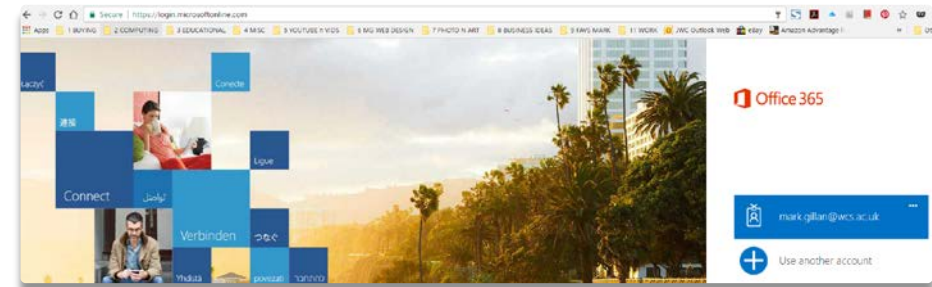


OneDrive

BY MARK GILLAN

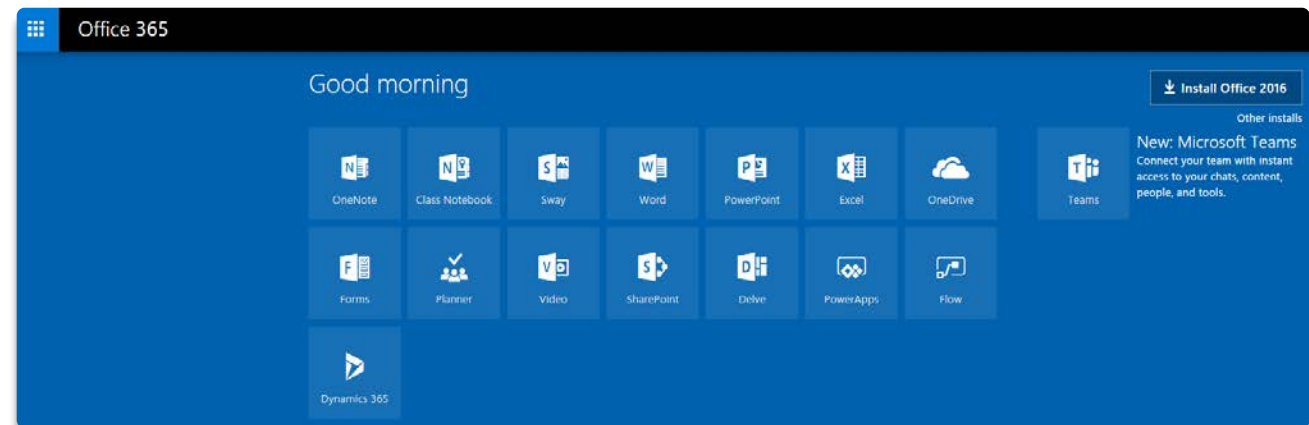
Office 365

- ▶ Log into OneDrive by using Office 365
- ▶ <https://login.microsoftonline.com/>
- ▶ See the screenshot opposite ...
- ▶ Example login - Student login details are as follows:
 - ▶ Student email address being
 - ▶ studentnumber@live.wcs.ac.uk
 - ▶ e.g. 500555055@live.wcs.ac.uk
- ▶ Password is the same as logging onto Windows PC in the classroom



