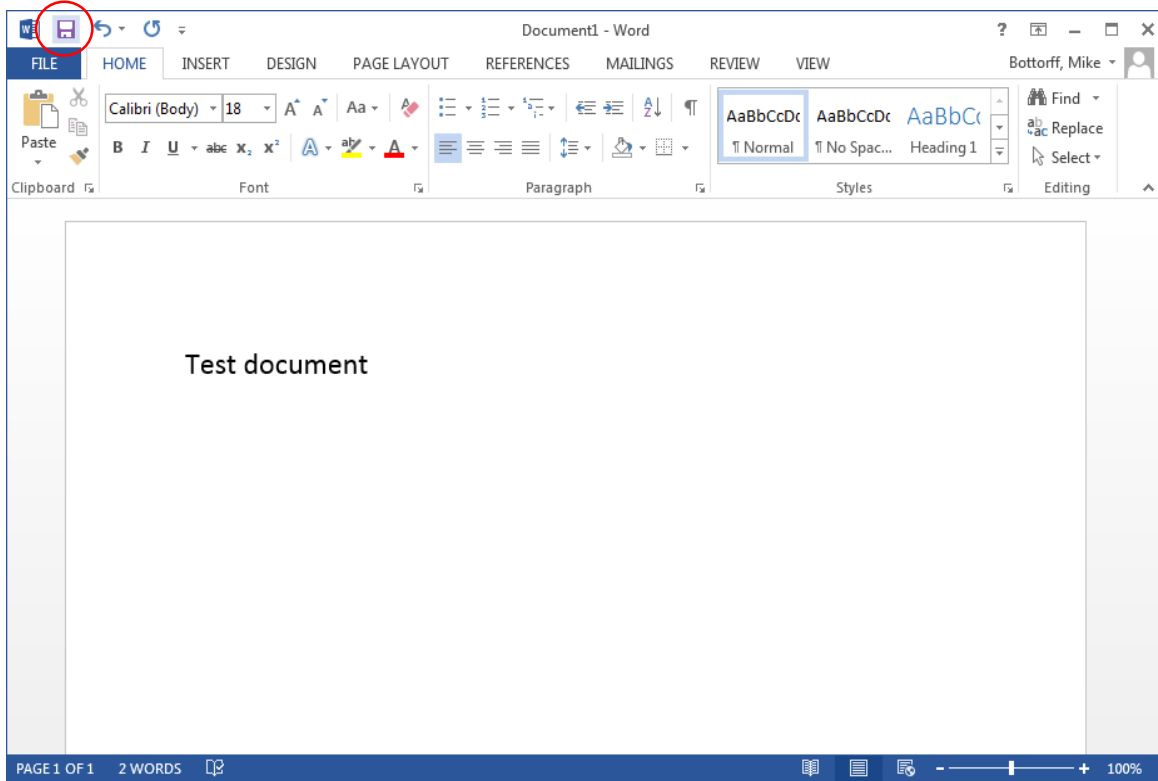
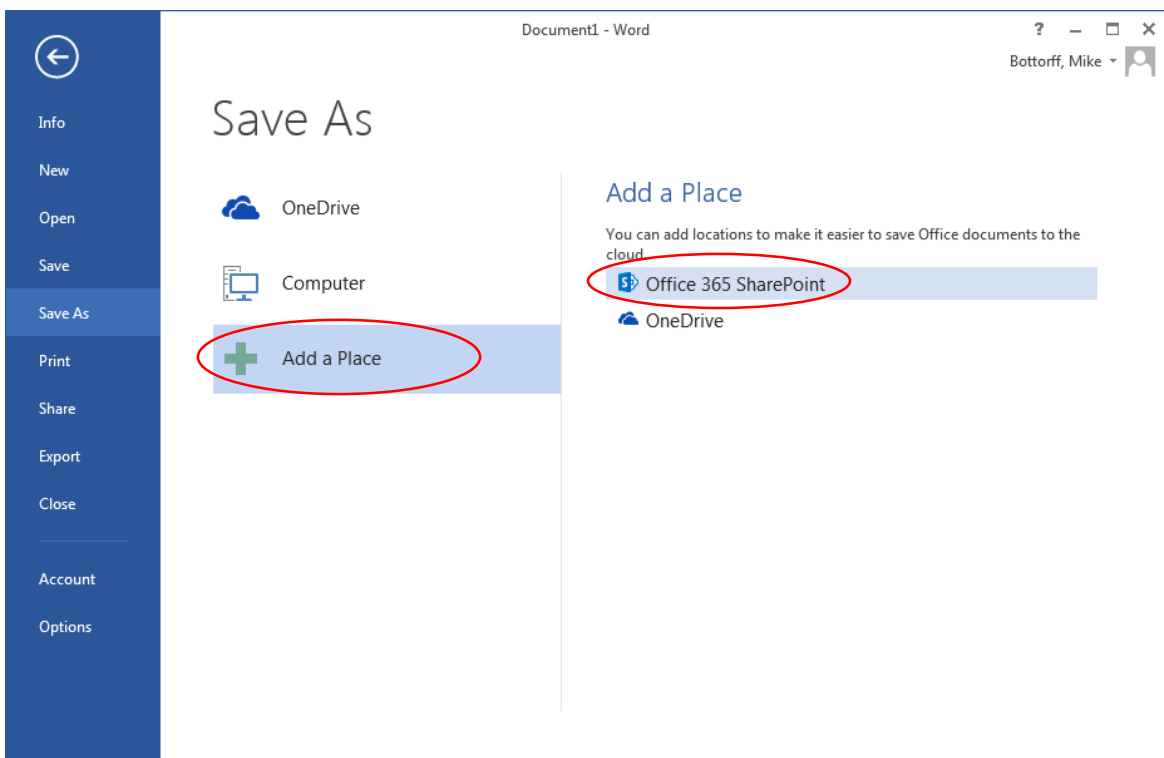


