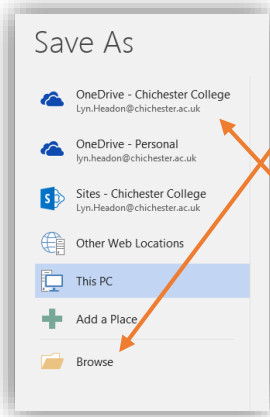


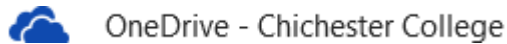
## Office 2016 Saving Files

When you save a file in Office 16 you are given a list of options to where to save it, this is not as difficult as it first looks.




You can still save your files where you always have. Just click File > Save > **Browse** to see your G drive and S drive.

However, if you want to be able to access your Office documents from home, or on your mobile device while roaming about, save them to:



Think of it as your G Drive in the Cloud, which you can access anywhere!

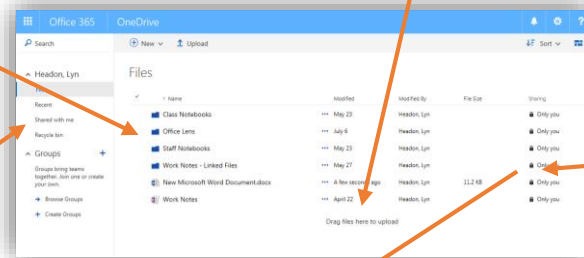
To open files saved on OneDrive, log on at <http://email.chichester.ac.uk> and click  (top left) then select **OneDrive**, or open one of the Mobile apps (Word, Excel, OneDrive etc). Your files are saved in the Chichester College 'OneDrive for Business' storage in Office 365 (this is different to the personal OneDrive you may use at home).

Once you have opened OneDrive:

Drag and drop existing files from your computer

Create folders just the same as in G drive

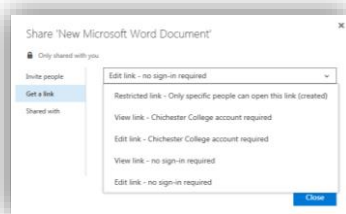
See a list of files that have been shared with you



Click the padlock beside a file to share it with others

One of the best things about saving files to OneDrive is that you have the ability to share your files, clicking the padlock next to a document or folder brings up three Options:

Shared with: see a list of who the file is currently shared with.



Invite people: add email addresses, add a message and set whether the recipient has editing or just viewing rights, and email is automatically sent with a link to your document.

Get a Link: create a link to your document with various restriction options. You can send this link to whoever you want to have access to the document.

