An Introduction to OneDrive (in Office 365) and How to Save Using OneDrive

OneDrive is an online place for staff and students to save their files that makes them available on any device, anywhere. People can work on their files in the online apps (for example Microsoft Word) or download them to their own device and still save them in OneDrive. OneDrive is also a place to go when you would like to share a file for collaboration or find one that is Shared by you.

OneDrive								
1	To find OneDrive, log in to Office 365 (find the link on <u>www.comoxvalleyschools.ca</u>).		C Secure https:// Apps > Ontario's E-Learning Utility Links > Office 365	Www.comoxvalleyschools.ca	Smartboard	surface		
2	Click on the OneDrive App .	Good aftern Apps Chebrie Sway Explore all your apps ->	NOON Word Cit Excel	💽 Powerburk 📑	OneNote 🚺	Instal Office ap Teams 😰 Cass Note	35 × rbock	
	Click on Files on the left to see the files that you have saved using Office 365 .	☐ Microsoft Office Home × ← → C ● https://learn71 Ⅲ Apps ● eportfolics ● genic Ⅲ Office 365 Ø Search	Files-OneDrive × I-mysharepoint.com/personal/kara_dawso us lowr Add to Squvor The Creative Ed OpeDrive HNew Tupload G	n sd71, bc, ca/, layouts/15/onedrive.aspx catio Anthe Smartoffice sites 1	opromote 📑 images 🚆	Cybersafety i jaads Google	- σ × ☆ ♥ ↔ : Imported = Kara Dawsson = ⊞ ①	
3	Click on New at the top to create new folders and to open other online apps.	Kira Deeson Files Recent Shared with me Discover		Modified 4 days ago September 26	Modified By Kara Dawson Kara Dawson	File Size Sharing B Only you B Only you		
	Click Upload at the top to bring files and folders off of your computer into OneDrive .	Recycle bin	Excel survey Link Office Training Office365Instructions Spheros	4 days ago October 13 October 28 2 hours ago October 31	Kara Dawson Kara Dawson Kara Dawson Kara Dawson Kara Dawson	යි Centry you යි Centry you යි Centry you යි Centry you යි Centry you		
	Sync is for Syncing your online OneDrive to your computer. You do not need to do this at school-they are already synced.	Out the Chelone apps Keiture to stank: OneDrive	Witing A super swesome test dor Bock.nkx Document.docx Do	Cotober 24 Cotober 27 October 27 October 27 October 28 October 10 October 11 October 13 October 13 October 13 October 13	Kara Dawson Kara Dawson Kara Dawson Kara Dawson Kara Dawson Kara Dawson Kara Dawson	 Conjuga Conjuga	12.36 FM	
4	Clicking on Recent (on the left) gives you quick access to the files that you have been working on recently.	Search Kara Dawson Files Recent Shared with Discover Recycle bin	me	to type: to type: ty	and an intervention of the sphero c and the sphero c	Apps for iPads / Tablets Apps for iPads / Tablets Apps for iPads / Tablets Tablets / Tablets / Tablets Tablets / Tablets / Tablets Tablets / Tablets / Tablets / Tablets Tablets / Tablets / Tablet		

5	Clicking on the 9 squares in the top left allows you to open a different app, or access recently used files.	Image: PowerPoint Image: PowerPoint Image: PowerPoint Image: PowerPoint Image: PowerPoint Image: PowerPoint Image: PowerPoint Image: PowerPowerPowerPowerPowerPowerPowerPower					
Saving to OneDrive from Online Apps You can save to OneDrive from your school computer and any device when you are working in the online Office apps.							
1	Open the file that you would like to work on or start a new file in an online app (ex MSWord, PowerPoint, Excel)						
2	When you are working in an Office 365 app online, it will be saved automatically. You do not need to save. To give the file a name, click on the name at the top in the middle and type in the new name.	Image: PowerPoint Online Kara Dawson New name har Share K FRE HOME RESERT DESIGN TRANSITIONS ANMANTON REVEN VEW Tell me what you want to do EDI IN FORKEROINT Image: Revenue of the start you want to do EDI IN FORKEROINT Image: Revenue of the start you want to do EDI IN FORKEROINT Image: Revenue of the start you want to do EDI IN FORKEROINT Image: Revenue of the start you want to do EDI IN FORKEROINT Image: Revenue of the start you want to do Image: Revenue of the sta					
3	 When you click on File and then click on Save As, you get other options but you do not need to save: Save As: Clicking here allows you to save a copy of the document in OneDrive Rename: You can change the name of the document. You are not able to change the name if you are sharing the document and another person has it open. 	Save AsInfoNewOpenSave AsSave AsPrintShareAboutHelpDownload a COPYDownload as ODPDownload a copy of this presentation to your computer as an ODP file.					
	Download a Copy: This will enable you to save a copy of the document on your computer.	Where's the Save Button? There's no Save button because we're automatically saving your presentation.					

Download as ODP: This will save an ODP copy of the document that you can use in OpenOffice.

How to Save in OneDrive When Working in Office Programs on your								
Computer								
1	Open the file that you would like to work in on your computer.							
2	When you are ready to save, choose File and then Save As . Then click on OneDrive- School District #71 (the top one) or your V Drive (they are the same thing).	Save As Image: Construct #71 (Construct #71 (Const#71 (Const#71 (Construct #71 (Const#71 (Const#71 (Const#						
3	You will then see the familiar saving screen where you can create folders in OneDrive and save your files. Now navigate to the V drive , create a folder for your file, name it and click Save .	Organize • New folder Amme Date Modified Type This PC apps 2016-11:04 9:50 A						
4	When you are saving online, you will notice that in the top left corner of your screen, the Save icon has the symbol of two little arrows on the bottom right							