

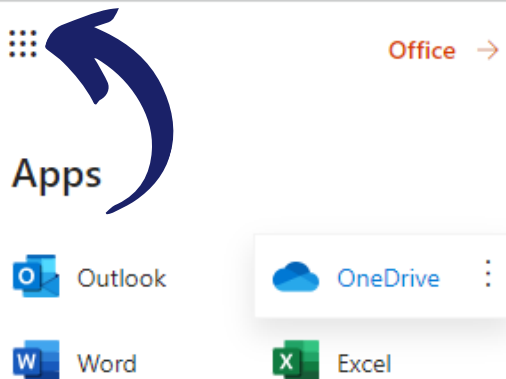
# Microsoft File Download and Upload

Working with Microsoft files on a Google Chromebook can provide some interesting challenges.

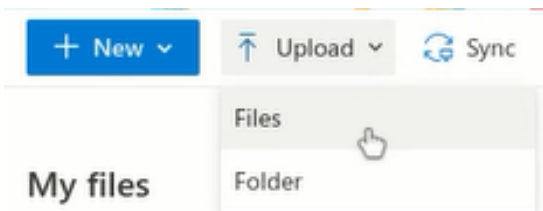
Please note that if you open your file straight from your downloads, it will open in an editable **Google Doc, Slide, Sheet, etc...** You will be able to type into the Google program, but it will **NOT** save your work. Follow these steps to work in and save your files.

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

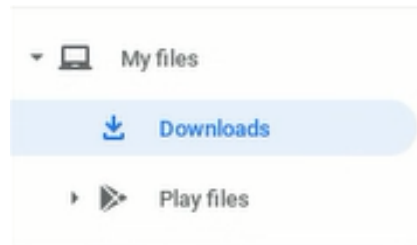
2 Go to **ClassLink** and then to **Office 365**. Once there, you will be able to click on the dots in the upper left corner to get to your **OneDrive**.



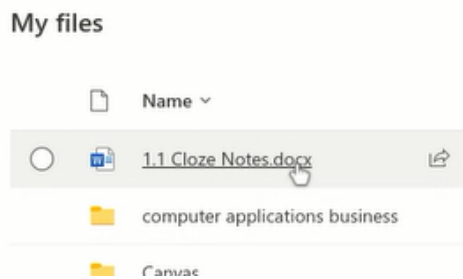
3 Once you are in your **OneDrive**, you will upload the file you saved by pressing **Upload** and then **Files**.



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.

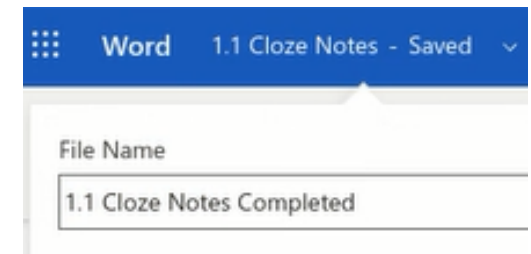


5 You will now see your file uploaded to your OneDrive. To begin working with this file, click on it from the list.

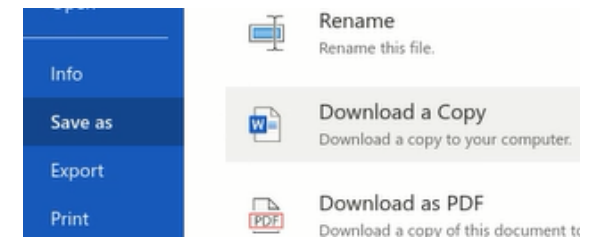


6 After clicking, your file will open in the appropriate Microsoft application such as Word or PowerPoint. You can now make your changes based on your assignment instructions.

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.



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.



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.