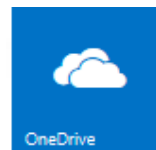


Using One Drive File Storage Online

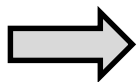


Accessing OneDrive

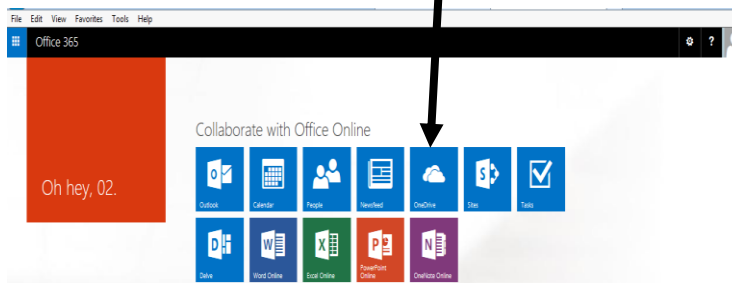
1. Log In to Office 365 using the file Office 365 Access

2. Do ONE of the following ways to enter OneDrive

One Way



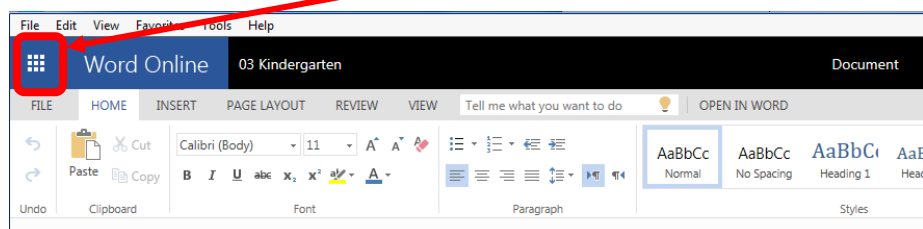
On the main Office 365 page, click the **OneDrive** icon.



Another Way



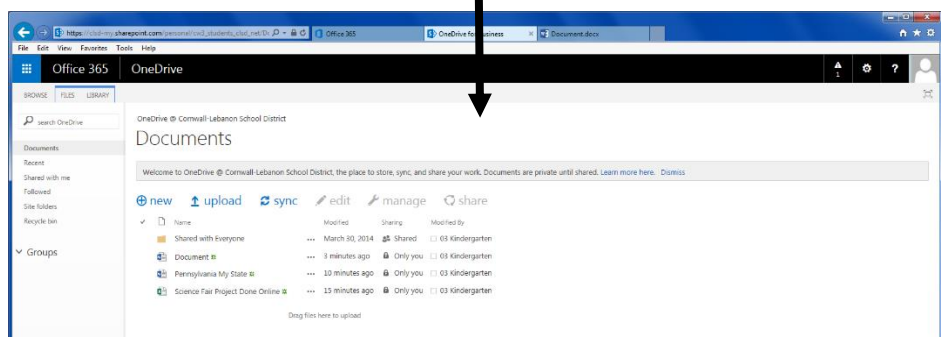
If you are in WORD online, click the NINE little Squares button



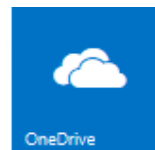
Then click the **OneDrive** icon.



