Lesson 4. Create a File in OneDrive

Storage Files in OneDrive (Desktop Version)

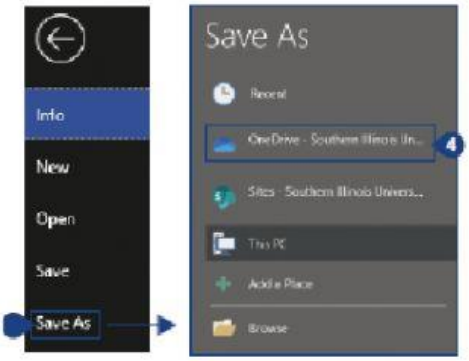
As an SIU user, your OneDrive account has up to 1TB of free storage space. You can start a document or project in a Microsoft Application (Word, PowerPoint,Excel) and save it directly in OneDrive. To get started.

Create a File to save to OneDrive

1. Open **Microsoft Word,PowerPoint OR Excel** and create a **new** documentation.
2. Click File at the top left of your Microsoft application. **1**

1

3. Click the **Save As** option on the left-hand menu. A list of Start options will appear.
4. Click in OneDrive. **Southern Illinois University** option. **2**



2

5. Click the **OneDrive – Southern Illinois University** option again. A File Explorer window will open. **3**
6. Give your documents /project a name in the **File Name** field.**3**
7. If you have folders in OneDrive already. Choose a folder to save your file in. then click **Save**. If you do not have folders, or do not wish to save your documents in a folder, simply click. **Save** without selecting anything.

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8. You file has been uploaded to your **OneDrive** account. The next time you open the OneDrive app, you will see you saved files in the recent List.

Questions.

1. **Explain the Steps in creating files on the Desktop version in OneDrive**

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