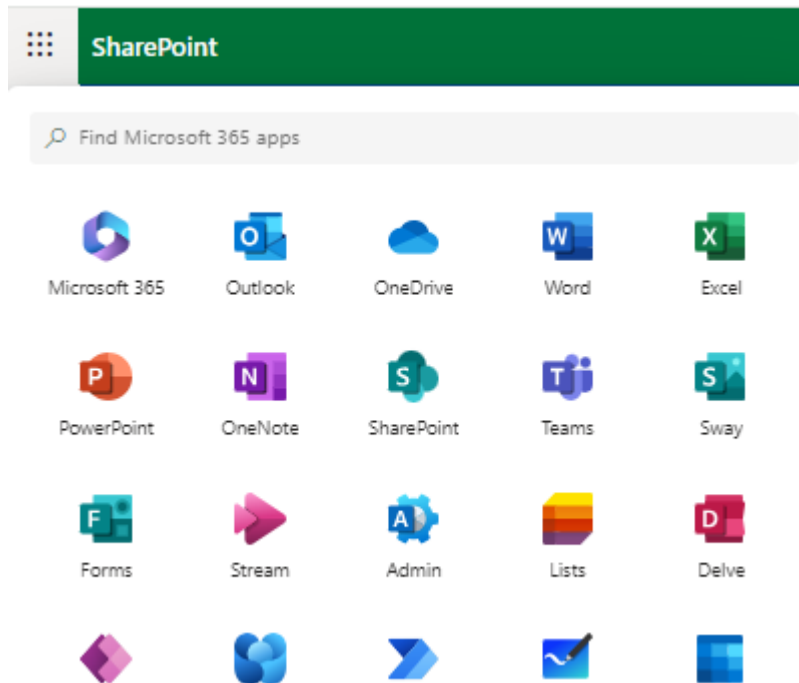


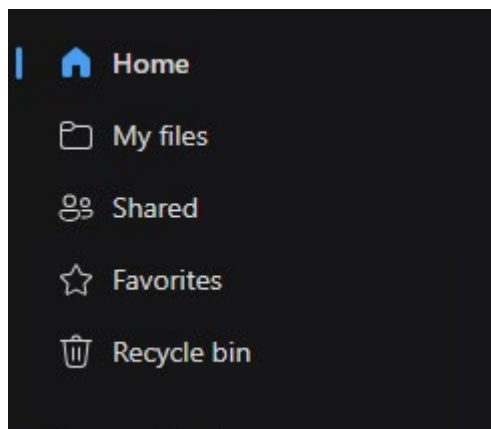
Using OneDrive – A quick guide for staff and students

You can access OneDrive by using this link <https://onedrive.live.com/login> or by clicking on the 9 dots in the top left-hand corner and clicking on the OneDrive icon.



The OneDrive home page is made up of a central area and a set of menus to the left.

It is best for you to be working in 'My Files' so click on the second option down on the left-hand menu.



The My Files window shows all your files and folder that you have saved to OneDrive.

How to get started with OneDrive

Once you are logged into OneDrive on the web, you can start using it to store, sync, and share your files.

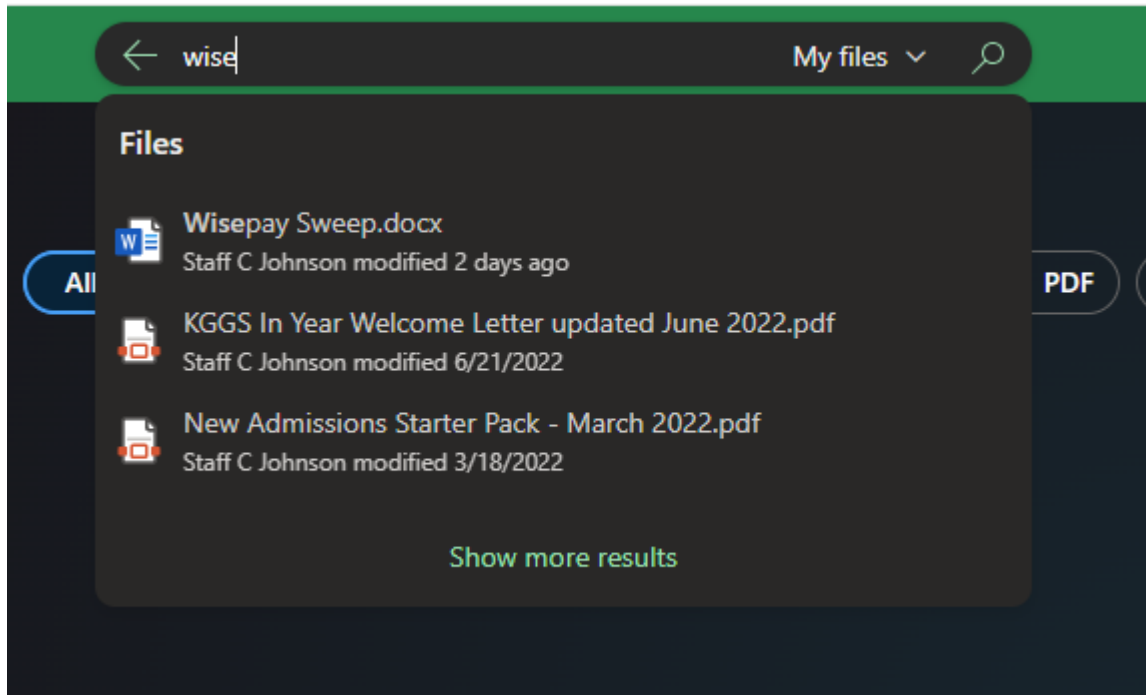
Here are some basic tasks you can do with OneDrive on the web:

- To upload a file or folder, click the **+ Add new** button top left, and select the File or Folder upload option. You can also drag and drop files or folders from your computer to the OneDrive webpage.
- To create a new file or folder, click the **+ Add New** and select the type of file or folder you want to create.
- You can edit files in the web browser, or in the desktop app if you have it installed.
- To share a file or folder, select it and click the **Share** button on the top menu bar. You can share files or folders with specific people or create a link that anyone can use. You can also set permissions and expiry dates for the shared items.
- To delete a file or folder, select it and click the **Delete** button on the top menu bar, or press the Delete key on your keyboard. You can also right-click on the item and select Delete. Deleted items go to the Recycle bin, where you can restore them or delete them permanently.
- For more information and tips on how to use OneDrive on the web, visit the OneDrive help page at <https://support.microsoft.com/en-gb/onedrive>

Searching for files and folders

OneDrive has an amazing search function that can help you look for files and documents. Just type in a word that you may have used in the file, and it will show you all the files that contain that word.

In the example below the search word 'wise' was in the title of one document and in the content of two other.



The good news is that SharePoint also has the same search abilities, so you don't always need to know what a file is called or where it is, just what a key word is.

What next?

If you have any problems using OneDrive or want to learn more about please come to the IT Office and we will be happy to help you.