

# Saving Documents in Office 365

The look and feel of Save AS within O365 have changed from the Office 2010 suite.

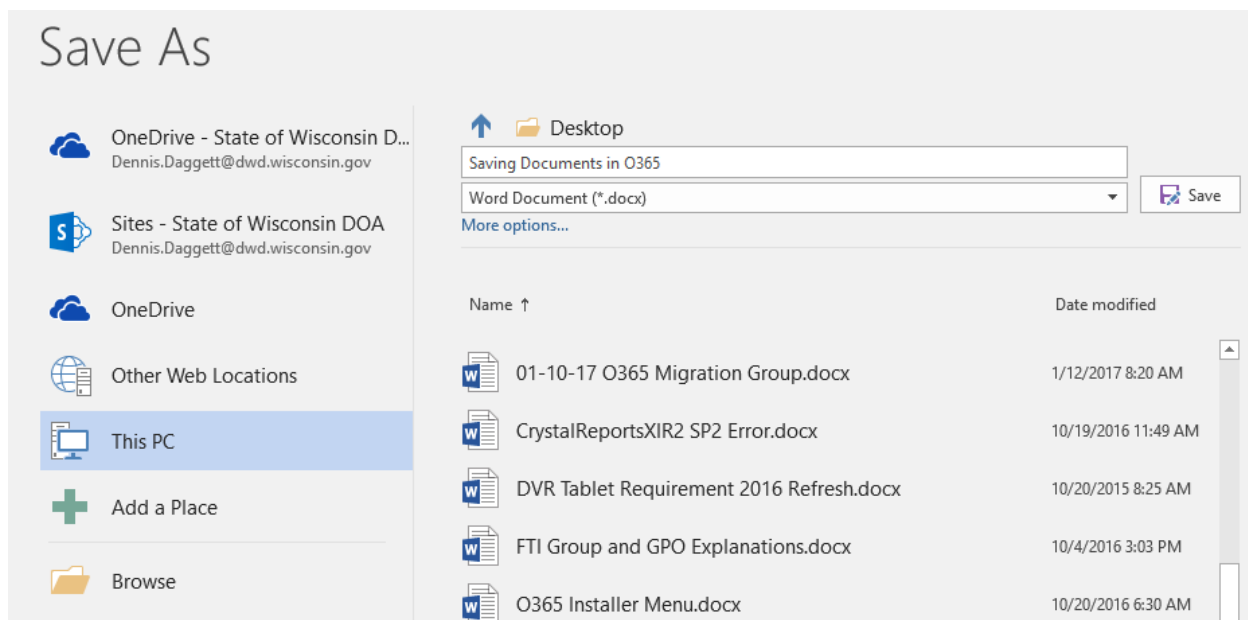
Saving Scenarios:

1. If you are creating a new document, clicking **File→Save As** will normally default to your H Drive. However, this is not always the case. It could default to any of the locations listed on the graphic below.
2. If you are modifying an existing document, clicking **File→Save As**, your default save location will be the location where you accessed the document from.

There are several ways to change the location you would like to save to if either of the scenarios above do not default to the proper location:

In this example: the current location is the Desktop, however this is not the location I would like to save my documents too.

1. Double click on **This PC**



**NOTE:** The following drives, even though showing, are not used by DWD. There are concerns regarding PII, FTI, FTITOP, etc. data. A formal DWD policy is under development.

**OneDrive – State of Wisconsin:** This is the Enterprise OneDrive location

**Sites – State of Wisconsin DOA:** This is related to the Enterprise SharePoint installation

**OneDrive:** This would be a personal OneDrive

**Other Web Locations:** Populates over time to other locations you have accessed previously.

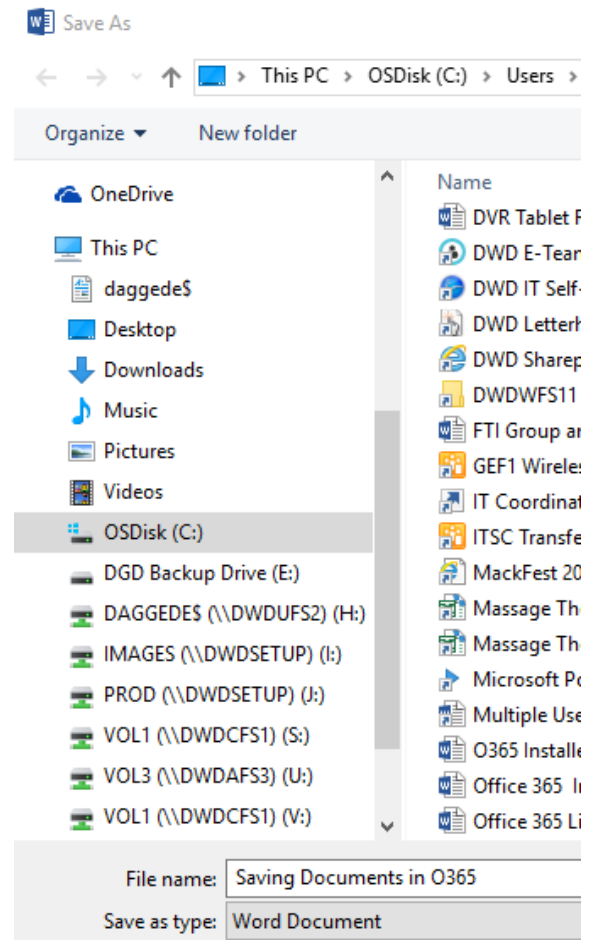
**This PC:** This is the location you should be selecting if the default location is not correct. See section 2 below. (this will be your H drive)

