

OneDrive is a cloud-based file storage and sharing service provided by Microsoft as a part of Office 365. It allows users to store and access their files from anywhere with an internet connection. Here are the main reasons why it is recommended that you store your documents in OneDrive.

Secure Storage: OneDrive offers secure cloud storage, which can help Up Education to store important documents, files, and data securely.

Easy Access: OneDrive provides easy access to files and documents from anywhere, at any time. Staff and students can access files and documents remotely, reducing the need for physical storage or local servers.

Collaboration: OneDrive allows multiple users to access and collaborate on files in real-time. This feature can be particularly useful for Up Education, as it can help teachers and students to work together on assignments, projects, and other tasks.

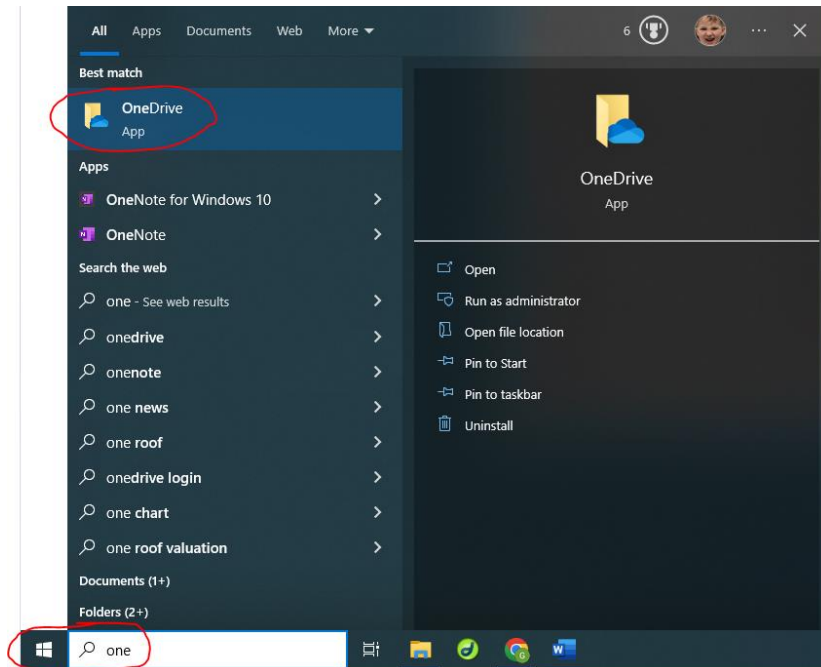
Integration: OneDrive can be integrated with other Microsoft apps, such as Office 365 and Teams. This integration can help Up Education to improve productivity, streamline workflows, and enhance collaboration.

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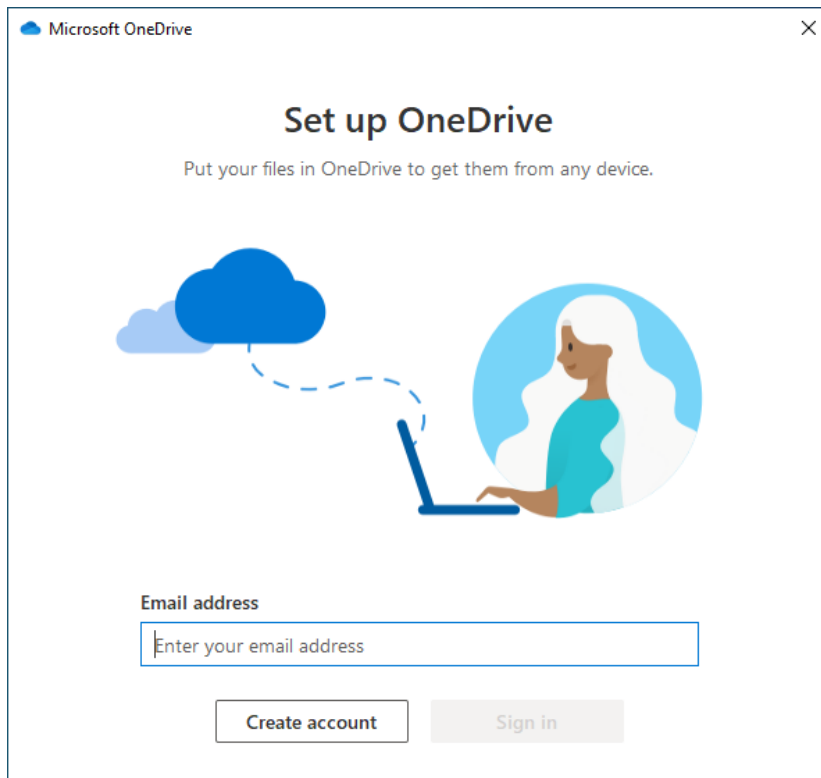
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Setting up the OneDrive App

