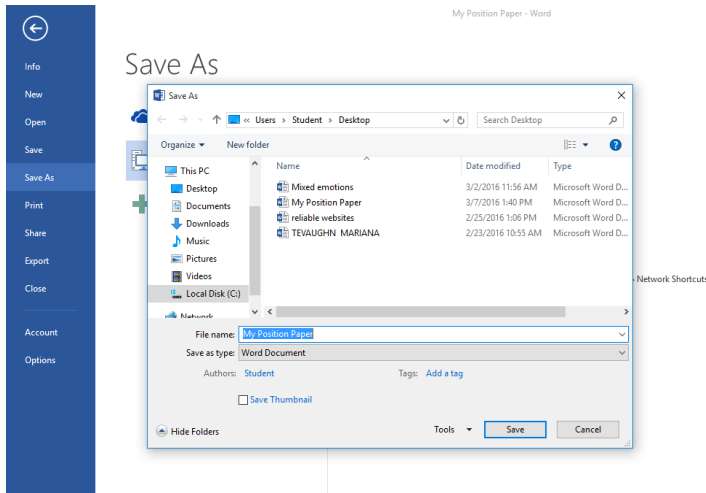


# How Do I Save My Work?

You've been working so hard on your position papers, and I would hate to see all of that writing lost because you couldn't save your work! Follow these directions here to save and share your work using your WPS email and OneDrive.



## STEP ONE: Save your word document to the desktop.

Before you can save your work to your OneDrive, you need to save to a temporary place on the computer. In Microsoft Word, click File > Save As > Browse > Desktop. In the box that pops up, type a name for your paper (such as My Position Paper), and then click "Save."

## STEP TWO: Log in to your email.

Go to [www.wpsmail.com](http://www.wpsmail.com) to log in. If you see an orange button that says "Office 365," click on that button to get to the login page.

Security ( [show explanation](#) )

- This is a public or shared computer
- This is a private computer
- Use the light version of Outlook Web App

Domain/user name:

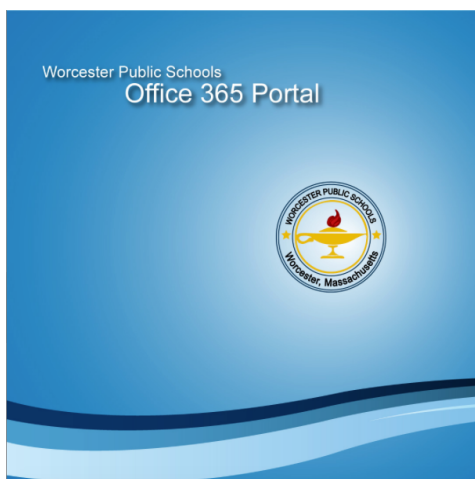
Password:

[Sign in](#)

Users migrated to Office 365 please click [here](#).



Connected to Microsoft Exchange  
© 2010 Microsoft Corporation. All rights reserved.



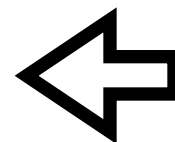
Worcester Public Schools

Sign in with your organizational account

[Sign in](#)

