

Downloading Office 365 document to upload to Brightspace

Overview

These are instructions for saving a Office 365 document to your computer and uploading to Brightspace. Sometimes Office 365 has a 'Save As' or 'Save' feature that just saves a digital copy of a paper onto a OneDrive account, and isn't a real docx file.

Getting Started

- click the **File** button on your document.
- Click **Save As**.
- Click **Download as a copy**.
- **Download as a copy** will allow you to download the actual .docx file for submitting into Brightspace.

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