When you have your document open and want to save it (recommend you immediately name your document and do a quick save that way IF you have a crash or something, the computer will do a quick save and your chances of something surviving increase), Click on "File" and then "Save As" and then "Choose a Different Folder".
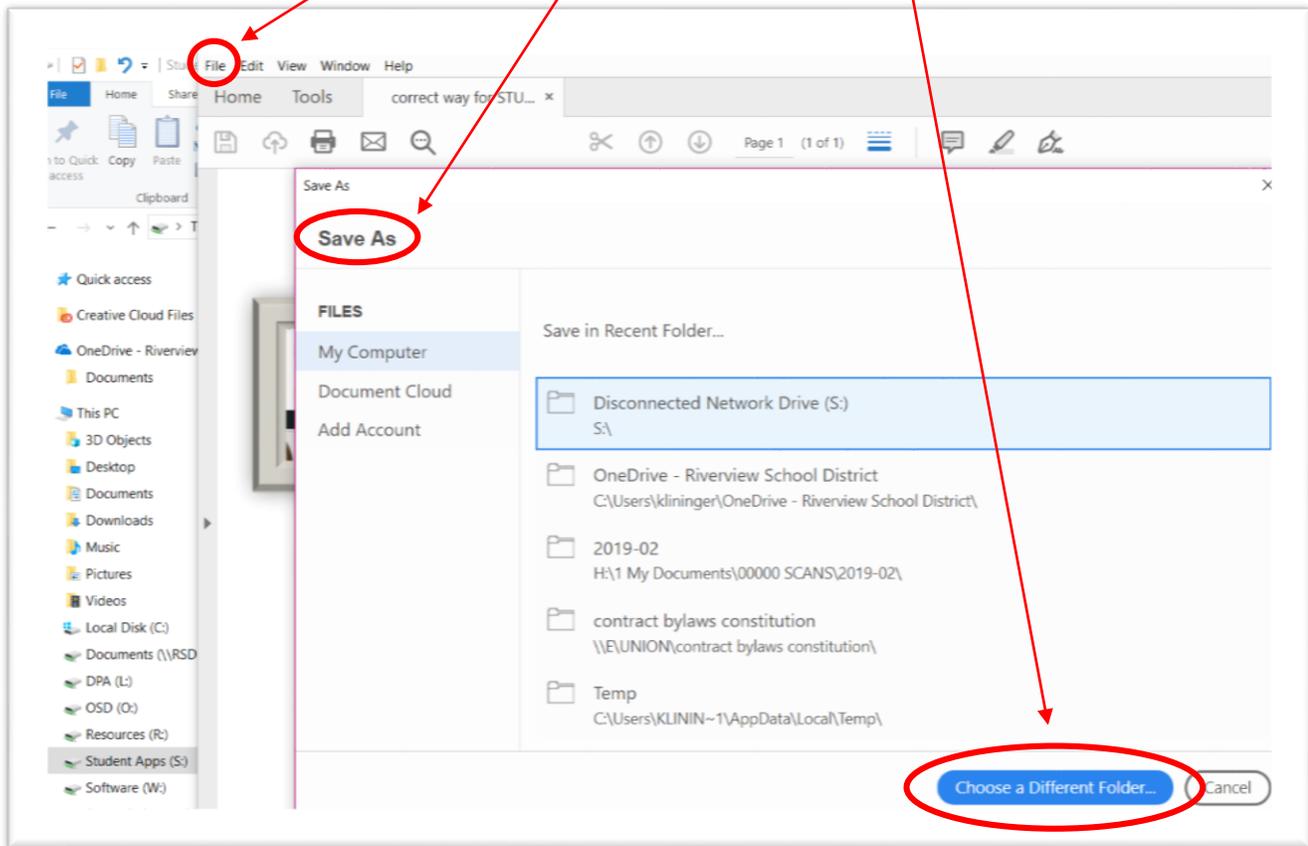
This screen pops up next. Choose, on the left side, "OneDrive-Riverview School District" and then "save"
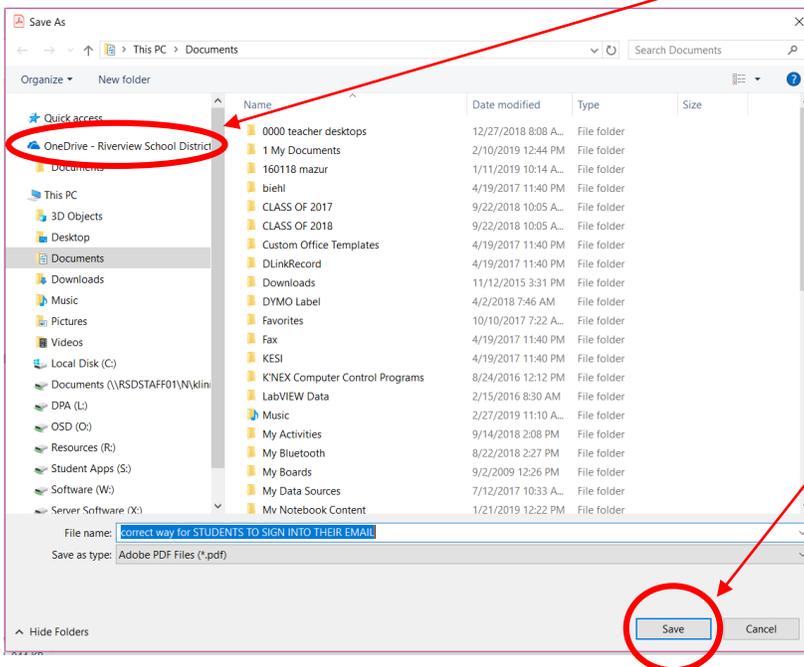
This will allow you to access your files anywhere.

