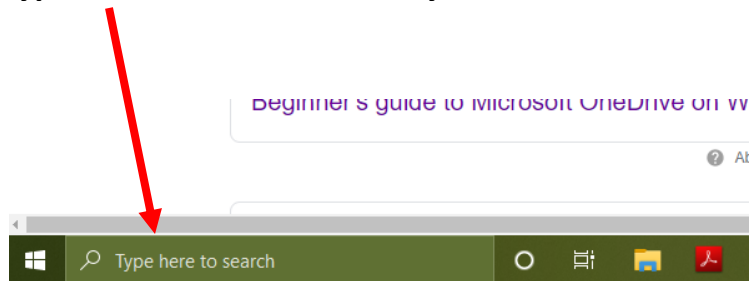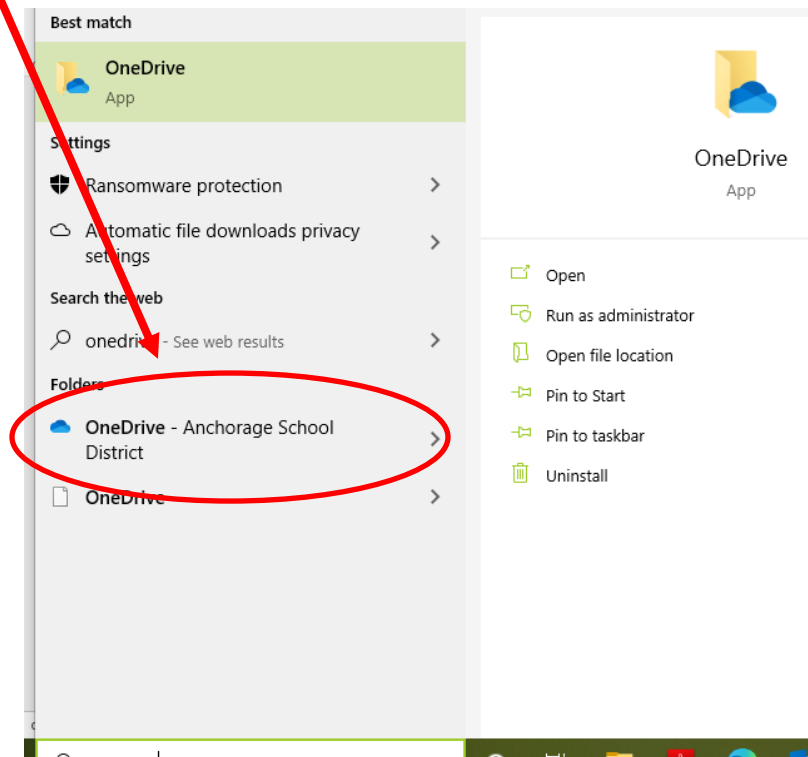# How to use OneDrive for Anchorage School District

OneDrive shows up as another folder you can save to, in your folder list. You must first sign into OneDrive to begin saving files here.

**First, go to the 'Type here to search' box in your tool bar.**



**Type in the word – OneDrive – and you will see OneDrive choices, choose 'OneDrive - *Anchorage School District*' Be sure to choose the ASD OneDrive, do not use the OneDrive that is non ASD.**
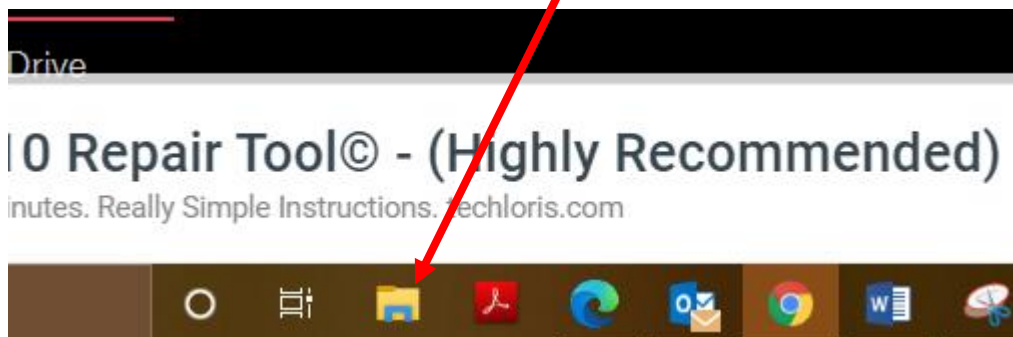
You will need to sign in, use your ASD credentials: last_first@asdk12.org and your normal password.

