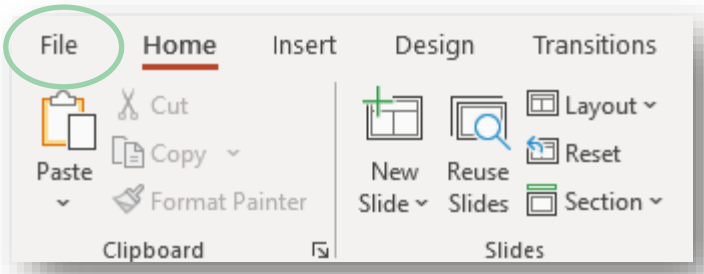
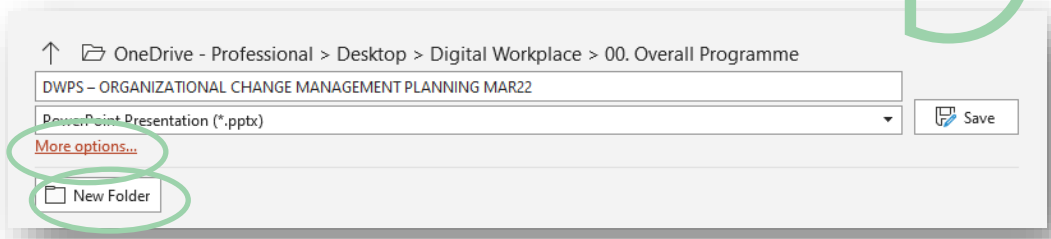


# I want to know how to save files in my OneDrive

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

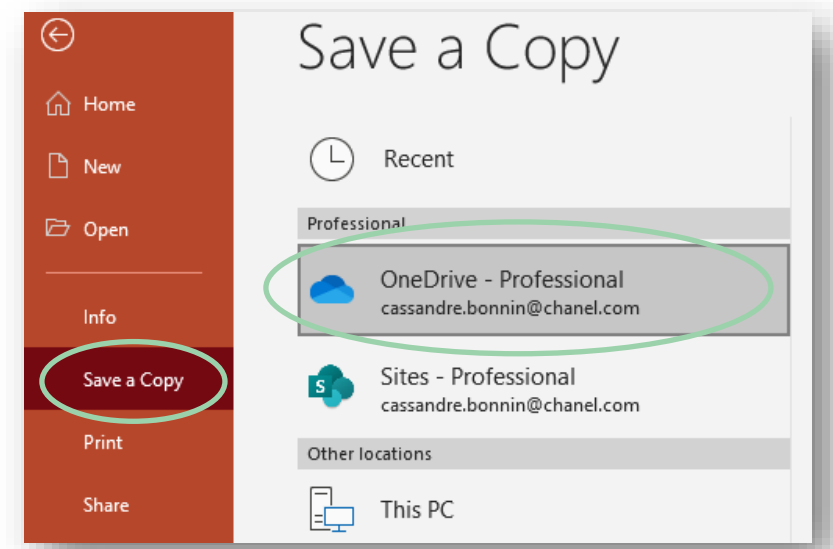


Feel free to change the document name. To save it in a dedicated OneDrive folder, select **“More options...”**:



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

Click on **“Save a Copy”** and then on **“OneDrive – Professional”**:



You are now able to save your document in the OneDrive folder that you want.

**That's it!**

