



Using Microsoft OneDrive.

Microsoft OneDrive is an online file storage system that you may find very useful, particularly if you want to store your CV and other important documents in a place that you can access from any computer connected to the internet. It can also be used to create documents.

In this lesson we will show you how to set up an account and the functions and uses of OneDrive.

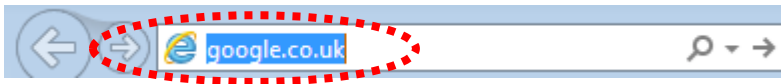
Make sure you have completed the “Creating An Email Account With Outlook” hand-out before attempting this one.

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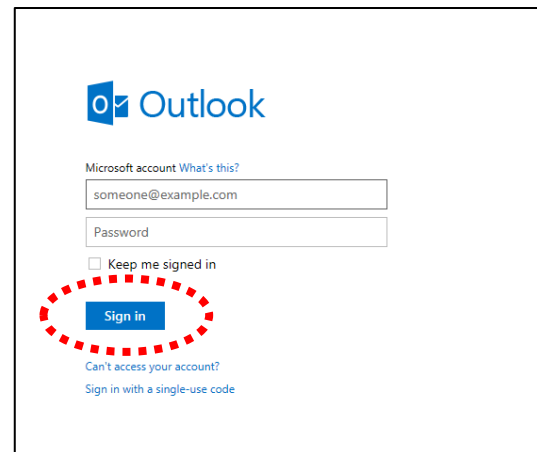
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Lesson 1: Accessing Microsoft OneDrive

1. Open your web browser (Internet Explorer, Firefox, Chrome). For the purposes of this lesson we will be using Internet Explorer but the other browsers will have very similar buttons and functions.
2. Click on the address bar at the top of the browser page.



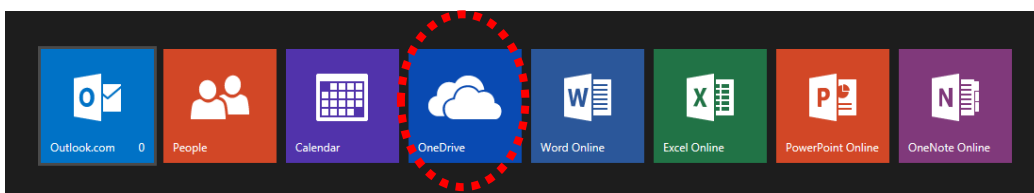
3. Make sure the text is highlighted blue then type www.outlook.com and press “enter”.
4. Once the page loads enter your email and password and click on “Sign in”.



6. Once the page has loaded you will be brought into your email account. Go to the top bar where there is a downwards arrow between “+new” and “Outlook.com”.

