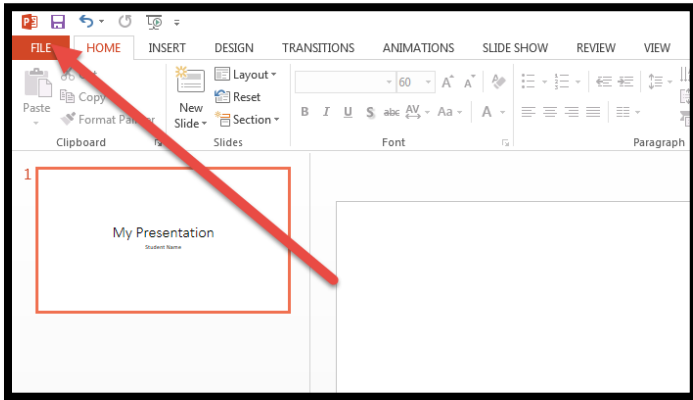


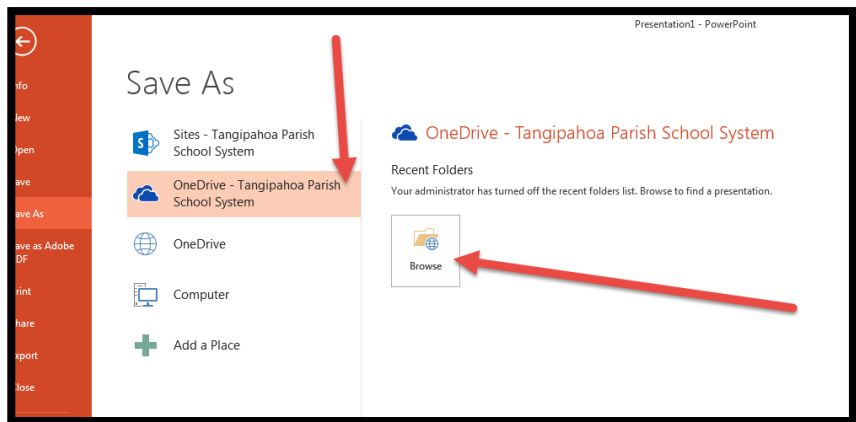
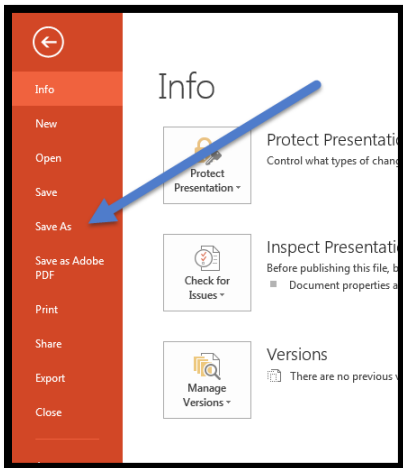
Saving to OneDrive

Start in the Microsoft program you would like to use. When you are ready click “File.”

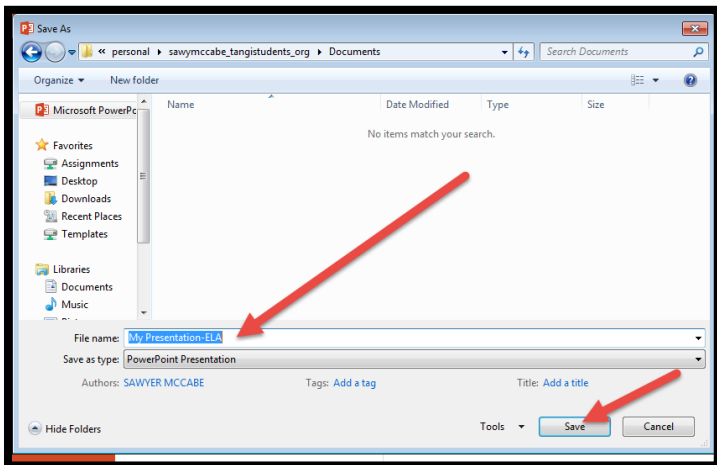


Then click “Save As.”

Choose “OneDrive-Tangipahoa Parish School System” and then “Browse.”



Name your file and click “Save.”

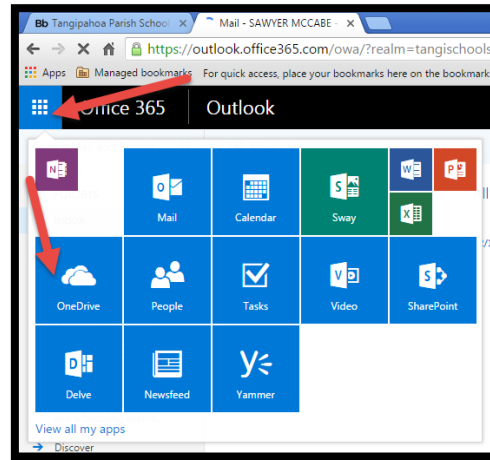
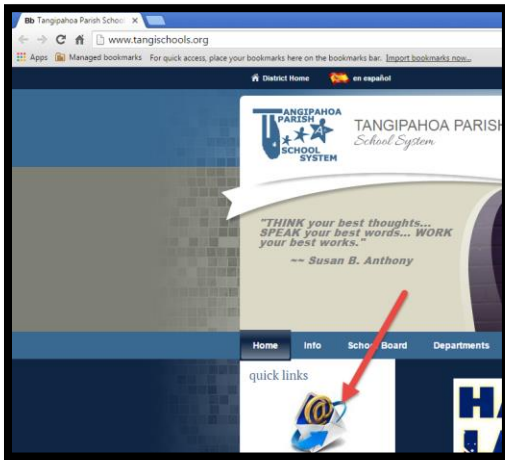


Your file can now be access from OneDrive on the web at school or at home.

