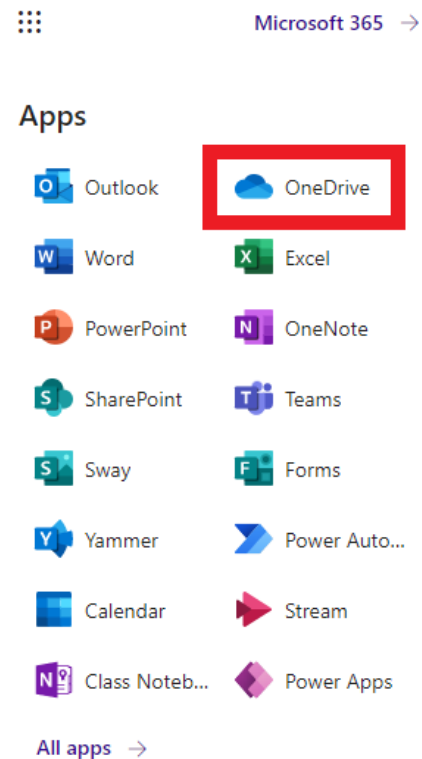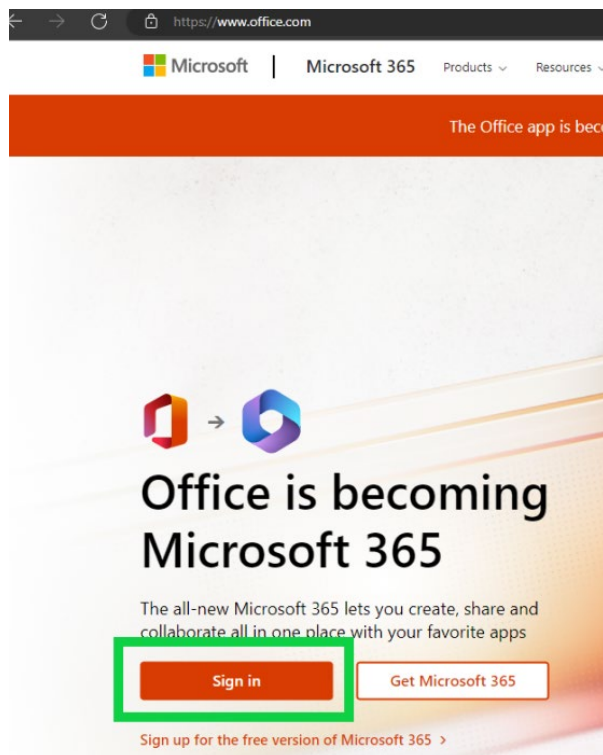# Save and Find a Document in OneDrive

Contents

Overview

OneDrive is a cloud-based storage space for all of your files. This document will focus on Microsoft Word however you can use it in the same way for Excel, Powerpoint or other Office applications.

Quick Start

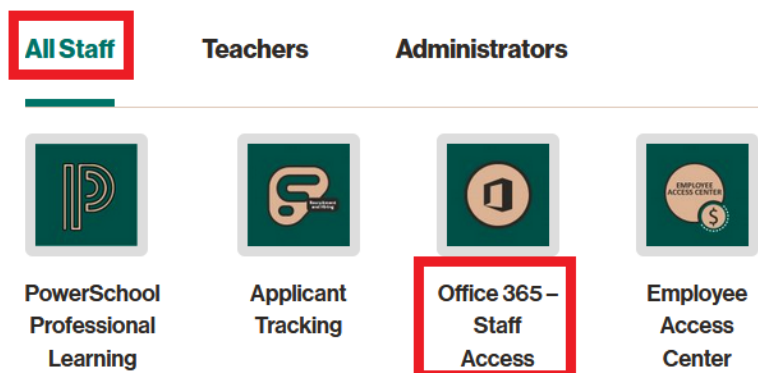Navigate to office.com and log in to access OneDrive.