Agree to everything.

Now, in any document when you're ready to save it, choose 'Save As' instead of just save, and OneDrive – ASD will show up as a folder you can save things into.
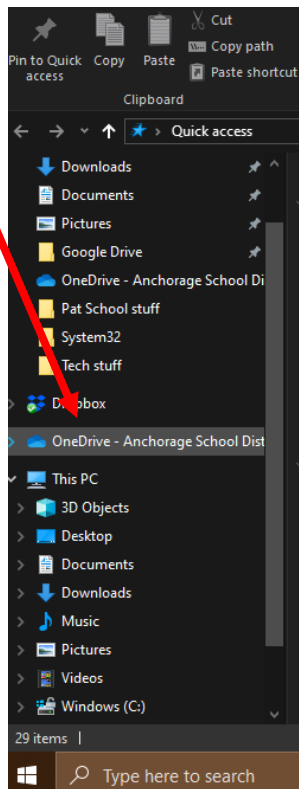
To keep your stuff organized you may wish to make folders in your OneDrive to match how your save things on your desktop or in your Documents folder.

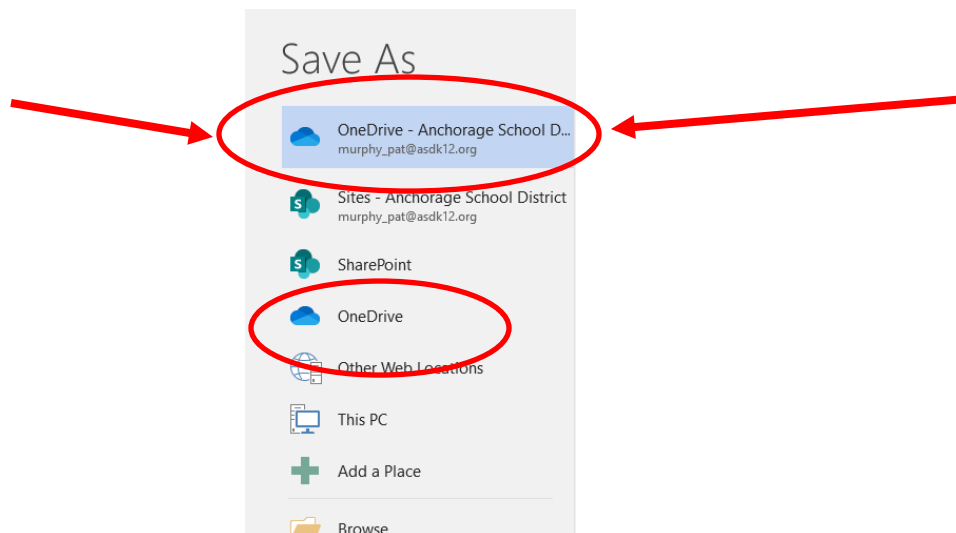To navigate to OneDrive, just click on the file folder in your tool bar.



# Scroll down…..

You will see OneDrive – Anchorage School District in your folder list.



Also, **_be careful when you save_**. You will have access to two OneDrive locations. A personal one and one for ASD, just like with Google. Be sure you are using your ASD OneDrive account as it is unlimited storage, where the personal account has limits.

You can save your documents here or to Google Drive. OneDrive will work better for your Microsoft Office documents, especially if you have spreadsheets with lots of formatting, PowerPoints with lots of formatting, etc. Google doesn't always get all the formatting where OneDrive is a Microsoft Cloud product so will work great with the more complicated files.

You can access OneDrive for ASD from anywhere, from any computer. You just need to sign in on the new device. If you are a mac user at home, Google might be a better place for you from your mac.