

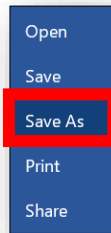
# Saving Local Documents to the School SharePoint Site

These directions explain how to save a document created in the desktop version of a program to a School SharePoint Site.

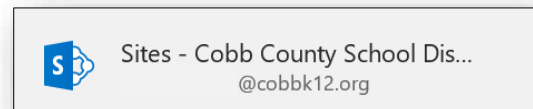
1. When saving the locally created document from the desktop version of a Microsoft Program, click **File**.



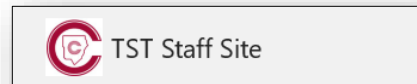
2. Choose **Save As**.



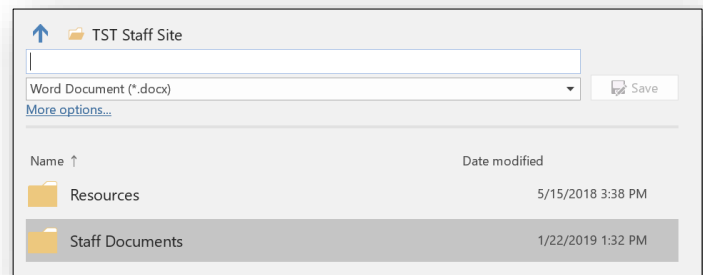
3. Choose **Sites-Cobb County School District**.



4. Choose the name of your **School SharePoint Site**.



5. Navigate to the appropriate folder for your document.



6. Click **Save**.