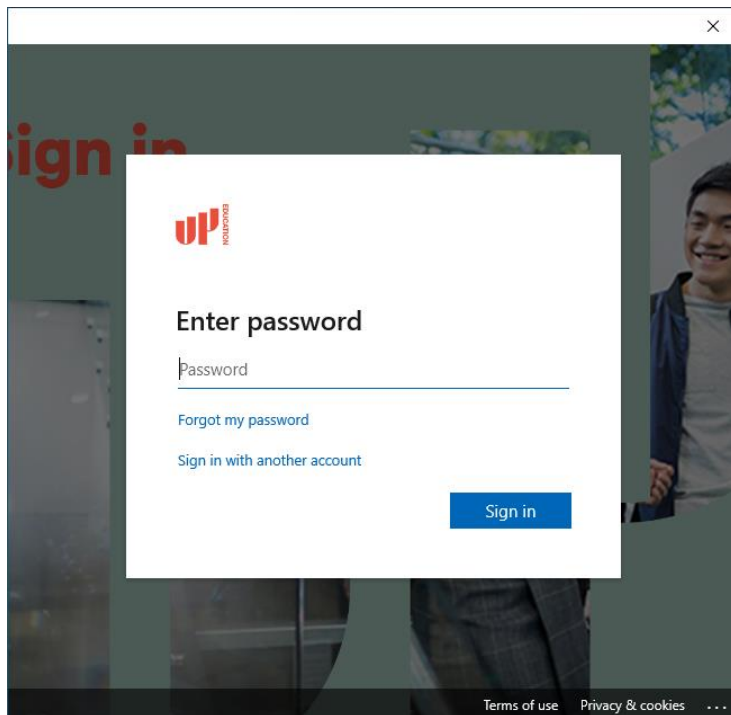
Step 1: From the Start menu, type in OneDrive and select the OneDrive app



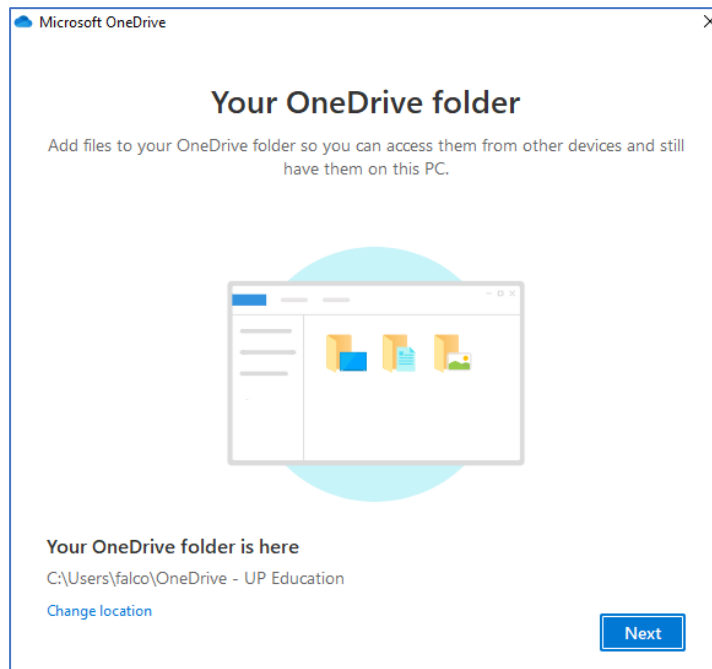
Step 2: Type in your work email address



Step 3: Type in your work account password



Step 4: This is the local location where OneDrive files can be accessed and stored. Leave the default location as it is and click **Next**






Step 5: Select the items you would like to backup to your OneDrive. Once done click Start back up

