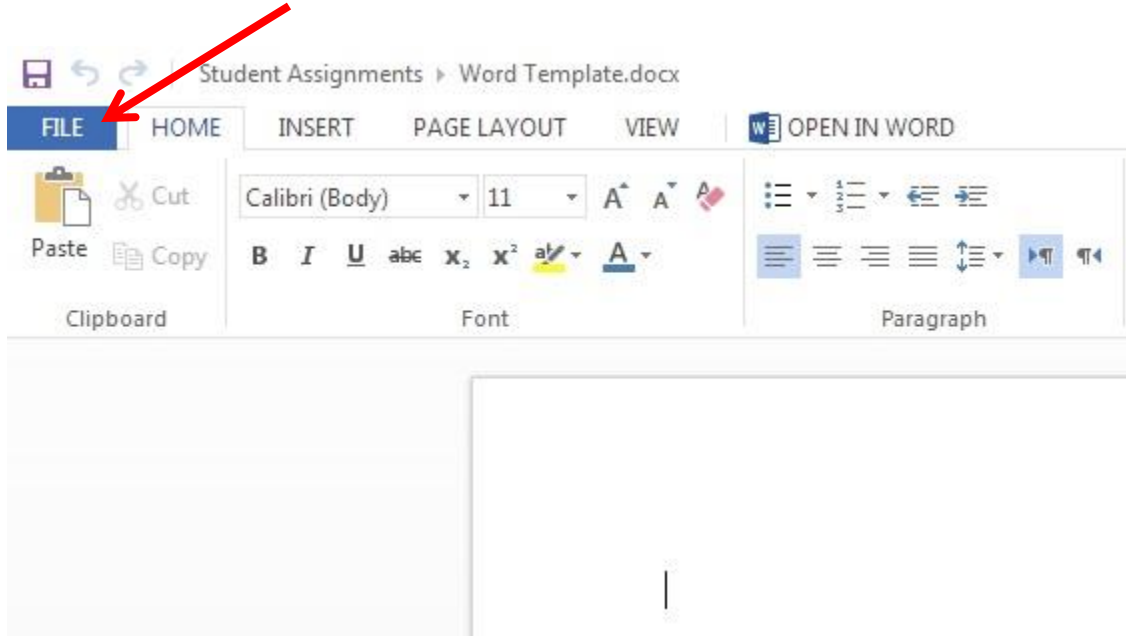


Office365 Student Web App Tutorial

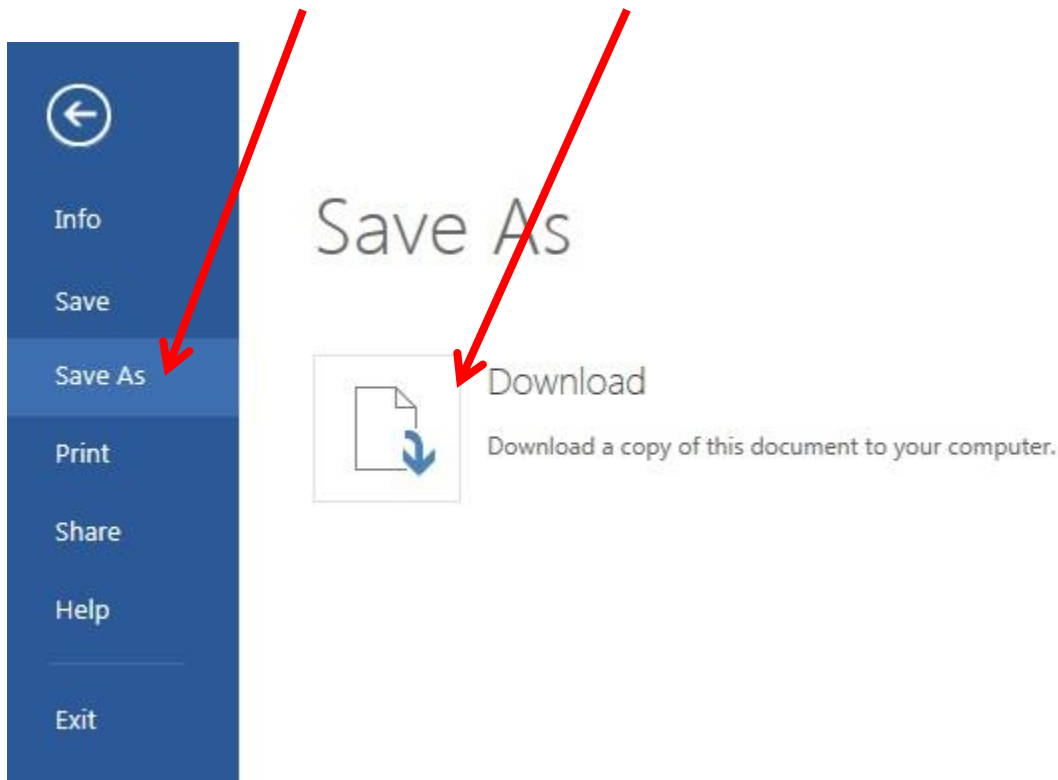
Saving Files to the Server for Teacher Review/Grading

When you are prepared to save a copy that you want your teacher to read or grade follow the directions below.