Sign-in requires the format:  
username@worc.k12.ma.us

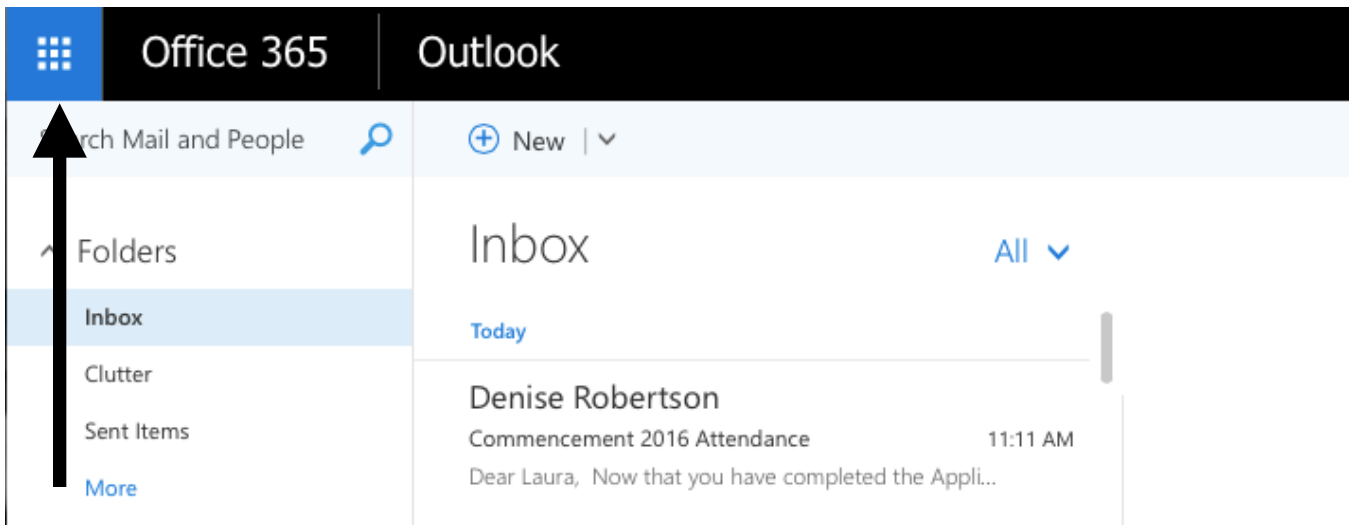
© 2013 Microsoft



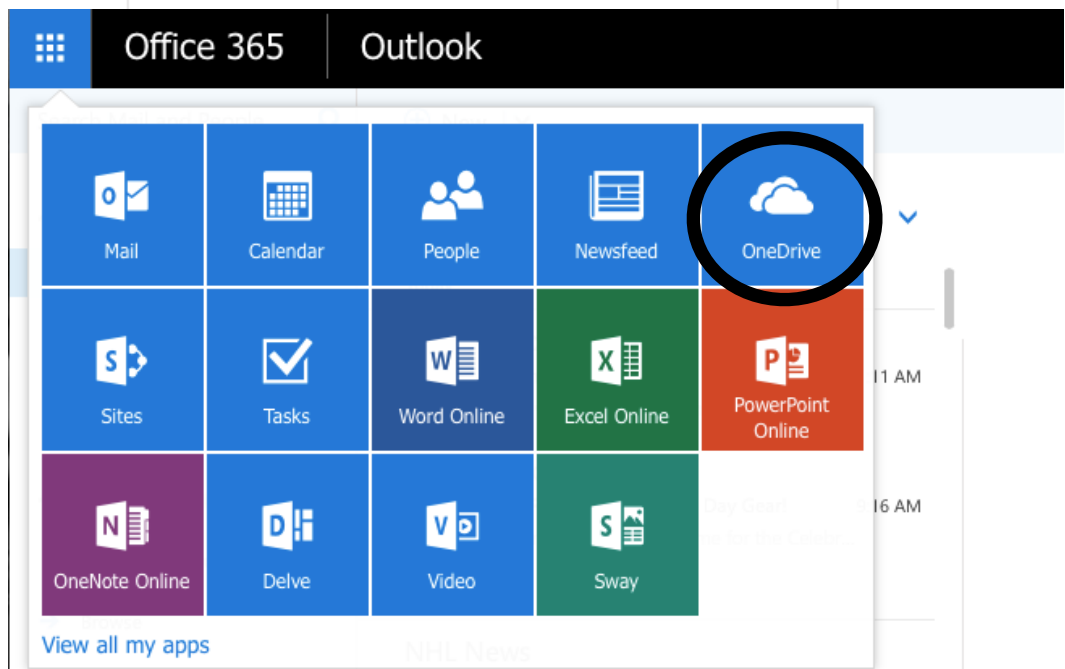
This is where you should end up logging in.

## STEP THREE: Open up your One Drive.

When you log in, it should take you to your e-mail, which should look something like this.



From there, you're going to want to click on the blue square in the left hand corner. Once you click on that blue square, you'll see a menu with a bunch of different choices. Click on the choice that says OneDrive.

