Student File Save Options

Students have 2 secure options to save files: Microsoft Office 365 One Drive and the U drive

NEVER save documents to the desktop

- **If computer crashes, you will lose the data**
- **If you are using a loaner laptop, you will not have access either**

Office 365:

- You must be logged into Office 365 in order to save to the cloud.
- www.office.com or get link from District Webpage under Student tab.
  - Username: student ID@students.avon-schools.org
  - Password: network password
- Create your document once you are logged into OneDrive by choosing new – then choose the office program you want to use: Word, Excel, PPT, etc.
- If you have already created a document with the desktop version of Microsoft Office and need to save to Office 365, click on sign in on top right corner of document.
  - Save the document to your U drive.
  - Upload the document into Office 365 and then delete from U drive.

Benefits of Office 365:

- **Saves constantly** while you are working on document.
- **Sharing**: If a document is shared, users can edit the document at the same time if editing online.
- **Accessibility:** You can access the document from any computer, even off campus.

Syncing Office 365 Files:

- <mark>**Students should NEVER sync their OneDrive to their Stream laptop – the hard drive is not large enough.**</mark>
- If you see the blue cloud icon on the bottom right toolbar then you are synced.
- To unsync: right click on the cloud/Settings/Stop Sync
- If you have a personally owned device, you can sync your files for easier access.
  - Log into Office 365/OneDrive/Sync
  - Files will be accessible in File Explorer without logging into Office 365

U Drive: ONLY ACCESSIBLE FROM SCHOOL

- Create a new document by clicking on start, apps (or click on shortcuts to the app in the start menu), choose the program you want to use – e.g..: Word, Excel, PPT, etc.
- File, Save as, browse to This PC/ U Drive.