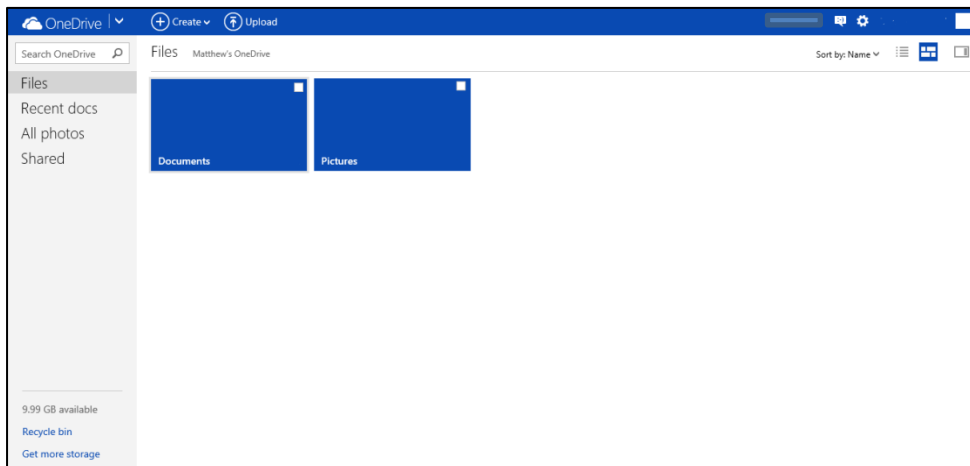


7. Click on the downwards arrow and a menu will appear with 8 boxes, click on the box marked “One Drive”

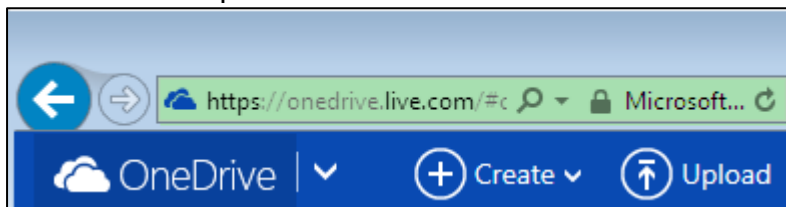


Lesson 2: Navigating around Microsoft OneDrive

1. You will be redirected to the OneDrive homepage which looks like this



1. There are four options below the Address Bar.



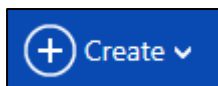
2. The first button “Onedrive” can be used to return to the home page of the Onedrive.



3. The second button is a drop down menu for all the services available to Outlook email users. (This includes Hotmail and Live email accounts as well as seen in Lesson 1 step 7).



4. The third button “Create” is used to create folders and sub-folders. It can also be used to access online versions of Word, PowerPoint, Excel, OneNote and a plain text document.

