

## Using your OneDrive and Saving Files

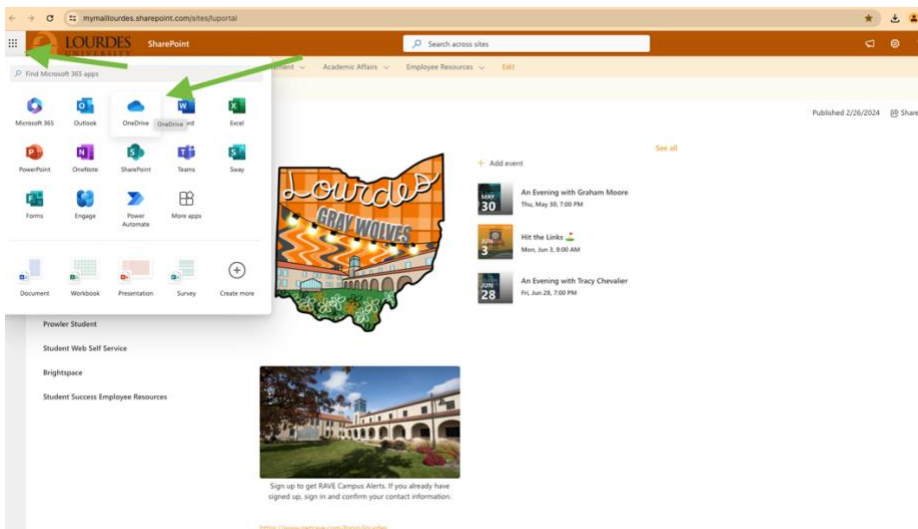
The OneDrive is a place where you are able to access the Microsoft Office suite and also store your files. You are able to access it in two ways:

- 1) OneDrive through the Lourdes portal following this link: <https://lourdes.edu/>

Click on “Lourdes Portal”

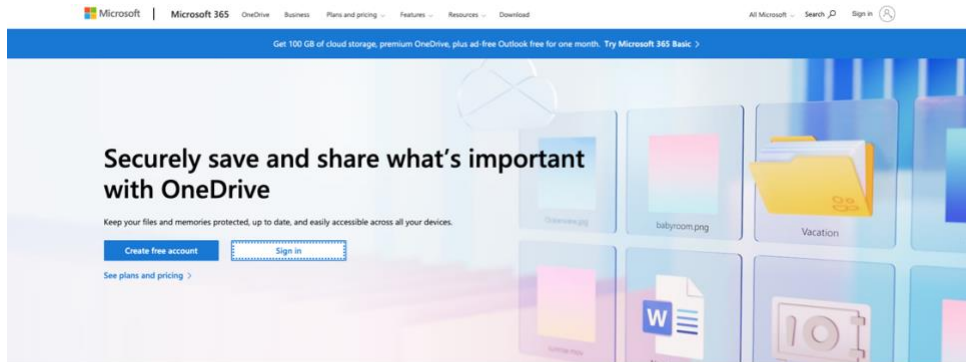


Click on the menu on the left of the screen and then click on “OneDrive”. It will ask you to log-in. Please, log-in with your **student email address** ([firstname.lastname@mymail.lourdes.edu](mailto:firstname.lastname@mymail.lourdes.edu)) and your password.




- 2) OneDrive Through the Microsoft Website following this link:  
<https://www.microsoft.com/en-us/microsoft-365/onedrive/online-cloud-storage>

This is the screen that appears when you launch OneDrive. Click on "Sign in"



Then enter your **student email address** ([firstname.lastname@mymail.lourdes.edu](mailto:firstname.lastname@mymail.lourdes.edu)) and your password and click "Sign in". If prompted, select "**work or school account**".

Sign in with your work or school account

Email or phone 



Password


Keep me signed in

Can't access your account?

Don't have an account assigned by your work or school?  
[Sign in with a Microsoft account](#)

You will be redirected to the following page. Click on "**Work or school account**".

