# Microsoft File Download and Upload

Working with <u>Microsoft files</u> on a <u>Google Chromebook</u> can provide some interesting challenges.
Please note that if you open your file straight from your downloads, it will open in an editable **Google Doc, Slide, Sheet, etc...** You will be able to type into the Google program, but it will <u>**NOT**</u> save your work. Follow these steps to work in and save your files.

**1** **Download** your file from your lesson or assignment.

2 Go to **ClassLink** and then to **Office 365.** Once there, you will be able to click on the dots in the upper left corner to get to your **OneDrive.**

Office →

Apps

- Outlook
- OneDrive
- Word
- Excel
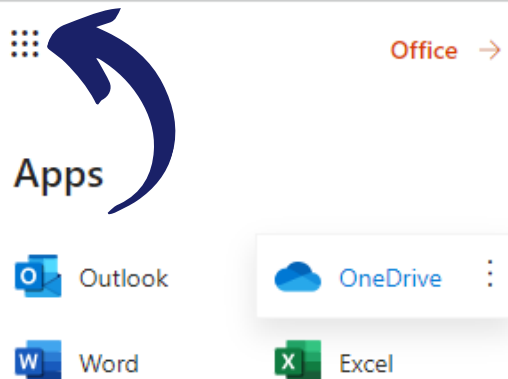
3 Once you are in your **OneDrive,** you will upload the file you saved by pressing **Upload** and then **Files.**

+ New ∨   ↑ Upload ∨   ⟳ Sync

Files
Folder

My files
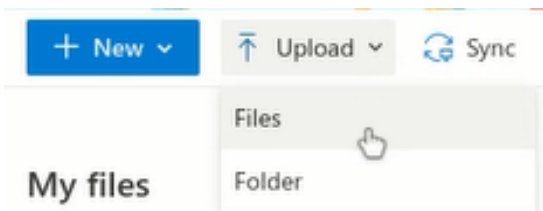
4 This will open your files on your Chromebook. Select your **Downloads** and then select the file you would like to upload to work in.

▾ 💻 My files
  ↓ Downloads
  ▸ ▶ Play files
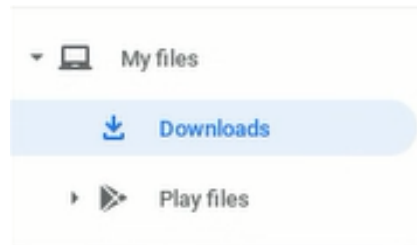
5 You will now see your file uploaded to your OneDrive. To begin working with this file, click on it from the list.

My files

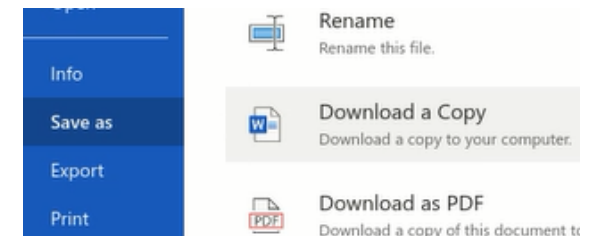|	Name ∨
○	1.1 Cloze Notes.docx
	computer applications business
	Canvas
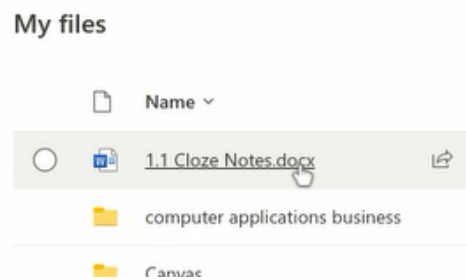
6 After clicking, your file will open in the appropriate Microsoft application such as Word or PowerPoint. You can now make your changes based on your assignment instructions.

7 After completing your assignment, be sure to click on the file name to rename it so you know that this is your completed file to submit.

Word   1.1 Cloze Notes - Saved   ∨

File Name
1.1 Cloze Notes Completed
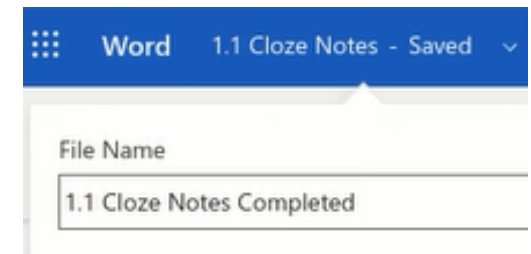
8 Once you have completed your assignment and changed the name, you will go to the **File** menu and select **Save as** to **Download a Copy** of your file.

Info
Save as
Export
Print

Rename
Rename this file.

Download a Copy
Download a copy to your computer.

Download as PDF
Download a copy of this document to

9 Go back to your assignment. Click on the file **upload**. Go to your downloads folder to find your saved file and select it to upload it to your assignment.