Save a file to a SharePoint library

SharePoint libraries are locations on a SharePoint site where you can store and manage the files you share with team members. After you add files to the library, others are able to read and edit them, depending on their permissions.

From within Microsoft office applications, to save directly to a SharePoint Document Library:

- Go to 'File'
- Click on 'save as…'(1)
- Pick the 'Sites – XXXX' option (2)
- Select the site you wish to save the file to (3)
- Navigate to the Document Library / Folder
- Change the file name, as you see fit
- Click on save