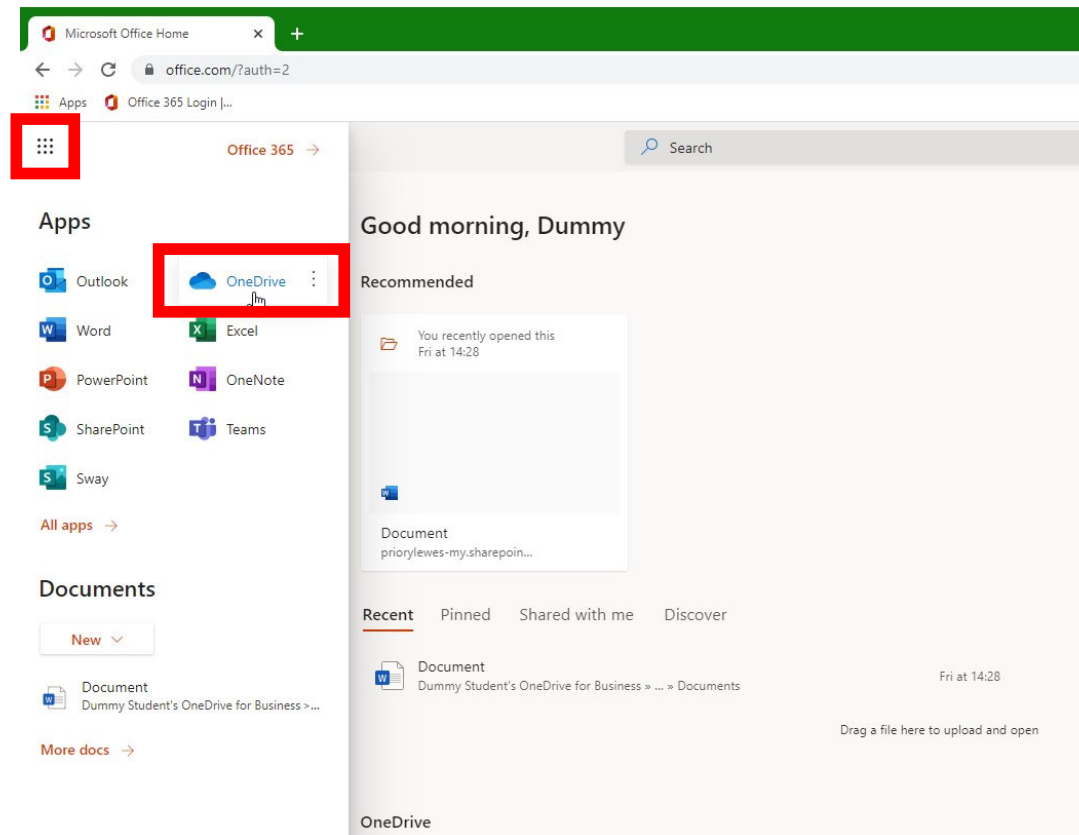


OneDrive

OneDrive is online storage that is included as part of your Office 365 log in. It is separate storage to the 'N' drive you use at school to save your work. Documents saved in your 'N' drive aren't accessible in your OneDrive and vice versa. You can access OneDrive at home or at school.

Accessing OneDrive

Open the App Launcher using the 9 dots in the top left. Then click on OneDrive.

