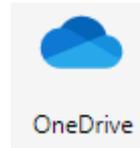


# OneDrive



## Using Cloud services – quick start guide (Windows)

If you already have a Microsoft account, in your browser top bar type **onedrive.live.com** and press the Enter key.

Sign in with your email and password

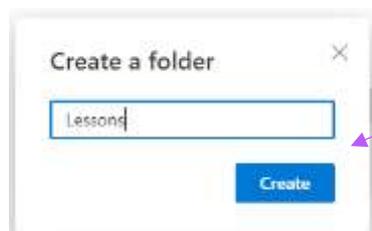


This will take you to the Files area. If this is your first time this will be empty. I suggest you first create a folder.



Click **+ New** and then click **Folder**

Type in a *name* for your folder (I called mine Lessons) and then click the **Create** button.

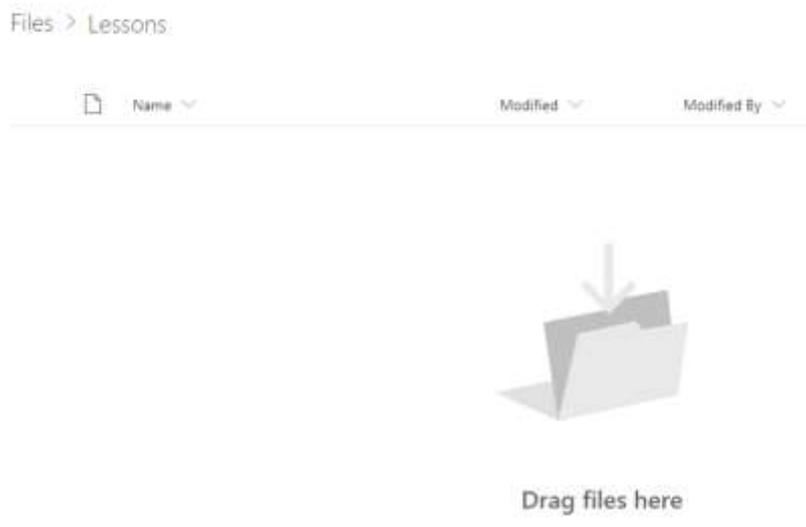


The folder with the name you gave will appear. Click the *name of the folder* to open.





With the folder open (as the icon suggests) you can drag and drop files from your computer to the folder. This is called uploading.



Uploading files like this has some use just as a backup. It also means you can access your files from practically any device with internet access. However, it becomes even more useful when you share.

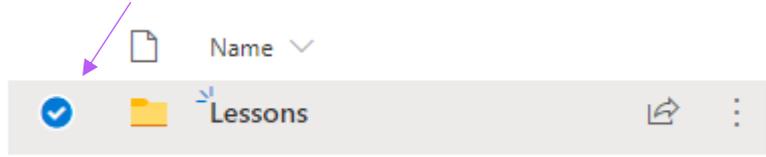
To share a folder first make sure you can see the folder. You may have to click either **Files** or **My files** to do that.



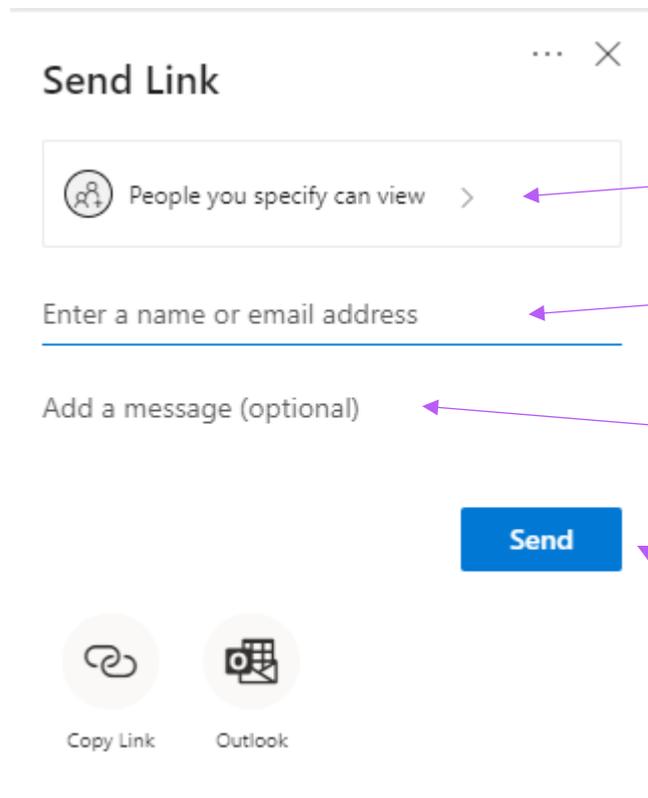
Hover your mouse over the folder you want to share



Now click the circle on the left to select it



Once selected the menu at the top will change to reveal a Share option. Click this **Share** option.



Clicking here allows you to tick *allow editing*. If you leave this those who you share with can only view (or read) and not make changes.

In here put the email address(es) of the person(s) you want to share with

If you add in a message, this will be in the email that will be sent

Click **Send** when you have filled out everything and are ready to share.

### Tips & tricks

If you don't have a Microsoft account, you can sign up for a free one. Most schools have Office 365 which means you probably already have one.

You can share any files or folders you want with a class if you want to share resources

You can create individual folders for each student and use the allow editing option (see above) so they can share files with you.

You can create folders for each group in your class and allow editing for the members of the group so they can work collaboratively on a project.