Microsoft OneDrive

Back up folders on this device in OneDrive

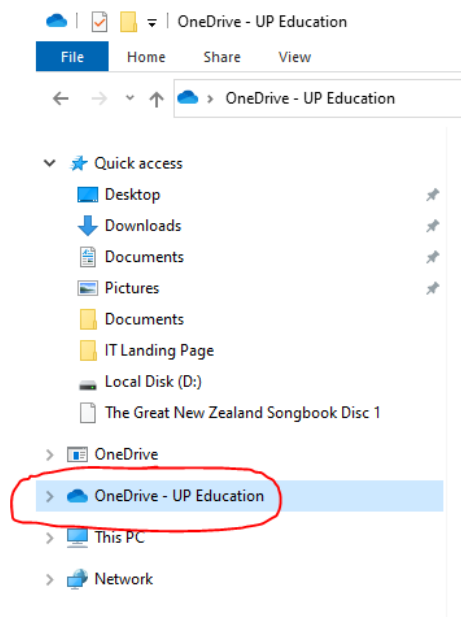
Files will be backed up, protected, and available anywhere in OneDrive - UP Education, even if you lose this device.
[Learn more about folder back up](#)

	Documents	34 MB	Ready to back up	<input checked="" type="checkbox"/>
	Pictures	1 KB	Ready to back up	<input checked="" type="checkbox"/>
	Desktop	2.1 GB	Ready to back up	<input checked="" type="checkbox"/>

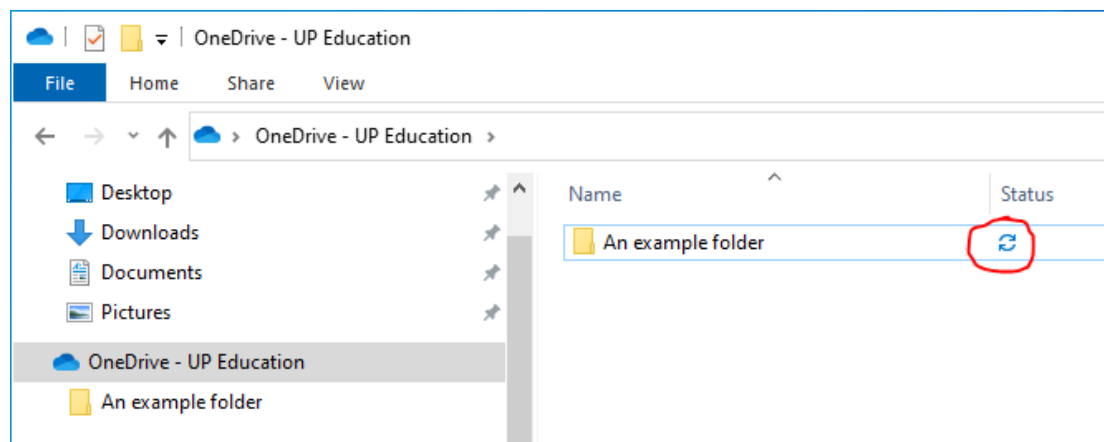
i 32.6 GB of 1 TB will be used after back up

Using the OneDrive App

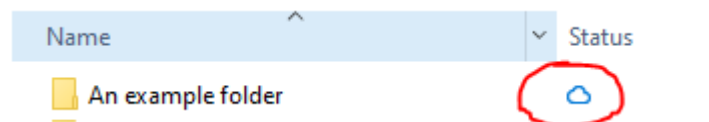
From File Explorer, you are now able to access and save documents into your OneDrive.



