

Microsoft OneDrive User Guide

Instructions for using your Office 365 Microsoft OneDrive

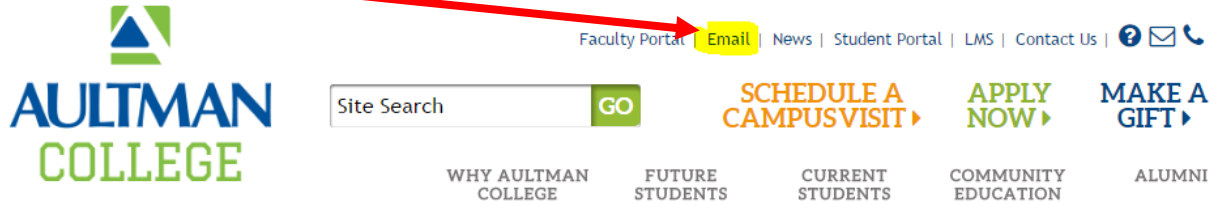
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Accessing the OneDrive

Note: Internet Explorer 11 or newer, or Edge browsers are recommended for best results

1. Open Internet Explorer and enter <http://www.aultmancollege.edu/> in the address bar
2. Click Email



3. Log into your Office 365 account using your Username and Password
 - a. Username format (Firstname.Lastname@aultmancollege.edu)
 - b. example john.doe@aultmancollege.edu