Logging into Microsoft 365

You can access Microsoft 365 from any browser (Google Chrome, Firefox, Microsoft Edge, Safari) by typing in office.com or by visiting the district website siouxcityschools.org. On the district website you will need to click on the Staff tab at the top and then Office 365 under All Staff.
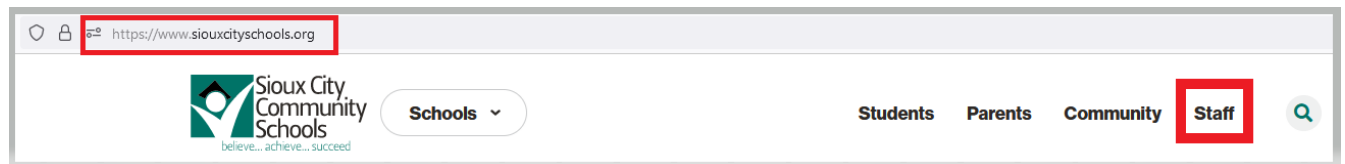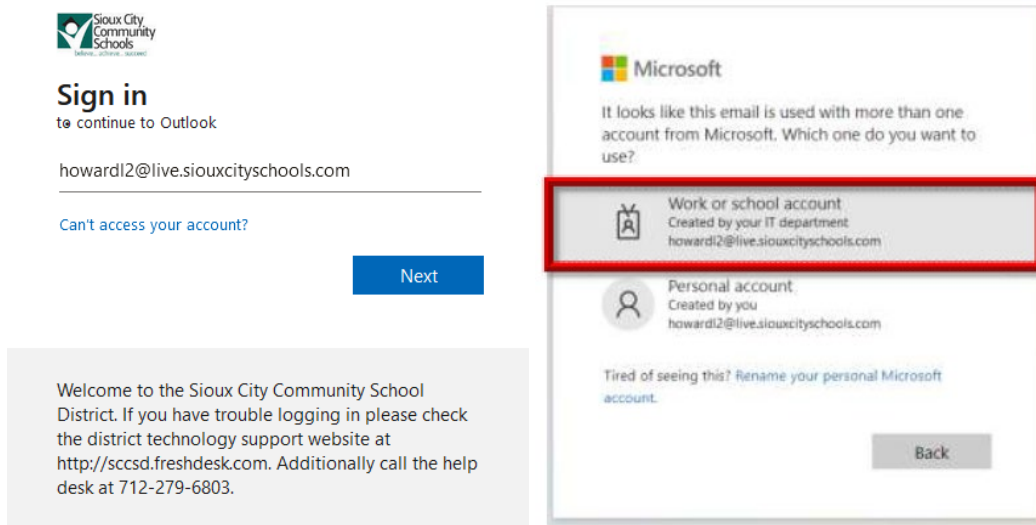
Click on Sign In.

Enter your district email address and password. If prompted, choose Work or school account.