The OneDrive Window Now Appears



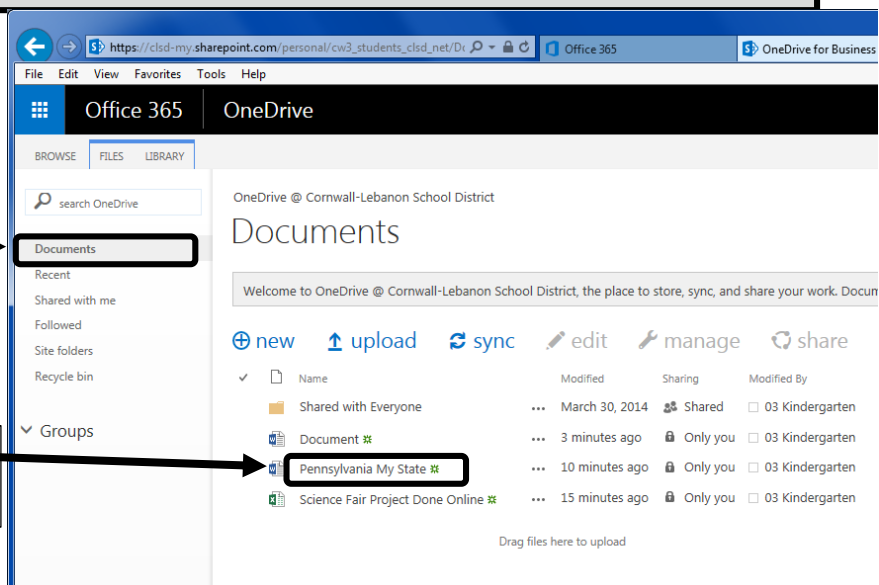
Using One Drive File Storage Online



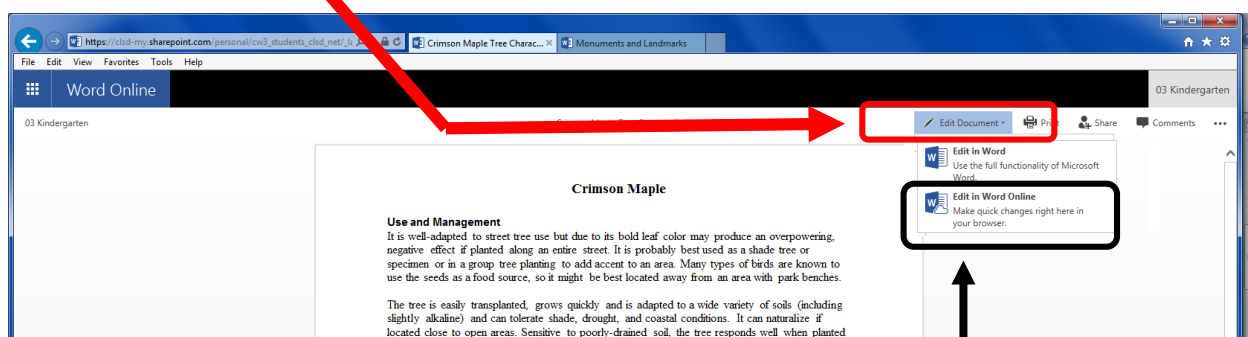
Opening a file you previously saved.

1. In One Drive, **click on Documents** in the Navigation Pane

2. **Single click the file** you wish to open.
(The file opens with one click.)

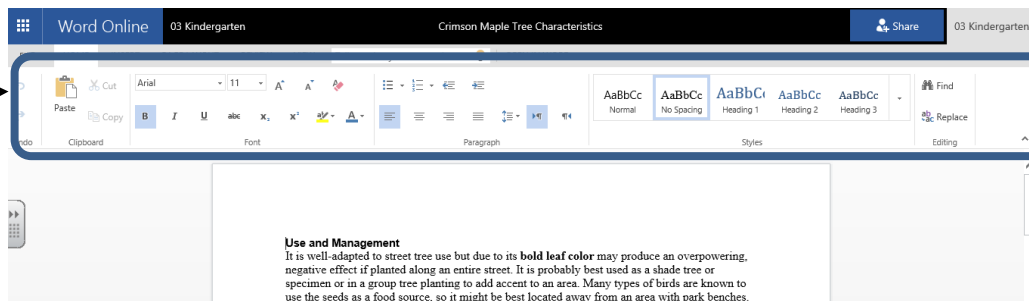


3. The **file opens**, but **NO Ribbons** appear to let you work on the file.
Click the “Edit Document” link to fix this.



4. Then **click the “Edit in Word ONLINE”** link.

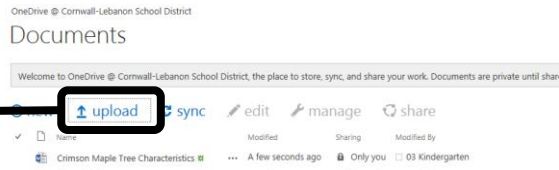
5. Now the **Ribbons** in Word **appear** so you can **edit** the **file**.