Sign in with your work or school account

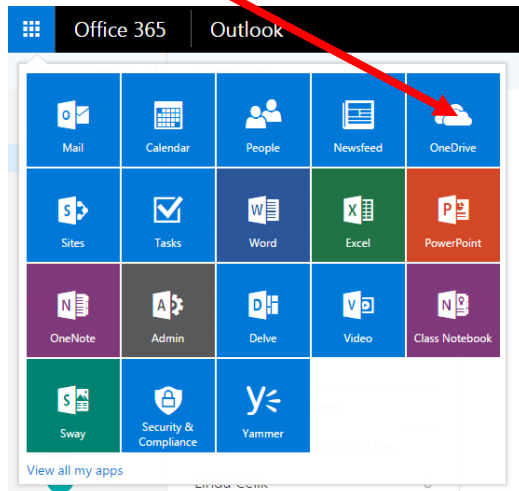
someone@example.com

Password

Keep me signed in

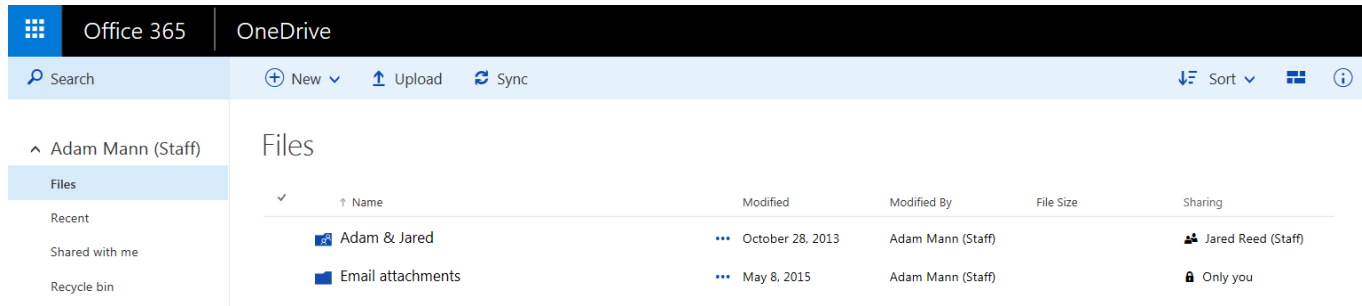
Sign in Back

4. Click on OneDrive

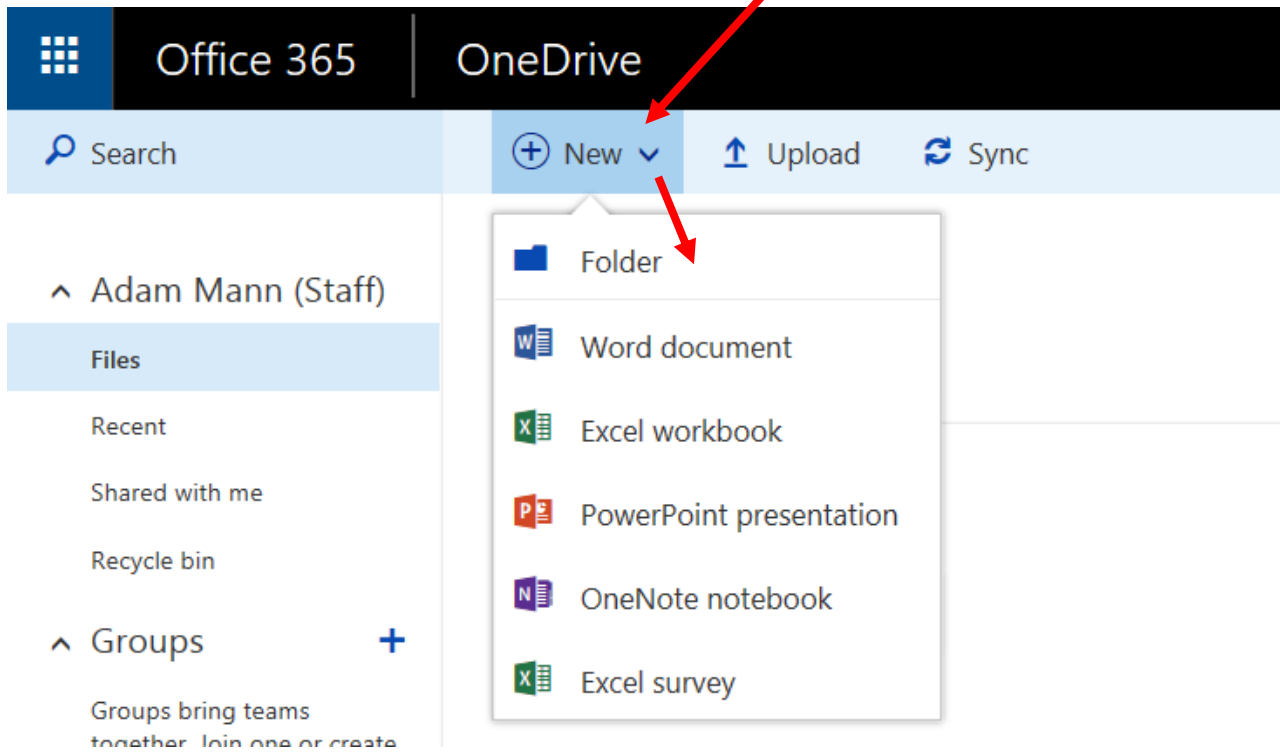


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Listed are your personal OneDrive files. Files can be accessed anywhere with an internet connection.

