

# NAVIGATING ONEDRIVE

Follow the icons below to interact with OneDrive



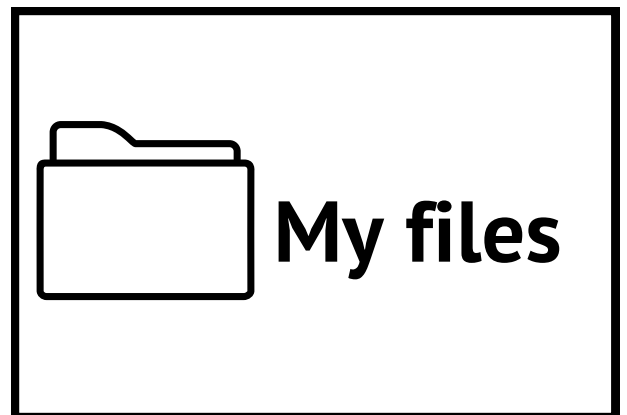
Click on Edge Icon from Task Bar or Desktop



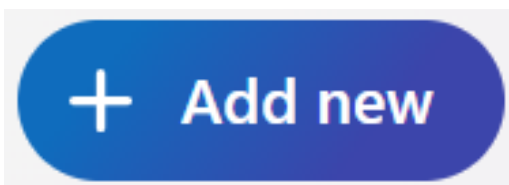
Click on the App Launcher icon located at the top left when Edge opens.



Click on OneDrive icon



Click on "My Files" on the left to view ALL of your files.

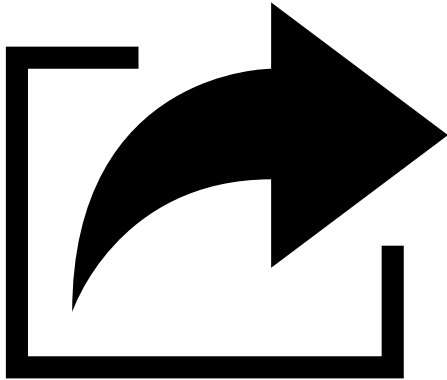


Click on the "Add New" to upload files OR create new document. In this case, select "Folder"

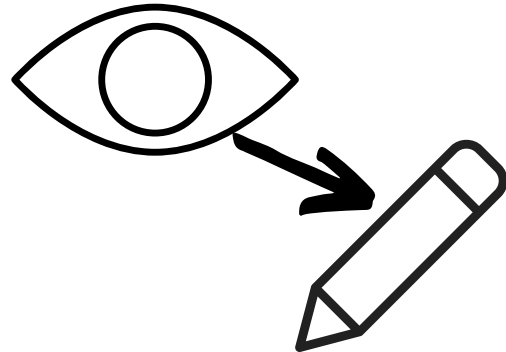


Select colour of folder and name. Hint: if creating a folder to house ALL files in, name it "Grade #) THEN create subject folders within this folder.

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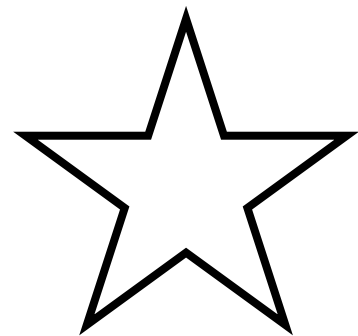
Share folder with teacher so can access files within.  
Hover mouse to right of Folder name -> Share Icon.




Type in the teacher's first name.  
Change the "view" icon from "Can view" to can edit.  
Click Send.



Shared files/folders can be viewed from the Shared link (left sidebar), then either "With you" or "By you".



Files/folders can be added to "Favorites" by hovering mouse to right of name ->   
These can be found in the Favorites list from the left sidebar.

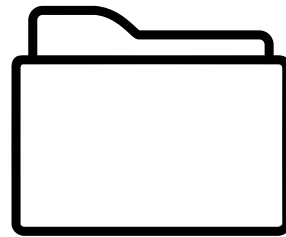


Any time a file is deleted from OneDrive, it will be added to the Recycle Bin.

Files can be recovered from here: select by checking beside name -> Restore at the top of the window.



The ellipse will offer more action options.  
Hover mouse to left of file name -> . . .



**My files**

**+ Add new**



