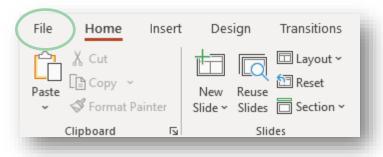
I want to know how to save files in my OneDrive

When you have a document (ppt, excel, word...) opened, just go into "File" at the top left corner.



Feel free to change the document name. To save it in a dedicated OneDrive folder, select "**More options**...":

↑ 🗁 OneDrive - Professional > Desktop > Digital Workplace > 00. Overall Programme			
DWPS - ORGANIZATIONAL CHANGE MANAGEMENT PLANNING MAR22			
PowerPoint Presentation (*.pptx)	٦ſ	🔛 Sav	e
More options			
New Folder			

You can also create "**New Folder**" by clicking on the matching button.

Click on "Save a Copy" and then on "OneDrive – Professional":

\bigcirc	Save a Copy
ሰ Home	
🖹 New	L Recent
🗁 Open	Professional
Info	OneDrive - Professional cassandre.bonnin@chanel.com
Save a Copy	Sites - Professional cassandre.bonnin@chanel.com
Print	Other locations
Share	This PC

You are now able to save your document in the OneDrive folder that you want. That's it!