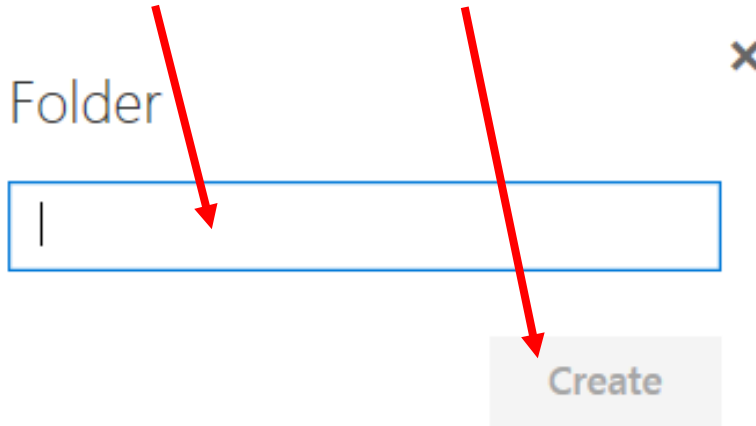


5. New folders can be added by clicking the New Folder button

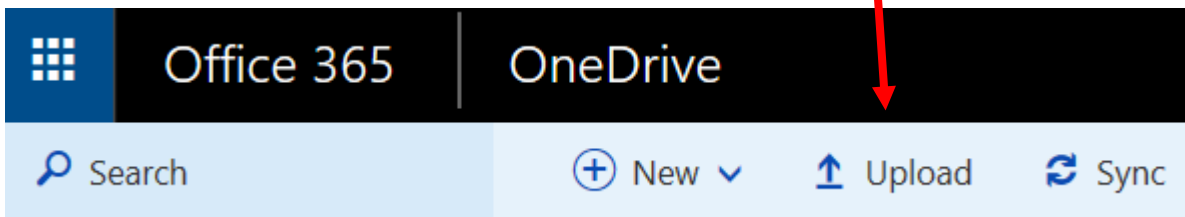


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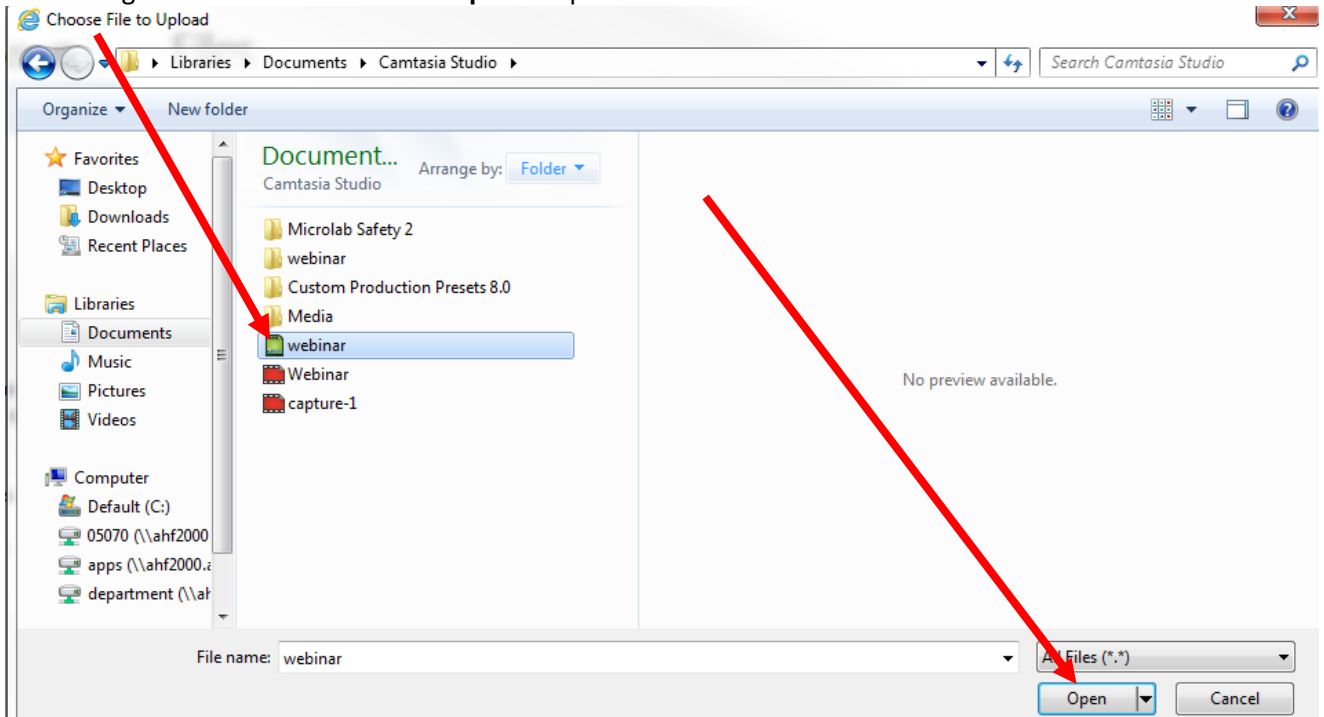
6. Type the name of the folder and click on **Create**