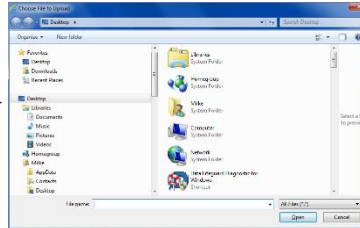
Using One Drive File Storage Online

Uploading a File to One Drive

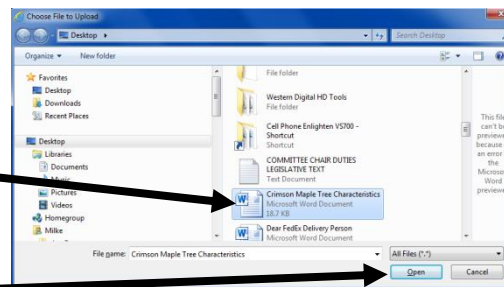
1. Click the Upload link.



2. Navigate to the file on your computer.

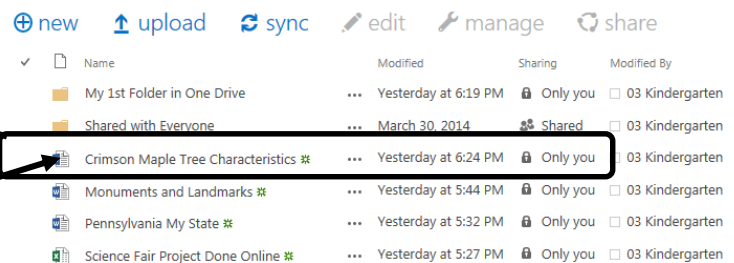


3. Select the file.



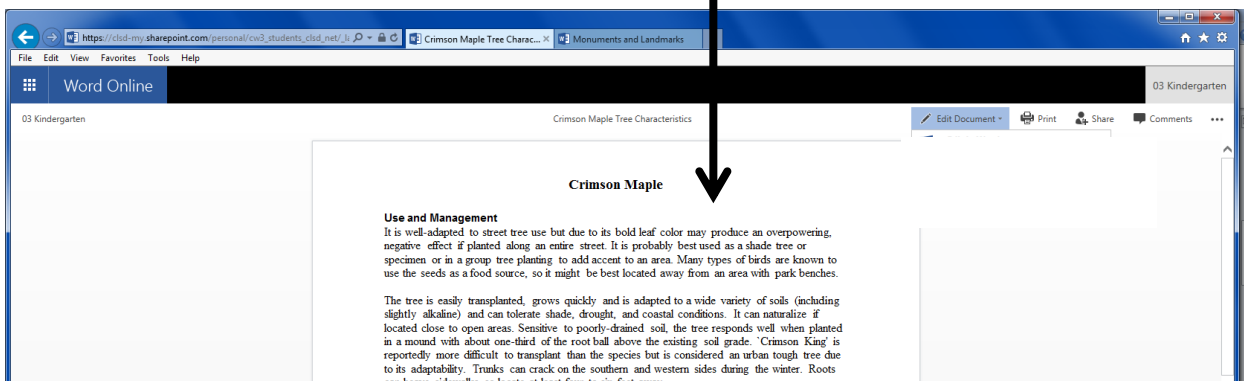
4. Click the Open button.

