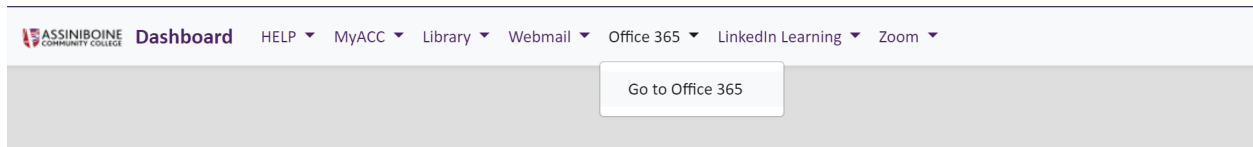
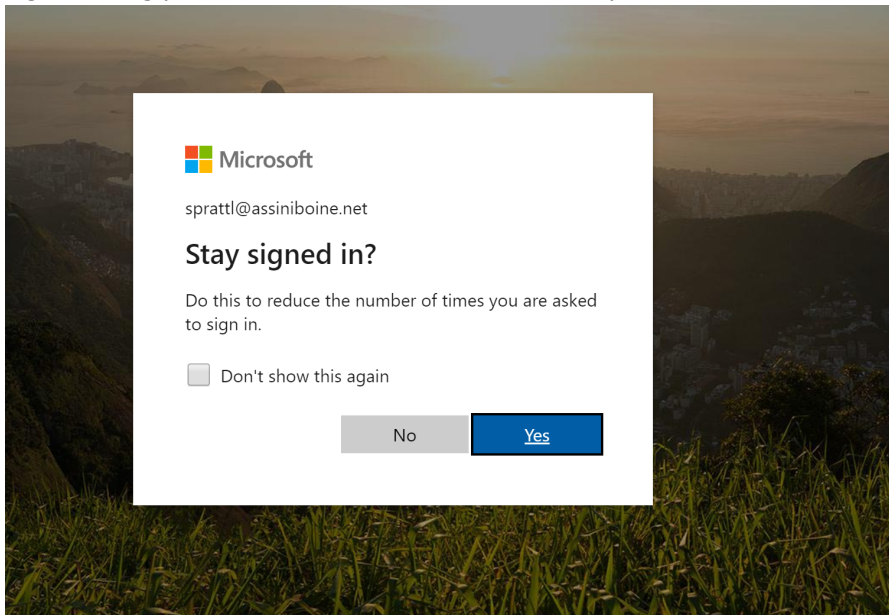


## Saving Files to Office 365

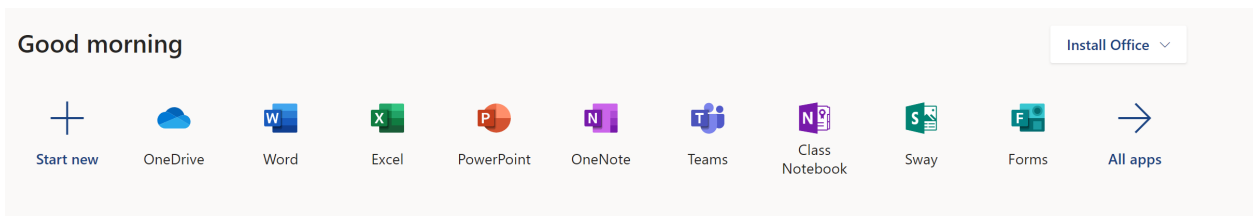
1. Link to Office 365 from the menu bar at the top of Moodle.



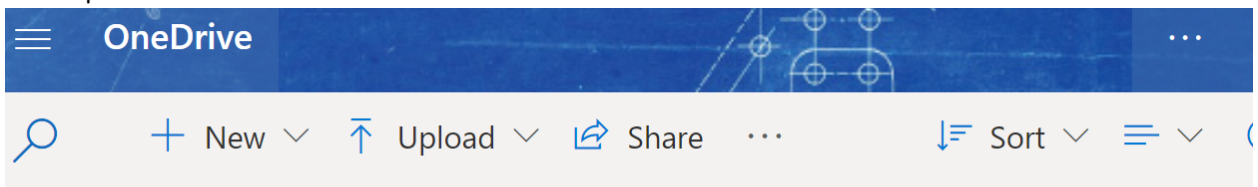
2. Sign-in using your Assiniboine credentials. You may need to enter user name and password.



