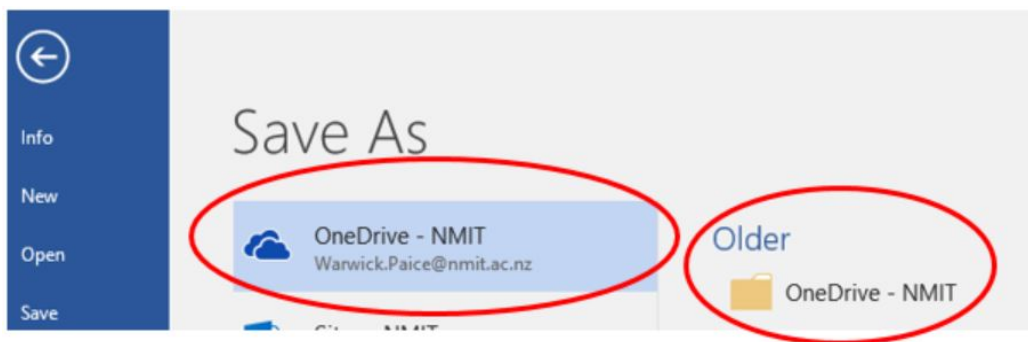


How to save files to OneDrive

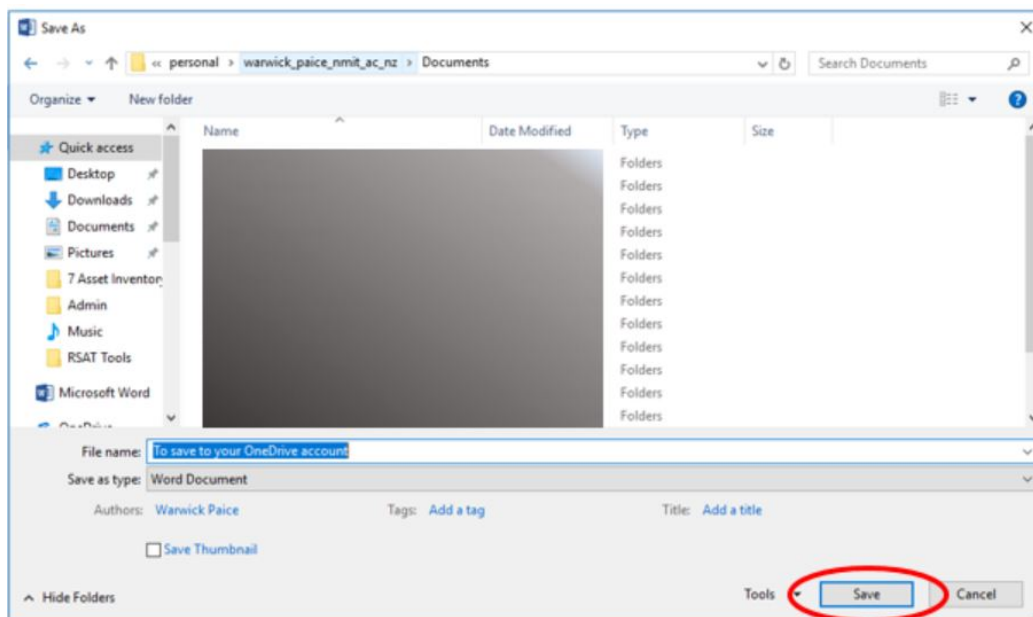
helpdesk@nmit.ac.nz - 2021-10-05 - Office 365

