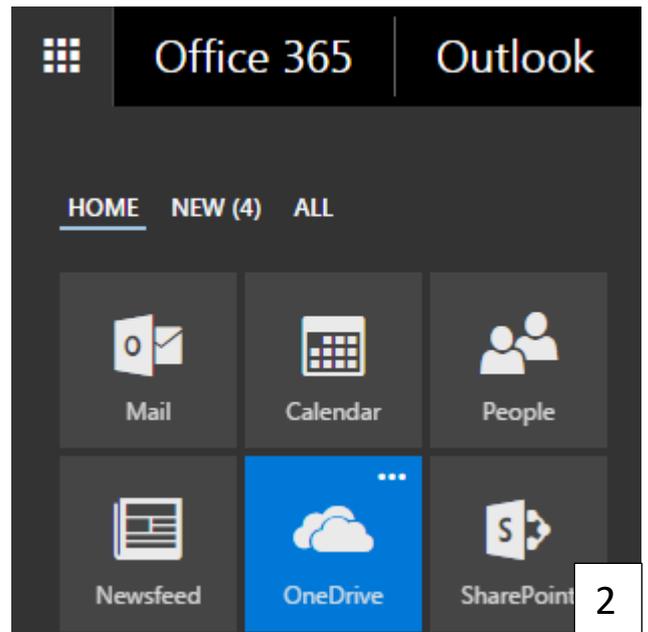


Using Onedrive

Uploading documents

1. Login to Office 365 using the link - <http://outlook.office365.com> OR through the **Student Portal**

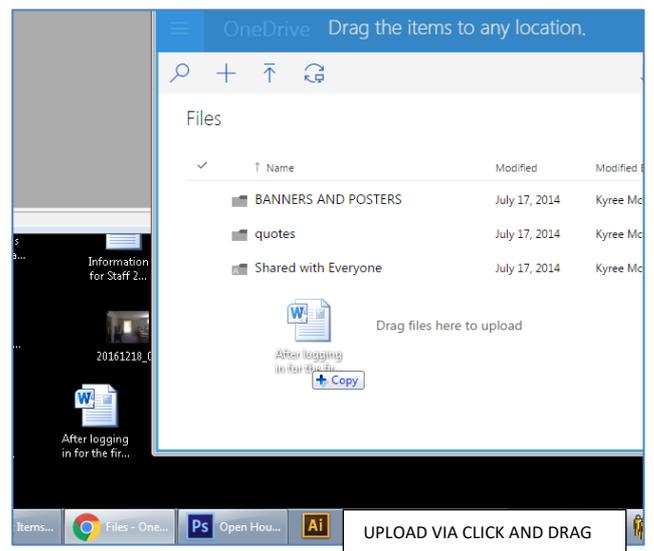
2. Click on the grid in the top left corner and select **Onedrive**



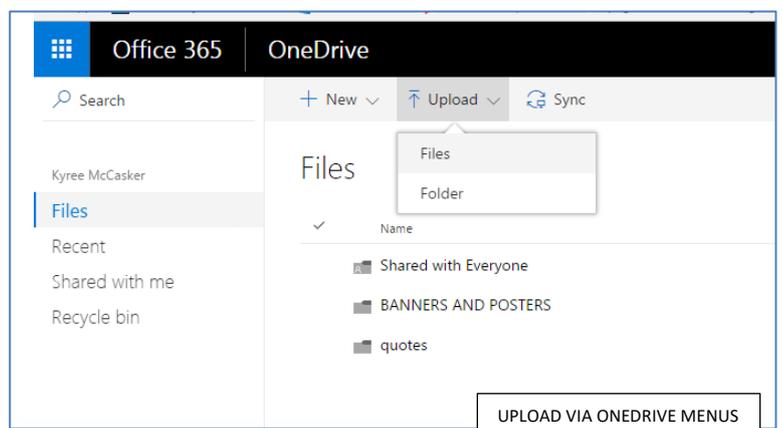
3. To upload files, you can either:

- **Click and drag files directly into Onedrive.**

Screenshot on the left shows a file being dragged from the desktop into Office 365.



- Select **Upload** from the top bar menu, then **Files**. An upload window pops up. Select the file you'd like to upload then select **open** to add it to Onedrive.

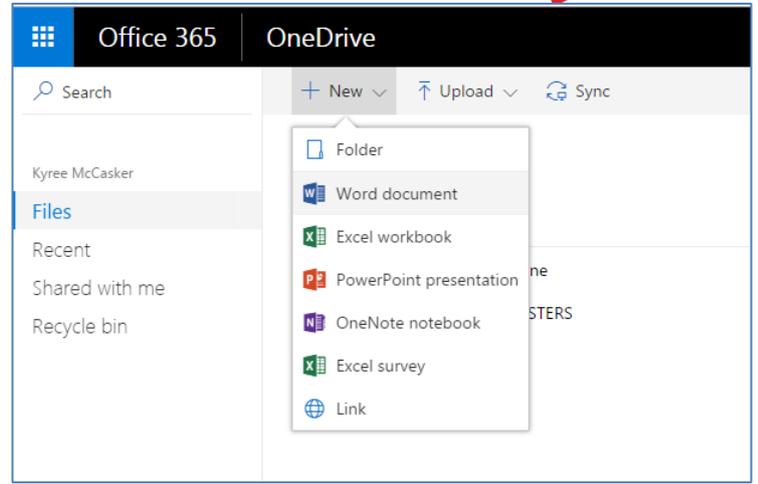


Creating and sharing Files

You can create and edit Word, Excel and Power Point documents online!