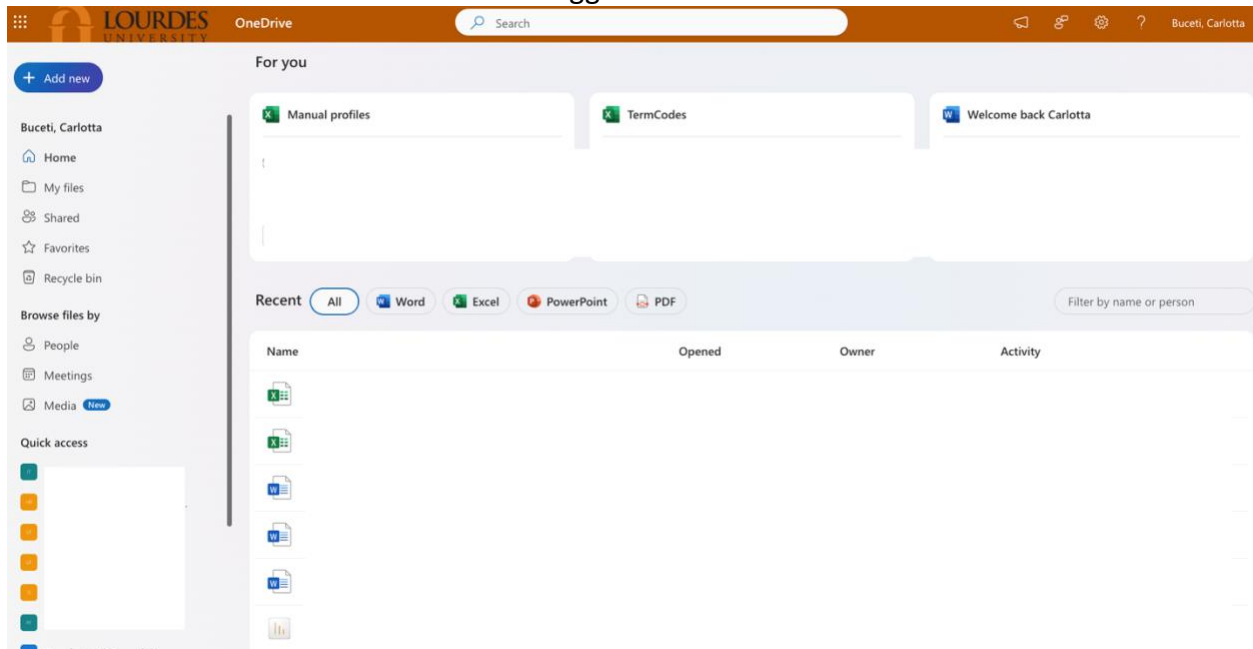
 **Work or school account**  
Assigned by your work or school 

 **Microsoft account**  
Personal account

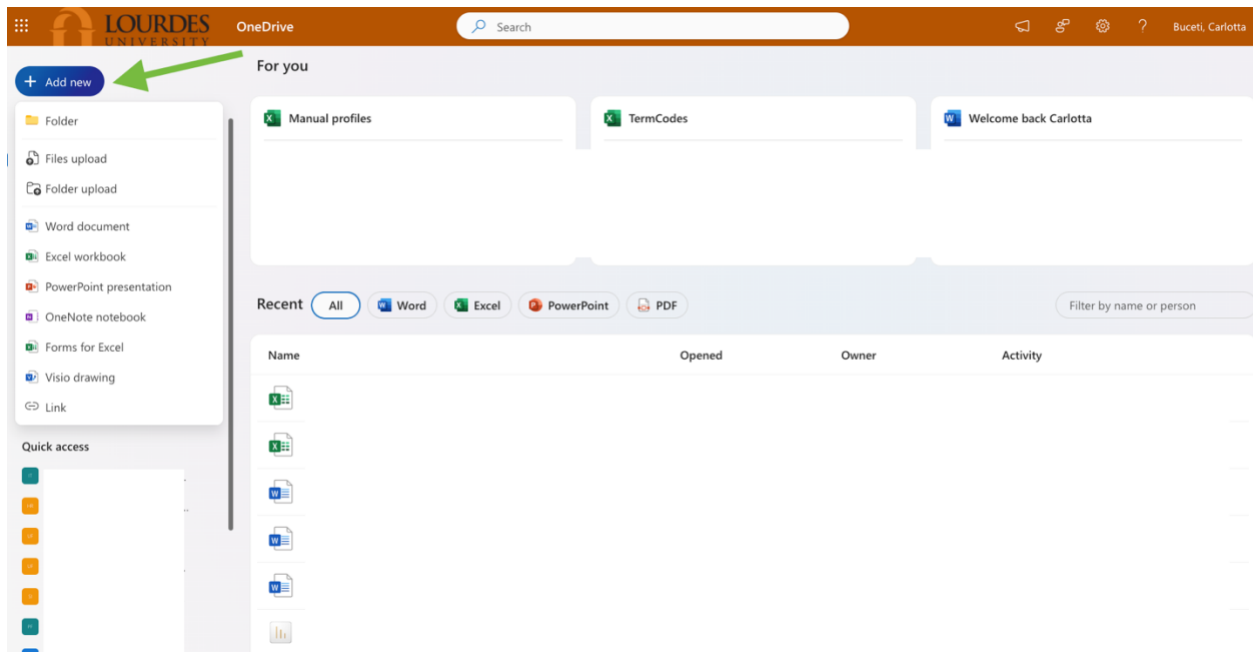
Don't have an account assigned by your work or school?  
[Sign in with a Microsoft account](#)

**Once logged in, you will have access to your OneDrive and Office365.**

This is what the screen will look like once logged in:

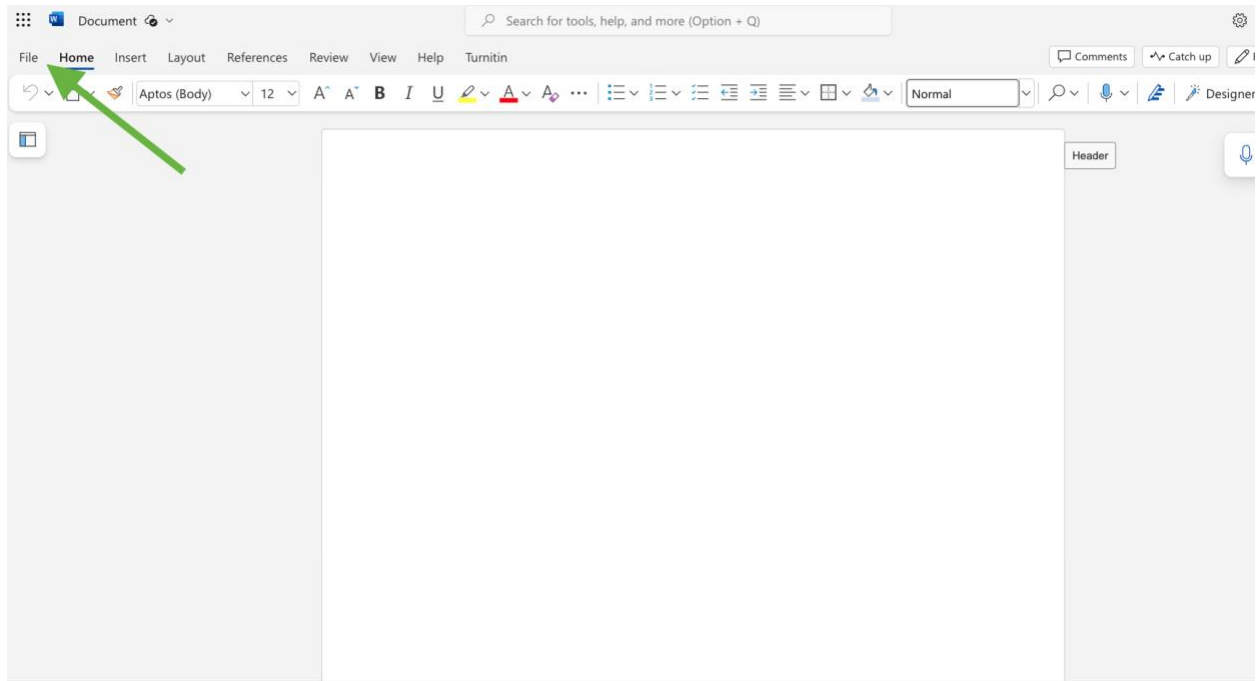


Select the blue button “+ Add New” on the left of the screen.

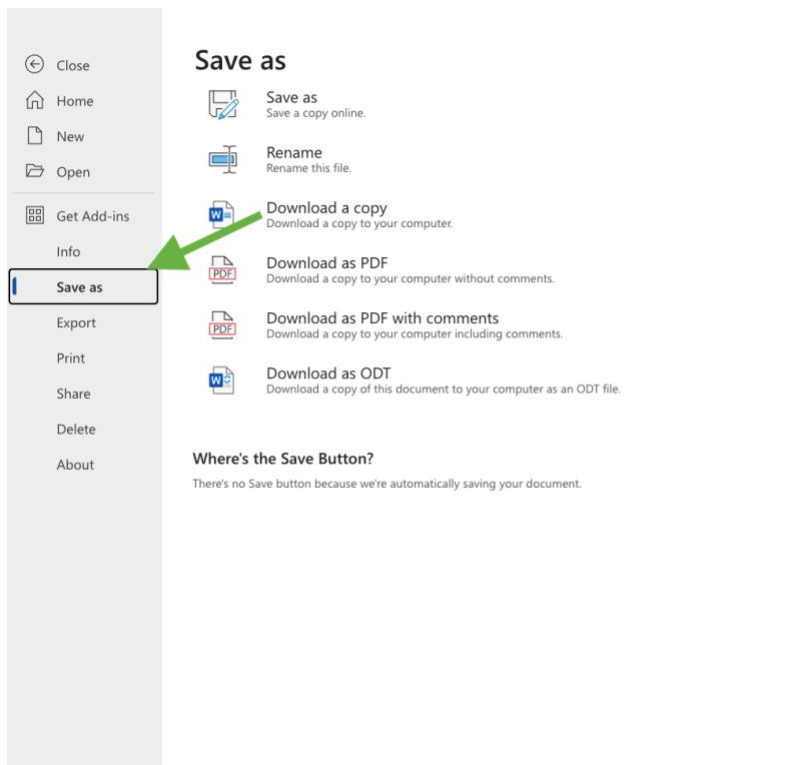


Select the kind of document you would like to create.

When it's time to save your file, click on **"File"** on the top left of the page.



Click on **"Save As"**



Now, you have several options:



**Save as**  
Save a copy online.

This one saves a copy of your document online to your OneDrive.



**Download a copy**  
Download a copy to your computer.

This one allows you to save a copy of your document to the computer you are logged onto.



**Download as PDF**  
Download a copy to your computer without comments.

This allows you to save a PDF file to the computer you are logged into.

**NOTE:** In order to send the file to someone (Ex. Sending an assignment to an instructor, you will **NEED** to download it to your local computer and then attach the file you saved to your local computer.