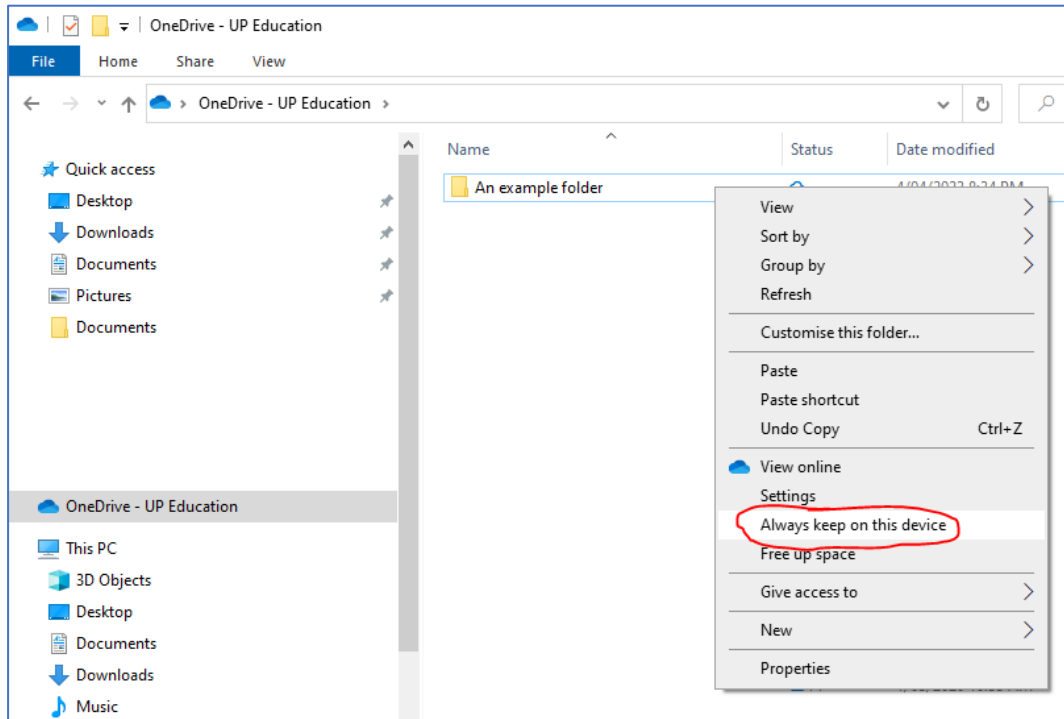
If you create a folder or save a file into your OneDrive you will notice a icon with two arrows. This indicates that your files are syncing to OneDrive.



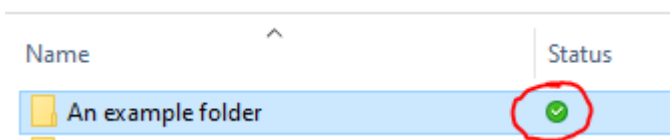
When the file or folder displays the cloud icon, then it has synced with OneDrive. Now you will be able to access the file or folder from any other device with an internet connection.



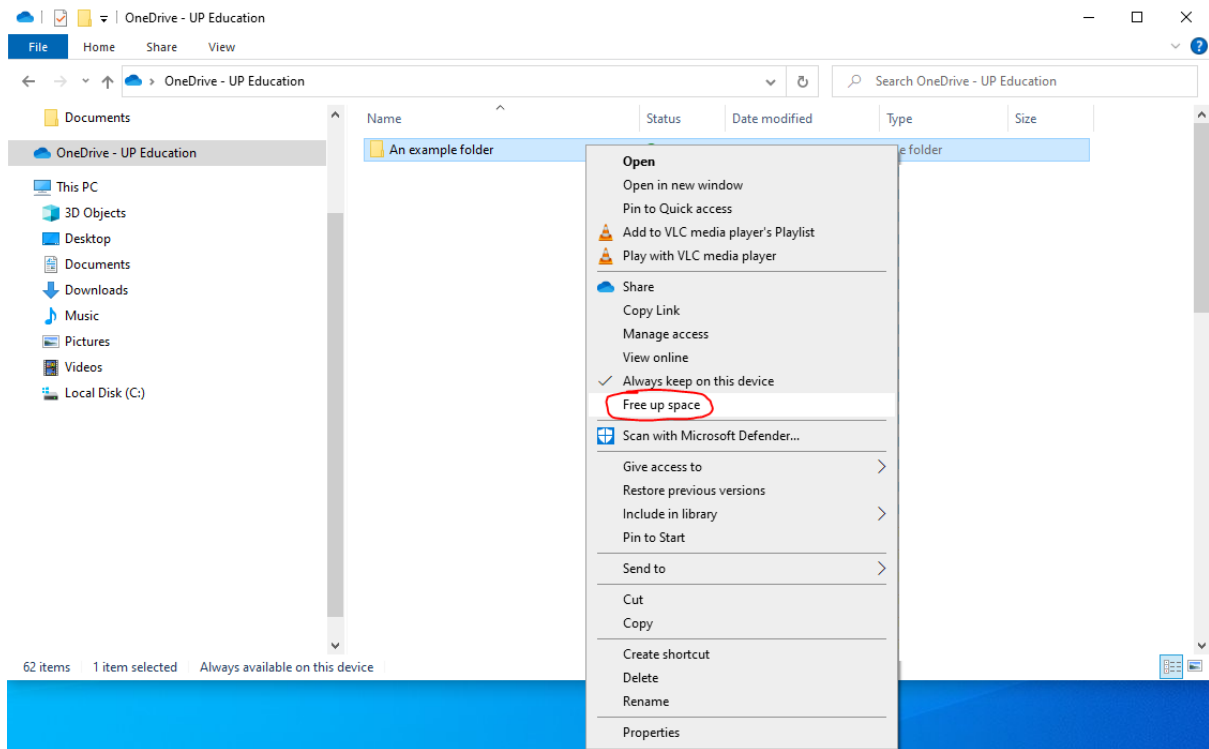
If you want a particular file or folder to always be available on the current device you are using, even if you are disconnected from the internet, then right click on the file or folder and select Always Keep on this device.