5. The file now appears in One Drive.

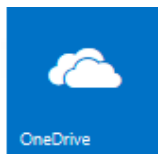


6. Click the file to open it.

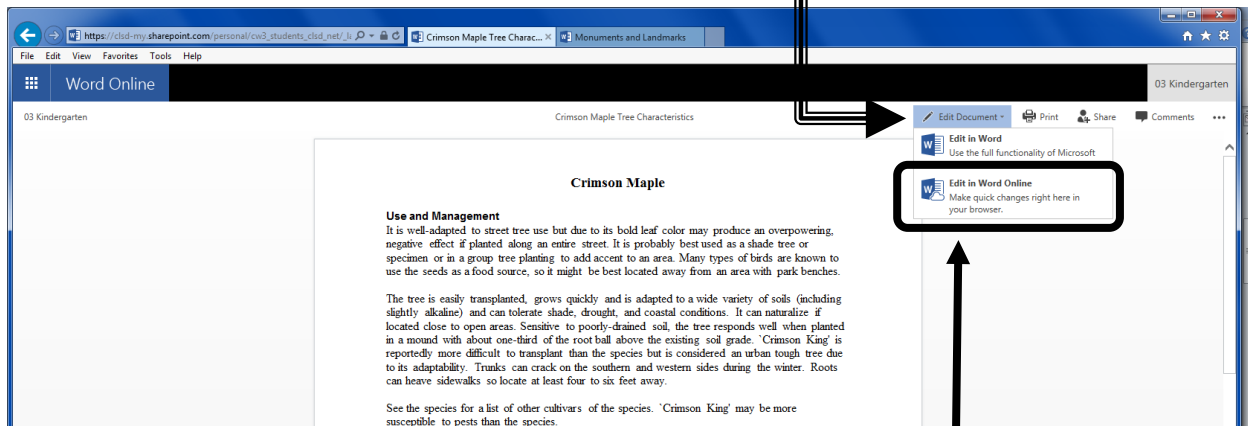
7. The file now opens in Word



Using One Drive File Storage Online



8. Click the **Edit Document** button to **edit the file**



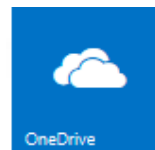
9. Choose the **Edit in Word Online** link.
(You may also click Edit in Word but you must have Word installed on your device.)

10. Now you can start **typing** and **editing your file!**

HAVE FUN!

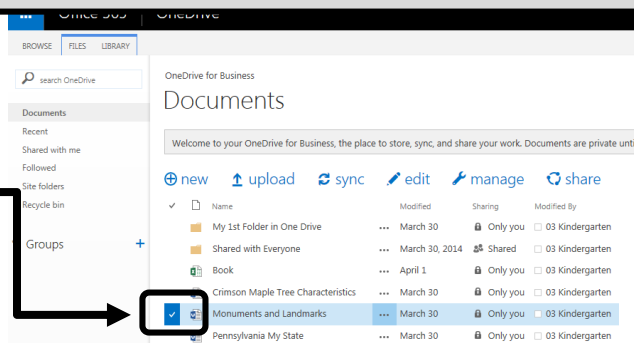


Using One Drive File Storage Online

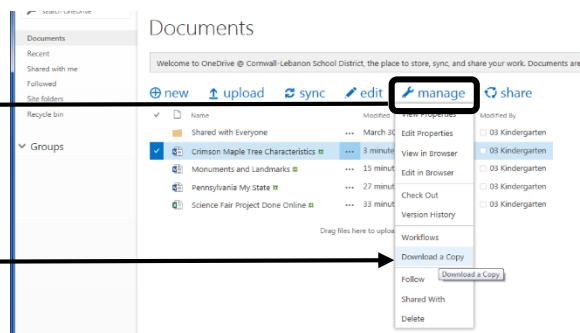


Downloading a File from OneDrive to your device at home or school.

1. Click to the **left** of the **file** to insert a **checkmark** here to select the file.

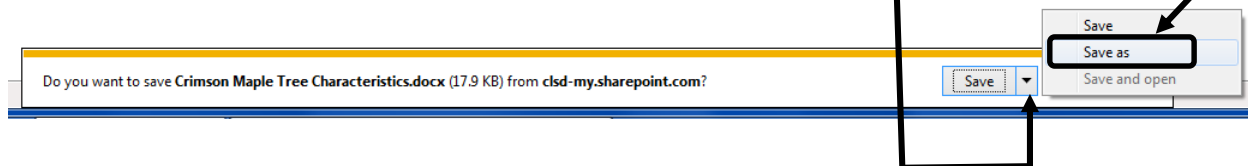


2. Click the **Manage** link

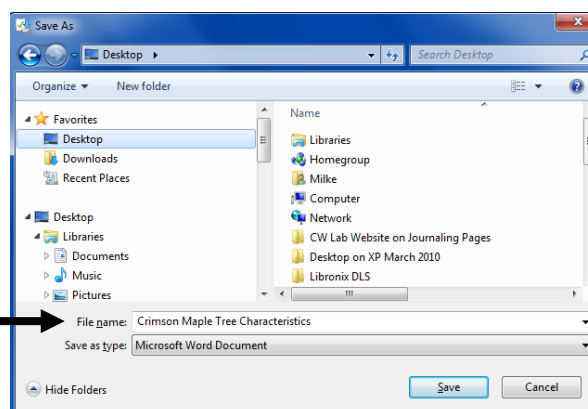


3. Click on **Download a Copy**

4. Click the **“down arrow”** and choose **Save As**.



5. Navigate to the **Folder** where you want to save the file.



6. Edit the **file’s name** if you wish.

7. Click the **Save** button.

Using One Drive File Storage Online

Sharing A File With Other Users.