3. Go to OneDrive

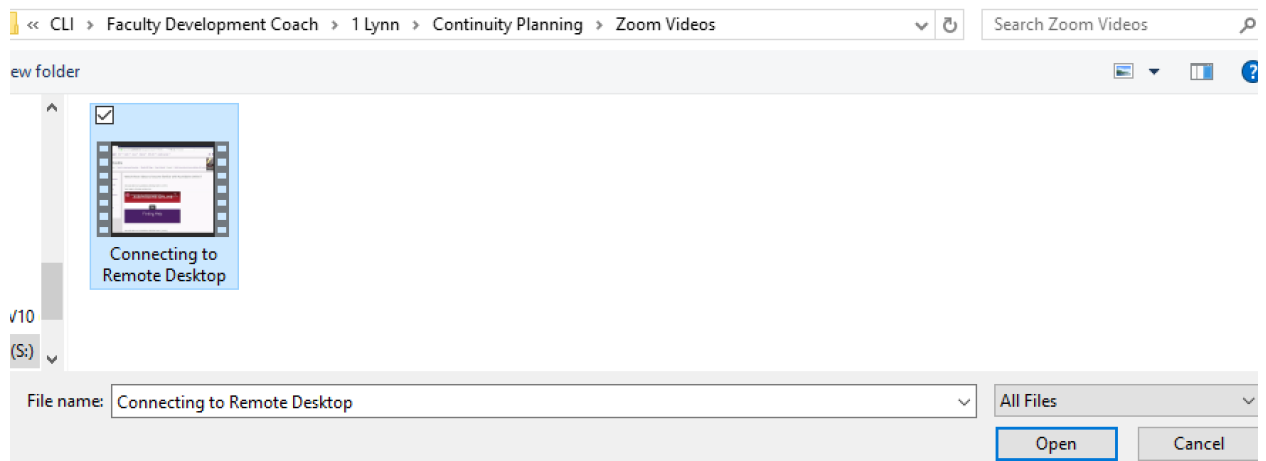


4. Click Upload





Files > zoom practice

5. Navigate to the appropriate folder. The following steps are specific to Zoom file uploads, but could be applied to other files. For Zoom files, the default is a folder called “Zoom” in your documents.
6. Each of your Zoom videos that you have saved will have an associate folder. Open the one you want.
  - 2019-03-26 11.16.19 Math Learning Community 323017711
  - 2019-09-10 11.28.07 Building a Positive Classroom Environment Session
  - 2020-03-15 16.51.16 Lynn Ciplef's Zoom Meeting 463779973
  - 2020-03-15 16.55.29 Lynn Ciplef's Zoom Meeting 240964978
  - 2020-03-15 16.57.42 Lynn Ciplef's Zoom Meeting 594322118
  - 2020-03-15 17.08.51 Lynn Ciplef's Zoom Meeting 204885098
  - 2020-03-16 07.17.08 Lynn Ciplef's Zoom Meeting 466276032
  - 2020-03-16 11.29.09 Lynn Ciplef's Zoom Meeting 930151361
  - 2020-03-16 11.30.20 Lynn Ciplef's Zoom Meeting 857896457
  - 2020-03-16 11.32.38 Lynn Ciplef's Zoom Meeting 515372315
  - 2020-03-16 11.34.33 Lynn Ciplef's Zoom Meeting 930558852
  - 2020-03-16 11.53.02 Lynn Ciplef's Zoom Meeting 384138767
  - 2020-03-18 08.59.03 Intro to Zoom 905144274
  - 2020-03-18 10.31.36 Lynn Ciplef's Zoom Meeting 153846022
7. Choose the folder you may need to upload.
8. You may need to check the files to ensure that you have the right one (there will be a different one for each time you start and stop the record).
9. Choose the file you want to upload




10. Your file will now be on your OneDrive account.

Files > zoom practice

 Name ▾	Modified ▾	Modified By ▾
 Connecting to Remote Desktop.mp4	Tuesday at 9:0...	Lynn Cliplef

11. Hover over name of the file a share icon (little arrow) will pop up.


Send Link

 People in Assiniboine Community College with the link can edit

Enter a name or email address

Add a message (optional)

Send

 Copy Link

12. You have two choices:

- Enter the e-mail addresses of the people you want to share it with
- Copy link. This allows you to paste the link it into Moodle, E-mail, etc.