7. To transfer files and folders from your computer to OneDrive click **Upload** and navigate to the desired file

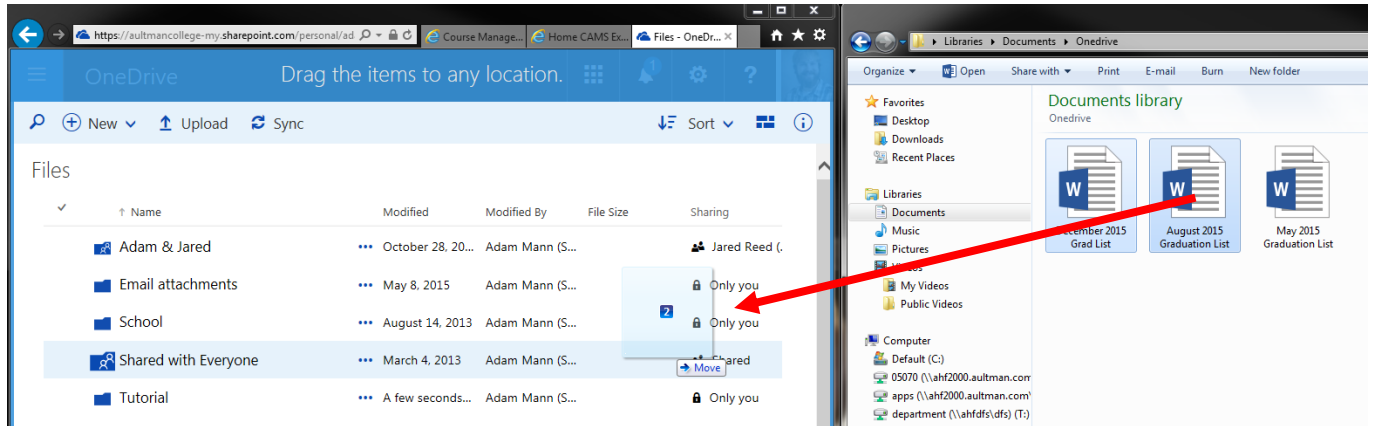


8. Then navigate to the desired file and **Open** to upload the file



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9. Files and folders can also be uploaded by opening the files in Windows and clicking and dragging them to the OneDrive screen



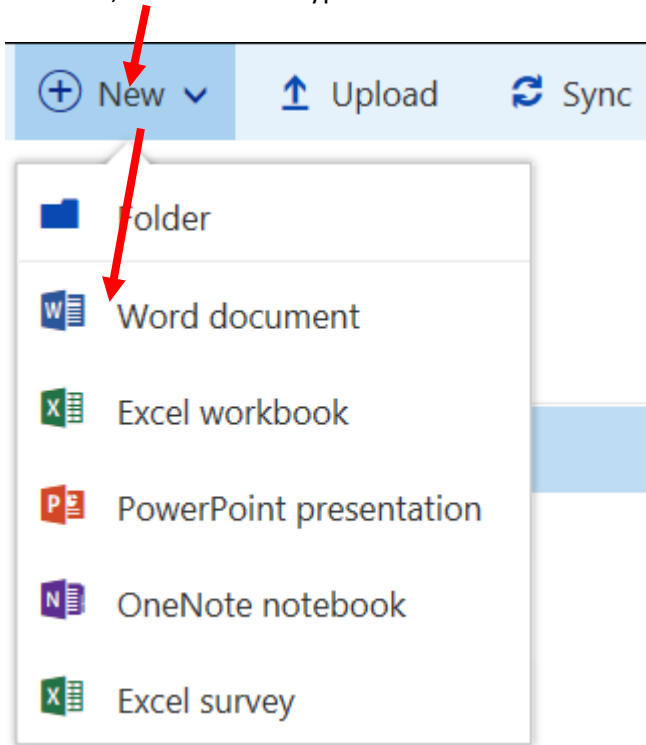
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Using Web Apps

This is an online version of Word, Excel and PowerPoint which can be accessed without installing the Office suite.

