



Microsoft OneDrive

Did you know that as a student enrolled with a Department of Education school, you can download Microsoft 365 to use on your personal device for free? The Microsoft 365 suite for students includes Word, Excel, PowerPoint and Outlook. It is easy to download and install the Microsoft 365 software and you can find instructions on the SIDE website under [eLearning > General Help](#).

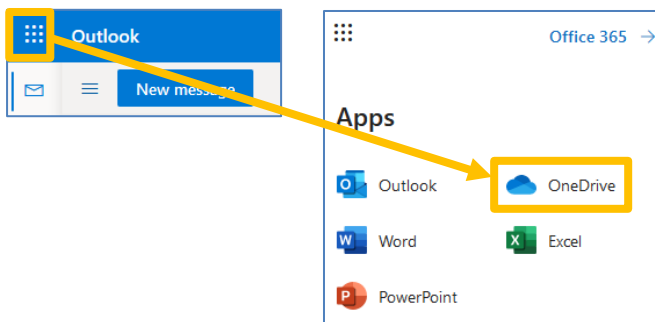
This helpsheet focuses on OneDrive, which is a cloud based storage service. It is part of the Microsoft 365 suite. The Microsoft Support Centre includes some useful tips and helpsheets to get you started with your projects. Visit the website for help in using [OneDrive](#)

Accessing Microsoft OneDrive online

As well as using Microsoft 365 apps locally on your computer, you can access a web version of the suite.

To access OneDrive online:

1. Open your [DoE student email](#). There is also a link on the SIDE website under the Quicklinks tab.
2. Use the waffle menu in the top left-hand corner to view your Microsoft Apps.
3. Click onto OneDrive:



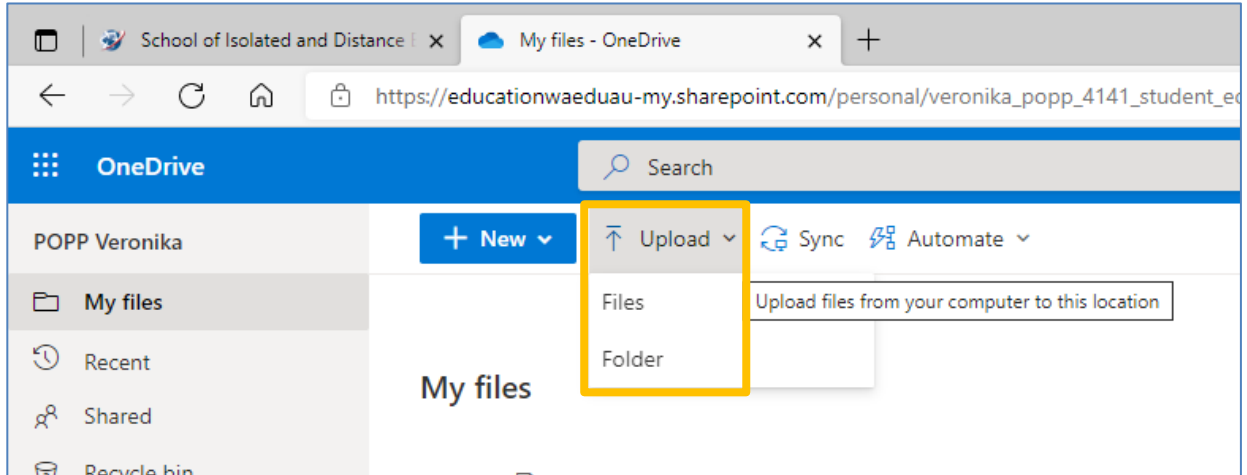
Important Notes:

1. Double check the profile in the top right-hand corner and make sure you are the person logged in. Check the end of this helpsheet for support.
2. To keep your account safe, make sure that you sign out when you have finished using your web based Microsoft 365. There is help on how to do this at the end of this helpsheet.
3. Remember your online safety and that of others when working Microsoft 365 Cloud-Based services. The content you create and share must be appropriate and kind. Once you have finished using the online version of Microsoft 365, especially on a shared computer, make sure you sign out and close all browser windows. For more tips on being safe online, visit:
<https://www.esafety.gov.au/kids/be-an-esafe-kid> (primary)
<https://www.esafety.gov.au/young-people> (secondary)

Uploading work to your OneDrive

Once you have created a document or media item (Word, PowerPoint, Video, Audio, etc...), you can upload it to your DoE OneDrive. To do this:

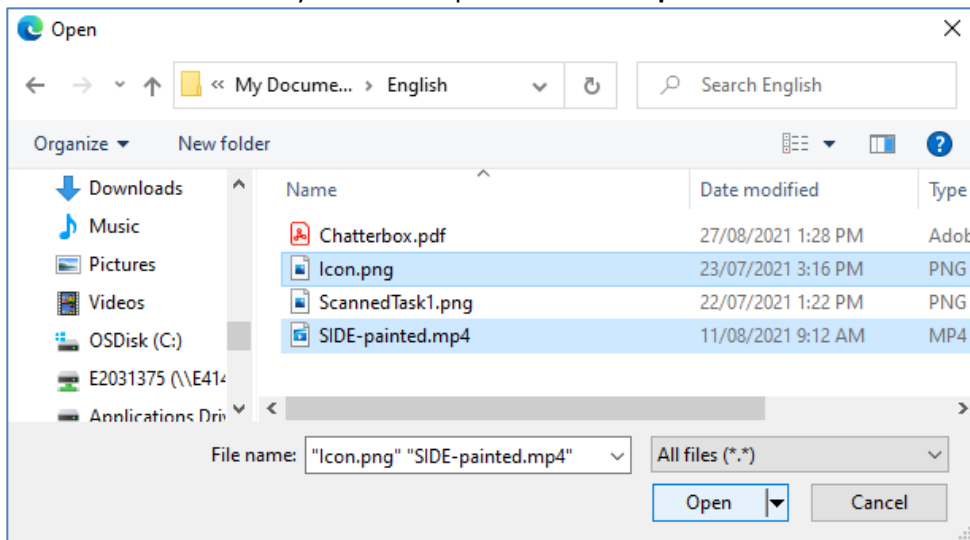
4. Open your web version of OneDrive as outlined above.
5. Hover your mouse over the **Upload** button and click either files or folder*, depending on what you wish to upload:



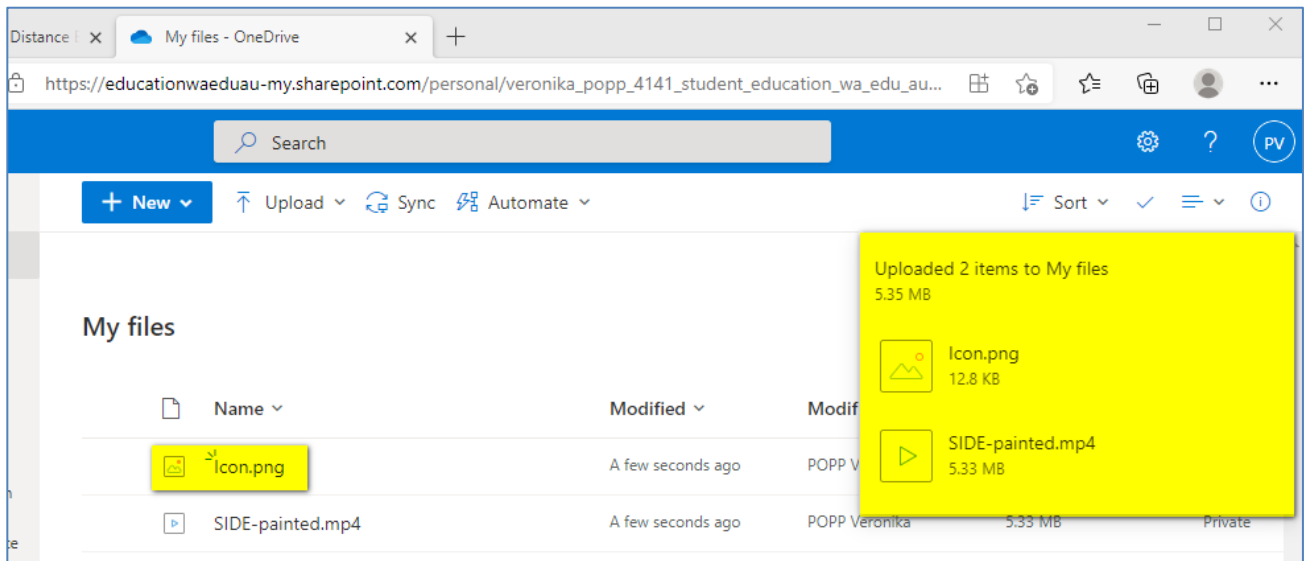
* Files = one or more documents of media items, including a zipped folder

