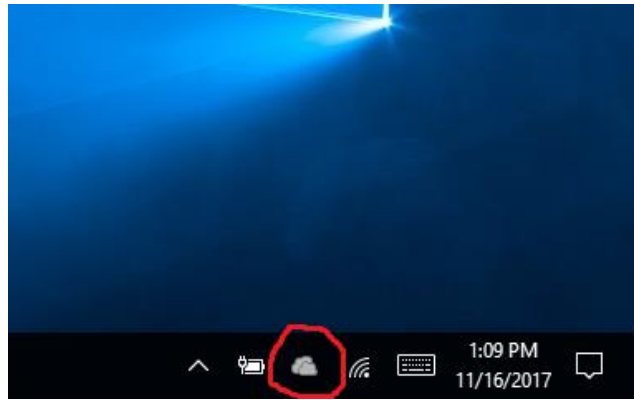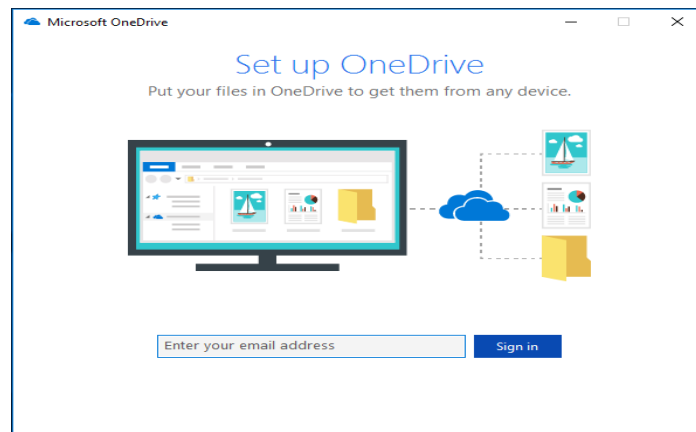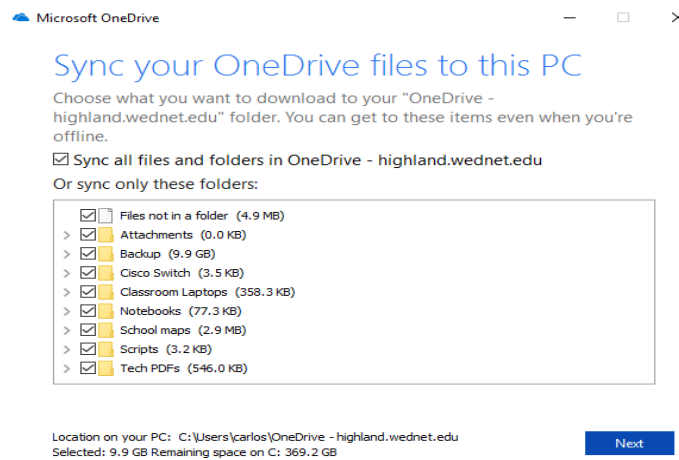# Setting up OneDrive and saving to OneDrive from office
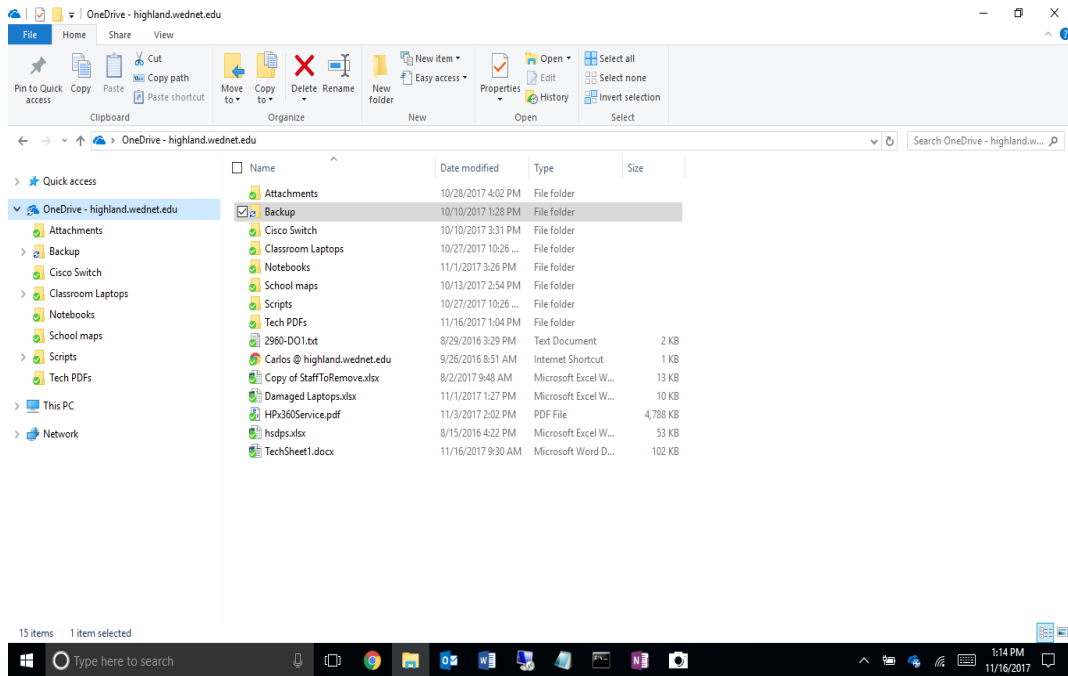

