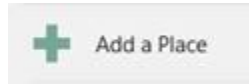


Saving to One Drive on the Laptops from Microsoft Programs:

1) From Word, or PowerPoint, etc., go to “File/Save As” and click “Add a Place”



2) Choose “Office 365 SharePoint”.

3) Type in your district email address, which is:

ID#@washoeschools.org (where ID# is your actual student ID number)

4) Choose to save to “OneDrive - Washoe County Schools”