1. Click to the **left** of the **file** to insert a **checkmark** and select the file.

2. Click the **Share** link

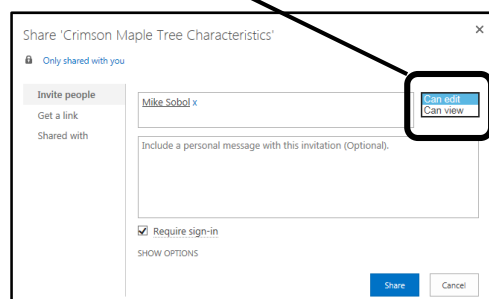
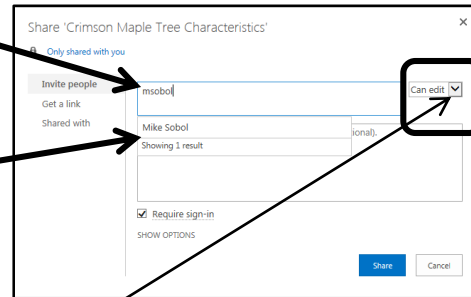
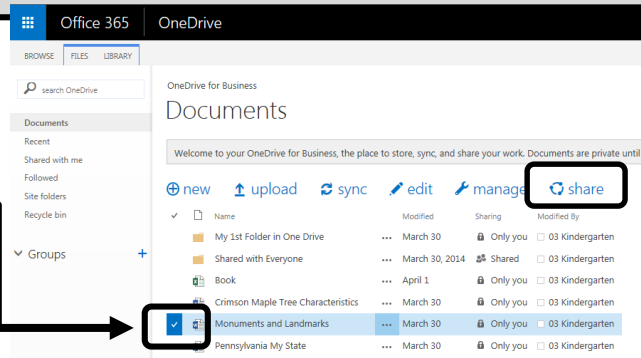
3. Type the **username** of the **person** with whom you wish to share the file.

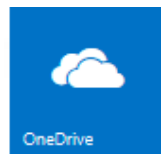
4. A list of users now appears.
Click the **user** you want.