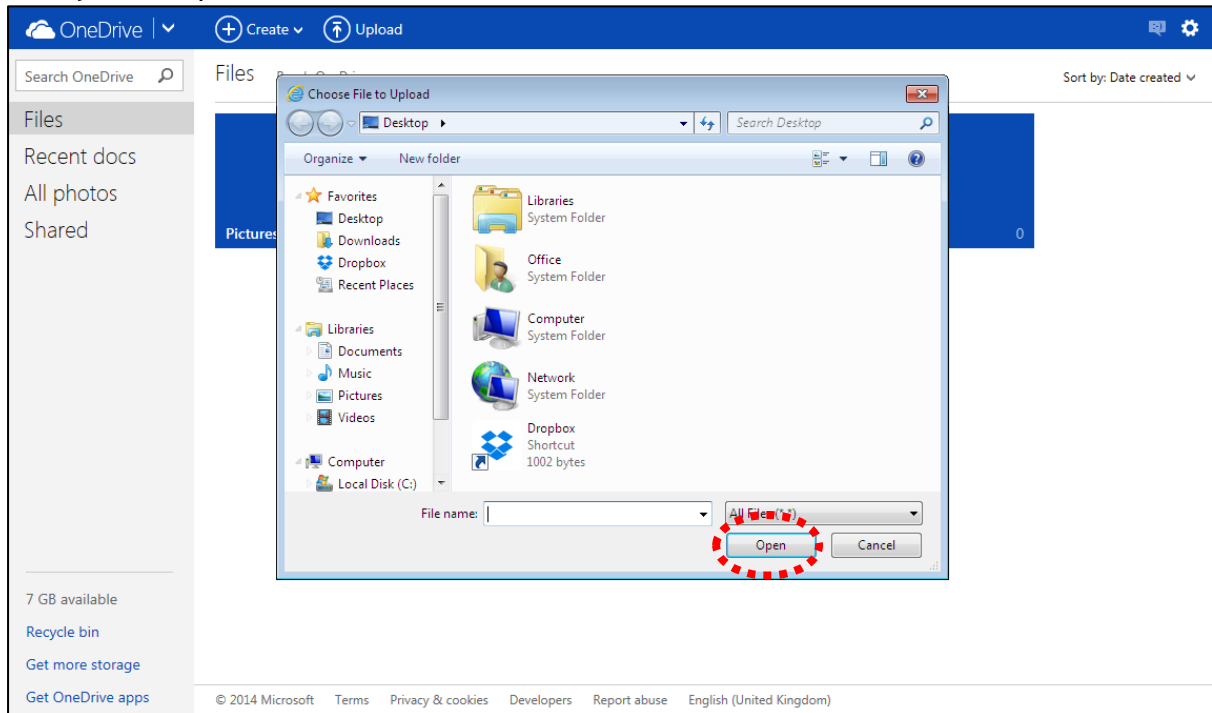


5. The fourth button “Upload” is used for uploading files, documents, pictures etc. to OneDrive.

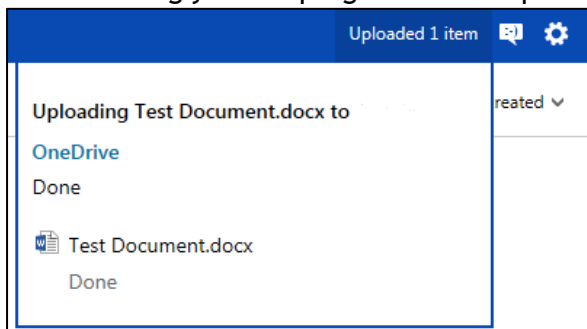


Lesson 3: Uploading A File

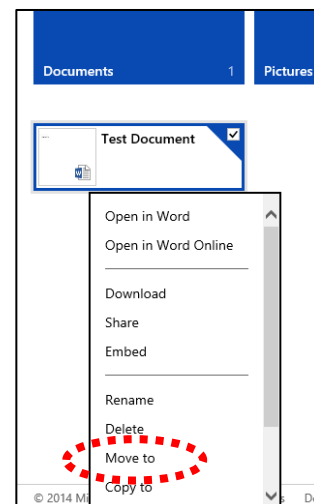
6. Click the “Upload” button and a new window will pop up allowing you to choose a file from your computer.



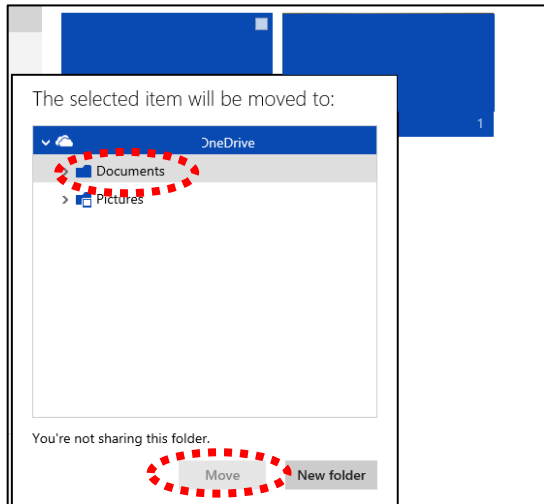
7. Select a file to upload, click on “Open” and a message will appear in the top right hand corner telling you the progress of the upload and when it’s complete.



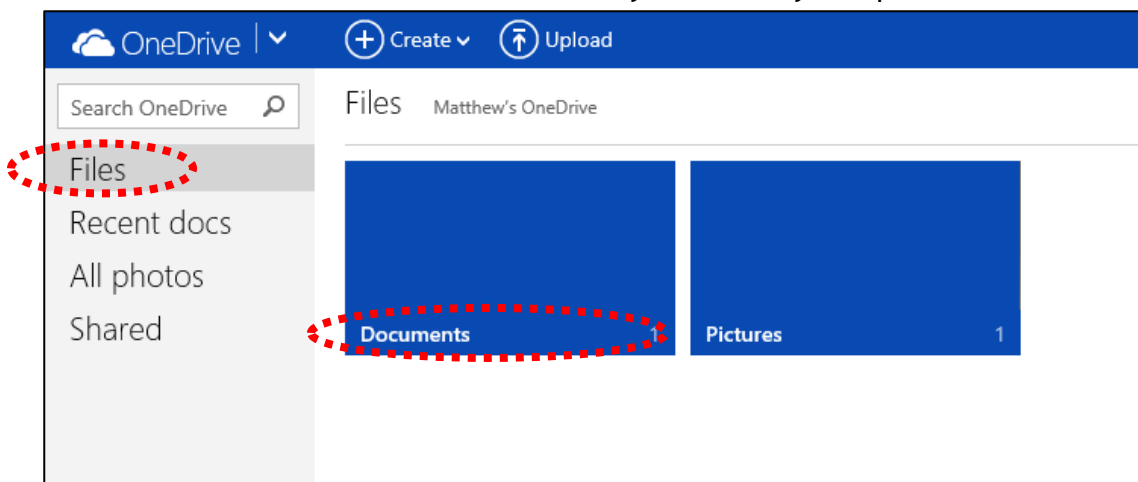
8. Now that your file is uploaded you can right click on it, select “Move To” and then put it in a folder such as “Documents” or a folder that you have created specifically for it.



