

How to Save Articles from the Virtual Library Directly into Office 365

1. Using **Google Chrome**, login to Office365 by visiting <https://www.office.com>. You can also find the link on the Media Center Website: http://tbt.mysdhc.org/Resources/Media_Center/
Login: student [number@hcps.net](mailto:student_number@hcps.net) (i.e. 139582@hcps.net)
Password: Same as Edsby
2. Keep the office tab open! Open another tab and visit the Media Center website: http://tbt.mysdhc.org/Resources/Media_Center/



High School Virtual Library

3. Click on the Virtual Library icon.

If you are **off campus**, you will need this password: **hcpsfl**

Reading & Research Resources

Use these resources to find reading materials & information to complete class assignments.

 Continuously updated information and opinions cover hot issues.	 Literary content integrates with subject indexing for a full research experience.	 Biographical and contextual information on notable people throughout history.	 Academic articles, videos, experiments, and more.
 Academic articles, videos, primary documents, and more on topics in U.S. history.	 Academic articles, videos, case studies, and more on topics in world history.	 Online encyclopedia, primary source collections (documents, pictures, audio & video), periodicals & related websites.	 Articles that explore cultural differences, influences in society, and more.
 Magazine, news, and journal articles on general interest topics and current events.	 Search for information from 57 Florida newspapers and publications.	 Lively reviews and recommendations make book selection fun.	 Find reliable information on fitness, pregnancy, nutrition and much more.
 Health-focused magazines.	 Articles on treatment.	 Articles art history, music.	 Direct access to thousands

4. Click on a database that best fits your subject area.

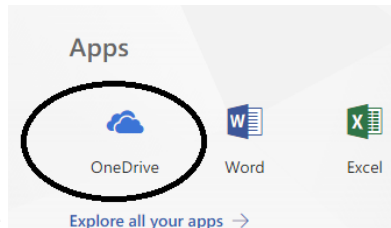
5. Once inside a database, search for your topic. **You must click on an article before you save it into your Office365 account.**
6. When an article is open, click on **Send to OneDrive**. ***You must be signed into Office 365 already before doing this.**

The screenshot shows the Gale Health & Wellness Resource Center interface. At the top, there's a navigation bar with 'Florida Electronic Library' and 'Gale Database' logos, along with login options for Google and Microsoft. Below that is a search bar and navigation icons for 'Advanced', 'Bookmark', and 'More'. The main content area displays the article 'Alzheimer's Disease' from 'The Gale Encyclopedia of Nursing and Allied Health, 4th ed. 2018.' A 'Listen' button is visible. On the right side, a 'Tools' sidebar is open, listing various actions: 'Citation Tools', 'Highlights and Notes (0)', 'Send to Google Drive™', 'Send to OneDrive™' (circled in black), 'Print', 'E-mail', 'Download', 'Save to My Folder', 'Share', and 'Translate Article'. A white arrow points from the article title area towards the 'Send to OneDrive™' option.

7. Click ok

The screenshot shows a 'Complete' dialog box with a close button (X) in the top right corner. The text inside the dialog box reads: 'Document(s) have been sent to your Microsoft OneDrive™ and will appear in your Office 365 cloud shortly.' At the bottom right, there is an 'Ok' button, which is highlighted with a white arrow pointing to it.

8. Go back to the Office.com tab. You should be signed in.



9. Click on One drive

10. Your article will be saved under the Journal name your article was found in. The easiest way to find the article is by time & date of when you saved it.

