

SAVING FROM MS WORD OFFLINE TO ONLINE

If you want to SAVE a MS Word document from your DESKTOP to your ONE DRIVE There are two Options:

OPTION 1

1. Save it in your H:\
2. Log into smail.lethsd.ab.ca
3. Go to ONEDRIVE and UPLOAD your document into the correct folder

OPTION 2

1. From MS Word on your DESKTOP
2. FILE / SAVE AS
3. Choose ADD PLACE +
4. Select OFFICE 365 SHAREPOINT
5. When Microsoft Asks for your email use:
 - a. username@LETHSD51.lethsd.ab.ca
(Microsoft only knows you by your username in LETHSD51)
6. Enter your password when prompted
7. Choose BROWSE and you will now double click on your "ONE DRIVE- Lethbridge School District "
to find the correct folder and properly name your document.... rename and SA
8. HINT: Log in to ONEDRIVE from SMAIL and verify you saved it correctly the first few times.

NOTE:

IF you are at home and wish to install any of the microsoft products... you will be asked for this email address in the future also.