

SAVING Documents on MCIS

1. Complete document
2. Once document is complete, click on "File", "Save As". Save the document to your desktop, flash drive or One Drive (through Office 365 - you must be logged in to use this option) then "Save".
3. Once saved, go to "My Portfolio" on MCIS.
4. Click on "Stored Files and Links".
5. Under Files, click on "+ Add File".
6. Click on "Browse".
7. Find the file where you saved it (jump drive, Office 365 cloud, desktop, etc.)
8. Click on "Open" - the link to the file will appear in the box.
9. Then click "Upload File".
10. To check that it is saved or retrieve the file at a later date, go back to "My Portfolio" "Stored Files and Links". It will be stored under "My Files".
11. Go to your desktop and delete the file if you saved it there. It is now saved in your portfolio.

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