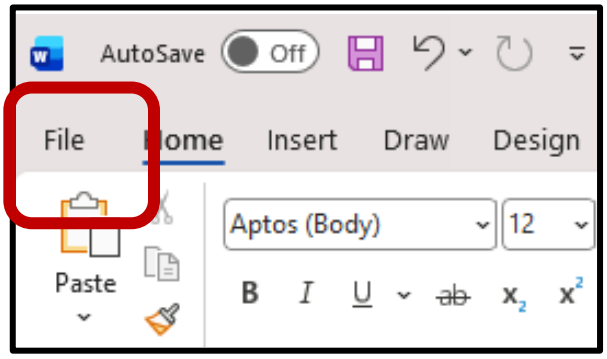
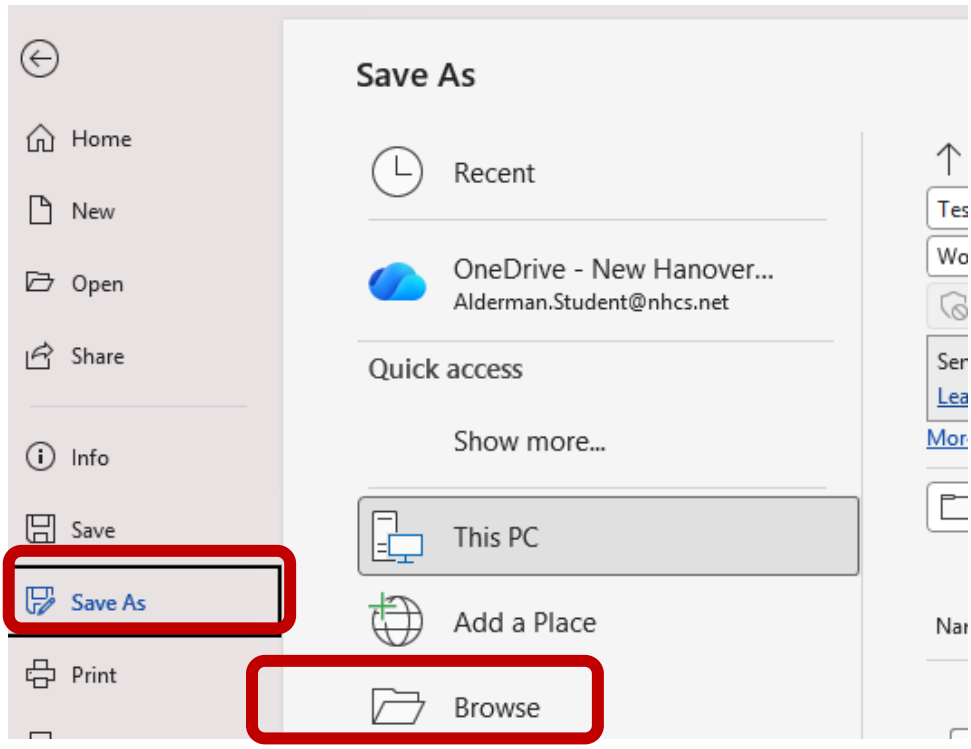
Manually Saving Microsoft Files

