

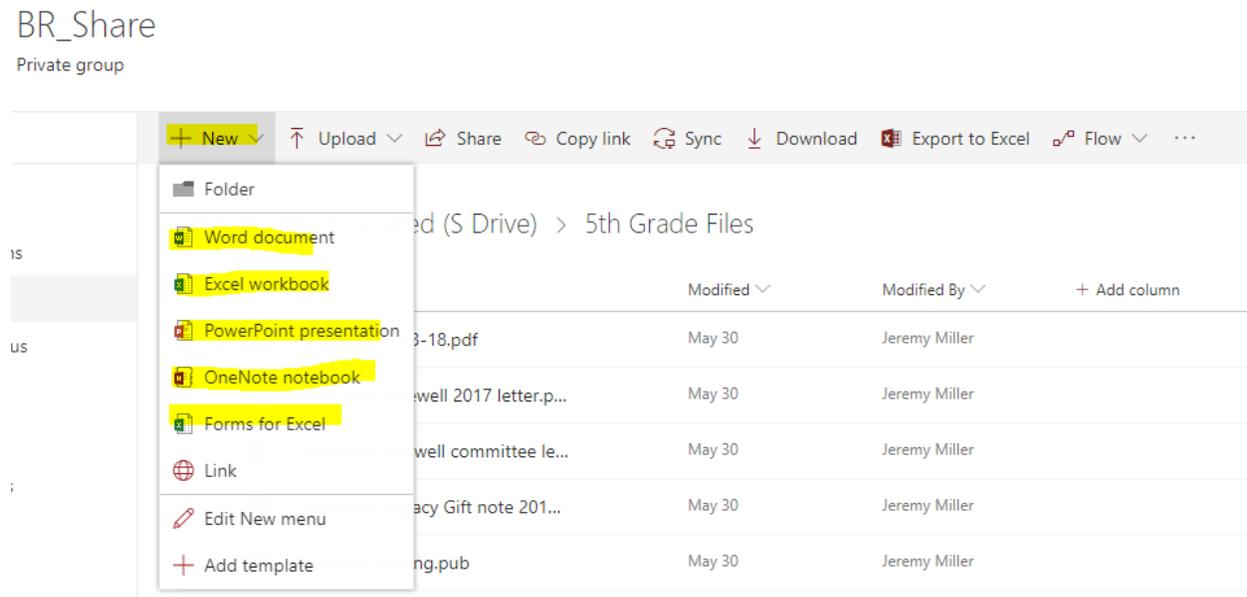
Saving a new file to the cloud file share

When it comes to saving new documents to the new cloud S, T, U drives, you have several options to choose from.

Scenario 1: Creating a new Word/Excel/PowerPoint/OneNote notebook from scratch

Open your school file share in the web browser, drill down the folder structure til you have the folder open where you want to save the file, then click the New button along the top and either select Word or Excel (you can also create PowerPoint's and OneNote notebooks this way).

In this example I opened the 5th grade files folder on Brougham's cloud S drive (Shared (S Drive)) and then clicked New in the ribbon to create a new document that will be saved in the 5th grade files folder.



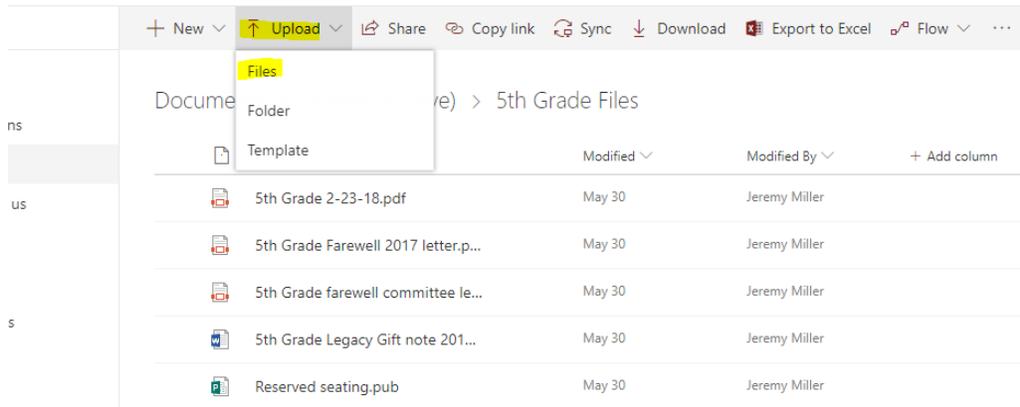
Scenario 2: Saving a new document that was shared to you or was downloaded and is not currently on the cloud S, T, and U drives to the S,T, U drives

Option 1: Save the file directly to your Desktop. Then open the Brougham File Share and navigate to the folder where you want the file saved. Once you have the folder open in the browser where you want the file saved, click the Upload button in the ribbon, click Files (or Folder if it's a folder) and navigate to the file that we had you save to the Desktop, select it, and then click Ok.

