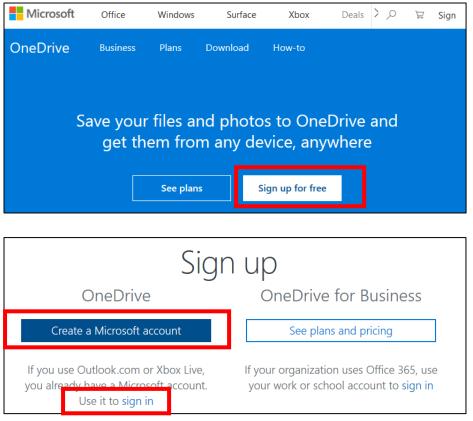
OneDrive

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 <u>https://onedrive.live.com/about/en-us/</u>.
- 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:

Sign in
Enter the email address of the account you want to sign in to.
Next
□ Always use this account
Don't have an account? Sign up now.

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

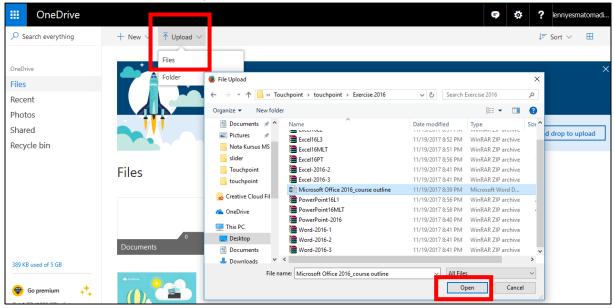
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OneDrive Files Recent Photos Shared Recycle bin	Complete your OneDrive mission: Upload your first file Complete your OneDrive mission: Upload your first file Complete your OneDrive mission: Upload your file Sign in Complete your OneDrive so you can access them from any of your devices. Just drag and drop your files on to this page.	X Drag and drop to upload
389 KB used of 5 GB	Files	
Ge premium Get 1 TB (1000 GB) of storage and the new Office 2016 apps. Learn more Get the OneDrive apps	Getting started with	

5. <u>Click on the menu icon to see a dropdown of available applications.</u>

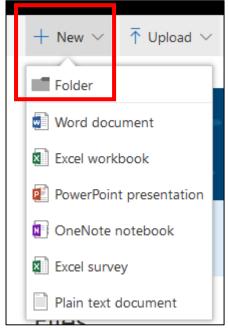
	One	Drive			
	Mail	Calendar	People	ConeDrive	Tasks
	Word	Excel	P 皆 PowerPoint	OneNote	S 🚔 Sway
S	S Skype	Office	b Bing	> / MSN	Flow

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.



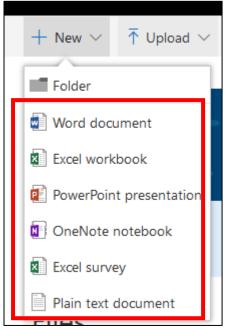
6. Name your Folder and click Create.

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:

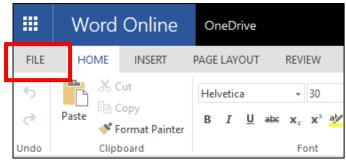
	Word Online	OneDrive > Documents	Document - Saved to O	neDrive		🎝 Share	Sign out
FILE	HOME INSERT	PAGE LAYOUT REVIEW VIEW Q Te	ell me what you want to do EDI	F IN WORD			
5 C	Paste X Cut Paste Copy V Format Painter		E * E * E * E ≥ ¶ = = = = \$ ≠ •=	AaBbCc Normal No Spacing Head		AaBbCc leading 3	
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Note: Your work is automatically save as you edit the document.

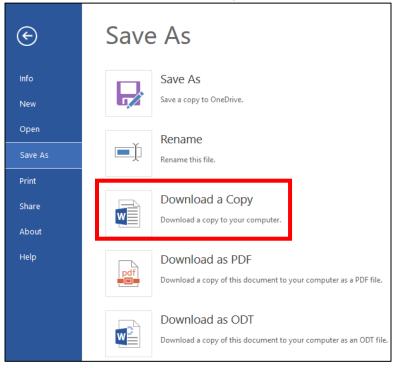
Saving Web App Files

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

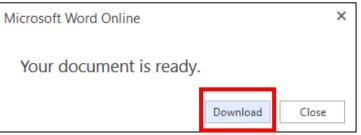
1. Click on File.



2. Click Save As then Download a Copy.



3. Click download.



4. Click OK.

Opening Microsoft Office 2016_course outline.docx				
You have chosen to open:				
Microsoft Office 2016_course outline.docx				
which is: Microsoft Word Document (19.7 KB)				
from: https://g	gpdhw.bn1301.livefiles	tore.com		
What should Firefox do with this file?				
○ <u>O</u> pen with	Microsoft Word (default)			
Save File				
Do this <u>a</u> utomatically for files like this from now on.				
		ОК	Cancel	

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

Enter name of file to save to					
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∧ Hide Folders		Save Cancel			