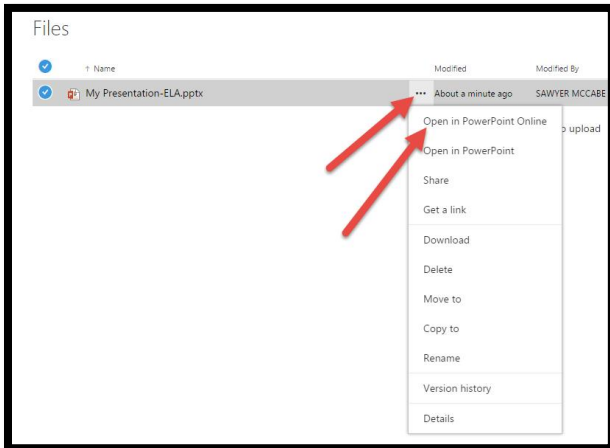
Accessing your Files through OneDrive on the Web

Go to www.tangischools.org and click on the “Mail” icon.

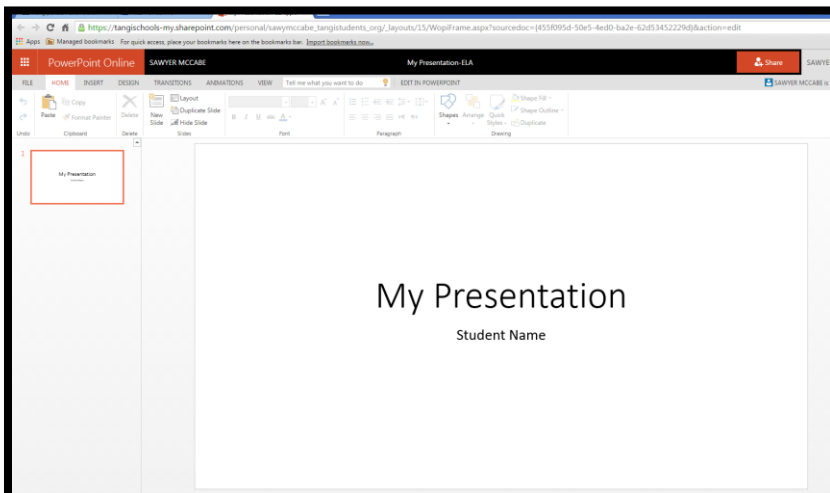
Click on the “Waffle” at the top of your screen and then click on “OneDrive.”



This will show all of your files in your OneDrive account. Click on the “...” (Ellipses) and choose “Open in PowerPoint Online” to edit your file online from a computer or mobile device.

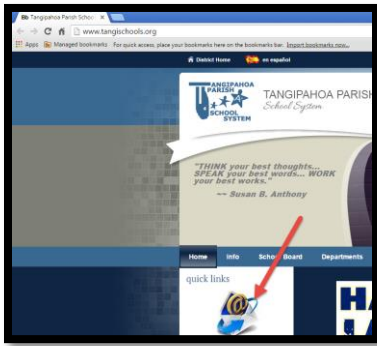


You can now edit your file or share online.

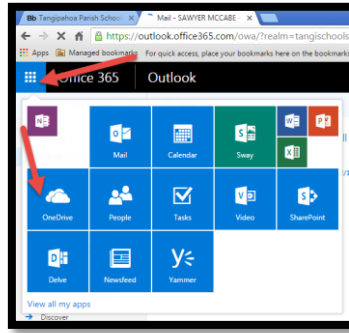


Saving other files to OneDrive

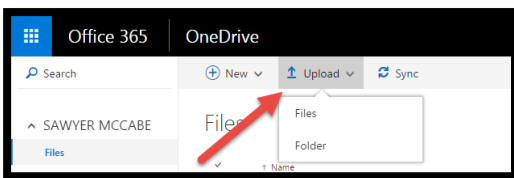
Go to www.tangischools.org and click “Mail” icon.



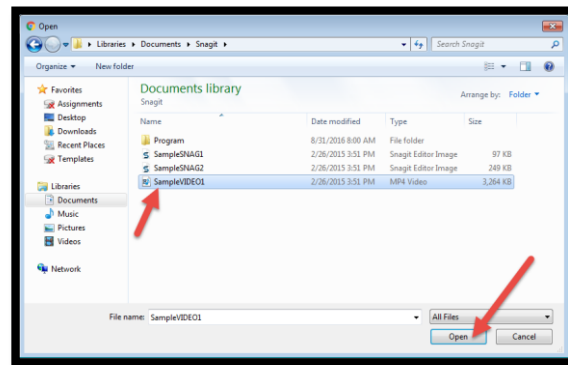
Click on the “Waffle” at the top of your on the screen and then click on “OneDrive.”



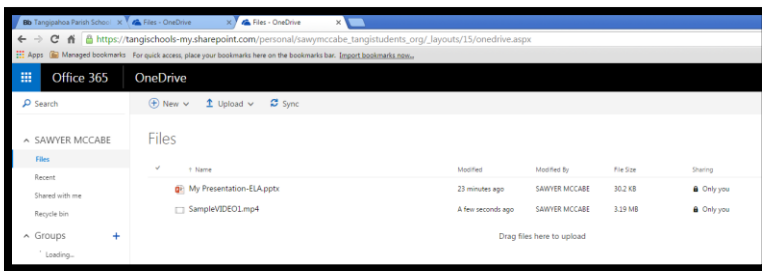
Click the “Upload icon” and choose “Files.”



You can now navigate to a folder on your computer and save files into your OneDrive account.



The file will upload and be accessible from OneDrive online.



You can also drag and drop files into OneDrive

