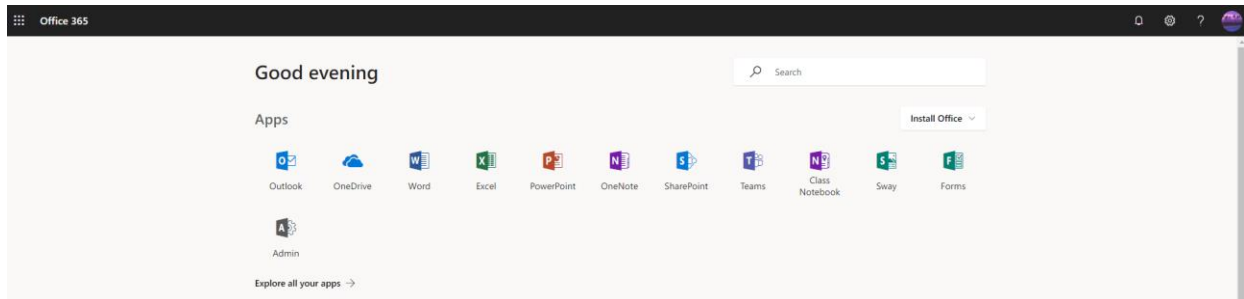


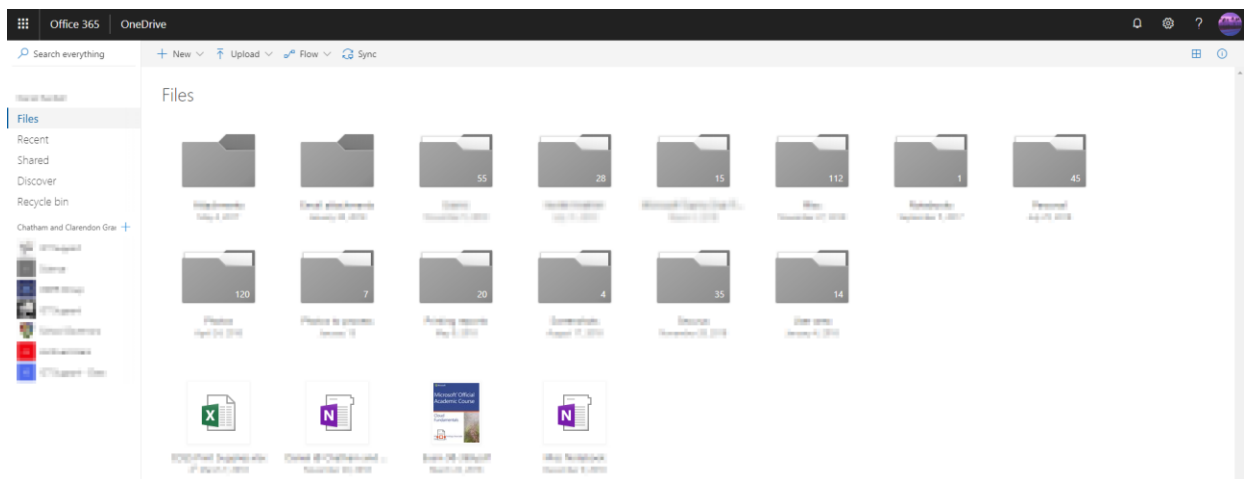
Introduction to OneDrive

Microsoft's OneDrive is a cloud-based storage system which allows you to store, access and share your files. As this storage is in the cloud, you can access this area from most devices using either a web browser or an application.

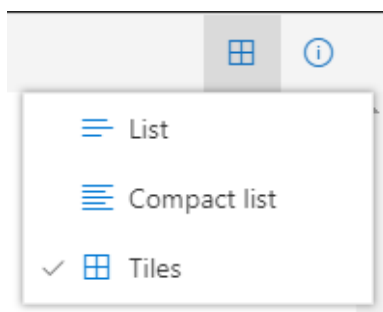
You can open the OneDrive web interface by logging into www.office.com with your school credentials and selecting the OneDrive option from the home screen.



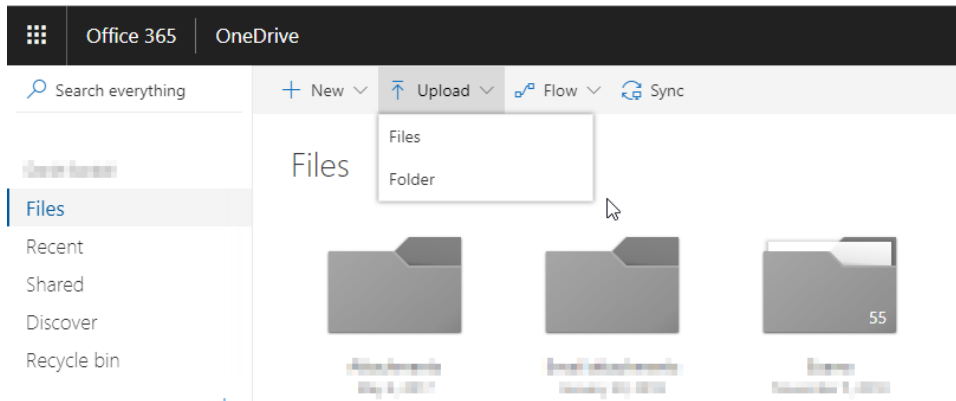
After opening the OneDrive web interface you will be presented with the following screen. This is the home folder of your OneDrive area, where you will be able to find your stored files and folders.



