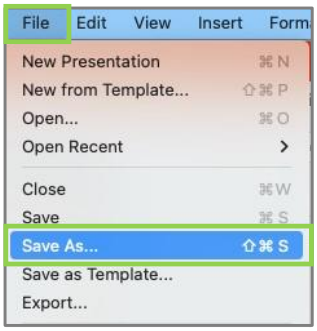
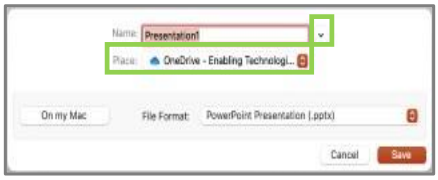
Save Files From Your Desktop

From any document within any of the Office Applications, click **File** and then choose **Save As**.

Mac:



When the Save Dialog Box opens, make sure that **OneDrive** is the option within the **Place** selection area.



If you do not see OneDrive there, click the **down arrow** next to the file name. In the Expanded Save Dialog Box, select **OneDrive** as the save area.



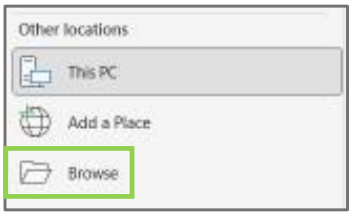
Windows Device:

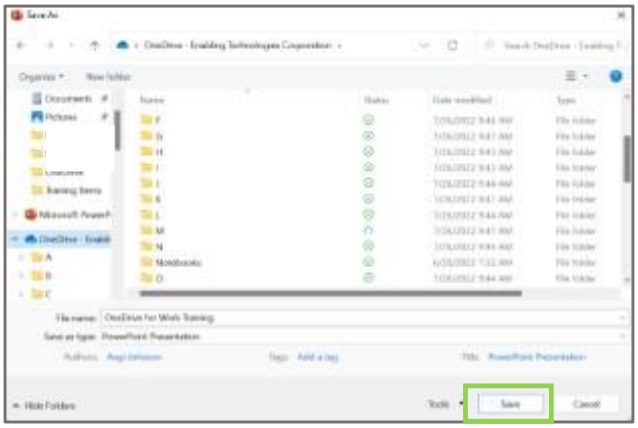




Next, select the location that you want to save the file to. If it does not show as OneDrive, use the **More options** right below the file type, or **Browse** to select OneDrive as the destination for the file.







Once complete, click **Save.**

If **autosave** is enabled by your organization, documents will autosave in OneDrive after the initial save.

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