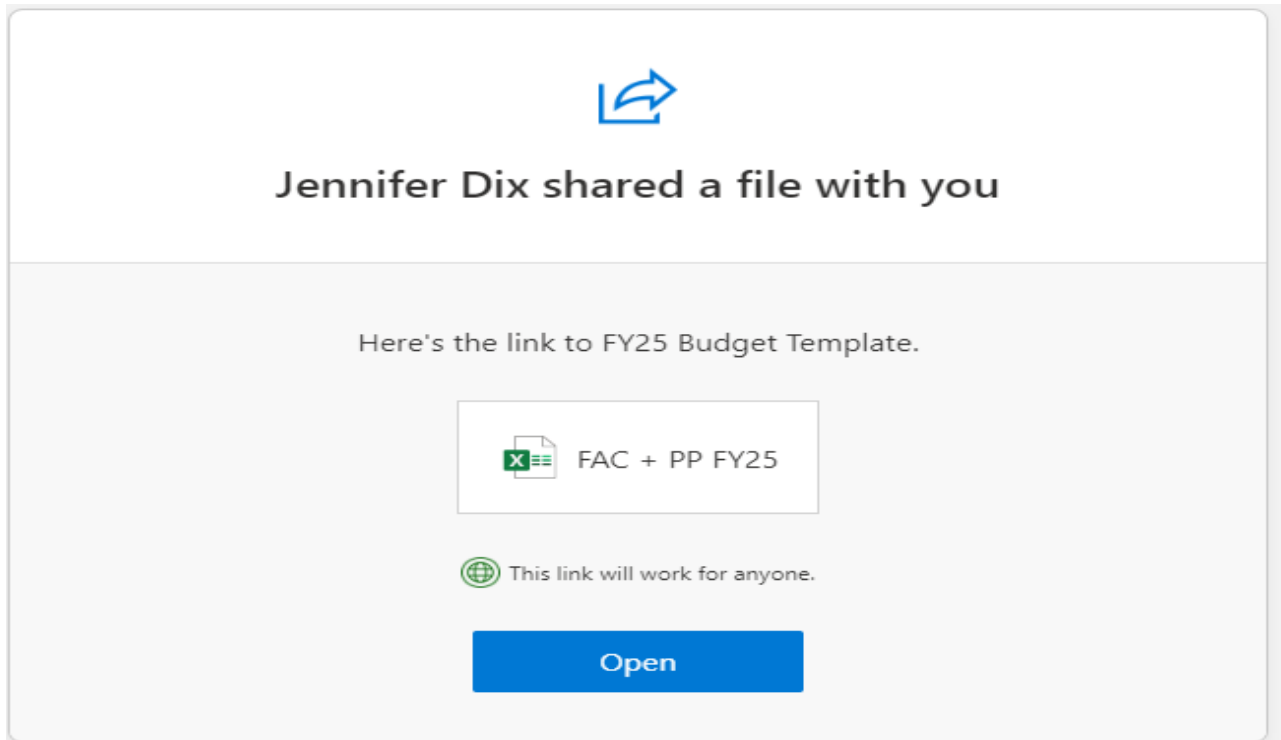


Accessing your Budget Template

1. Find the email and click the “open” button (the file name will be relevant to your department)



The budget template will open in onedrive. Make changes and close out the tab by clicking the “x”. Excel will save your data automatically. There is no need to download or save as a different file.



2. To access your template after closing you may
 - a. locate the email and click the open button or
 - b. click the apps button in the upper left-hand corner, then choose One Drive. Your template will be in the shared folder, shared with me or click the onedrive link on the portal page