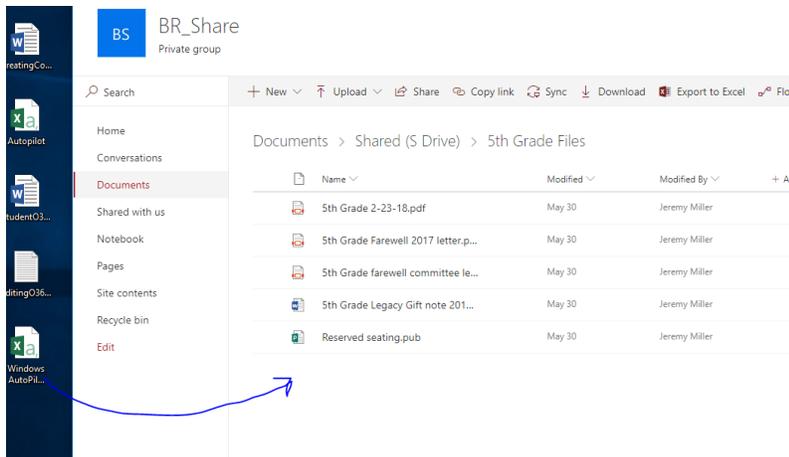
Below I've navigated to the same 5th Grade Files folder on the S drive and clicked Upload>then Files which will open a window where you'll select the file you want to save to the opened folder.

BR_Share

Private group

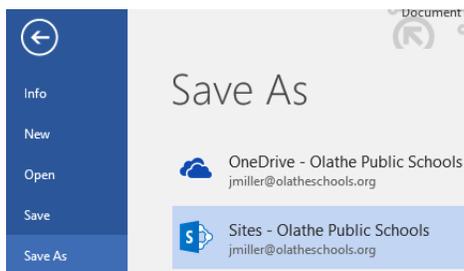


Alternatively, you can also re-size the Brougham File Share browser window and then drag and drop the files straight from the Desktop over to your browser window (if using this method I highly recommend Chrome).



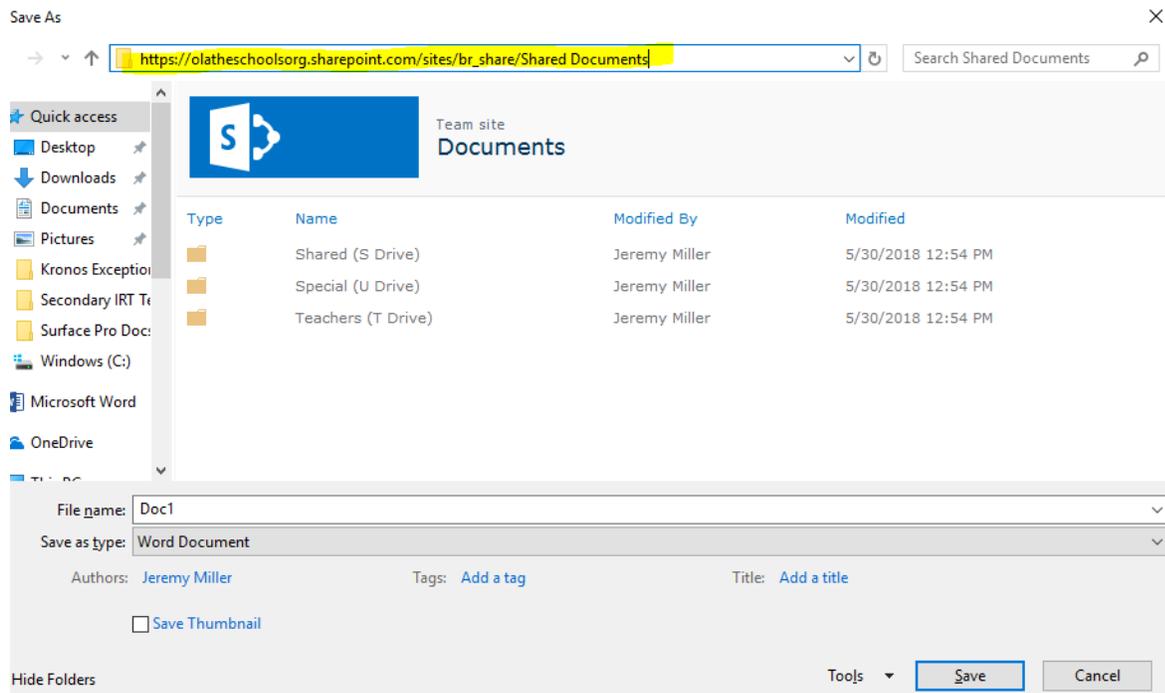
Scenario 3: Saving a new file directly from Word/Excel to the cloud S,T, and U drives.

From within Word/Excel click File>Save As>double click Sites - Olathe Public Schools



You'll then need to edit the URL below to match your school abbreviation in place of the two x's. So for example, for Brougham the link would be the same as below but, instead of xx_share it would be br_share. Once you've edited the URL to match your school abbreviation, copy/paste the URL into the address bar of the window and then hit Enter. As you can see in the screenshot below, this will open your file share drives. From here you can click on the drive you want to save to and then drill down to the specific folder and when finished, click Save. Upon clicking Save it will save the file directly to the cloud where you and your other staff can view from the web.

https://olatheschoolsorg.sharepoint.com/sites/xx_share/Shared%20Documents



The nice part is that when you close out of Word and re-open it later, it should keep that save location in your history. For example, I saved a file to the 5th Grade Files folder on the Brougham S drive, closed Word, re-opened Word and clicked File>Save As>Sites - Olathe Public Schools. As you can see in the screenshot below the 4th Grade Files folder on the cloud S drive is still listed in my recent Save as locations. At this point instead of having to copy paste the URL again you can just double click on the folder in the list.

