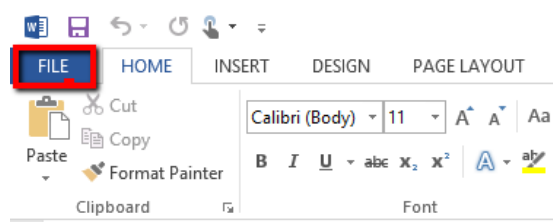
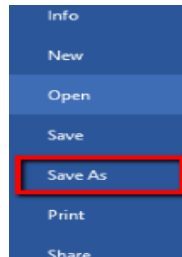


## Saving Work to OneDrive

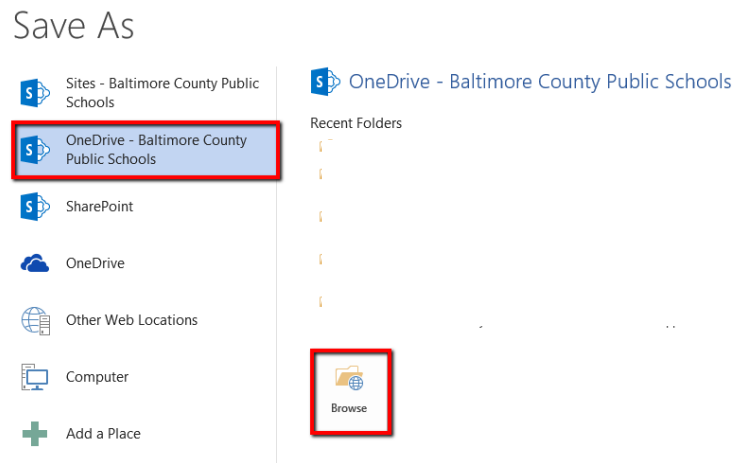
1. Select "File" in the upper left corner of your program.



2. Select "Save As" from the left side of your screen.

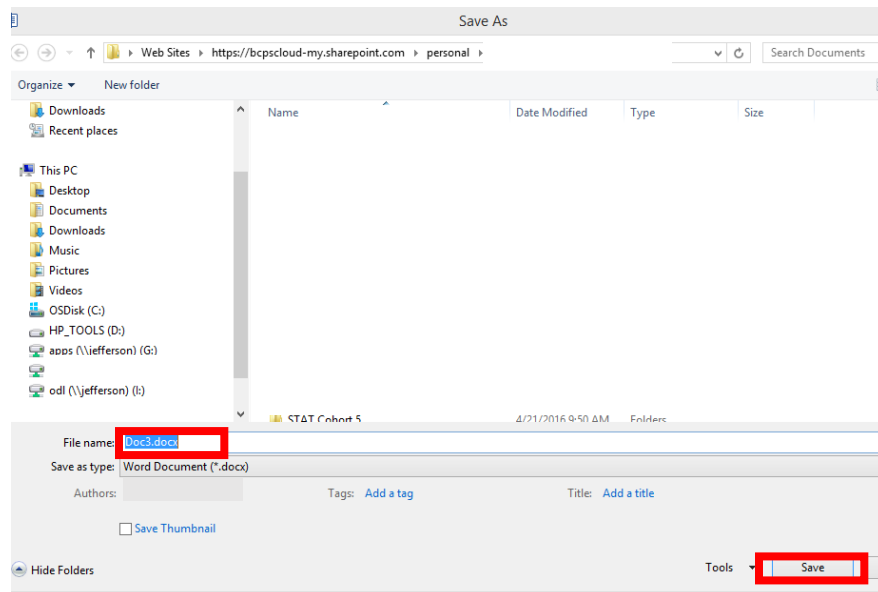


3. Select "OneDrive-Baltimore County Public Schools" and then "Browse"

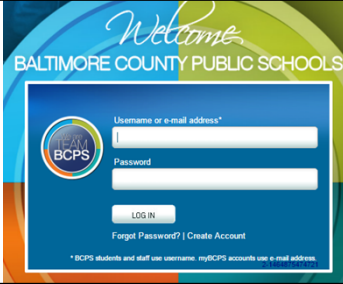
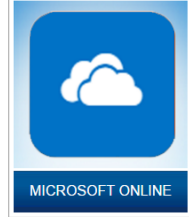

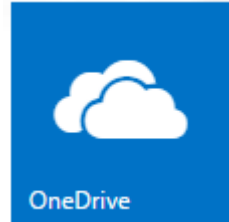


4. Type a name for your file and click "Save"

*You have the option here to place your file in a folder.*



## Opening Files from OneDrive

<p>1. Log in the BCPSOne.</p>	
<p>2. Open "Instructional Tools."</p>	
<p>3. Select "Microsoft Online."</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>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>	