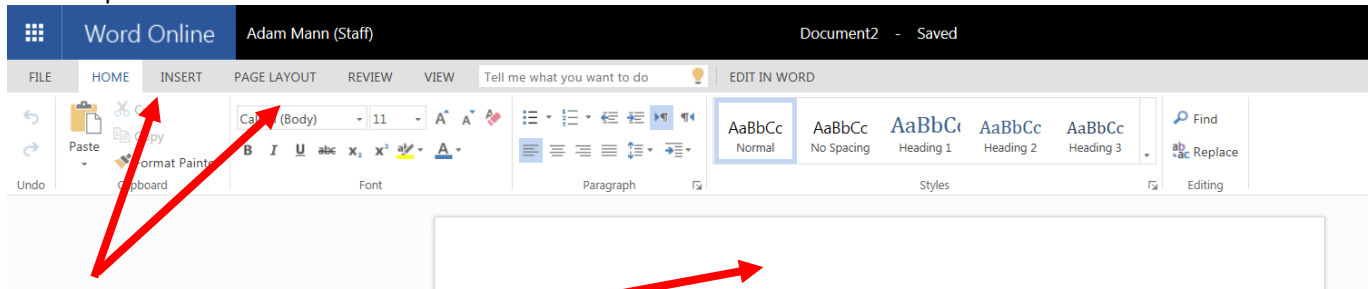
Creating a New Document with Web Apps

1. Click on New, and select the type of document desired



2. This will open an online version of the program. Use it as you normally would to create your document

Works Space to Create Document



Toolbars

Document Work Space

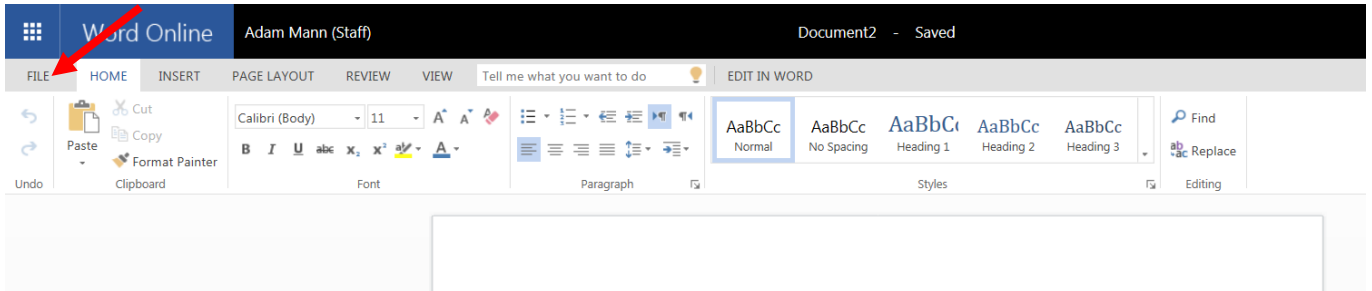
Note: Your work is automatically saved as you edit the document.

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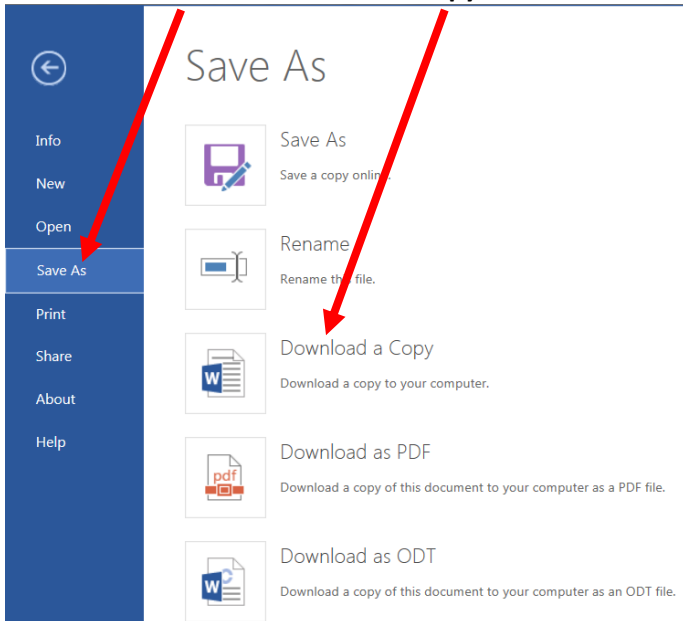
Saving Web App Files

Save a copy of your file locally to your hard drive and/or USB flash drive.