The green tick will then indicate that it has downloaded from OneDrive the file or folder and is storing it also on your device locally. Please exercise caution when doing this, if there are large files in your OneDrive then it could attempt to download all those large files and fill up the local storage space on your device. You should only use this option for documents that you are currently working on that you need access to offline.



If you want to free up local storage space on your device then you can choose to only keep a copy on OneDrive and not on your local machine. To do this right click on the file or folder and select Free up space.



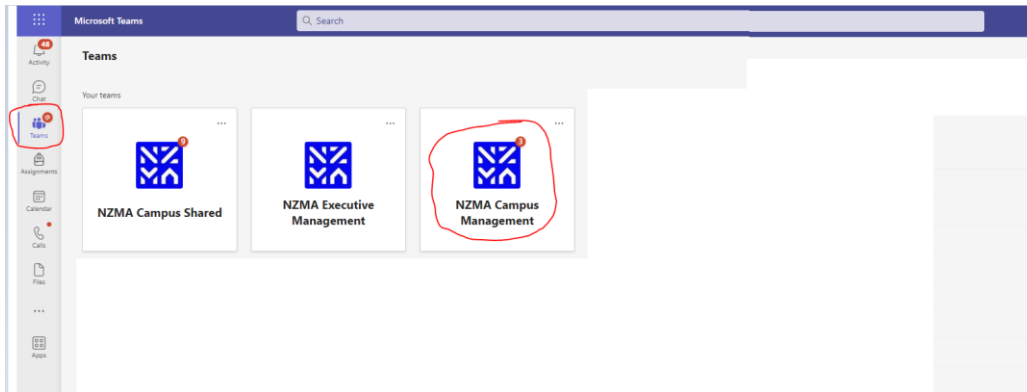
The icon will then change from a green tick to a cloud icon indicating that the file or folder is now only stored in OneDrive and not locally on your device.



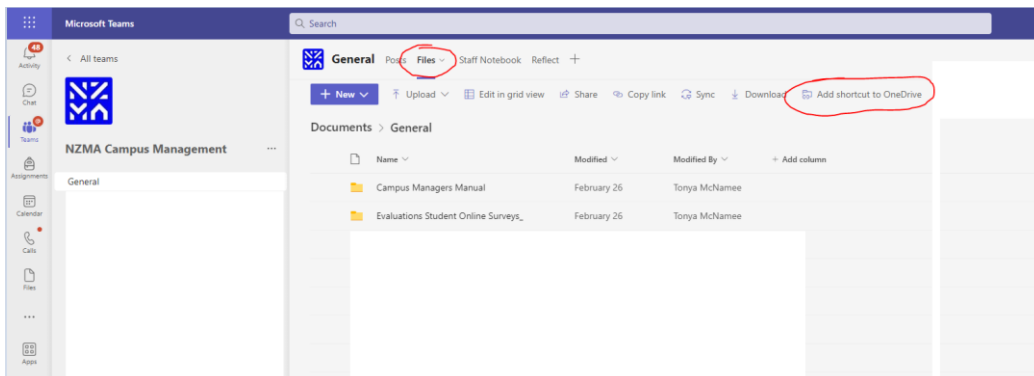
Adding a shortcut to a MS Teams site into OneDrive

If you find that you are working with files a lot that are stored in MS Teams and you want a more efficient way of accessing them rather than having to open Teams all the time, you can add a shortcut from that Team into your OneDrive.

