## Save Data to OneDrive

1. Go to <a href="https://www.office.com/">https://www.office.com/</a> and sign into Microsoft 365.



2. Once logged in, click on the Grid in the upper left-hand corner.

	Microsoft 365	
Home (+) Create	Welcome to Microsoft 365, Sandra	
P My Content	Recommended	
Feed	Quick access	
Apps	Document2	
Outlook	Document1	
Teams	SKM_658e ID22110108370	
Word	Document	
<b>X</b> Excel	FavoriteLists-e0157a47-72e4-43c1-bfd0-ed9f7040e894	
PowerPoint		
OneNote		

3. Click on the *OneDrive* icon.



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

::: OneDrive	
	+ New $\sim$ $\uparrow$ Upload $\sim$ $\mathcal{P}_{\delta}^{\circ}$ Automate $\sim$
☆ Home	
🗅 My files	My files
용 Shared	🗅 Name 🗸
Favorites	Attachments
\ıı∬ Kecycle bin	Desktop

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

+ New ~		nk 🧊 Sync 🕁 Dow	nload 🛛 😰 Export to Excel	♦ Power Apps ∨	₿ Automate ∨
My files ⇒	Desktop Systems files (Read Only) ⇔	> Digital Signs			
ß	Name $ \!$	Modified ~	Modified By ${\scriptstyle \lor}$		
	Name 🗸 Digital Signs.xlsx	Modified ~ July 11	Modified By ~		

Students will have 1 TB of storage available.

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