

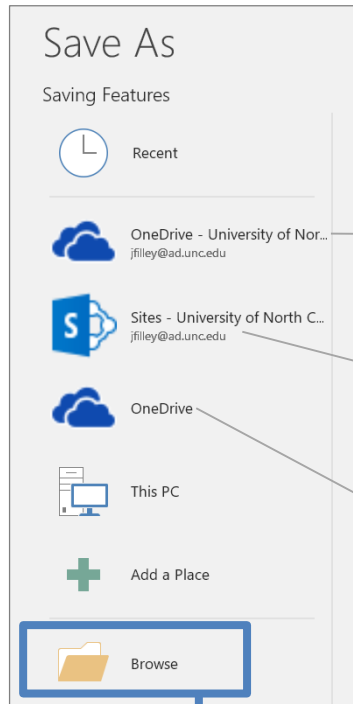


# Q: Where should I save my files?

A: Keep storing your files in the same folders you have been using.

To find your folders using the new Save menu:

1. Go to File > Save



### UNC OneDrive

Wait for official FAIT guidelines before using.

### UNC SharePoint

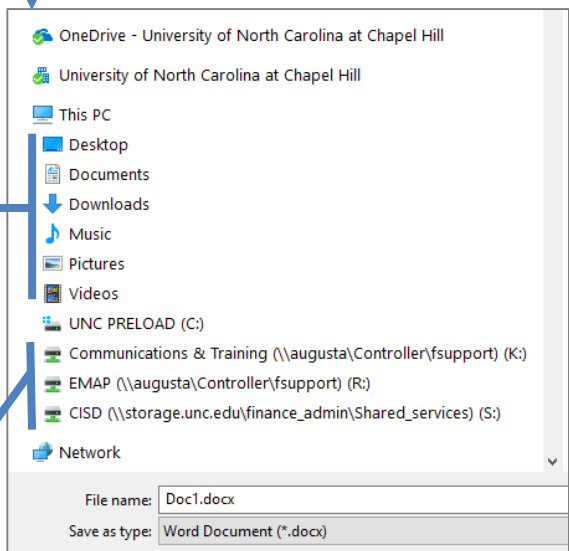
Teams that currently use SharePoint should keep using it.

### Personal OneDrive

- Personal use only.
- Do not store UNC information.

2. Click Browse

3. Select the folder you want from the list of places



### Your Computer

Remember that your computer does not get backed up – important files should be kept on a network drive.

### Your Network Drives

- These could be shared team folders or your UNC user folder.
- Drive letters may vary.