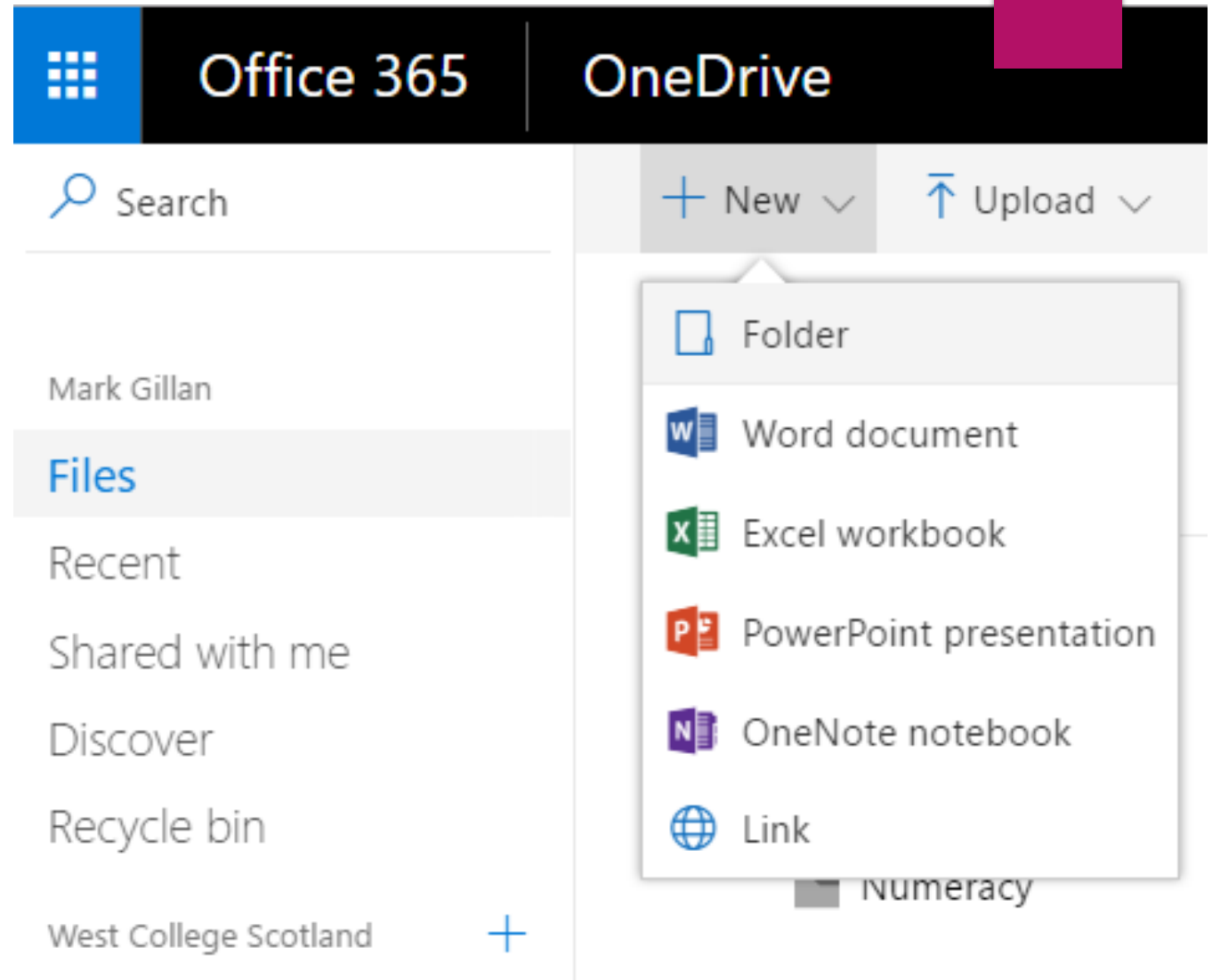
OneDrive

- ▶ Now you are logged in to your student account with Office 365
- ▶ You have access to various apps
- ▶ OneDrive will be listed and clicking upon the link will open the OneDrive app allowing us to:
 - ▶ Create Folders
 - ▶ Upload Files
 - ▶ Download Files
 - ▶ Share folders and files
 - ▶ Copy, delete, move, rename



Creating a folder

- ▶ Navigate to the place the new folder is required – this could be the first screen available (known as the root directory)
- ▶ New > Folder
- ▶ Highlighted in blue means the computer is waiting for you type
- ▶ Type a name for the folder
- ▶ A folder can be created within a folder by navigating to inside the folder – these are sub-folders



Right hand click

- ▶ When right hand clicking on white space within OneDrive folders, a menu appears offering commands
- ▶ Right hand clicking on a folder or file will likewise provide a menu but it will be directed more towards actions / commands for the file or folder of choice