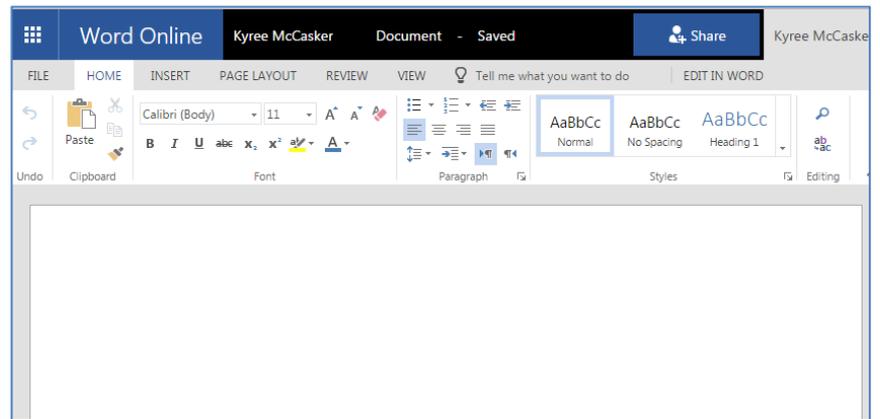
Creating Files

To create a new file, select **new** from the top bar menu, then select the program you would like to use.



For instance, to create a new Word document, select **new**, then **word document**.

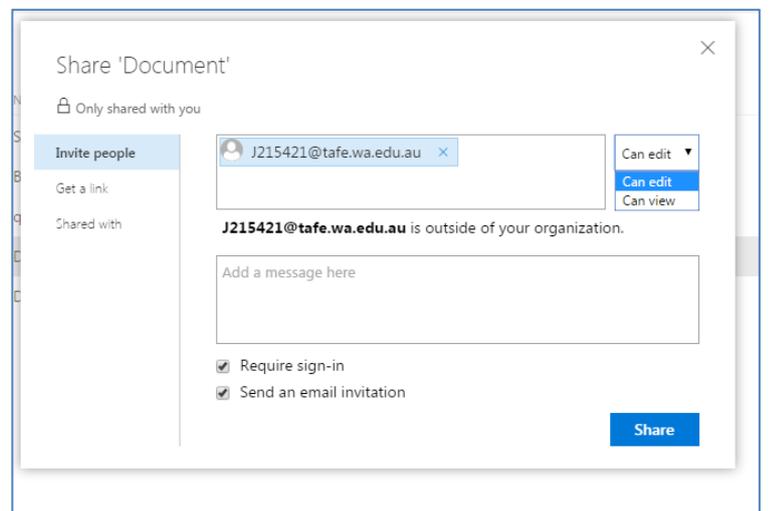
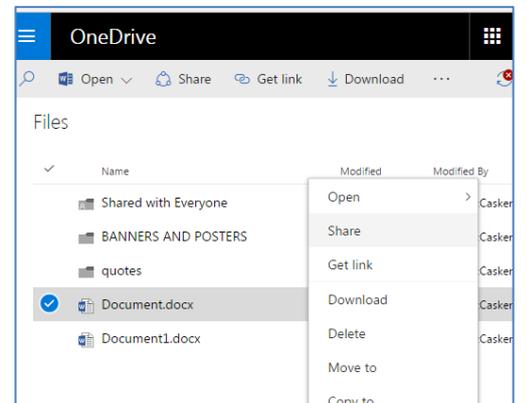
The file is saved automatically into Onedrive after its created, and as changes are made.



Sharing Files

Sharing files on your account enables multiple people to edit your document even though it will be saved on your account.

1. Return to the Onedrive main screen
2. Right click on the file you'd like to share, and then select **Share**.
3. Type the student email address into the first field and make sure to select whether you give them the right to edit or to view the file. Type in a message, and select **share** to send out the file. The people you send the file too will receive an email invitation and link which they can click to access the file in your account.



Downloading documents

Note: If you are making changes to a document, such as a Word document, I would recommend editing the document online rather than downloading it. Otherwise, if you want to continue accessing it online, you would need to download the file, save it, then reupload it again.

1. Return to the Onedrive main screen
2. Right click on the file you'd like to download, and select **download**.
3. Depending on the browser you are using, select the file at the bottom of the screen to open it.
4. You will need to save the file to the desktop of your PC, make your changes and then upload the file.