5. Click the **Down Arrow** to allow the person to either Edit or only View your file.

- Can Edit
- Can View

6. Click the **Share** button to share the file.

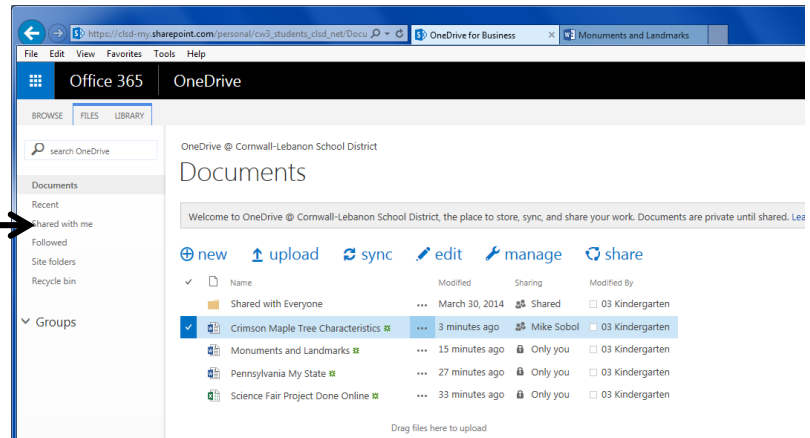




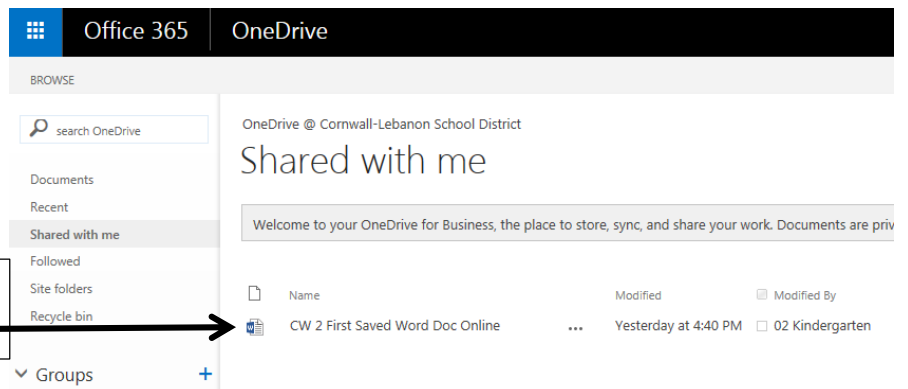
Using One Drive File Storage Online

Viewing the Files others Shared with you

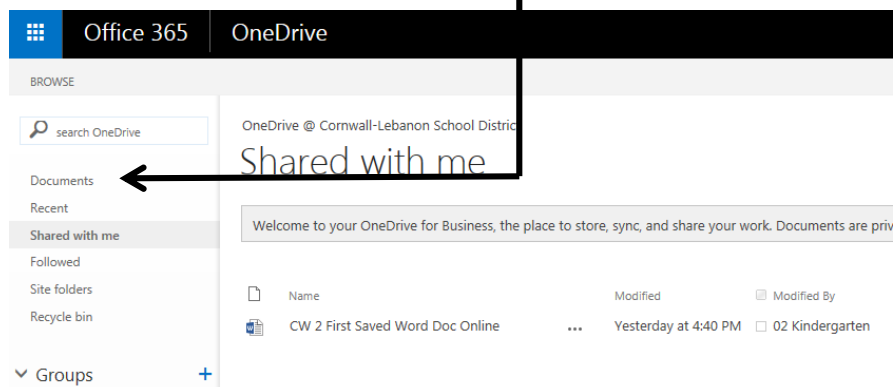
1. Click **Shared With Me** in the navigation pane



2. Now you can see all the files other people shared with you.



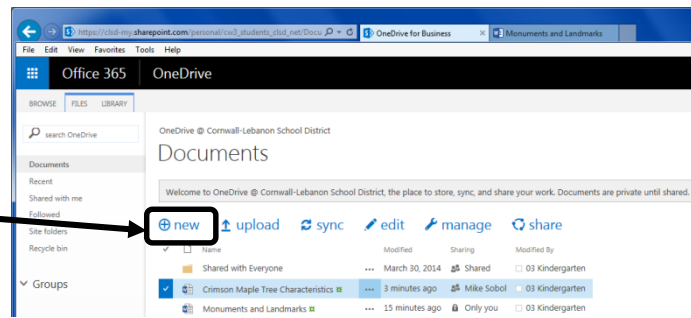
3. To return to just the files you created, click **Documents** in the navigation pane.



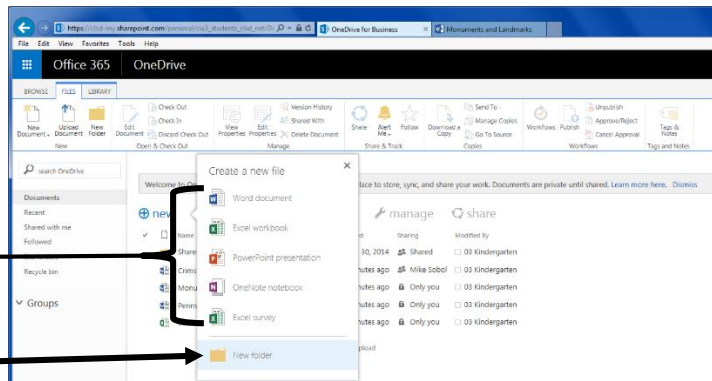
Using One Drive File Storage Online

Creating a new File or Folder inside of One Drive

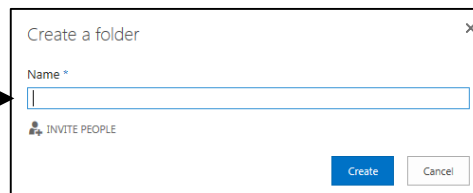
1. Click the New link.



2. Click either an Office program
or
click New Folder.



3. If you chose to make a new folder, type a name for the folder here.



4. Then click the button named Create.