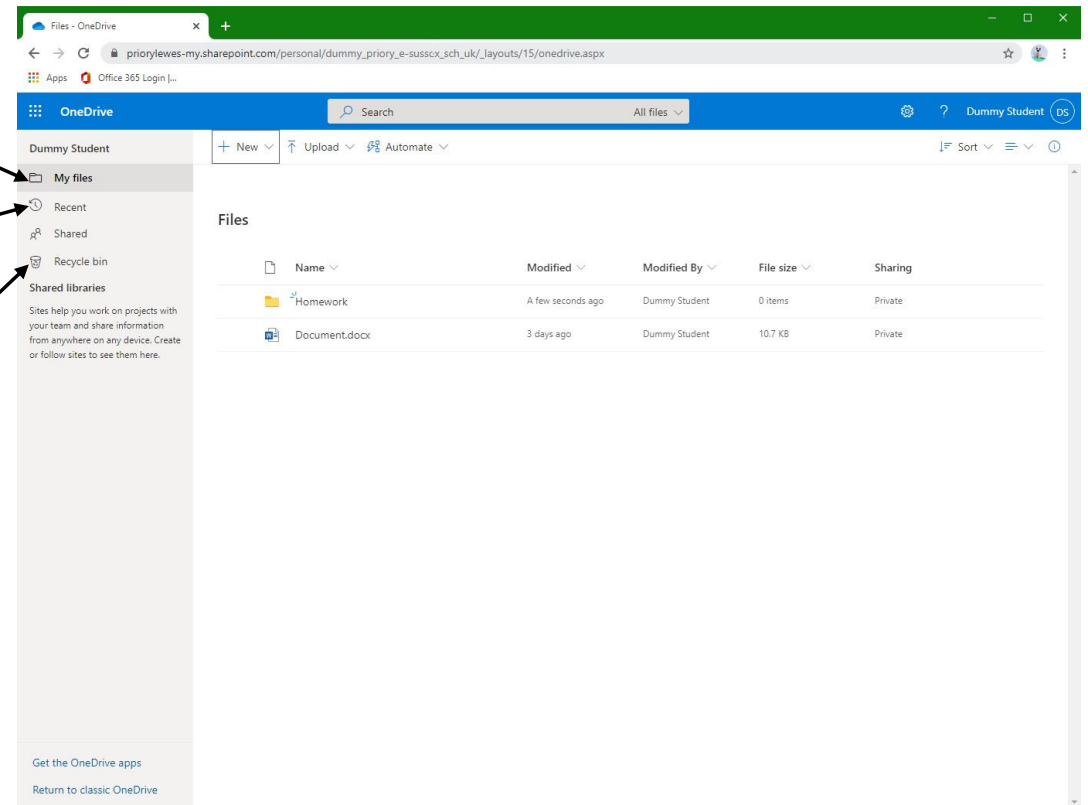


The main interface shows all your folders and files that are saved in OneDrive.

Your files that are saved in OneDrive

A quick way to access files that you worked on recently.

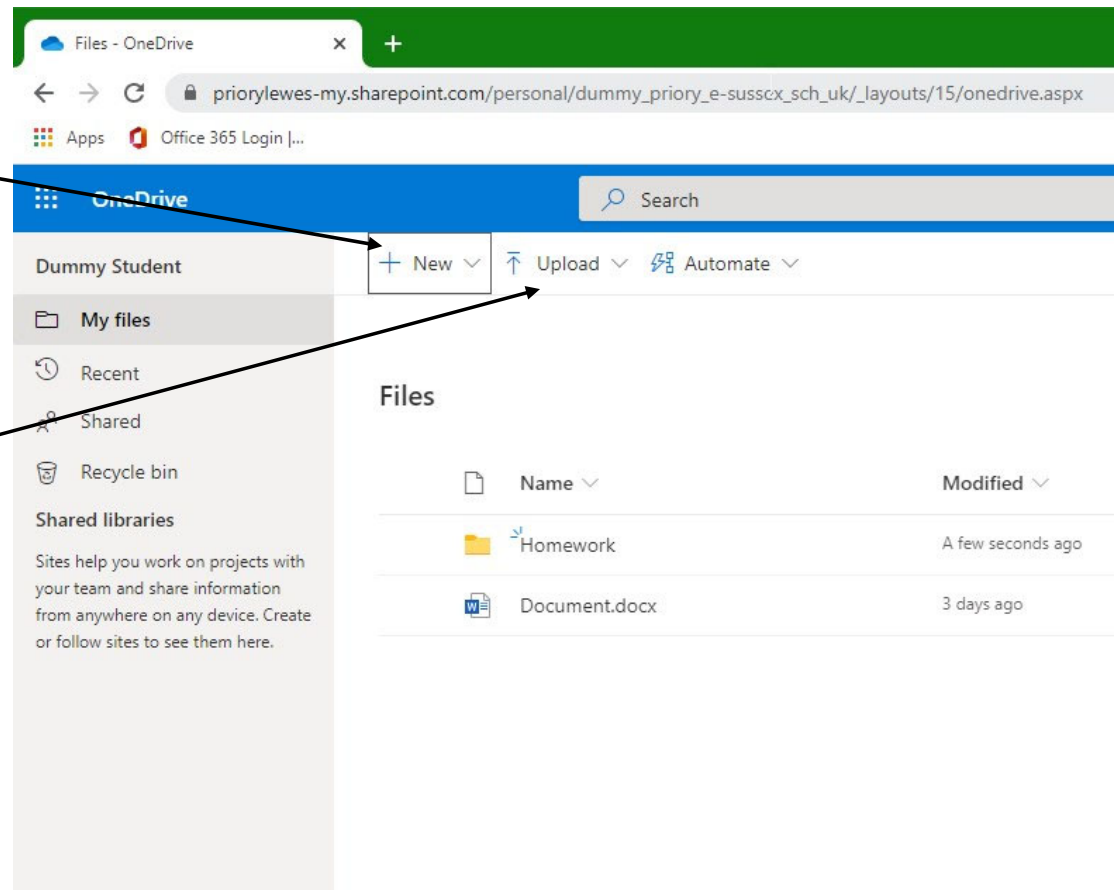
Recycle bin is where recently deleted documents go.



