

OneDrive Introduction



Welcome to OneDrive

OneDrive is a secure cloudbased storage solution with similar functionality to Google Drive.

- Upload and share files from your computer.
- Get to your files from anywhere; on your computer, tablet, or phone.
- Collaborate with other in real time.
- Sync OneDrive to your computer, so you have access to your files even when offline.

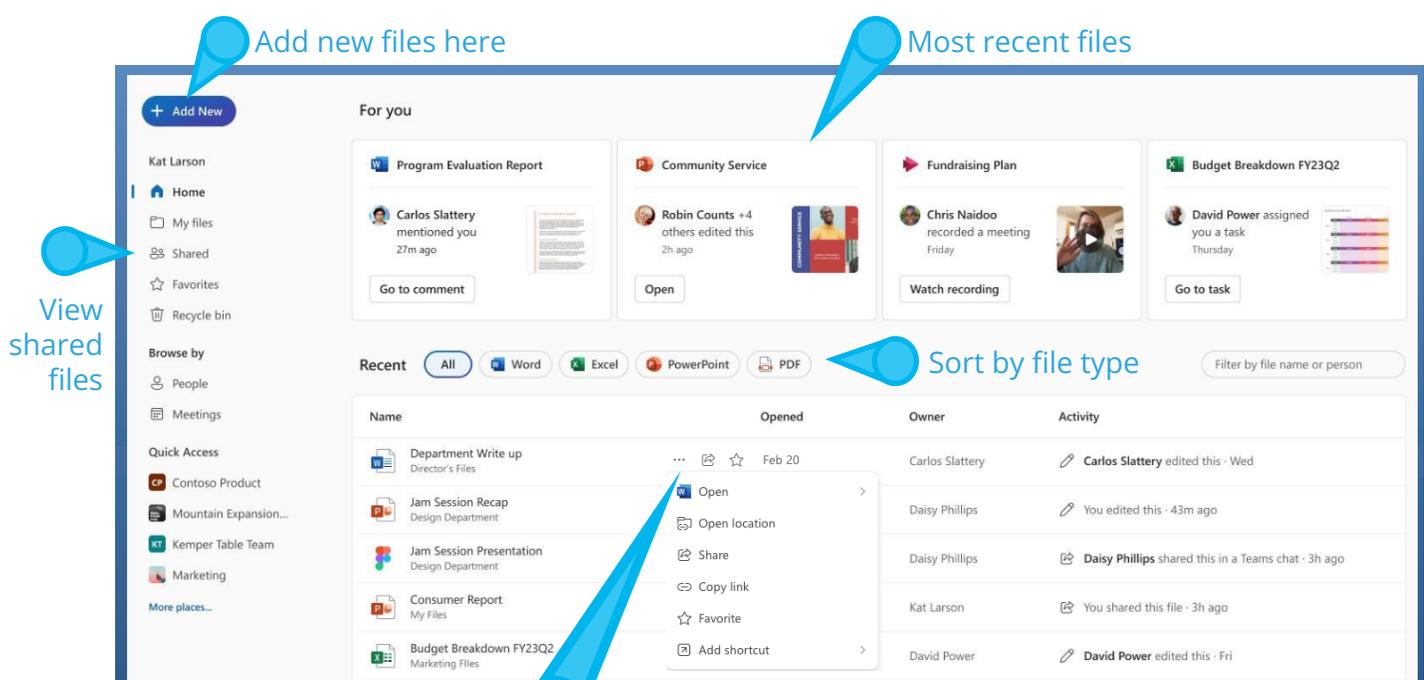
Access OneDrive - 3 Different Ways (Web-Based, Laptop, Mobile) Getting Started with Web-Based Access

- Web-based access is recommended when you are collaborating on files in real time. In these cases, access OneDrive through the Microsoft 365 Dashboard.
- Visit, www.office.com and use your district credentials to sign in.
- Once signed in, click the 'waffle' in the top left corner and then select, OneDrive.
- It is recommended you bookmark this page.
- All files will be accessible on any device with an Internet connection when accessing OneDrive this way.