Enter password

········
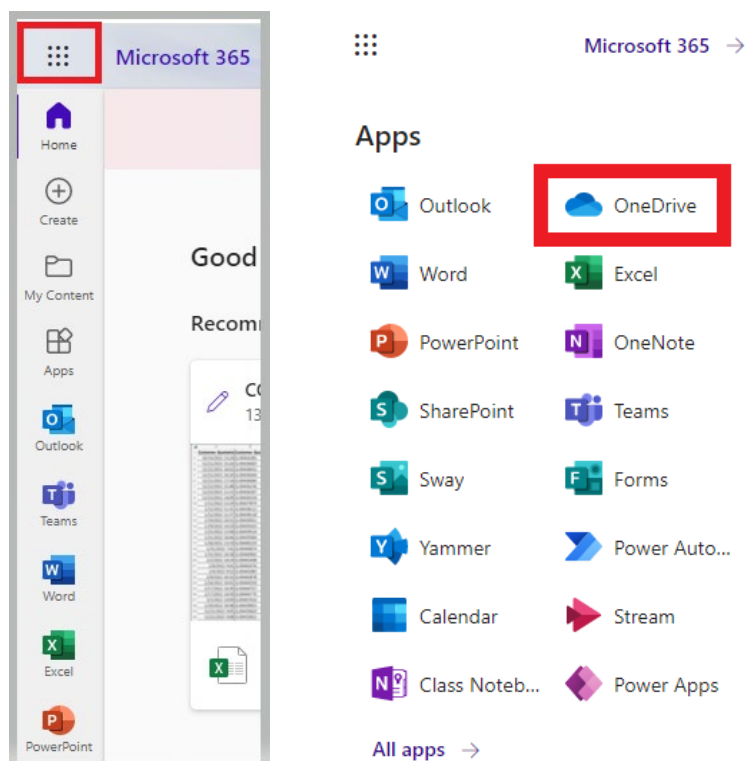
Forgot my password

Sign in

Welcome to the Sioux City Community School District. If you have trouble logging in please check the district technology support website at http://sccsd.freshdesk.com. Additionally call the help desk at 712-279-6803.

The applications menu will be on the left. You can click on the app grid for hidden applications. Select OneDrive.

Creating a document from OneDrive

You can create a new document in your OneDrive for any Microsoft application. Click on the button labeled New and select the application you would like to use, such as Word.
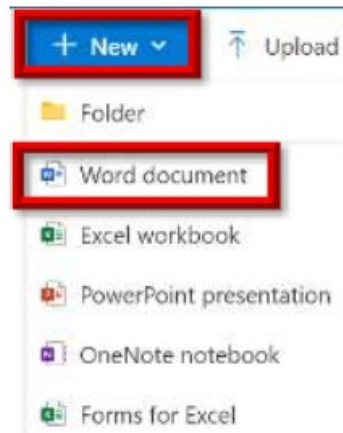
You will see that the new document has already been saved with the title "Document". OneDrive will automatically save your documents and changes directly to the cloud so you never lose any of your hard work. Click on the down arrow next to Saved to change the title of the document. Hit enter to save the changes. You do not need to change the location as the default is your Documents folder in your OneDrive.
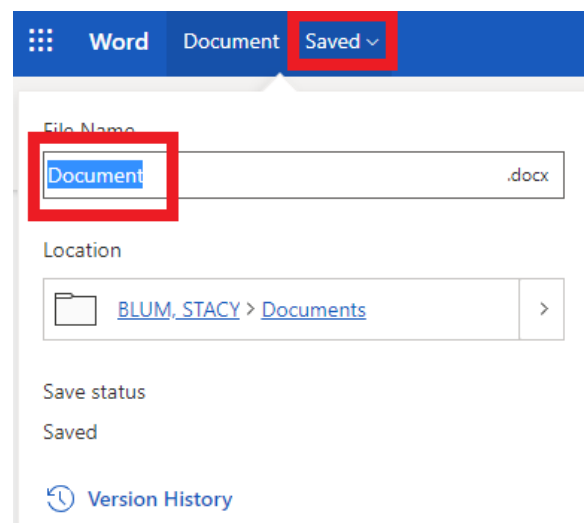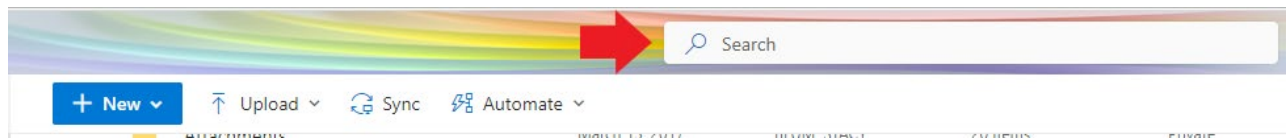
When you are finished, simply close that tab in your browser.

Find a document in OneDrive

Open your OneDrive in Microsoft 365. Scroll down until you find the document that you are looking for and then click on it to open. Your document will open in a new tab in your browser.

If you do not see your document in the list, you can always search for it at the top in the search field.

Assistance

If at any time you experience issues, please enter a help desk ticket at this link.