

Saving Your Files

How to save files to a local device:

1. File
2. Save As
3. Name your document
4. Choose a local drive such as My documents, C Drive, or Desktop
5. Then save your files to a jump drive, web based cloud, or email yourself the file. That way you can access the files from any computer with an internet connection.

How to Email yourself with a file attachment

1. This is a very easy way to back up work. You can attach a document to an email and send it to yourself. Email is accessible from any computer with an internet connection.
2. Go into your email account
3. Create a new message
4. Attach your saved document to the email and hit send.

Save your files on OneDrive

1. Save your file to a local drive
2. Open OneDrive by accessing the HCC portal at login.haywood.edu
3. Upload your file to OneDrive
4. You can now access this file from any computer with an internet connection.

Save your files to Google Drive

1. You will need to create a [Gmail account](#) to have access to Google Drive. This is a free place to save work.

Please contact the [HCC Technology Help Desk](#) or [Learning Support Services](#) for additional help.