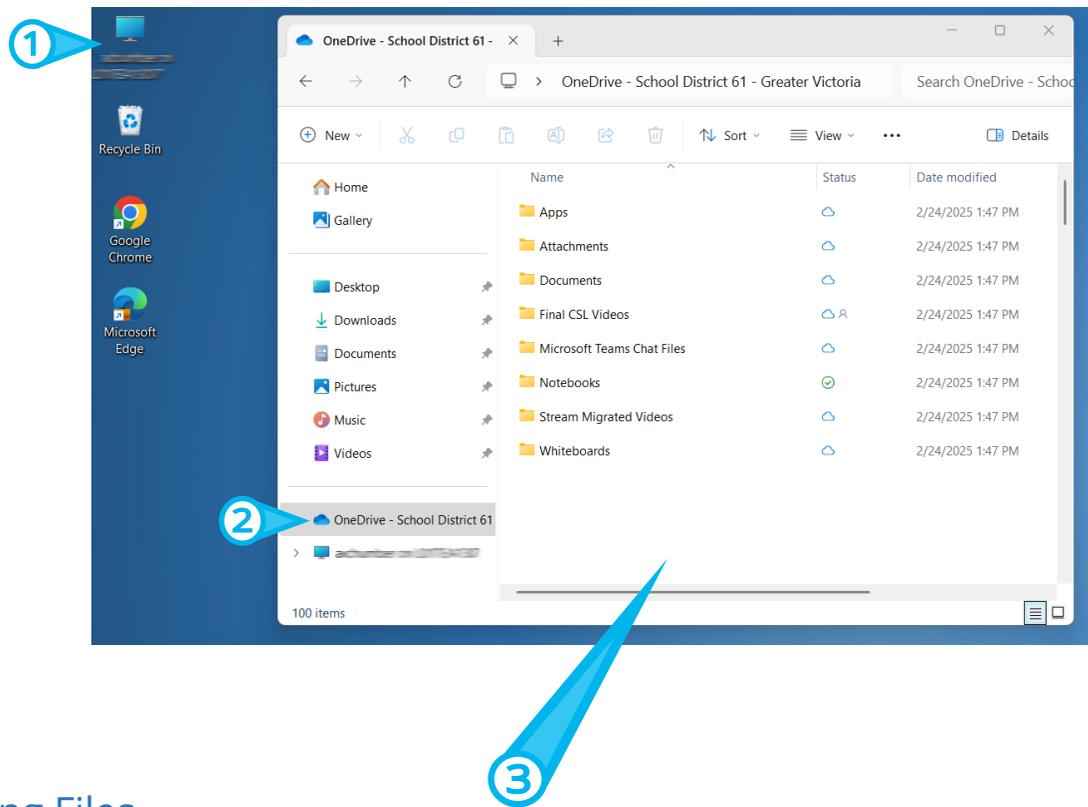
Navigation

Here are a few tips to help you get started.



Share, copy, and view files options by hovering over the desired file, and selecting the "ellipsis"

OneDrive is accessible on your SD61 laptop. Access OneDrive through folders on your desktop.

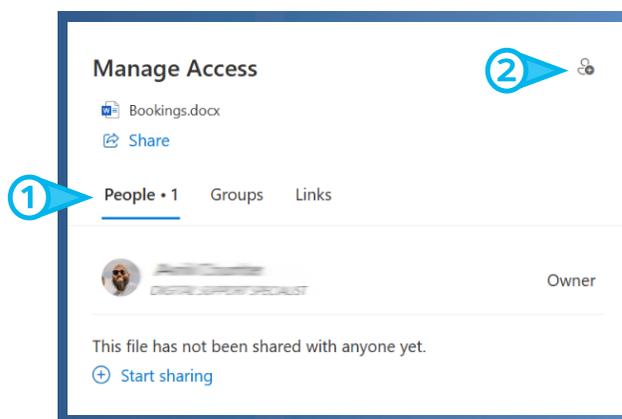


Uploading Files

Files that need to be uploaded can simply be dragged and dropped into the files window.

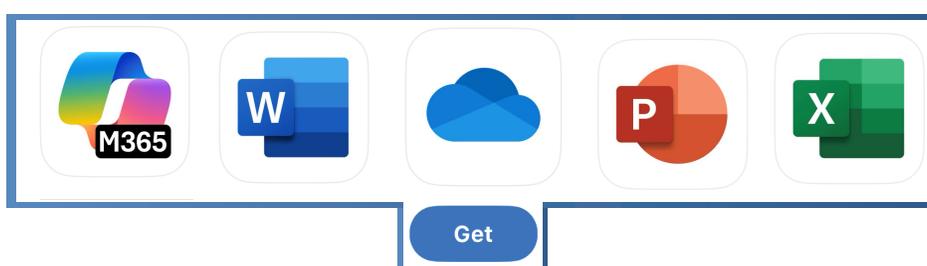
Sharing Files

Right clicking on a file and selecting "Manage Access" gives you the ability to view how and who the file is shared with. You can also modify access by selecting "Grant Access".



Mobile

Do you like to have access to your files on the go? Access OneDrive through the mobile app (and other M365 apps like Word, Excel, and PowerPoint). Visit the App Store on your mobile device to download.



* www.office.com and all files within, can be accessed from any computer with an internet connection.