**Add a Place:** Only available to add Cloud storage which falls under the same restrictions as indicated in the note above.

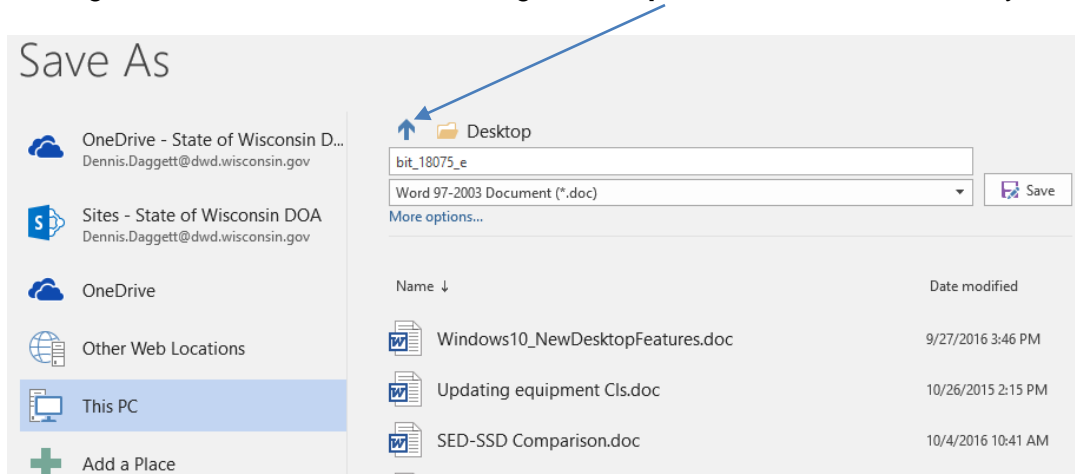
**Browse:** Takes you to the same windows that This PC goes too.

2. Double clicking on **This PC** opens a more familiar looking windows which allows the user to save documents to:

- Desktop
- Any USB connected drive such as a thumb drive or backup drive
- Your H: Drive
- Your S: Drive
- Any network drives you have access to



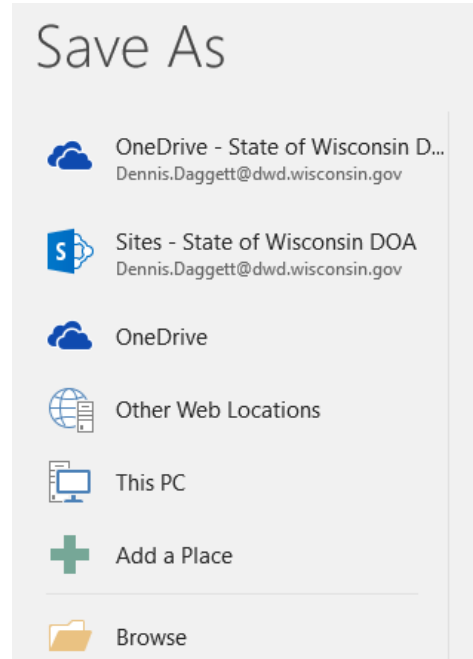
3. Another option for moving around that will yield the same results as the option listed previously is clicking **File→Save As** and then clicking on the **up arrow** next to the currently default directory.



- In this scenario, you would be taken to **This PC** and have the same options for saving as listed in step 2 above.
- If the default above was you H drive instead of Desktop you are also redirected to **This PC** by clicking on the **up arrow**.

If you are opening a document from a SharePoint site and you click **File→Save As**

Click **Other Web Locations** if you would like save it back to the directory you opened it in.



Under **Current Folder** you will see the folder you are working in. Double click on the folder and you will see the familiar Save window which allows you to stay in the current folder or move around just like the options listed previously.