Save Microsoft File to I Drive

1. In the Microsoft File you are working on, click **File** in the toolbar

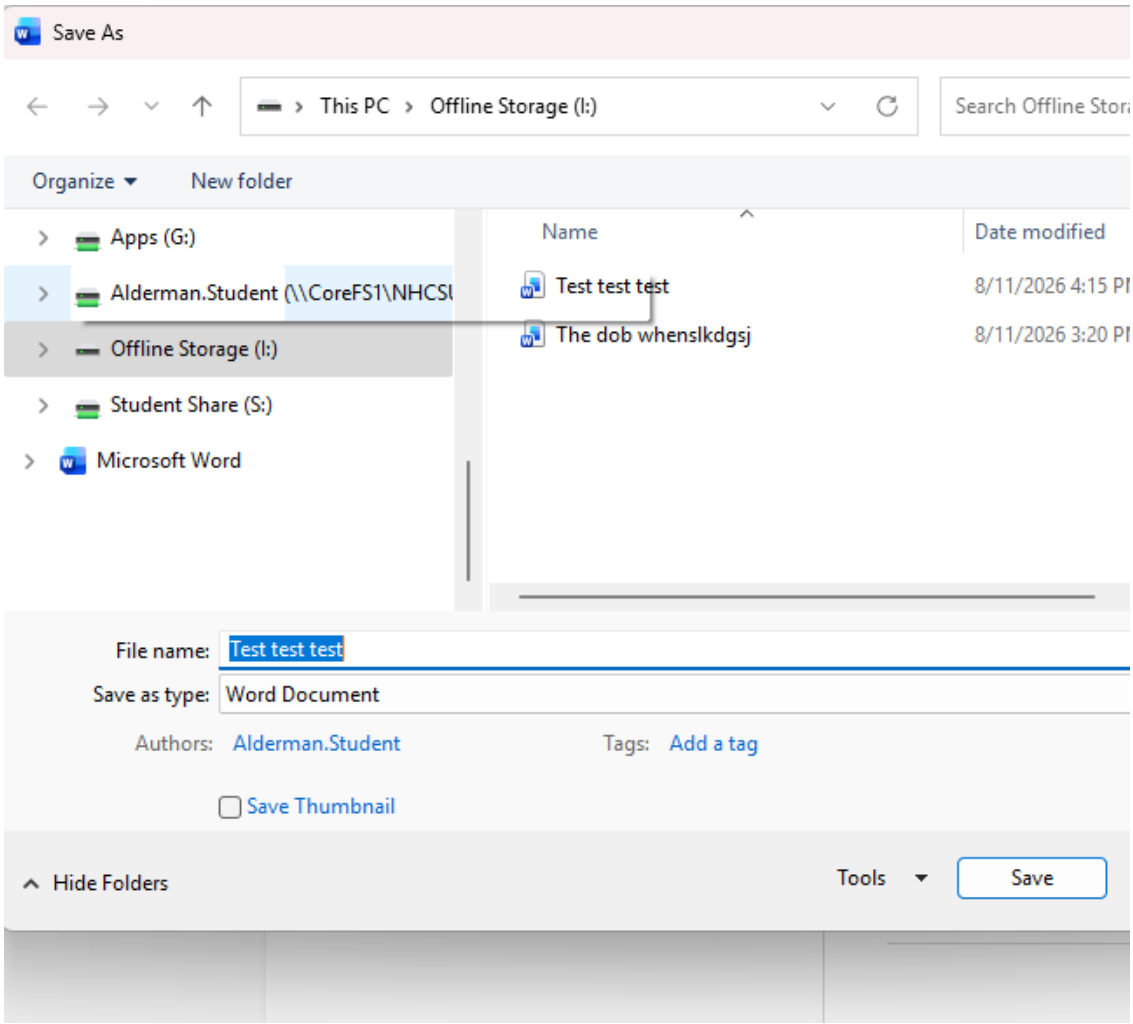


2. Click **Save As** and then click **Browse**



Save Microsoft File to I Drive

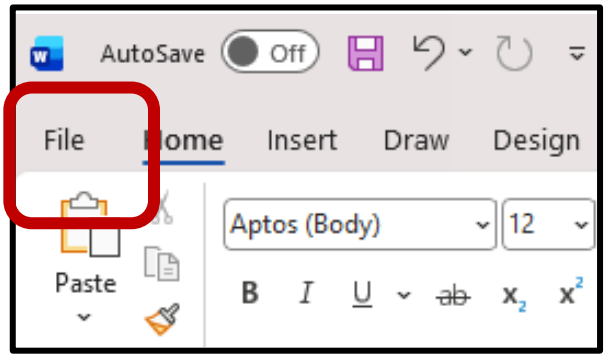
3. Scroll and select **Offline Storage (I)**



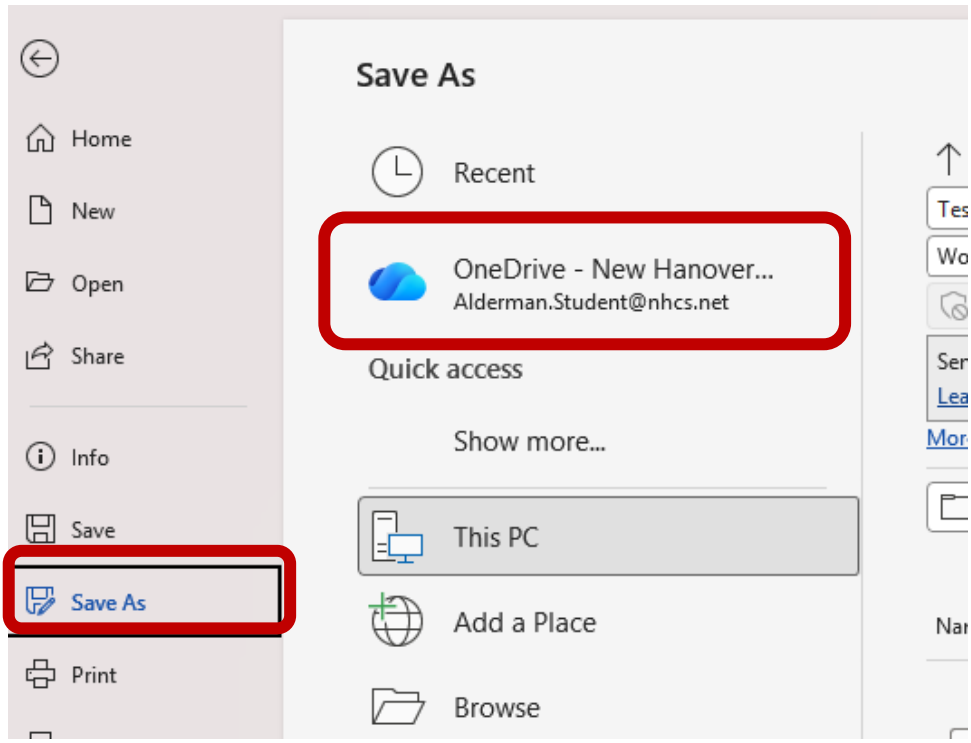
4. You can create a folder and save the file to that folder in your i-Drive. When you are ready to save, click **save**