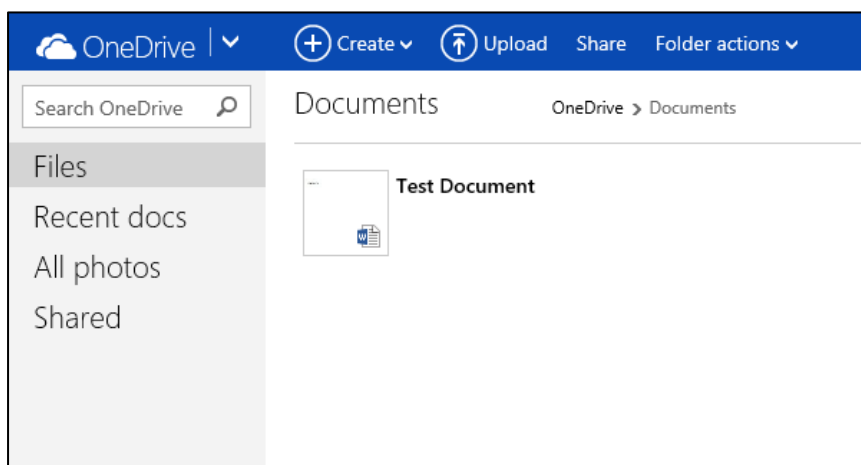
9. Click on “Documents” and then “Move”



10. Click on “Files” and then “Documents” and you will see your uploaded file in that folder.



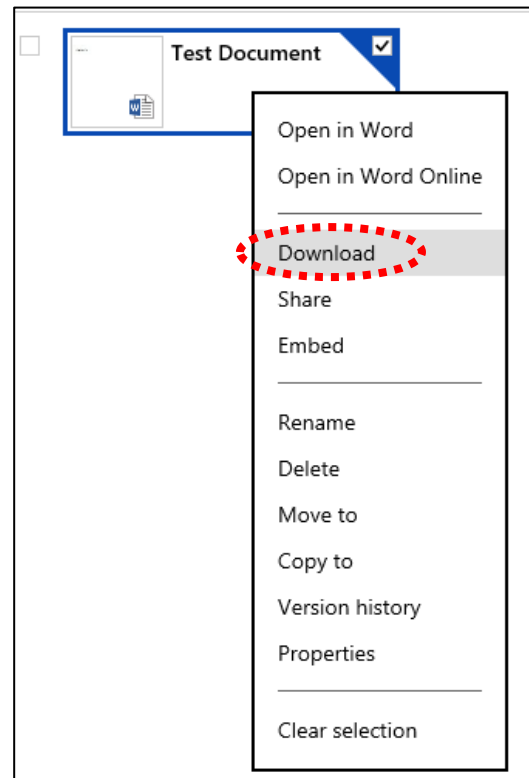
11. You can now see the file in the “Documents” folder.



Lesson 4: Downloading A File

Now that you've uploaded a document you can now access it from any computer in the world as long as it has internet access. In order to download it onto the computer you're using follow these steps

1. Access your OneDrive account as outlined in lesson one and then click on the folder your file is in.
2. Right-click on the file you want to download and choose "Download"



3. At the bottom of the screen a box will appear. Click on the black arrow beside "Save" and then choose "Save As"



4. Navigate to the "Desktop" and click "Save". The file will then appear on the Desktop

