Getting Started: Office 365 OneDrive

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What is OneDrive?

OneDrive is an online version of your 'My Documents' folder.

It is a place for you to store your files online that you do not need to share with your colleagues. It is associated with your 365 details which you will have a copy of.

As it is an online system, you can access it from anywhere in the world on any device that has an internet connection.
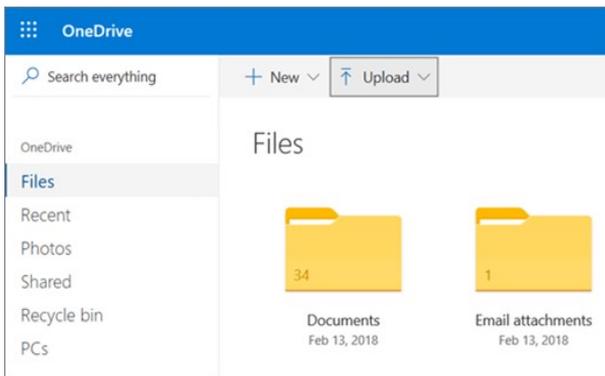
OneDrive in your browser

You can access OneDrive by opening up a web browser and going to the following address: https://office.com

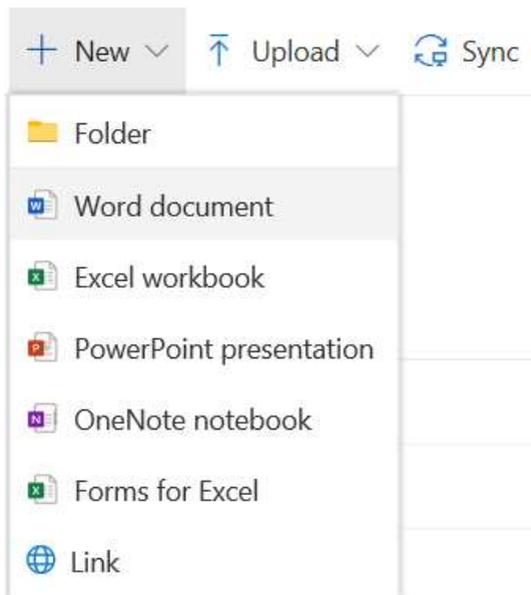Once you are logged in, you will see OneDrive in the list of apps.

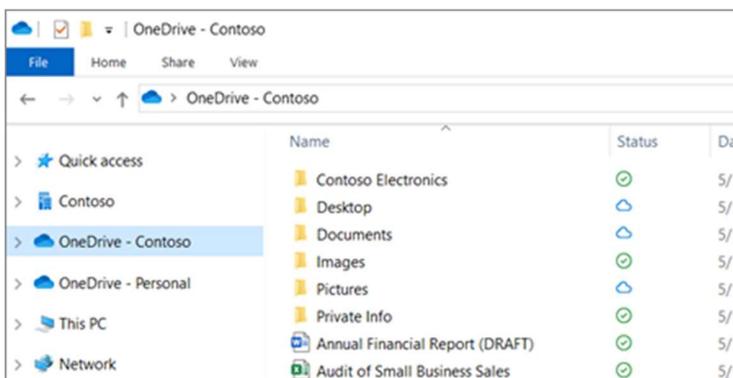You can start uploading your folders and files to your OneDrive account.

You can also create new files in OneDrive too.

Simply click the 'New' button and select the type of file you want to create

OneDrive on your computer

Open up file explorer which is the folder icon on the taskbar at the bottom of the screen and select "OneDrive – [your company]"

You can see in this image that there are some green ticks and some blue clouds.

The green ticks mean that the folder/file is synced to your computer.

The blue cloud means the folder/file is saved online but not on your computer.

The files with a blue cloud icon next to them will sync to your computer when you have an internet connection.

If you have just moved a file or folder into your OneDrive, you will see the two blue arrows next to the file or folder while it syncs to the cloud.
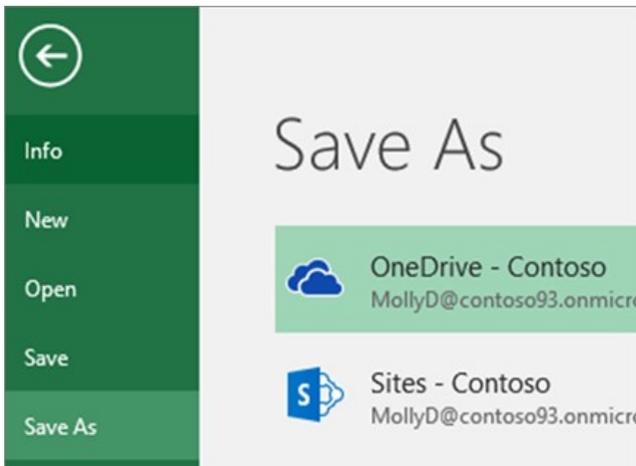
Useful Info

You can also copy and move files from your computer into your OneDrive. You are able to achieve this the same way as you would through file explorer.

You can save and open files in your Office apps.

In any Office document, select **File** > **Save As** > **OneDrive – [your company]** and then select the folder where you want to save the file.

You can also use the 'Open' option to open files which are already saved on your OneDrive.

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