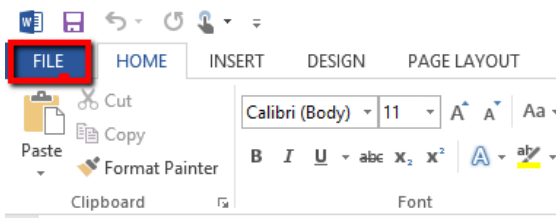
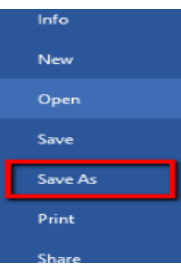
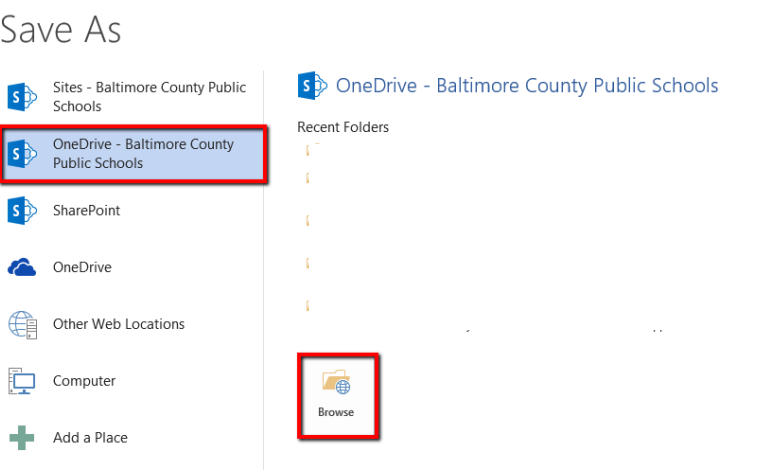
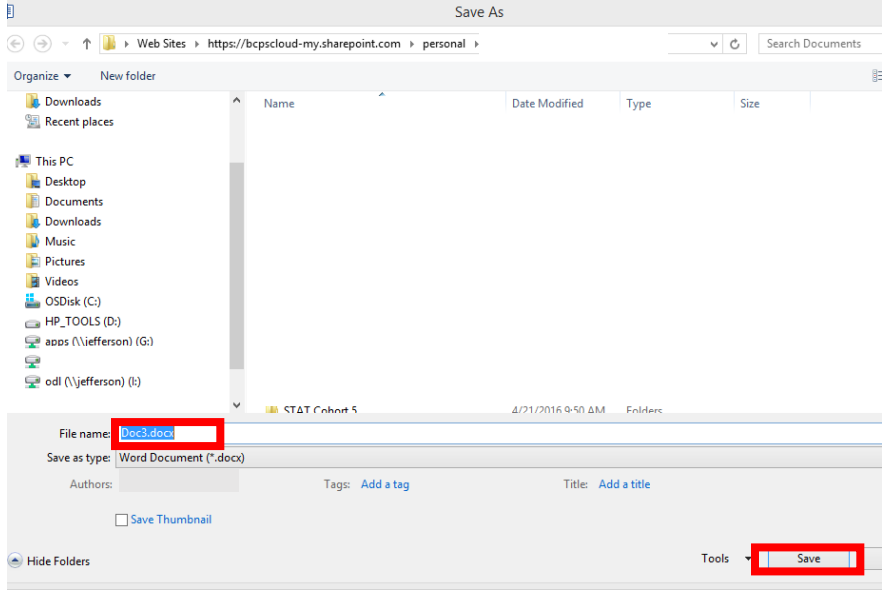
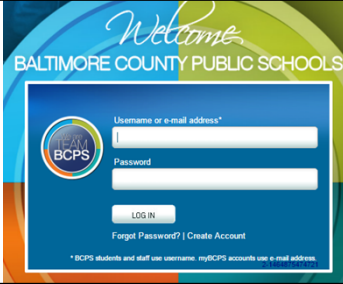

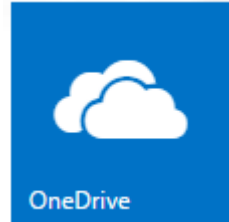


Saving Work to OneDrive

<p>1. Select "File" in the upper left corner of your program.</p>	
<p>2. Select "Save As" from the left side of your screen.</p>	
<p>3. Select "OneDrive-Baltimore County Public Schools" and then "Browse"</p>	
<p>4. Type a name for your file and click "Save"</p> <p><i>You have the option here to place your file in a folder.</i></p>	

Opening Files from OneDrive

<p>1. Log in the BCPSOne.</p>	 <p>The image shows the 'Welcome' login page for Baltimore County Public Schools (BCPS). It features the BCPS logo, a 'Username or e-mail address*' field, a 'Password' field, and a 'LOG IN' button. There are also links for 'Forgot Password?' and 'Create Account'. A small note at the bottom states: '*BCPS students and staff use username: myBCPS accounts use e-mail address.'</p>
<p>2. Open "Instructional Tools."</p>	 <p>The image shows a square icon with a red border. Inside, there are two photos of people and a central icon of a tablet with a wrench and screwdriver. Below the icon, the text 'INSTRUCTIONAL TOOLS' is written in white on a dark blue background.</p>
<p>3. Select "Microsoft Online."</p>	 <p>The image shows a square icon with a blue background and a white cloud. Below the icon, the text 'MICROSOFT ONLINE' is written in white on a dark blue background.</p>
<p>4. Enter your user name followed by @bcps.org. Then enter your password and click "Sign in."</p> <p><i>If prompted select "Work or school account"</i></p>  <p>Work or school account Created by your IT department jdingie@bcps.org</p>	<p>Work or school, or personal Microsoft account</p> <p>Email or phone</p> <p>Password</p> <p><input type="checkbox"/> Keep me signed in</p> <p>Sign in Back</p>
<p>5. Select "OneDrive" and select the file to open it.</p>	 <p>The image shows a square icon with a blue background and a white cloud. Below the icon, the text 'OneDrive' is written in white.</p>
<p>6. To edit the document click "Edit Document" in the upper right hand corner and select "Edit in Browser"</p> <p><i>Make changes as needed. It will save automatically.</i></p>	 <p>The image shows the top right corner of a Microsoft Word document interface. It includes buttons for 'Edit Document', 'Print', and 'Share'. A dropdown menu is open, showing two options: 'Edit in Word' (with a Word icon) and 'Edit in Browser' (with a Word icon and a cloud). The 'Edit in Browser' option is highlighted with a red rectangular box. The text for 'Edit in Browser' reads: 'Make quick changes right here using Word Online.'</p>