- Click on OneDrive icon located on bottom right of desktop

- Enter your Highland email address and click sign in
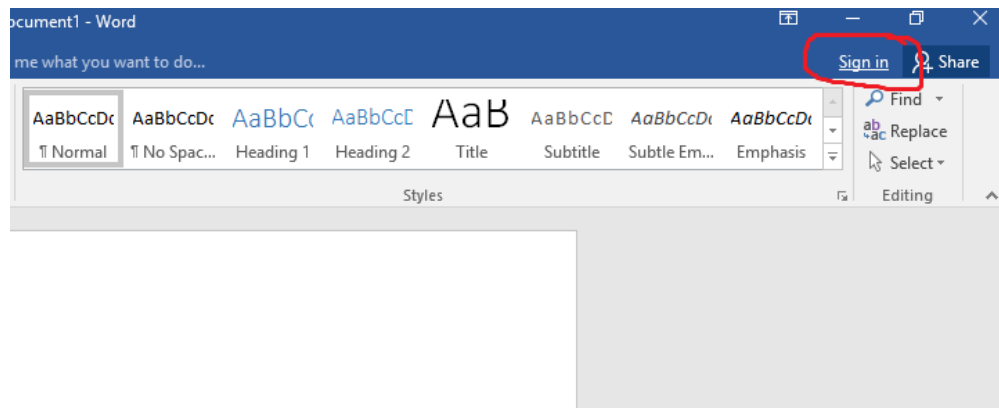

- You can synchronize all folders from your OneDrive or select certain ones. Click next

- When you select folders to synchronize you will then open your OneDrive in File Explorer. When everything is synced across, you will notice all folders will have a green check mark.
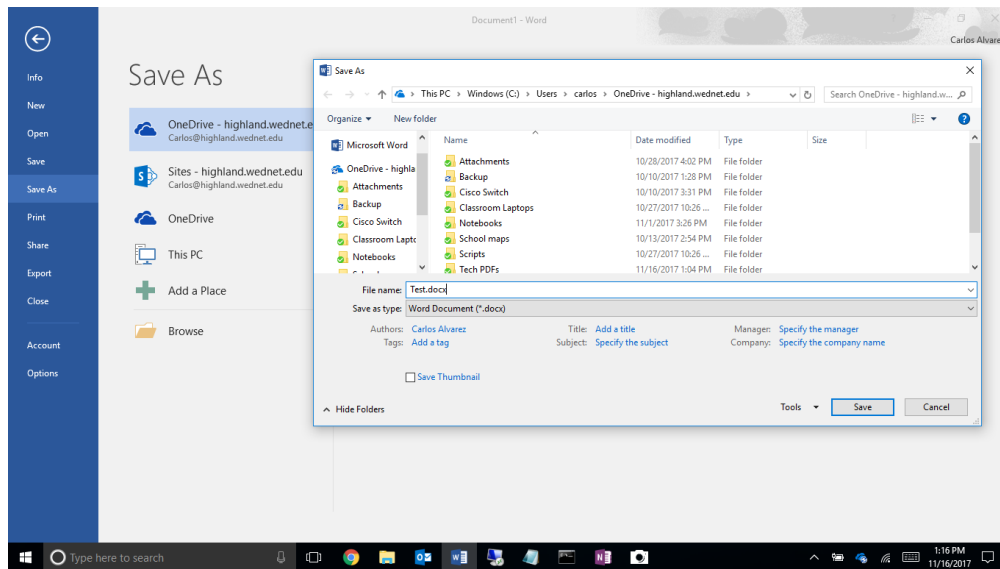
Saving documents from office to OneDrive

- Open Microsoft Word and in the upper right corner click on "Sign in"
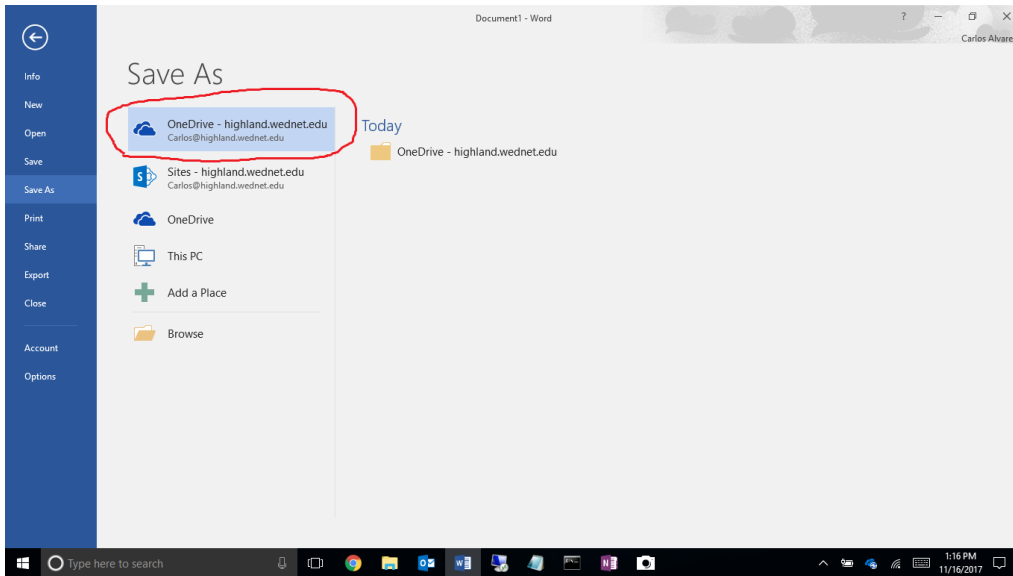
- Once you sign into word you will notice that when you go to "save as" your OneDrive account is now an option.

- Double click on your OneDrive account and another window will popup showing all of your folders. Select the folder where you would like to save and click save.