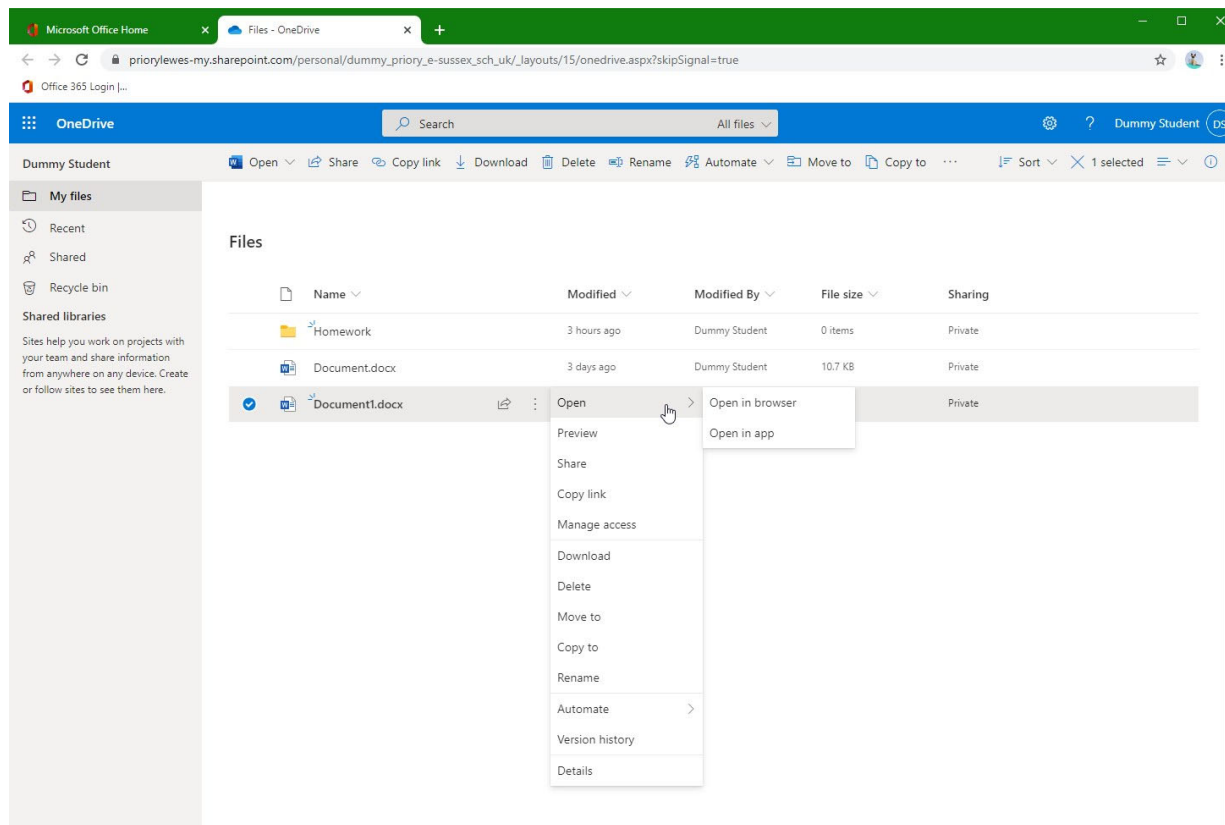
You can add new documents directly to OneDrive or you can upload documents from your computer

Create new Office documents or a new folder.

Upload files or folders from your computer.



Hovering over a file shows the 3 dots, clicking on these dots opens up a menu of actions. These allow you copy, rename or delete a file in your OneDrive.



‘Open in browser’ will open a new tab where you can edit the document in the online version of Word, Excel or PowerPoint.

‘Open in app’ will try and launch the desktop versions of Word, Excel or PowerPoint.

