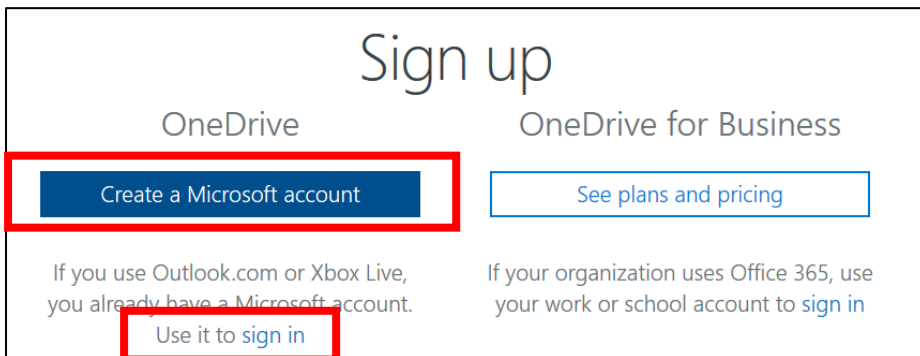
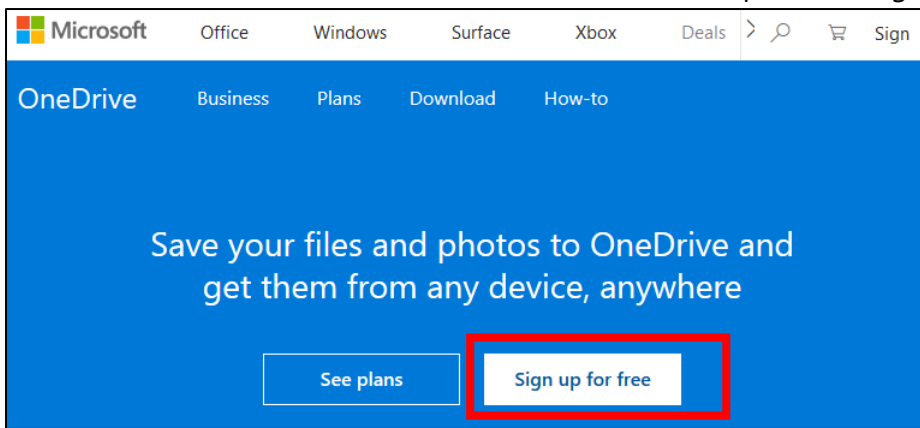


# OneDrive

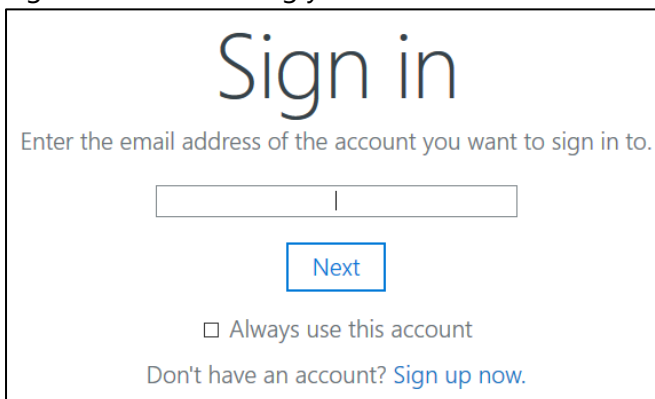
OneDrive is a cloud-based storage system you can use as your own personal online hard drive, with 5GB of free space. OneDrive integrated with Office Online, a free web-based version of popular Microsoft Office programs you can use to create basic Word documents, Excel workbooks, PowerPoint presentations, and more.