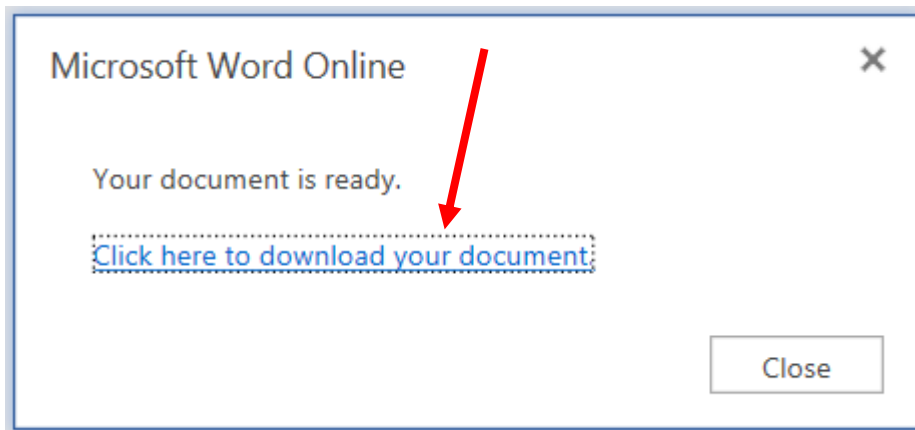
1. Click on **File**



2. Click **Save As** then **Download a Copy**



3. Click here to download your document

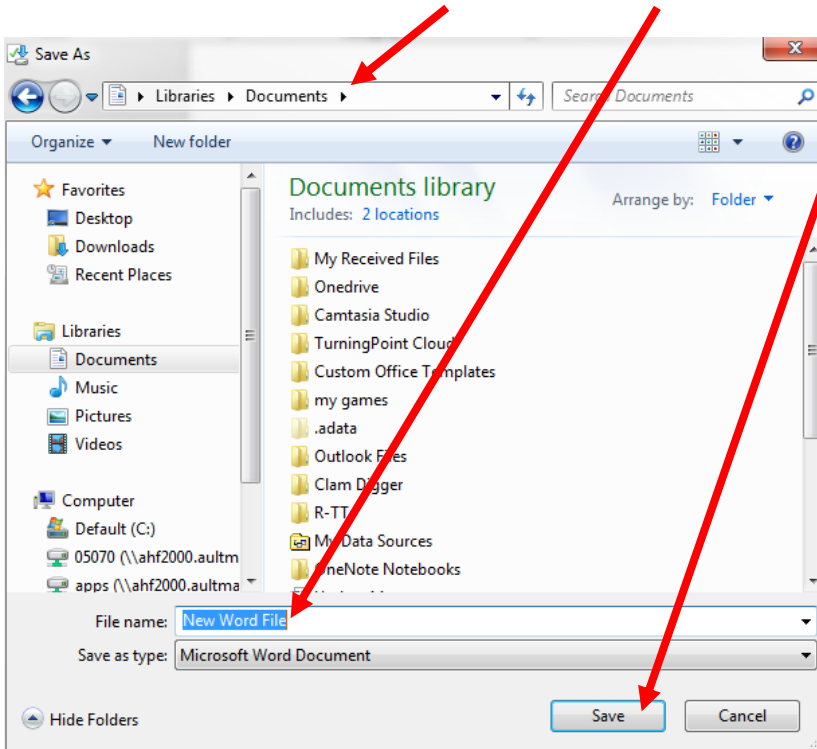


4. Click on **Save** and then on **Save As**

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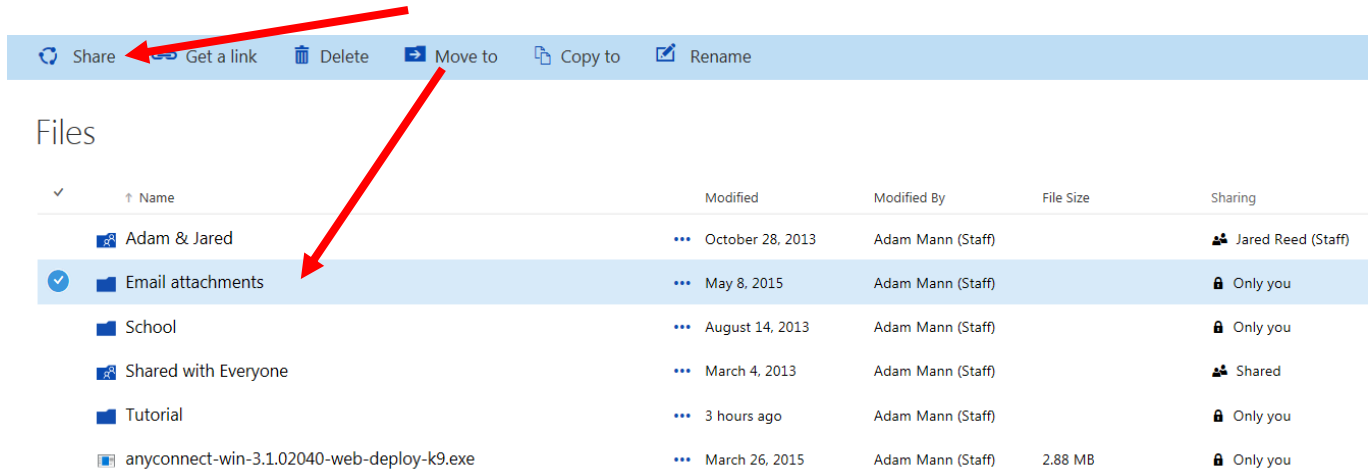
5. Navigate to where the file will be saved > Name the File > then Click **Save**.



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Sharing OneDrive Files/Folders with Aultman College Users

1. Return to OneDrive
2. Click to highlight a File or Folder to share, and then click the Share button



3. Invite People option allows you to share with users that have an AultmanCollege.edu account.
4. Start typing in a name, click the appropriate name, then click Share



Note: If the person does not have an aultmancollege.edu account, his/her information will not auto populate in the name field, and the entire email address will need to manually be typed.

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Each invited person will be emailed a link with the invitation to view the file

5. Click **Shared with** to modify a files security settings.