To save to your NMIT OneDrive account

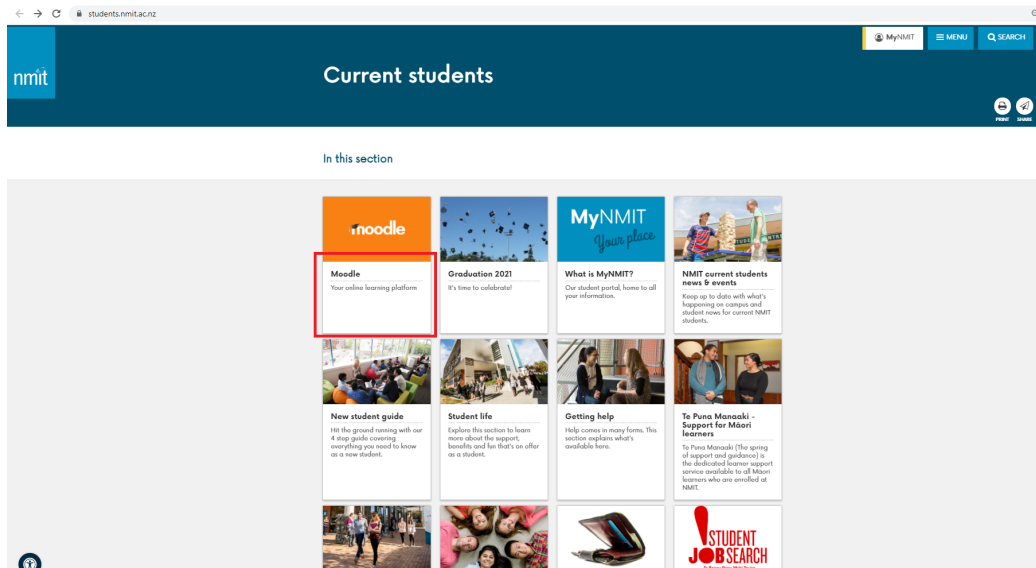
1. From an office application choose **Save As** and select your **NMIT OneDrive** account. If you have accessed a folder previously it will show on the right hand side.



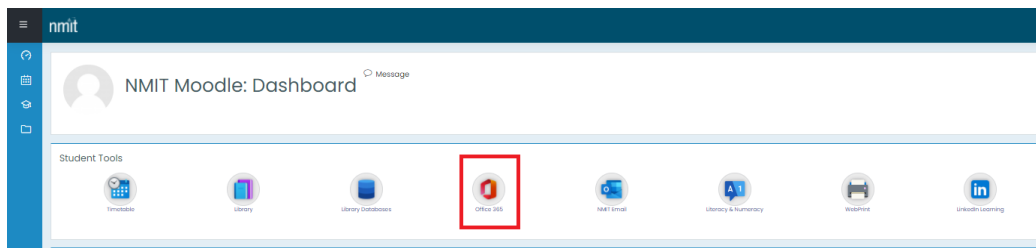
2. Double click either the **OneDrive** icon or the **folder** icon if you can see it and a **Save As** dialog box shows up. Pick where you want to save it and click **Save**



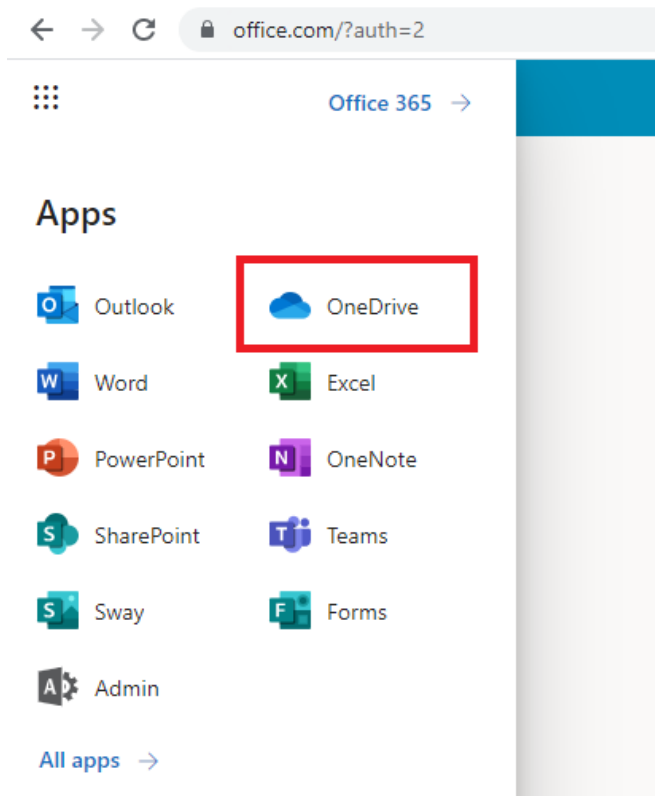
3. To access your files from **OneDrive** directly. Go to <https://students.nmit.ac.nz> and click on the Moodle.



4. You can access all your apps from here, choose Office365



5. Click on the **Waffle** icon on the top left of your Office 365 page and choose **OneDrive**



6. Your documents will be where you saved them.

