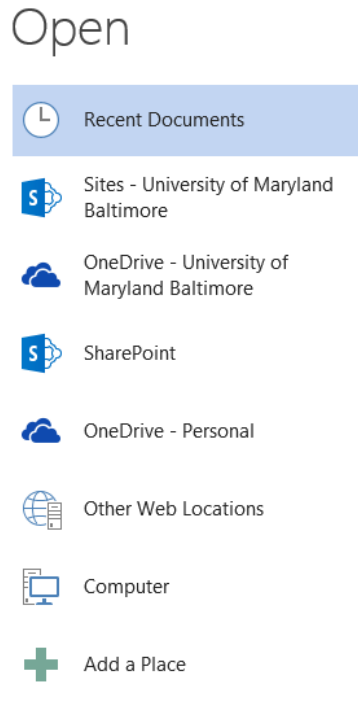


Understanding the Open/Save As Menu

Once you begin using OneDrive for Business, you may see changes to the Open/Save As menu within Microsoft Office. The following details what the various menu options mean and what they access.

When you are in a Microsoft Office product (Word, Excel, PowerPoint), when selecting **File:Open**, a menu similar to the following will appear:



- **Recent Documents** – will provide a list to the right of documents that were recently viewed.
- **Sites – University of Maryland, Baltimore** – provides access to SharePoint files.
- **OneDrive – University of Maryland, Baltimore** – provides access to the files stored in your UMB OneDrive for Business folder.
- **SharePoint** – TBD.
- **OneDrive – Personal** – provides access to your *personal* OneDrive account if you have one.
- **Other Web Locations** – also provided access to SharePoint files.
- **Computer** – provides access to the C: drive and network drives.

If **File: Save As** is selected, the same menu will appear giving you the ability to save your document to any of these locations.