## Sign-in and initial tasks

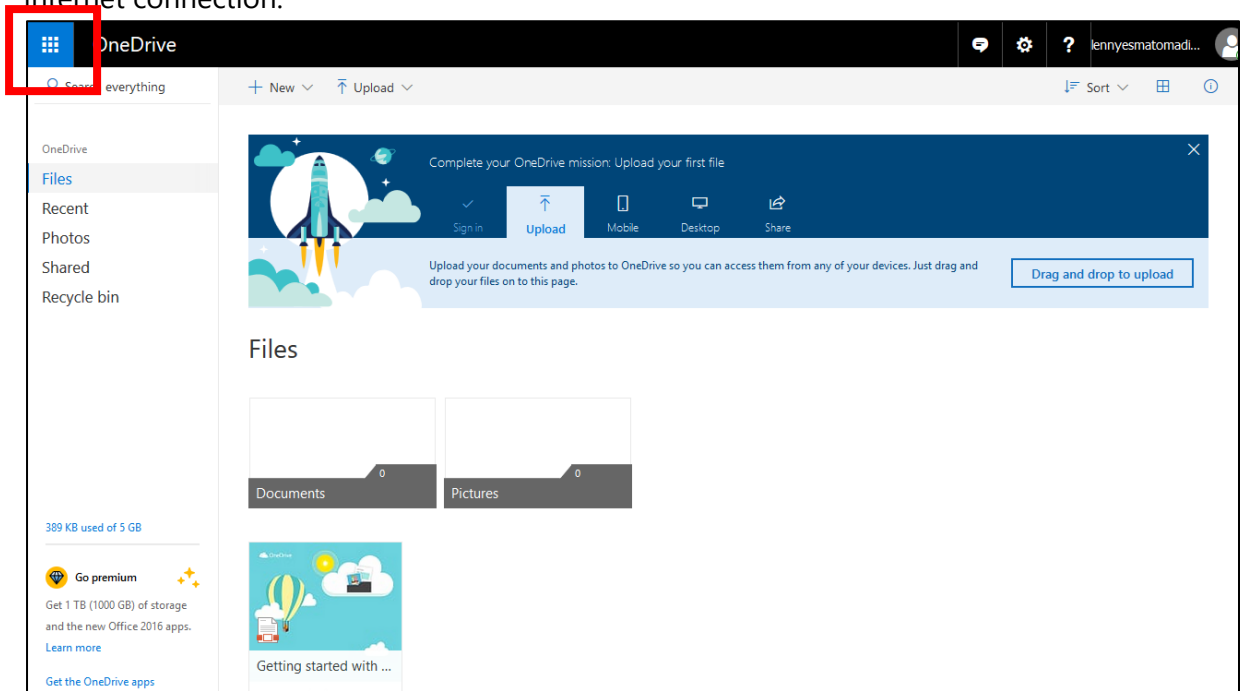
1. To connect to your OneDrive for Business space for the first time; from your Web browser navigate to <https://onedrive.live.com/about/en-us/>.
2. Click on "Sign up for free". If you do not have a Microsoft Account (Outlook.com @ Hotmail.com), click on "Create a Microsoft account". Complete the registration steps.



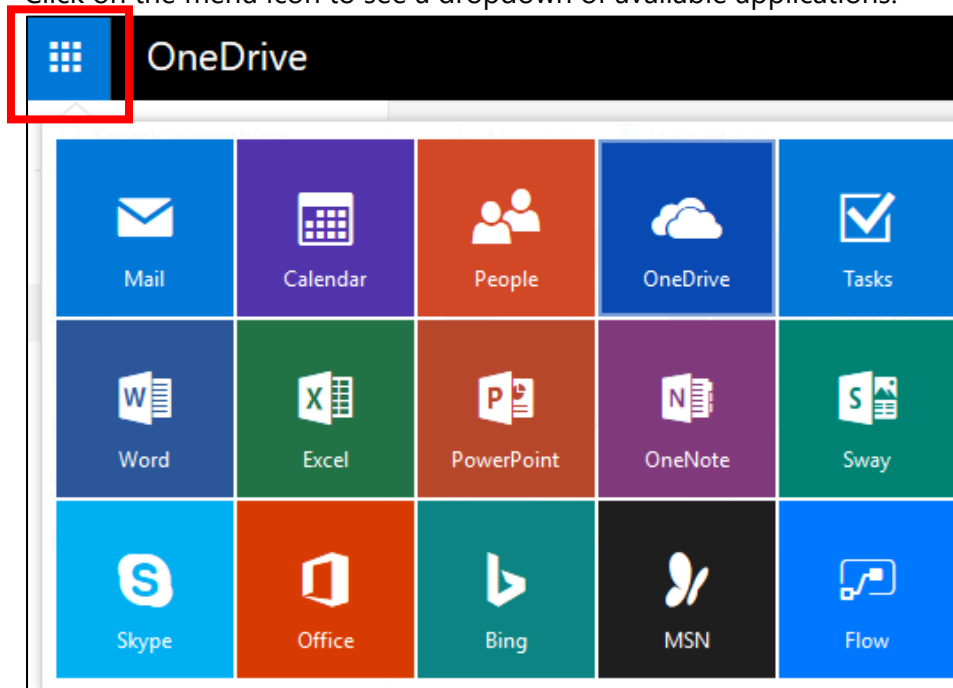
3. Sign in OneDrive using your Microsoft account:



4. Listed are your personal OneDrive files. Files can be accessed anywhere with an internet connection.

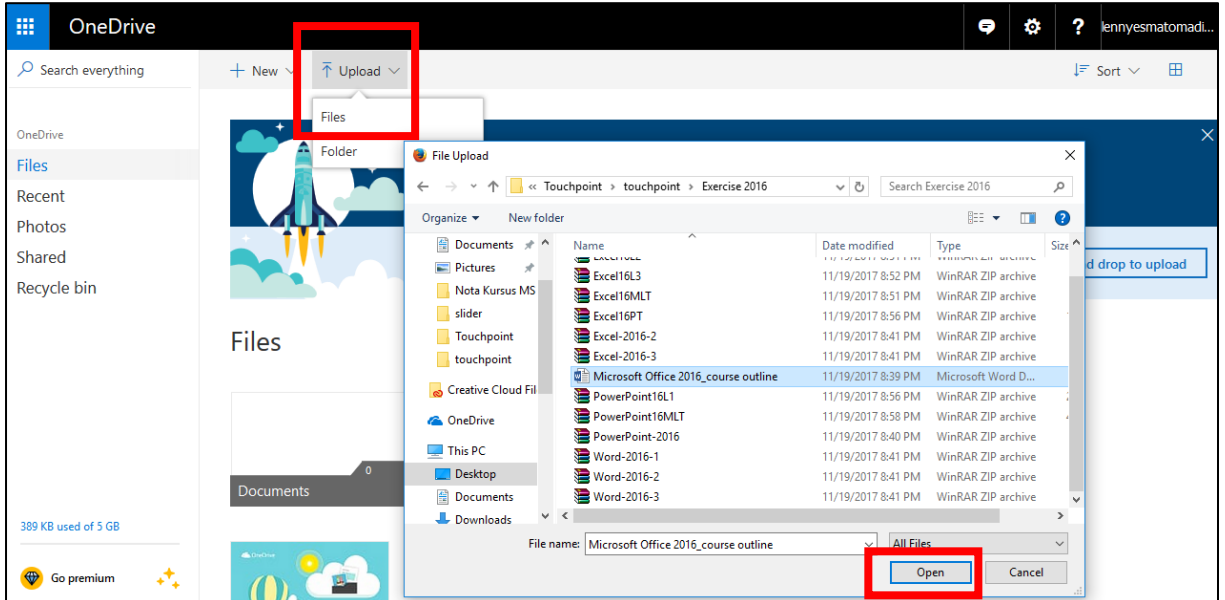


5. Click on the menu icon to see a dropdown of available applications.

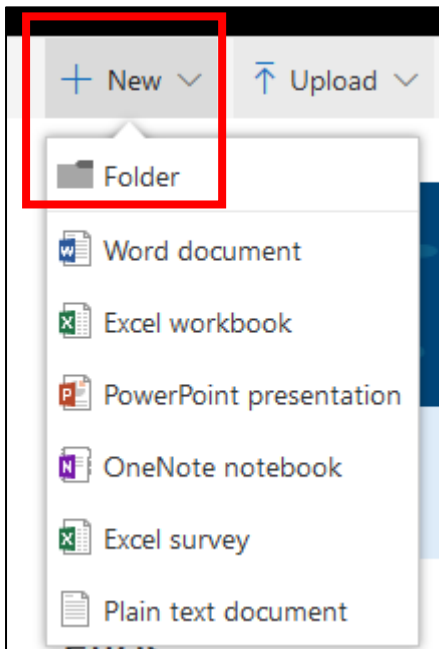


## Adding Files to the OneDrive

1. Open OneDrive
2. Click on Files
3. Double click on the folder on your computer that you want to upload
4. Select the Files that you want to Upload
  - Hold down the SHIFT key to select Multiple Files that are beside each other
  - Hold down the CTRL key to select Multiple Files not beside each other



