

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.

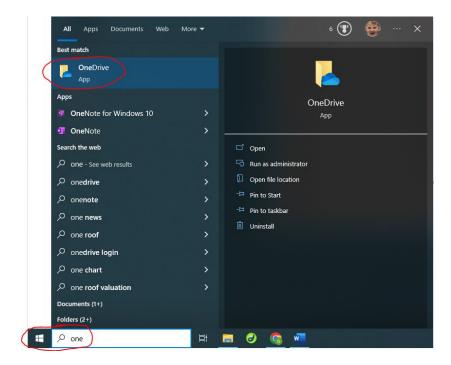
**Integration:** OneDrive can be integrated with other Microsoft apps, such as Office 365 and Teams. This integration can help Up Education to improve productivity, streamline workflows, and enhance collaboration.

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# Setting up the OneDrive App

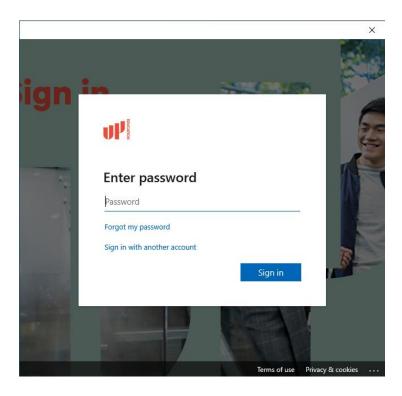
Step 1: From the Start menu, type in OneDrive and select the OneDrive app



Step 2: Type in your work email address

<ul> <li>Microsoft OneDrive</li> </ul>	×
Set up OneDrive	
Put your files in OneDrive to get them from any device.	
Email address	
Enter your email address	
Create account Sign in	

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** 

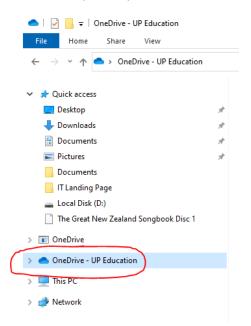
<ul> <li>Microsoft OneDrive</li> </ul>	×
Your OneDrive folder	
Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.	
- 22	
Your OneDrive folder is here	
C:\Users\falco\OneDrive - UP Education	
Change location Next	

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

•	Microsoft	OneDrive			>	K
	Back	up folders on	this devic	e in OneDriv	/e	
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	=	Documents	34 MB	Ready to back up		
		Pictures	1 KB	Ready to back up		
	<b>:</b>	Desktop	2.1 GB	Ready to back up		
	<ul><li>32</li></ul>	2.6 GB of 1 TB will b	e used after b	ack up		
		l'll do it later		9	Start 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.

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File Home Share View			
← → × ↑    OneDrive - UP Educat	tion >		
🛄 Desktop	* ^	Name	Status
🕂 Downloads	*	An example folder	(2)
Documents	*		$\bigcirc$
Pictures	*		
OneDrive - UP Education			
An example folder			

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.

Name	~	Status
An example folder	$\langle$	0

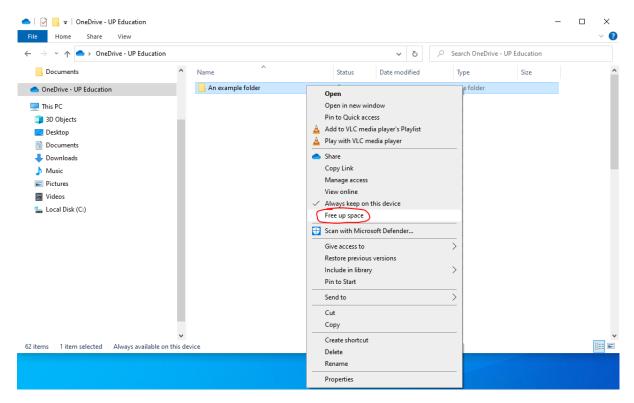
If you want a particular file or folder to always be available on the current device you are using, even if you are disconnected from the internet, then right click on the file or folder and select Always Keep on this device.

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File Home Share View				
← → × ↑    OneDrive - UP Education	on ≽			ب
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🕂 Downloads	*		Sort by	>
Documents	*		Group by	>
Pictures	*		Refresh	
Documents			Customise this folder	
			Paste	
			Paste shortcut	
			Undo Copy	Ctrl+Z
			<ul> <li>View online</li> </ul>	
<ul> <li>OneDrive - UP Education</li> </ul>			Settings	
			Always keep on this devi	.e
This PC			Free up space	
3D Objects			Give access to	>
E. Desktop			New	
Documents				
🕂 Downloads			Properties	
👌 Music				

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.

Name	Status
An example folder	۲
An example folder	$\bigcirc$

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.

Name	✓ Status
An example folder	$\bigcirc$

## 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.

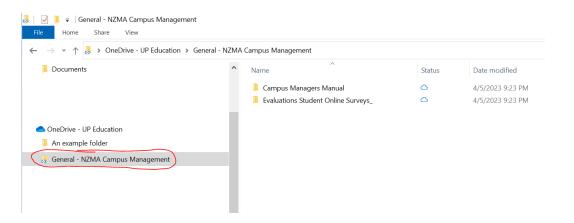
**Step 1:** Open MS Teams and click on the Teams icon on the left-hand side. Then select the Team that has the files in it that you frequently access.

	Microsoft Teams	Q. Search			
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	Your teams				
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lar	NZMA Campus Shared	NZMA Executive Management	NZMA Campus Management		
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**Step 2:** Click on Files and then click Add shortcut to OneDrive.

	Microsoft Teams	Q, Search
Activity	< All teams	General Port Files Staff Notebook Reflect +
(=) Chat		+ New 🗸 🕴 Upload 🗸 🌐 Edit in grid view 😰 Share 🐵 Copy link 🖓 Sync 🛓 Download 🎲 Add shortcut to OneDrive
tion of the second		Documents > General
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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.

	SharePoint $\begin{tabular}{c} \end{tabular}$ Search this library
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(iii)	and the shortcut to OneDrive 🖾 Pin to Quick access 🛛 🖷 Export to Excel 🛛 🖓 Automate 🚿
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	Creating Assessments on eddy LMS Guide for Learning Designers.docx
	Creating Forums in eddy LMS Guide for Learning Designers and Academic Staff.docx
	Creating Journals in eddy LMS Guide for Learning Designers and Academic Staff.docx

**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.

