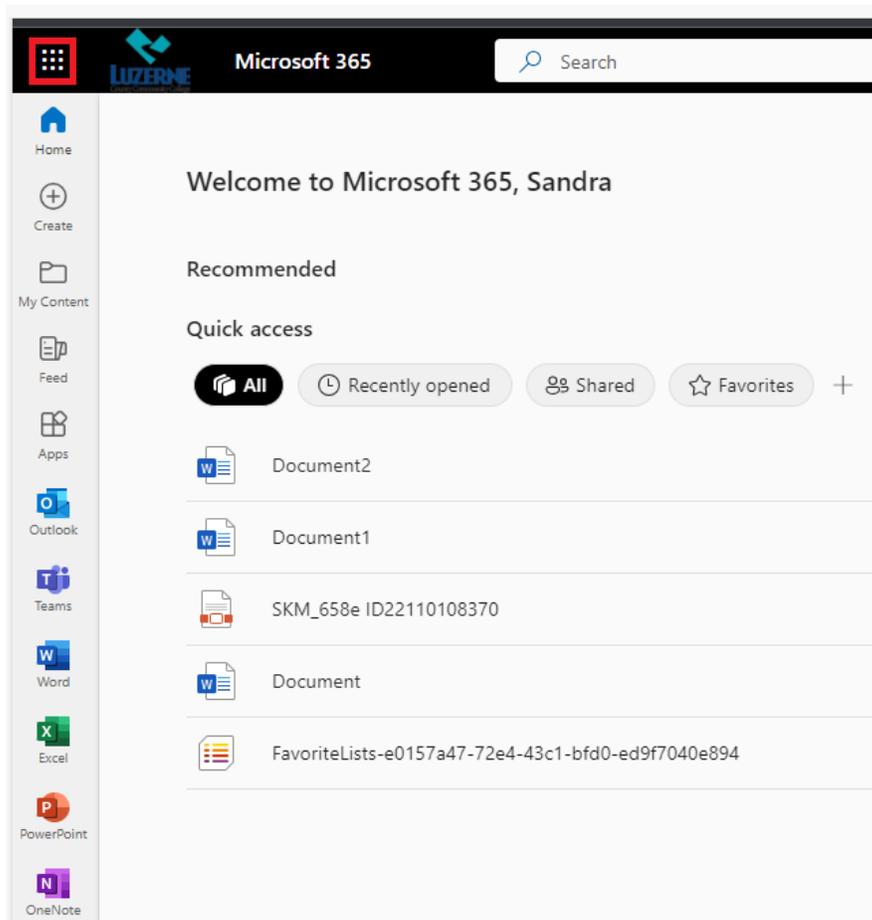
3. **Click on the *OneDrive* icon.**

4. **Click on *My files*. To create a new folder, click on the blue *New* button.**

5. You can drag and drop files into your folders, or you can do a *Save As* to save your files to your OneDrive.

Students will have 1 TB of storage available.

If you have any questions, please contact the Help Desk at helpdesk@luzerne.edu, 570-740-0711, or Room 106 in the Campus Center.