

How to Use Microsoft OneDrive for Students



Purpose:

OneDrive is a storage service for hosting files in the cloud. You have 1TB of free storage with Office 365. OneDrive offers users a simple way to store, sync and share various types of files with other people over the Internet. It allows you to work on files between home and school without the need of a portable storage device such as a USB.

How to Use:

Using Microsoft OneDrive as Cloud Storage and Sharing of Files

Microsoft OneDrive is available for teachers and students. This is a cloud based storage where you are able to access files from anywhere. This is especially useful for students to back up their work as well as save, store and share their documents without the use of a portable storage device.

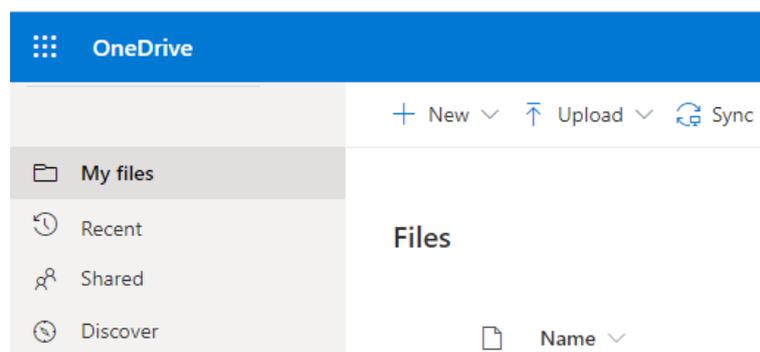
As a student you are able to store data in the cloud and also access files from anywhere.

Firstly you will need to log in to your Office 365 Account by navigating to office.com using a web browser.

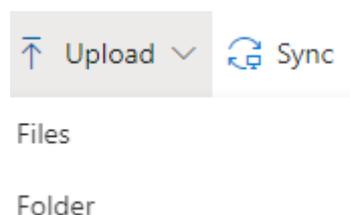
Once in your account you select the OneDrive Application



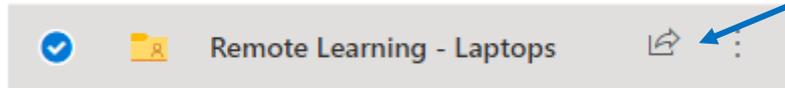
You will now see a page similar to below



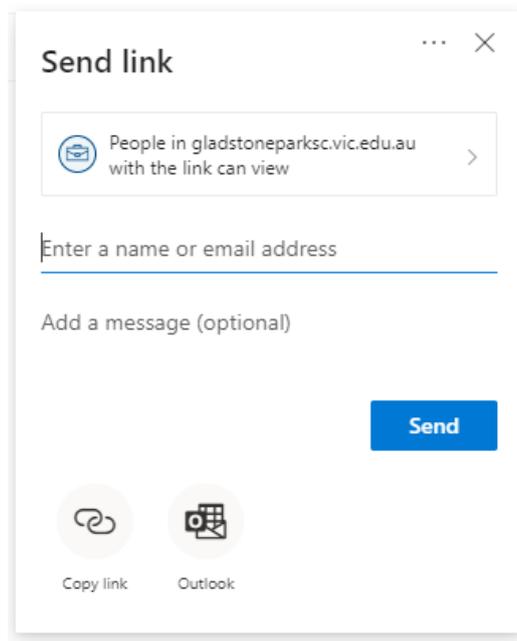
To upload documents click on the 'Upload' button and select the file from your documents to upload as shown above.



To share this file with your teacher, select the file or folder you wish to share and click the share button



You will then see a prompt that looks like below



You have two options. You can either type your teachers name in to the field that says 'Enter a name or email address' OR select 'Copy Link'

If you type in your teachers name make sure to click 'Send' after you have have selected their name and this will send your teacher an email to their GPSC email notifying them that you have shared a document with them.

If you select 'Copy Link' you will need to send this link to your teacher either via an email, Teams or paste in to a Word document and submit this to the appropriate Learning Task.