5. You can create new Folders to hold documents within the OneDrive by Selecting New.



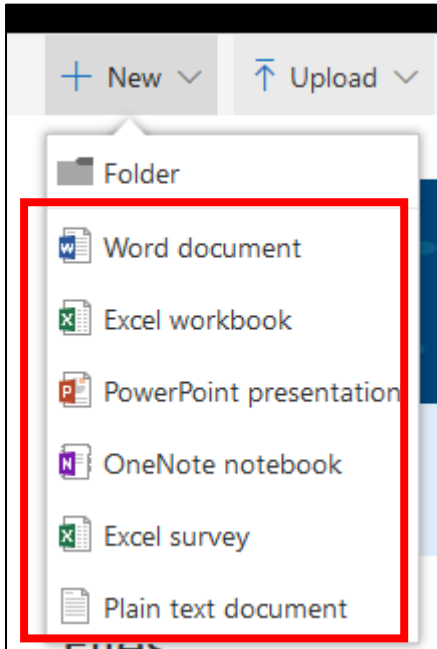
6. Name your Folder and click Create.

## Using Web Apps

This is an online version of Word, Excel and PowerPoint, which can be access without installing the Office suite.

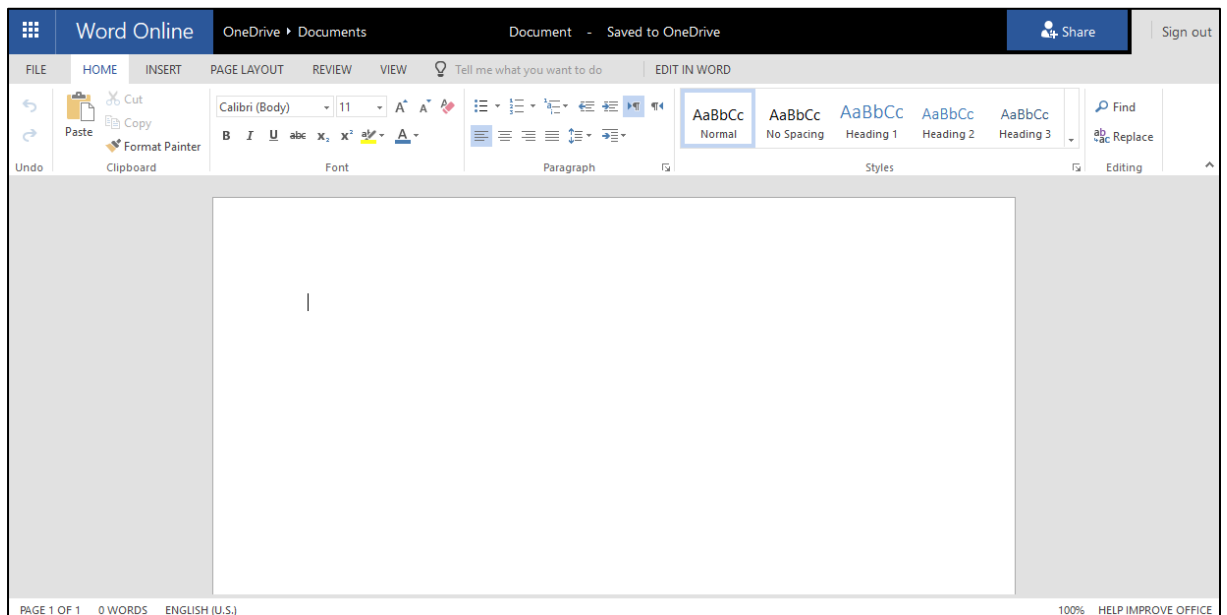
### Creating a New Document with Web Apps

1. Click on New, and select the type of document desired.



2. This will open an online version of the program. Use it as you normally would to create your document.

Works Space to Create Document:

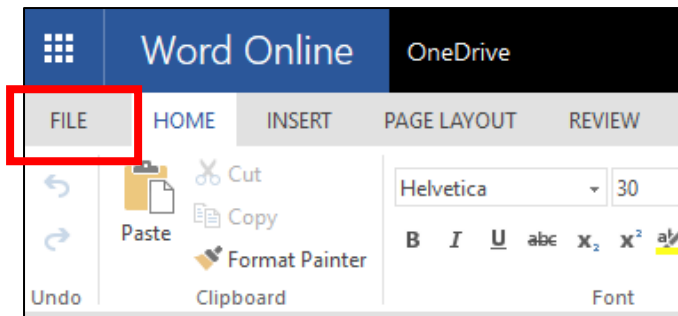


*Note: Your work is automatically save as you edit the document.*

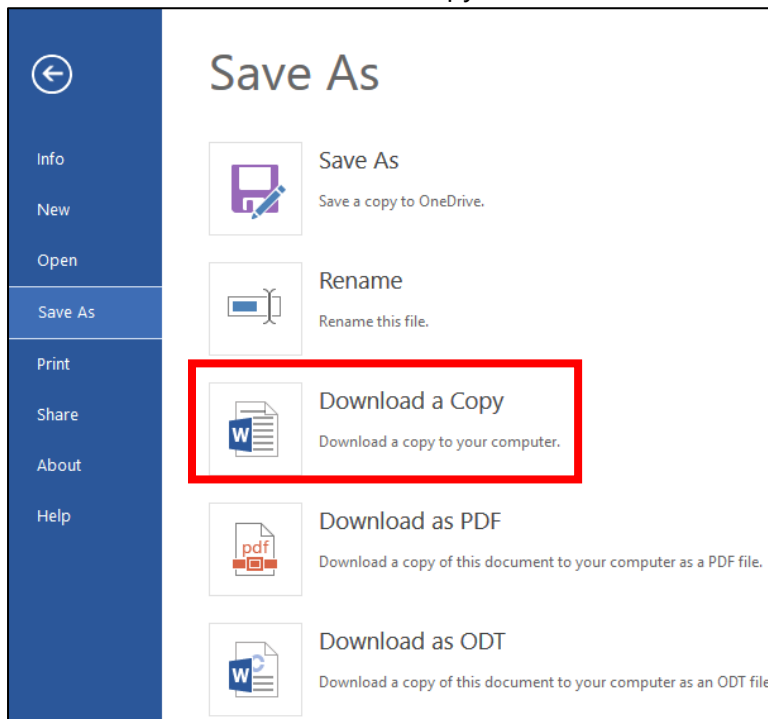
## Saving Web App Files

Save a copy of your file locally to your hard drive and/or USB flash drive.

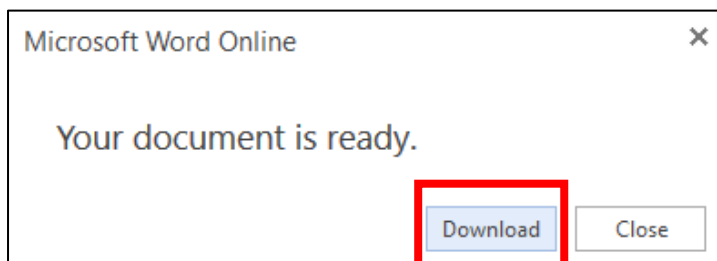
1. Click on File.



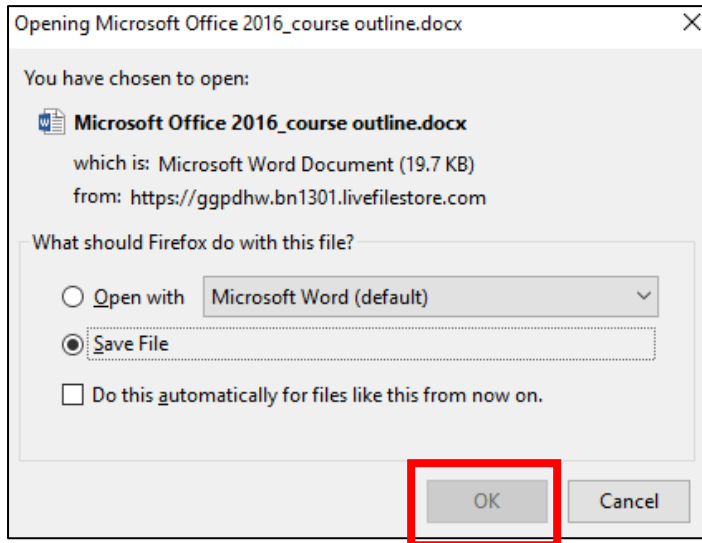
2. Click Save As then Download a Copy.



3. Click download.



4. Click OK.



5. Navigate to where the file will be saved > Name the File > then Click Save.

