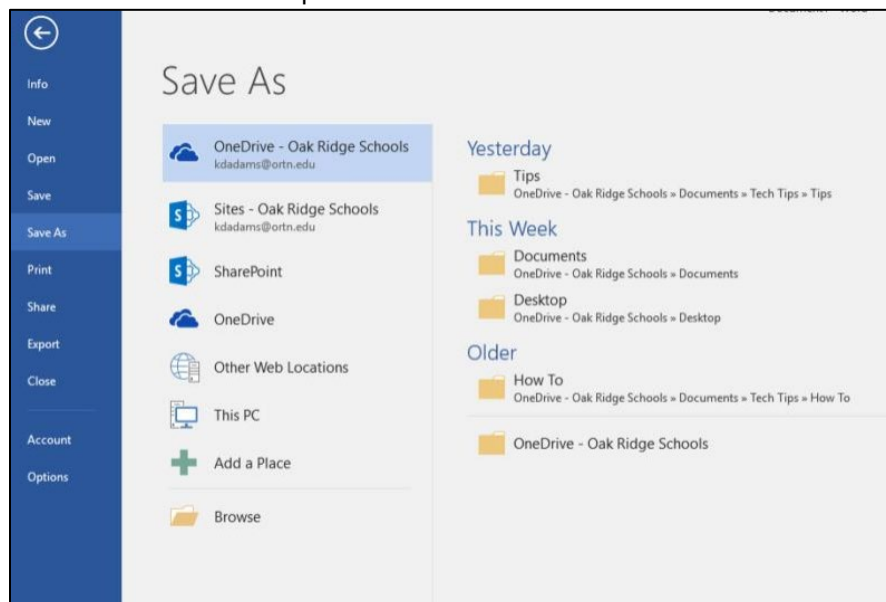


Saving to the Cloud

Office365

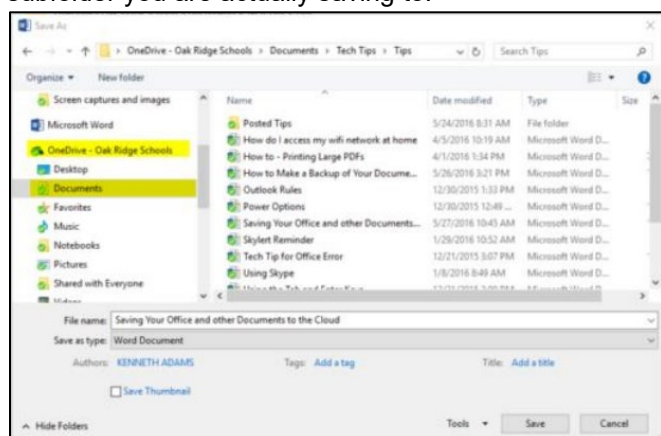
With Office365, you will be able to access your documents from any computer with an internet connection. Here are the steps to take to ensure you will be able to access those documents.

If you are creating a new document, you will notice that when you save the document, you will have some new “Save To” location options to choose from.



The first location is OneDrive – Oak Ridge Schools. This option saves the file directly to the cloud as well as in the OneDrive folder on your computer. When you want to open the file, it can be opened from either of these locations. You can also open it from the recent documents list within Word.

At this point, you should double-click OneDrive – Oak Ridge Schools, then select Documents and the subfolder you are actually saving to.