Save Microsoft Files to OneDrive

1. In the Microsoft File you are working on, click **File** in the toolbar

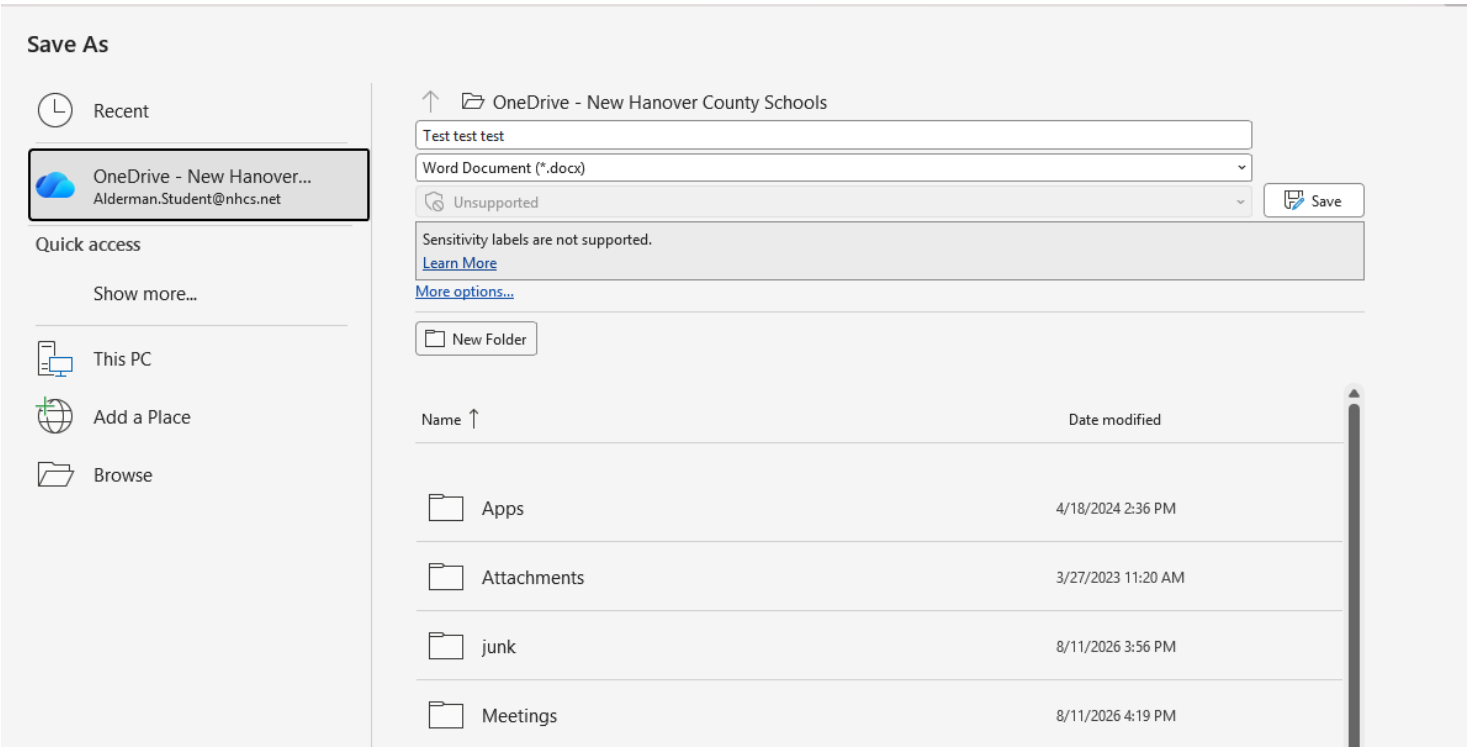


2. Click **Save As** and then click **OneDrive**



Save Microsoft Files to OneDrive

3. Choose the folder in your OneDrive to save it to, or click New folder to create a folder to save it to in OneDrive.



4. Click Save to save to your OneDrive