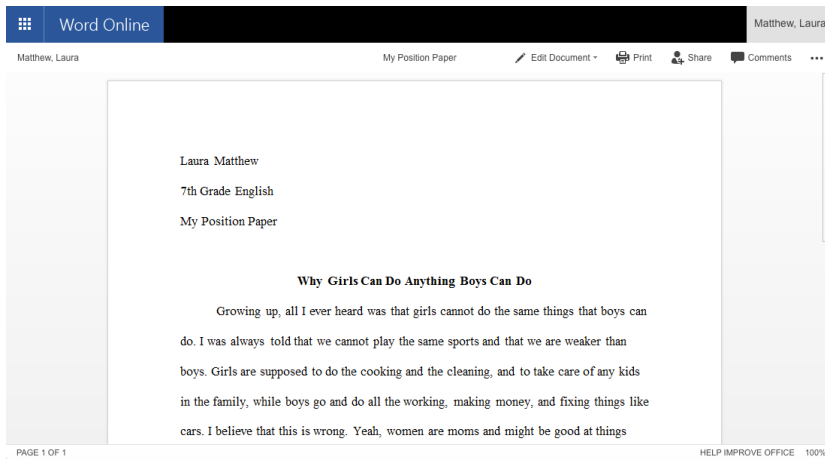
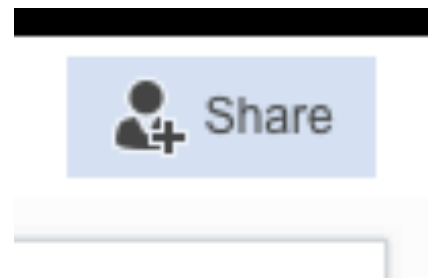


## STEP FOUR: Upload your file.



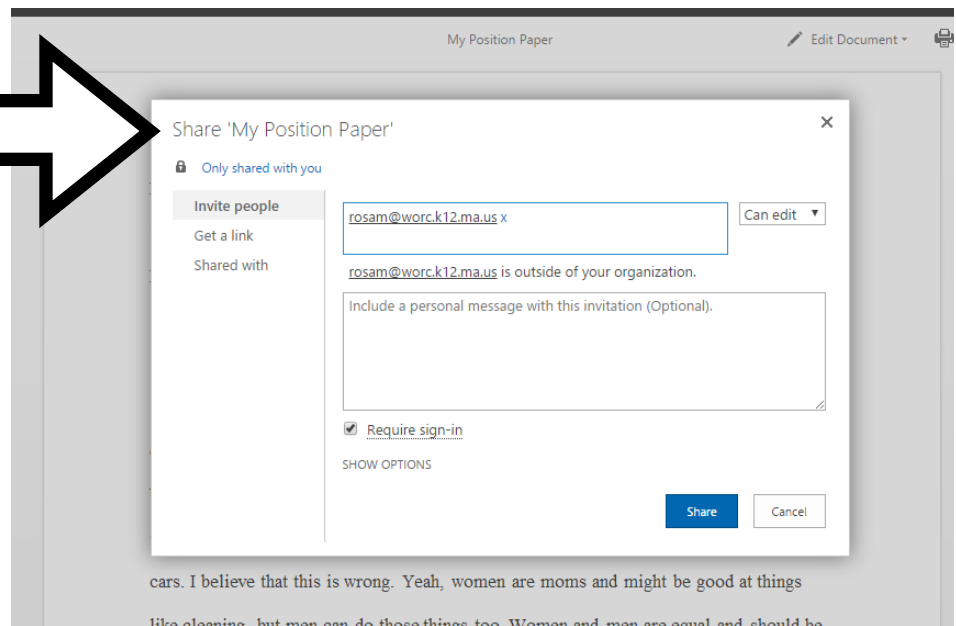
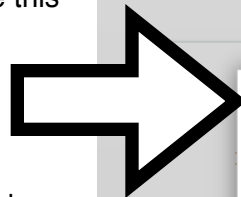
Once you have opened your OneDrive, click on the button that says upload. You'll be able to choose from a bunch of files on the computer. Make sure to select the folder that says Desktop if you do not see your file. Click on the file and select "open" to upload the file.

# STEP FIVE: Share it with your peer-editing partner and with Ms. Rosa.



Once your file has been uploaded to your OneDrive, click on the file to open it in Word Online. Once you have it open in Word Online, click on the “Share” button to share it with your Peer Editing partner and with Ms. Rosa.

A window that looks like this will show up. Make sure “Invite People” is selected, and type in the email addresses of your Peer Editing partner and Ms. Rosa. Once you’ve typed in the email addresses, click the blue button that says “Share.”



## Congratulations! You’ve saved and shared your work.

## If you have any questions, just ask Ms. Rosa or Ms. Matthew