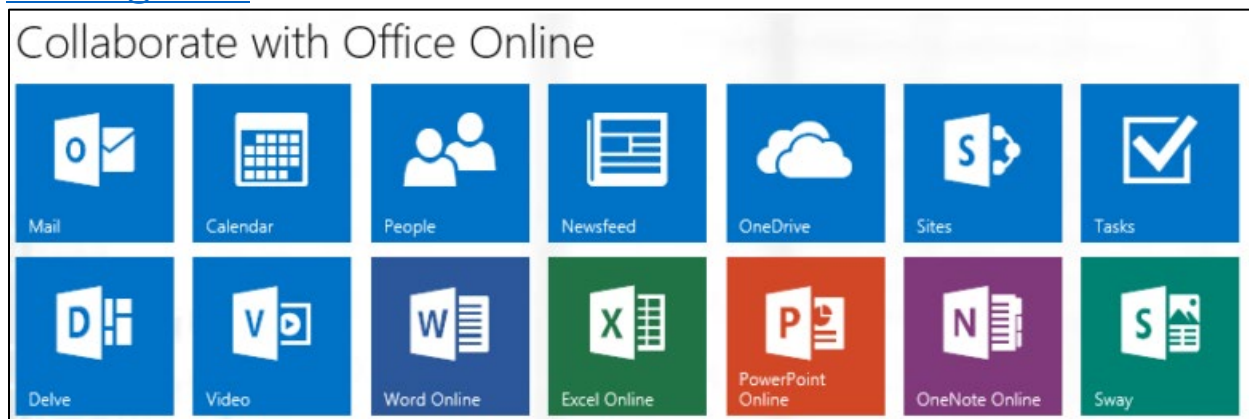


Note that saving the file will take a few seconds longer since the save is happening across a wide area network in the cloud.

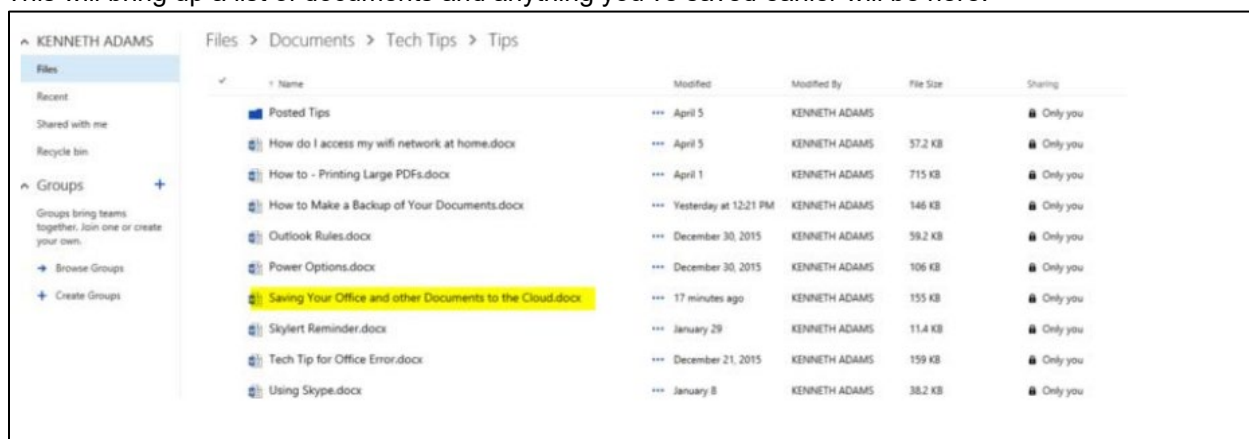
Saving to the Cloud

Office365

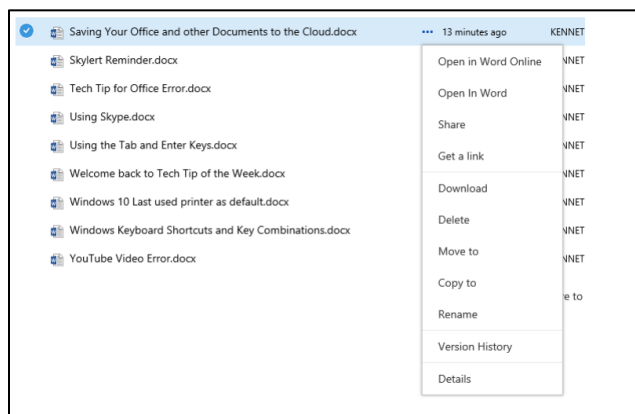
Now, if you would like to open this document from Office365 in the cloud, go to the ORTN.edu homepage, select the Online@ORS tab, and scroll down until you see Office365. Sign in with your username@ortn.edu and select the OneDrive cloud icon.



This will bring up a list of documents and anything you've saved earlier will be here.



One of the helpful features of OneDrive online is the ability to open your documents from either Word Online or from the traditional desktop Word. Note that to the right of each document is a set of ellipses. Clicking on them will show a submenu with all viewing options.



Saving to the Cloud

Office365



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Overall, you can save a created document to the cloud (OneDrive or Office365). You can open these documents directly from the cloud or within Word.

When your document is saved in OneDrive – Oak Ridge Schools, it is saved to a folder with the same name on your computer as well as in the cloud (through folder synchronization).