This is HOW you access your documents them AFTER from anywhere. First you login to your email and then go to the upper left corner of the screen is a pattern of squares - click on it
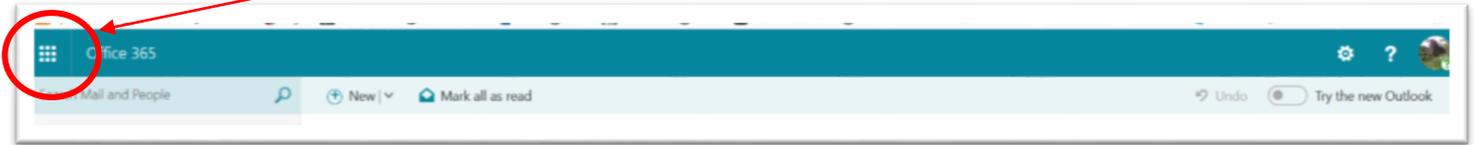
This opens up: click on OneDrive and there will be your files.
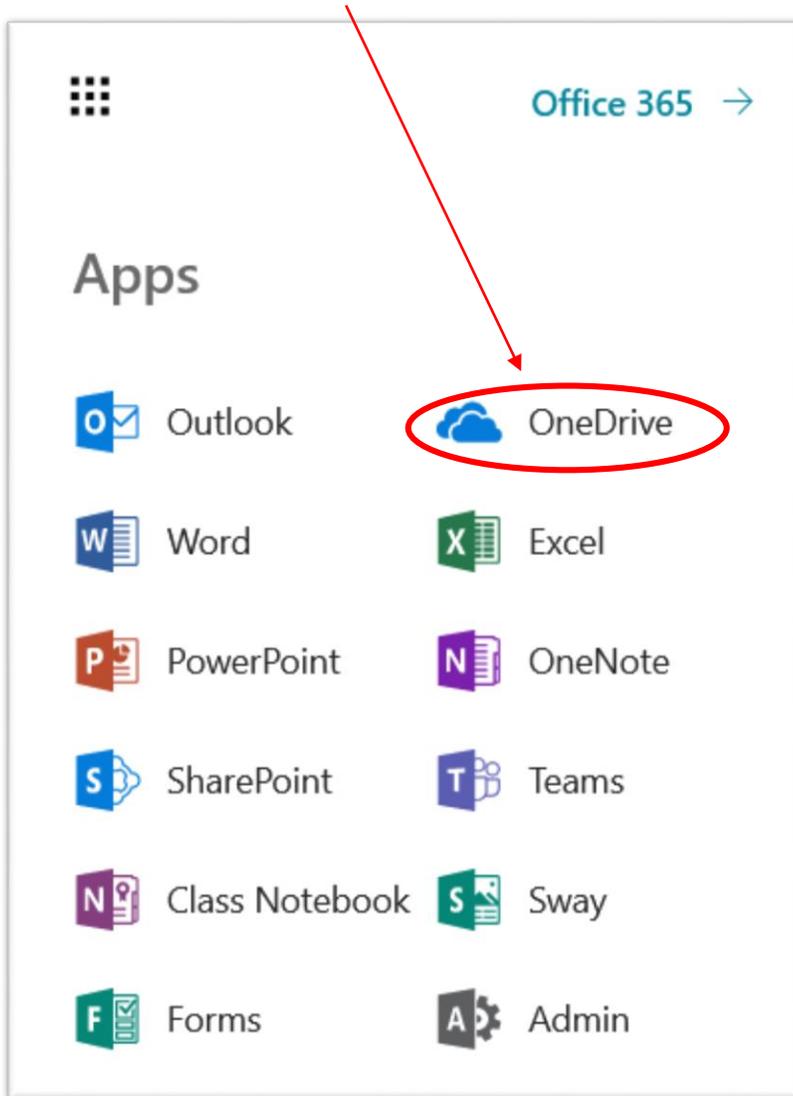
By saving all of your documents in OneDrive, you can access them anywhere from any computer since you only have to use the internet to get to the Riverview website and login.