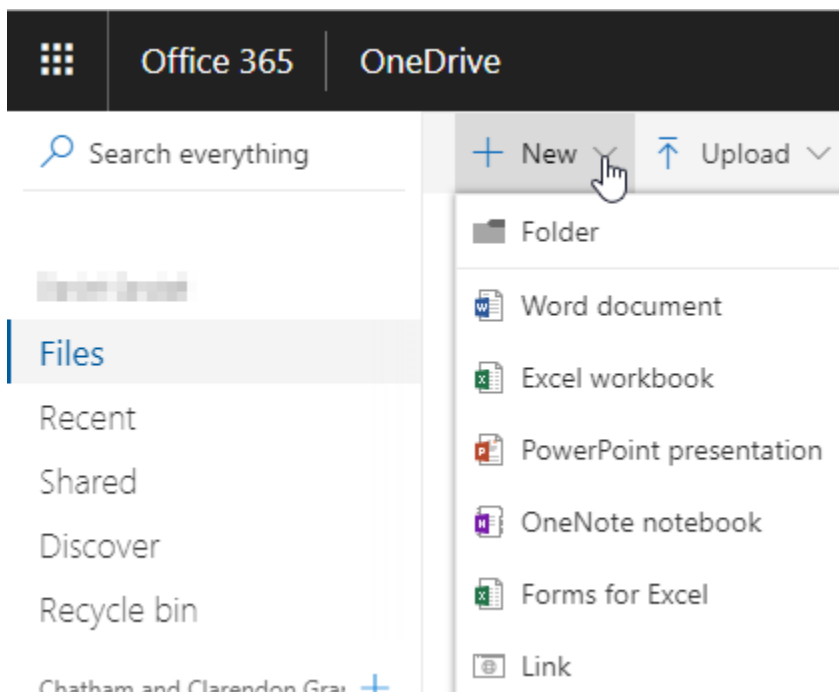
Selecting the view options icon in the top right of this screen allows you to change the layout appearance of these folders.



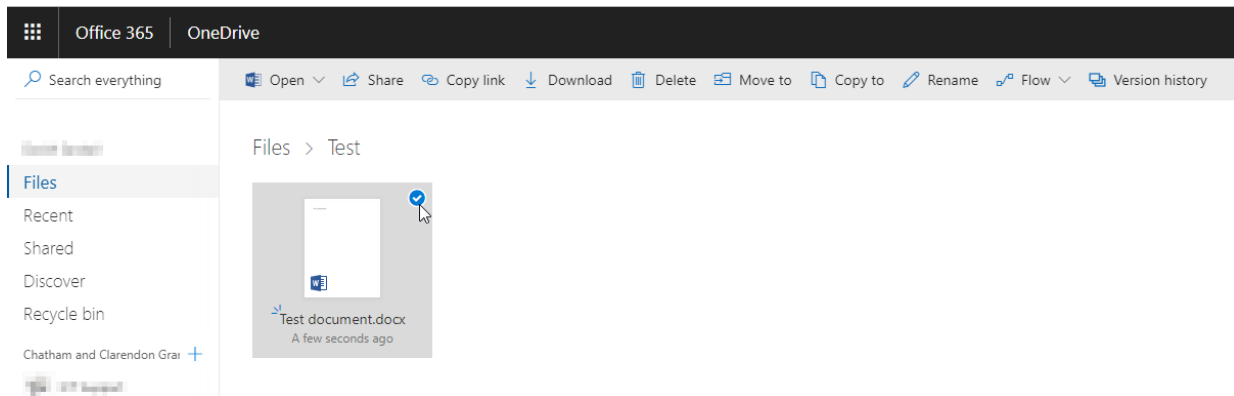
You can upload your files into OneDrive by dragging and dropping them into your web-browser. Alternatively, you can select the Upload option from the main toolbar.



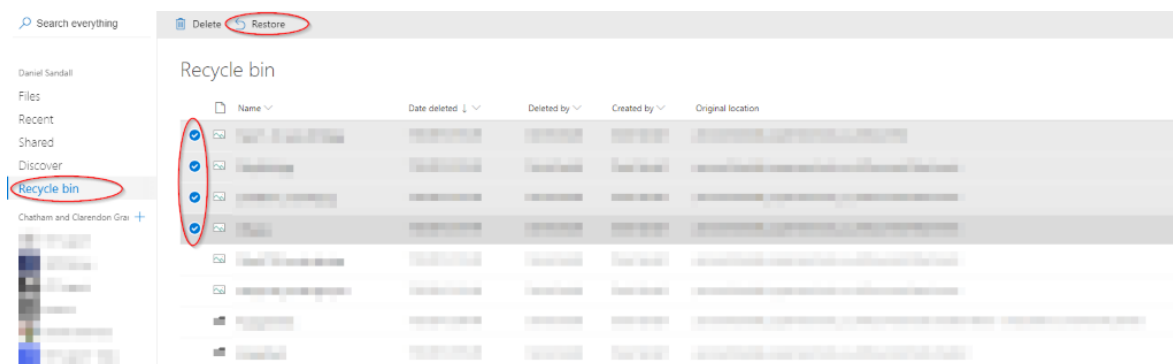
From the toolbar, you are also able to create new files to work with online by selecting the New option.



You can work with most files stored in your OneDrive area directly from your web-browser. Simply select the file as highlighted below and click on Open. The file will then open in the web browser you are using and allow you to edit the file as you would on the desktop version of the software. When a file is highlighted, the toolbar will also show you other options for the file.



Deleted documents can be restored in OneDrive by selecting Recycle Bin from the left column. Following this, select which files you would like to restore and click the restore option from the toolbar. The files will then be restored to the locations they were deleted from.



Should you also wish to access this storage space from a mobile device, download links for the OneDrive application can be found below.

Android:

https://play.google.com/store/apps/details?id=com.microsoft.skydrive&hl=en_GB

iOS: <https://itunes.apple.com/gb/app/microsoft-onedrive/id477537958?mt=8>