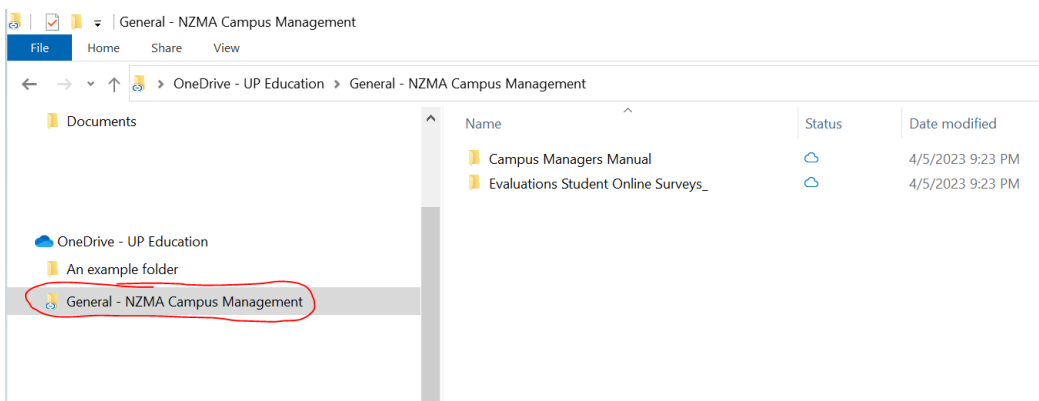
Step 1: Open MS Teams and click on the Teams icon on the left-hand side. Then select the Team that has the files in it that you frequently access.



Step 2: Click on Files and then click Add shortcut to OneDrive.



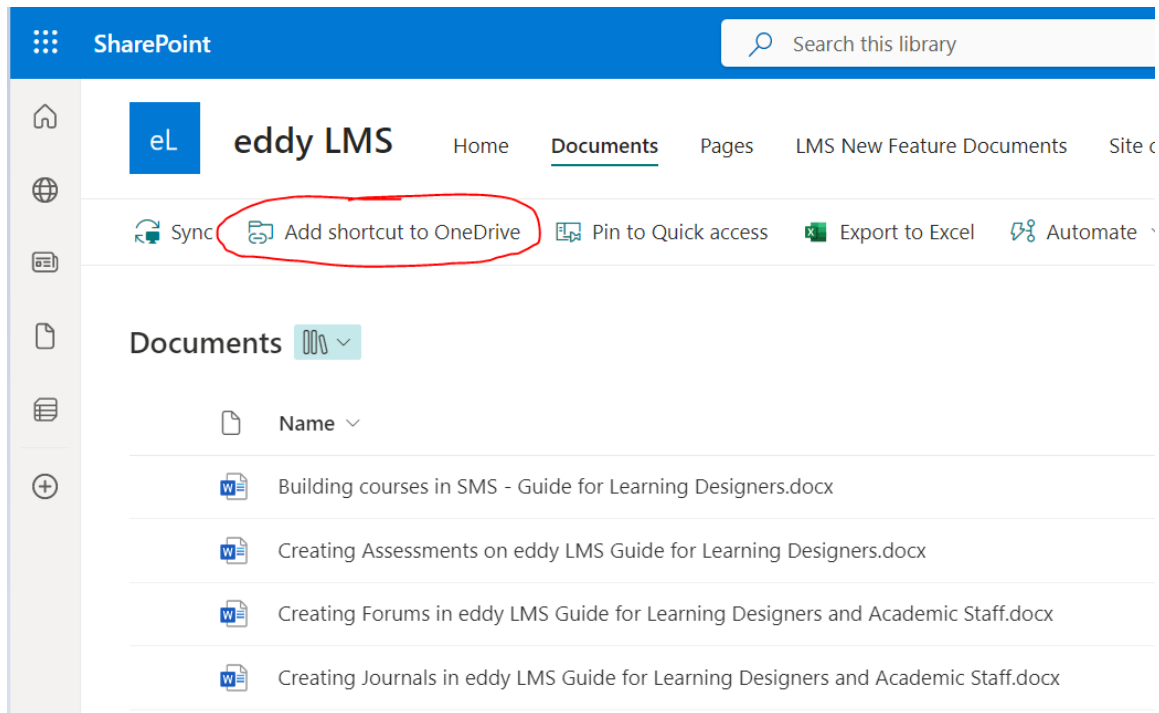
It may take a few minutes to sync, but once done you will be able to access your Teams files from File Explorer.



Adding a shortcut to a SharePoint site into OneDrive

If you find that you are working with files a lot that are stored on a SharePoint site and you want a more efficient way of accessing them rather than having to open SharePoint all the time, you can add a shortcut from that SharePoint site into your OneDrive.

Step 1: Open the SharePoint site and click on Add shortcut to OneDrive.



It may take a few minutes to sync, but once done you will be able to access your SharePoint site files from File Explorer.

