

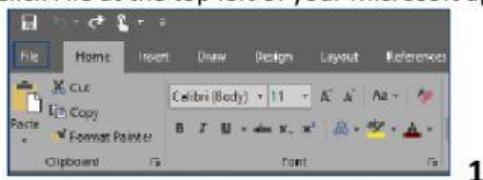
Lesson 4. Create a File in OneDrive

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.

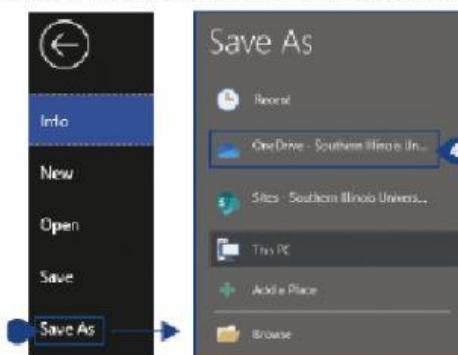
Create a File to save to OneDrive

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



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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.



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5. Click the **OneDrive – Southern Illinois University** option again. A File Explorer window will open.
6. Give your documents /project a name in the **File Name** field.
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. Your file has been uploaded to your **OneDrive** account. The next time you open the OneDrive app, you will see your saved files in the recent List.

Questions.

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