

- Apps ▾
- Install
- Account
- Training
- Admin

[Word training](#) [Word 2016 Quick Start](#) [Save your document to OneDrive](#)

- Create a document  
 [Article](#)
- Save your document to OneDrive  
 [Article](#)
- Research, edit, and design  
 [Article](#)
- Collaborate  
 [Article](#)
- Set up your mobile apps  
 [Article](#)
- Learn more  
 [Article](#)

# Save your document to OneDrive in Word 2016

**Save your document to OneDrive**

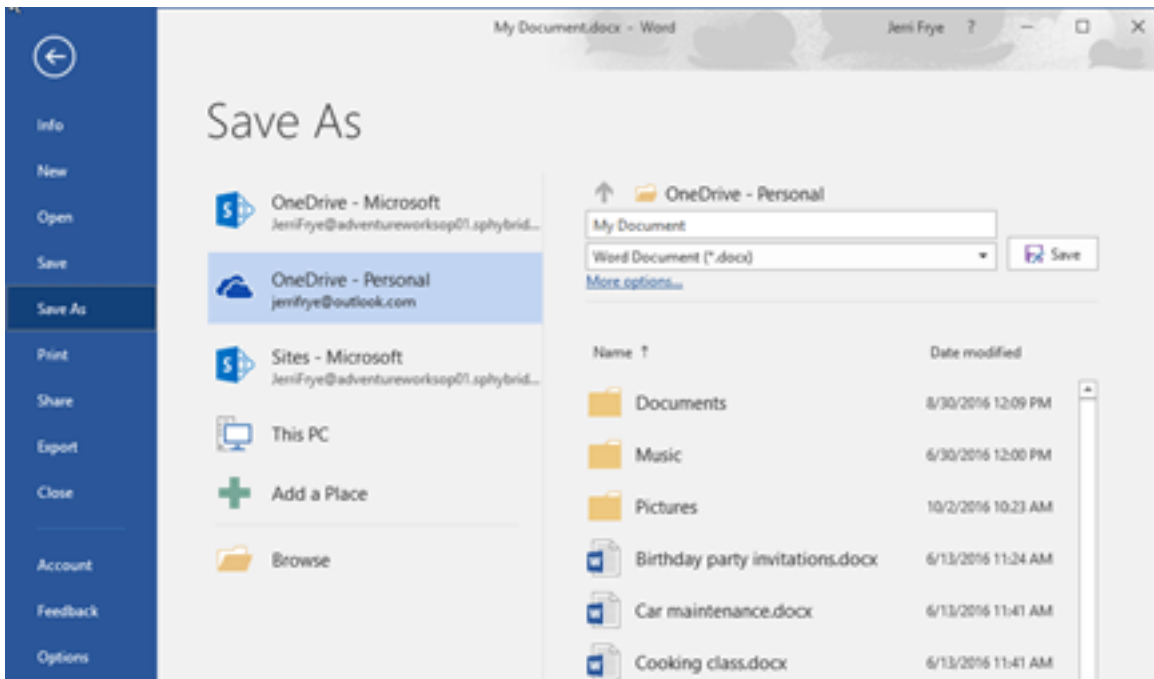
When you save your files to the cloud, you can share and collaborate with others, and get to your files from anywhere - on your computer, tablet, or phone.

1. Select **File > Save As**.

2. Select **OneDrive**.

Save personal files to **OneDrive - Personal**, and work files to your company OneDrive. You can also save to another location in the list, or **Add a Place**.

3. Enter a descriptive name for the file, and select **Save**.



**Next:** [Research, edit, and design in Word 2016](#)



Expand your Office skills

[EXPLORE TRAINING >](#)

Get new features first

[JOIN OFFICE INSIDERS >](#)

Was this information helpful?

Yes

No

### What's new

- Surface Book 2
- Surface Pro
- Xbox One X
- Xbox One S
- VR & mixed reality
- Windows 10 apps
- Office apps

### Store & Support

- Account profile
- Download Center
- Sales & support
- Returns
- Order tracking
- Store locations
- Support
- Buy online, pick up in store

### Education

- Microsoft in education
- Office for students
- Office 365 for schools
- Deals for students & parents
- Microsoft Azure in education

### Enterprise

- Microsoft Azure
- Enterprise
- Data platform
- Find a solutions provider
- Microsoft partner resources
- Microsoft AppSource
- Manufacturing & resources
- Financial services

### Developer

- Microsoft Visual Studio
- Windows Dev Center
- Developer Network
- TechNet
- Microsoft Virtual Academy
- Microsoft developer program
- Channel 9
- Office Dev Center

### Company

- Careers
- About Microsoft
- Company news
- Privacy at Microsoft
- Investors
- Diversity and inclusion
- Accessibility
- Security

