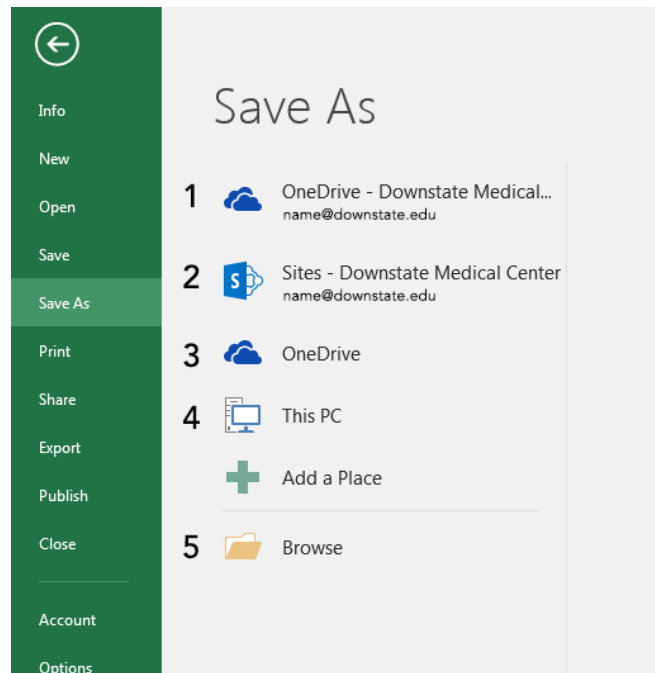


You successfully made the transition to Outlook and now you are ready to dive into Office 2016. But, before you take the plunge, take a moment to see what is new with how you save your work.



When saving a document in Excel, Word and Power Point the image above is what you will see. The following describes each option listed above:

- 1. OneDrive -Downstate Medical.** By default Microsoft Office Professional Plus expects that you will save your documents on OneDrive. The advantage is that your documents will be safe from hard drive failure and be available anywhere and anytime.
- 2. Sites-Downstate Medical Center** are locations that allow you to save in a group environment. Generally, you won't use Sites, but it is there if you later find you need to.
- 3. OneDrive.** This option is if you want to store documents, pictures and more in your personal One Drive. It is also accessible everywhere and you may give access to others.
- 4. This PC** is where most of us save our documents. Easy until you need to share a document and you are not at the office. The other disadvantage to saving on the PC is that as noted above that hard drives fail.
- 5. Browse** With this many options why browse? Actually, it helps to be able to search and identify the right location for the file you are working on or planning on sharing.

Need more support? Visit <http://is.downstate.edu/365> for online tutorials and on campus training session schedule and sign-up.