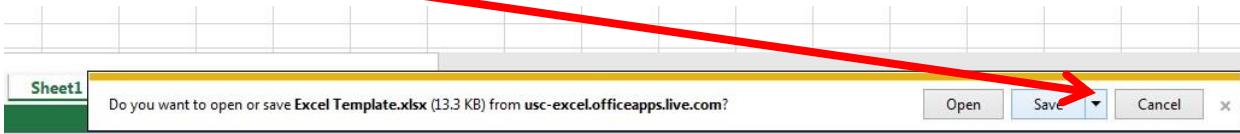
1. Click on the File Tab



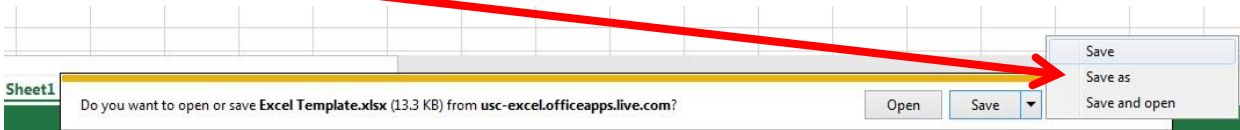
2. Click on Save As and then select Download



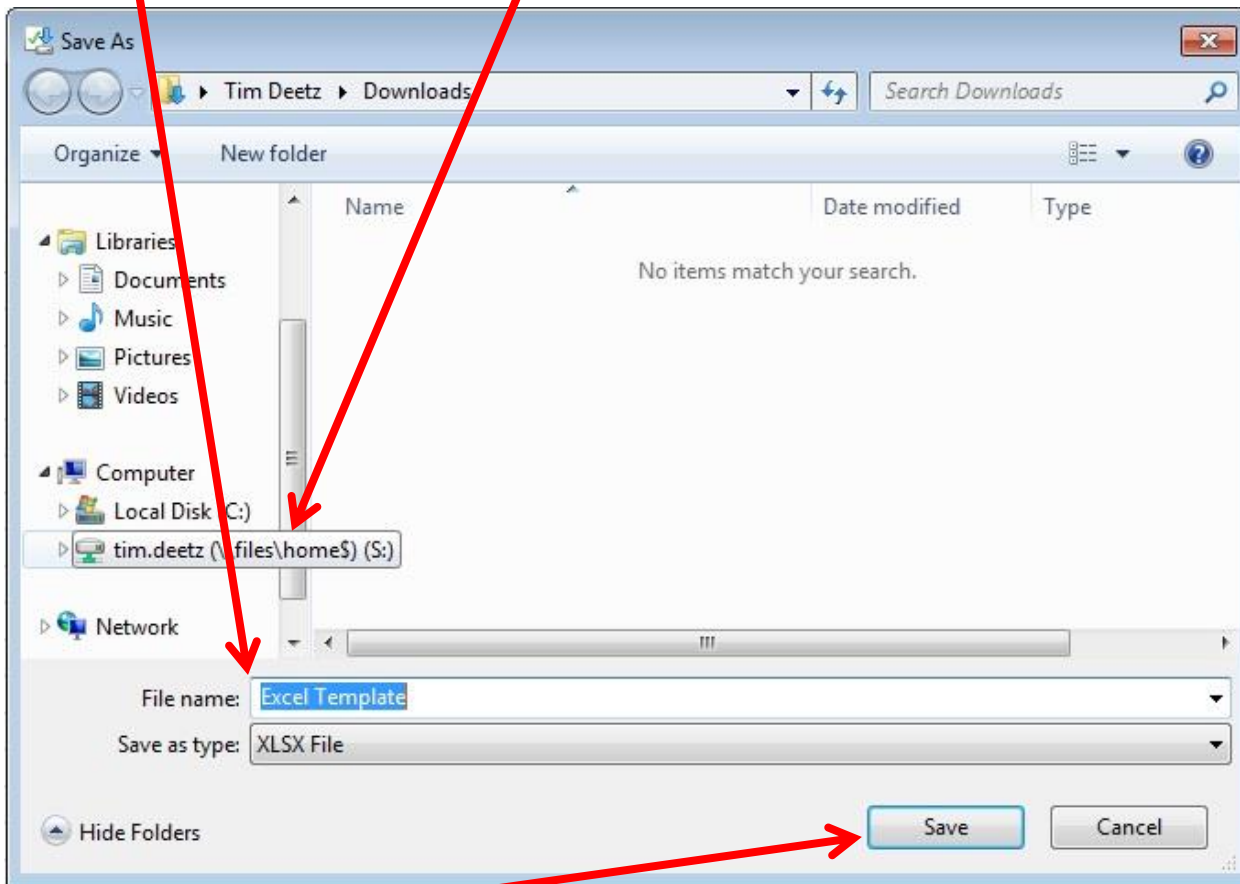
3. Click on the Triangle to the right of the word Save



4. Click on Save As



5. Scroll down and locate your Home Directory on the server (Your teacher can see your files here). Enter a file name.



6. Click on Save