Office 2013 Save to OneDrive Instructions

1. First create a document in Office 2013. A Word, Excel or Power Point document will work best. Then, click the save icon in the upper left corner.

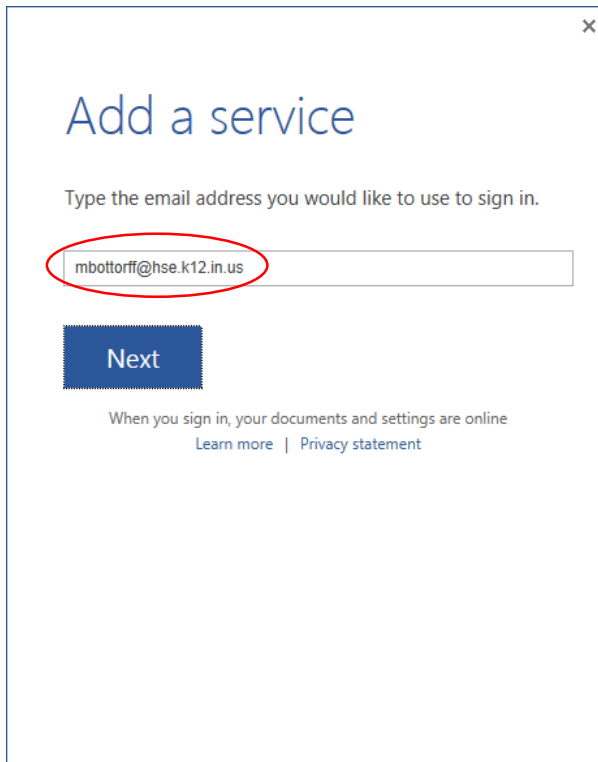


2. On the "Save As" screen, click "Add a Place", then "Office 365 SharePoint".



Office 2013 Save to OneDrive Instructions

3. Enter your HSE email address in the “Add a service” window.



×

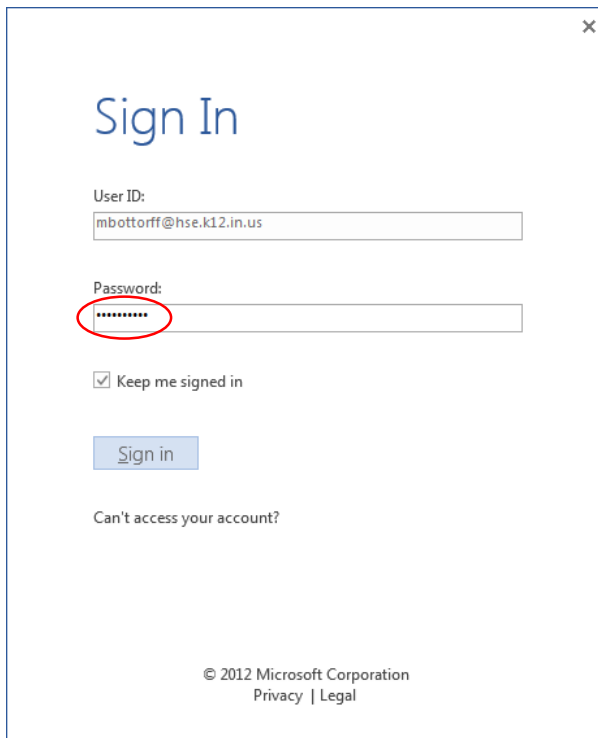
Add a service

Type the email address you would like to use to sign in.

Next

When you sign in, your documents and settings are online
[Learn more](#) | [Privacy statement](#)

4. Then, enter your HSE password (same as your computer login) in the “Sign In” window.



×

Sign In

User ID:

Password:

Keep me signed in

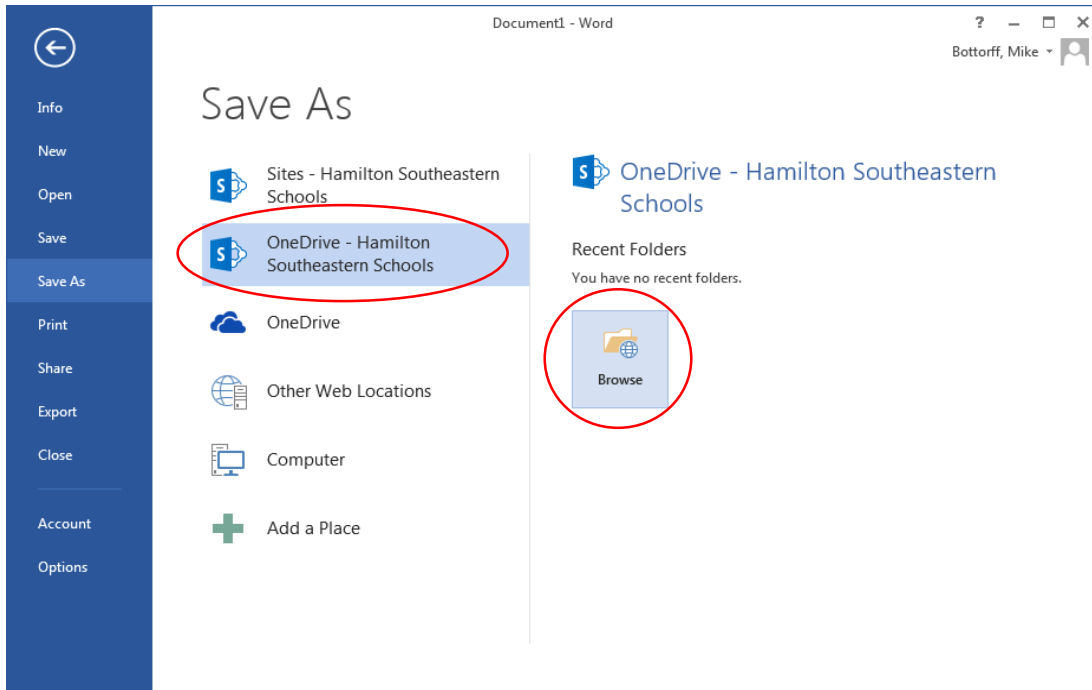
Sign in

Can't access your account?

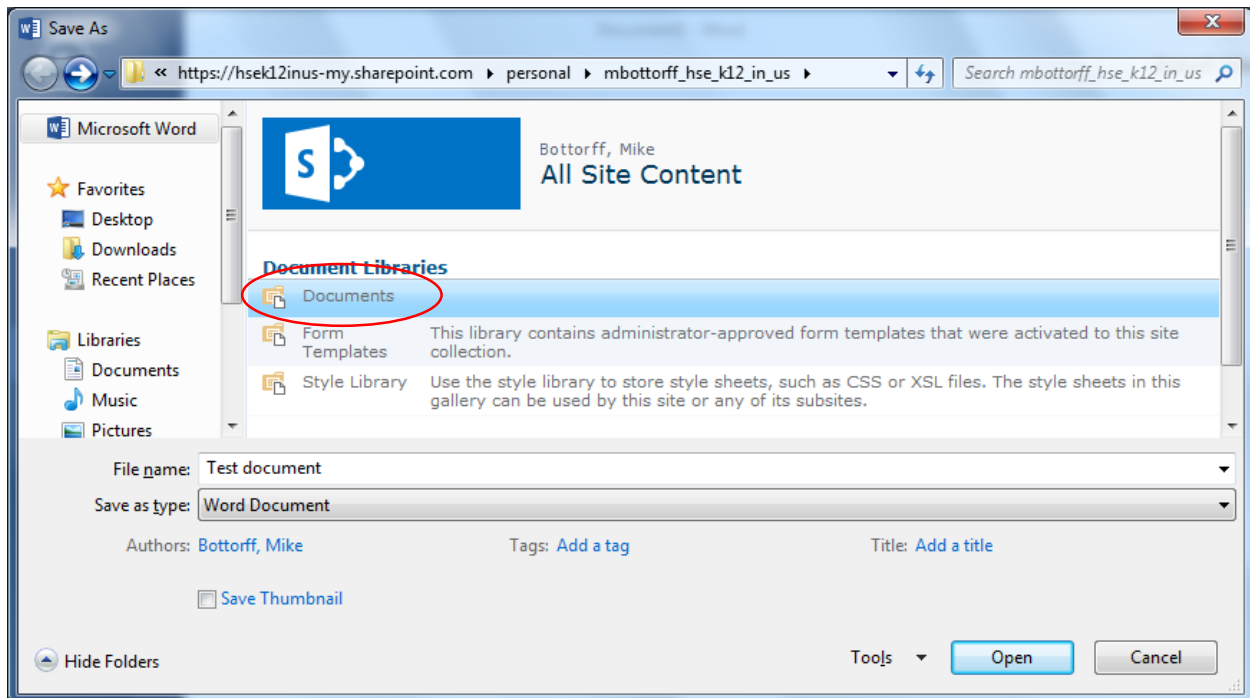
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Office 2013 Save to OneDrive Instructions

- Click “OneDrive – Hamilton Southeastern Schools” and then click “Browse”. This will save content to your OneDrive. HSE IT recommends saving all work to this location.



- Click the “Documents” folder.



Office 2013 Save to OneDrive Instructions

7. The Documents folder will display a list of files and folders in your OneDrive. Select the desired location and click "Save". This will store your content in OneDrive.

