

Save Files to Dropbox from Office 365

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Do you use Office 365 software like Word, Excel, and PowerPoint? Want to make it easier to save your files to Dropbox instead of OneDrive? Here's how.

1. We're assuming you already [created a Brown Dropbox account](#) and [have the Dropbox application installed on your computer](#). (If not, those links will show you how.)
2. Save a file to Dropbox from Office 365 to put your Dropbox folder in your recent locations. To do this, choose File > Save As and locate the Dropbox folder on your computer, then save the file.
3. Again, open the File > Save As menu.
4. Find your Dropbox folder listed in the right menu. Hover over it and click the pin icon to pin it to your Save As menu.