* Folder = a folder that is not zipped. Will upload all folder contents

6. Select the item or items you wish to upload and click **Open**:



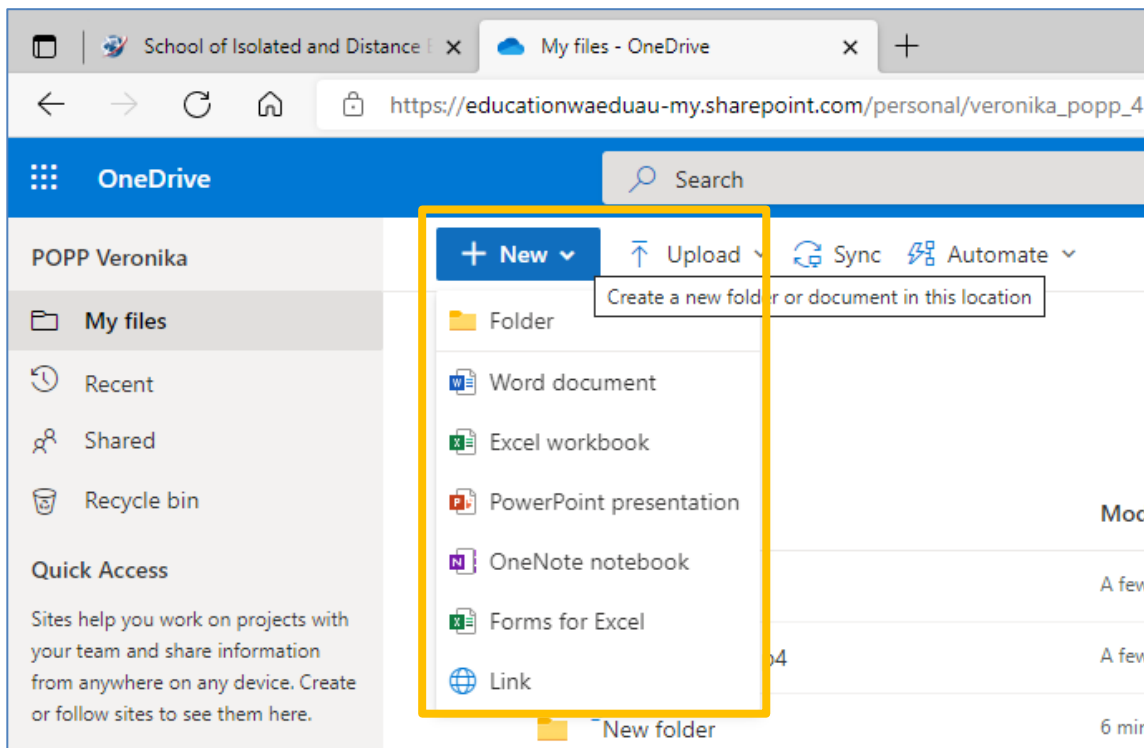
7. You will receive a notification when your items have uploaded successfully and recently added items will be indicated with three lines:



Creating new document in OneDrive

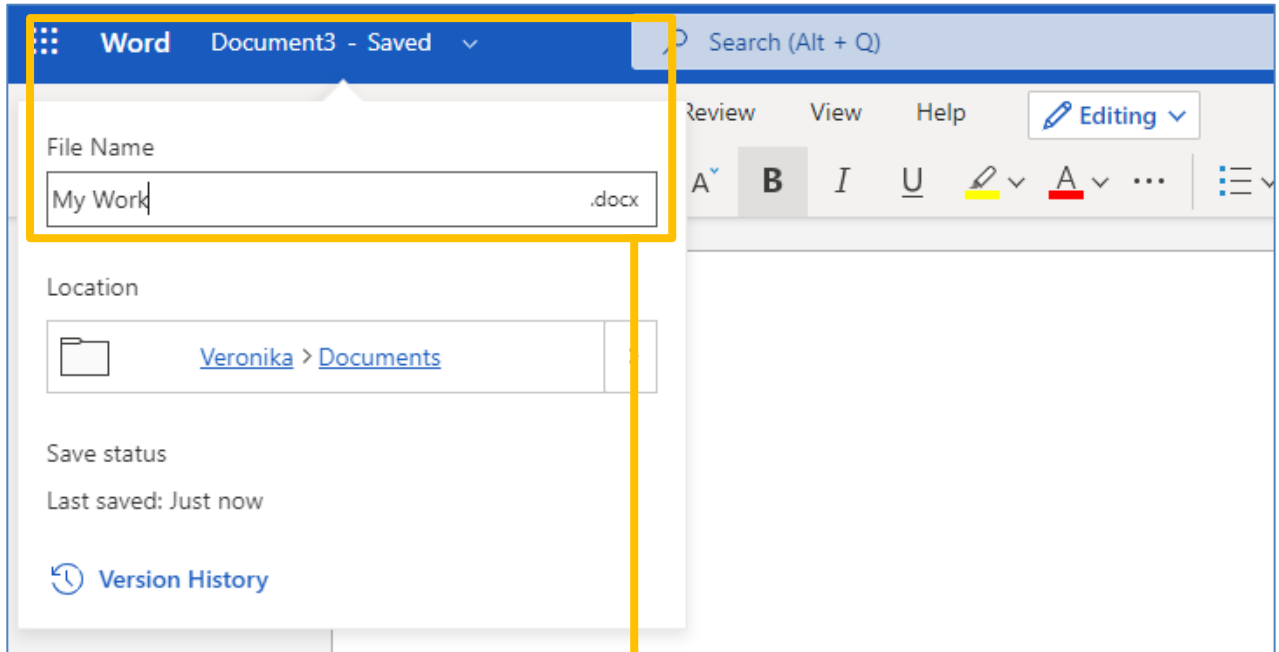
It is possible to create documents within OneDrive directly. To do this:

8. Click **+ New** to reveal a drop down menu. Choose folder or the type of document you would like to create. This example will continue with a Word Document:

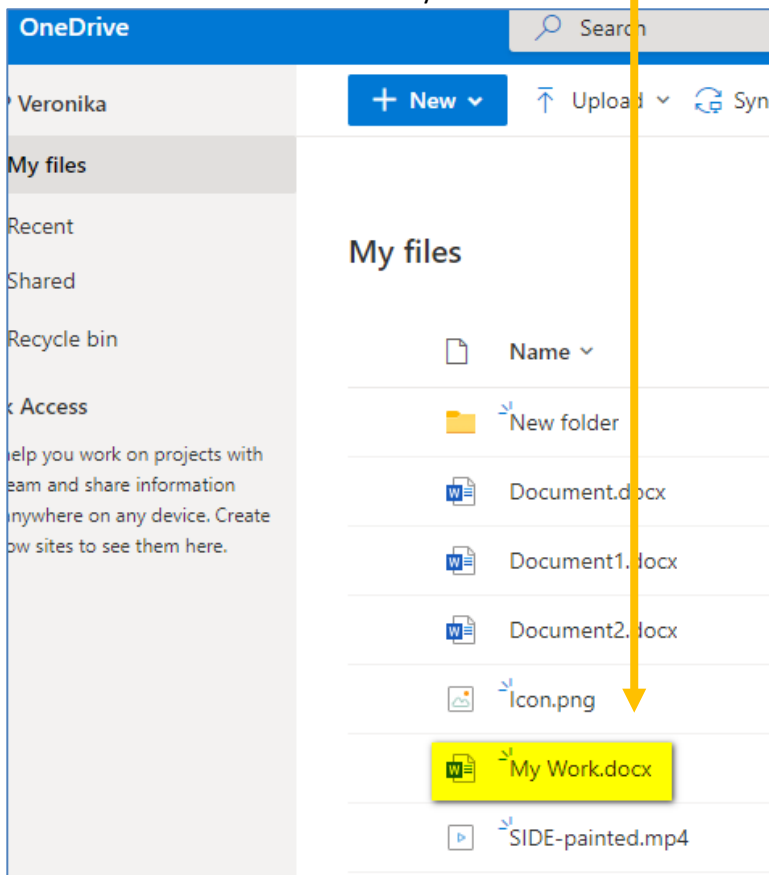


9. Create your document as usual. Your work will save automatically.

10. Give your document a title. Click on the temporary title given by OneDrive (in this case Document3). Add your title to the File Name and press Enter on your keyboard:



11. Your document will be available in your OneDrive:

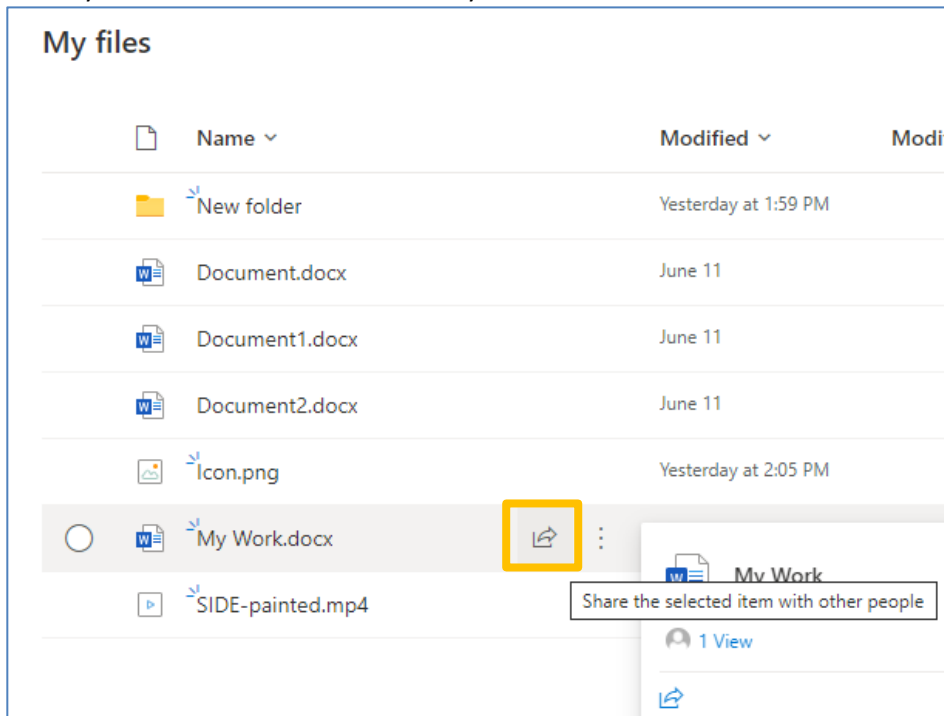


Sharing your work from OneDrive with your teacher

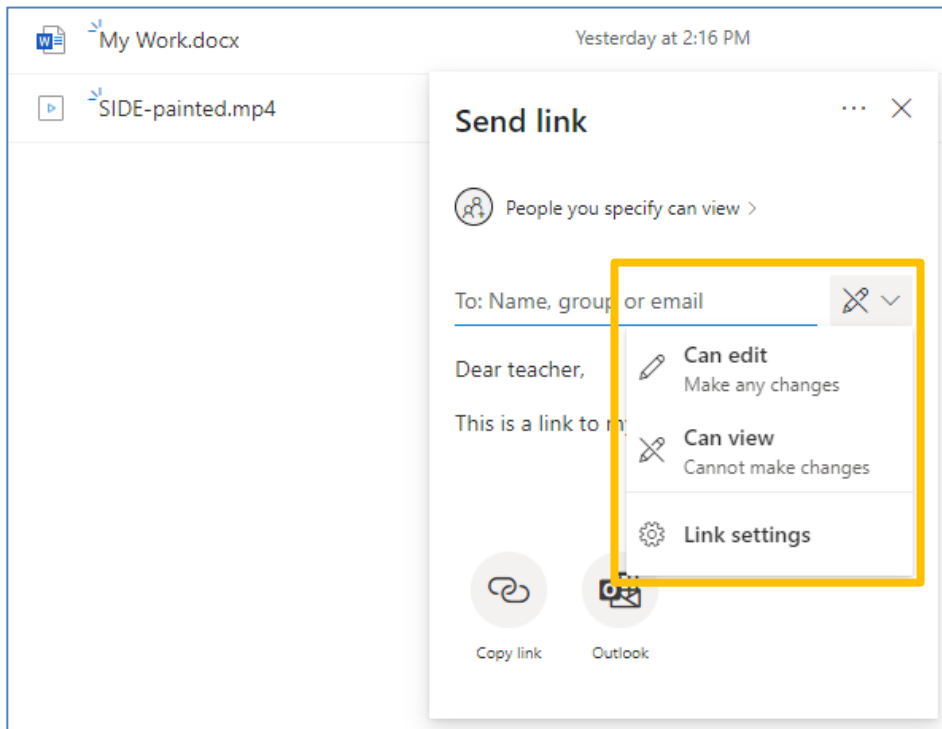
The great thing about saving your work in OneDrive, is that it is easy to share a link to your document for media file with your teacher. If you are working on a task, they can then see your progress. It is important to note however, that most of your SIDE work will need to be submitted via Moodle. Talk to your teacher if you are unsure.

To share a link to your document:

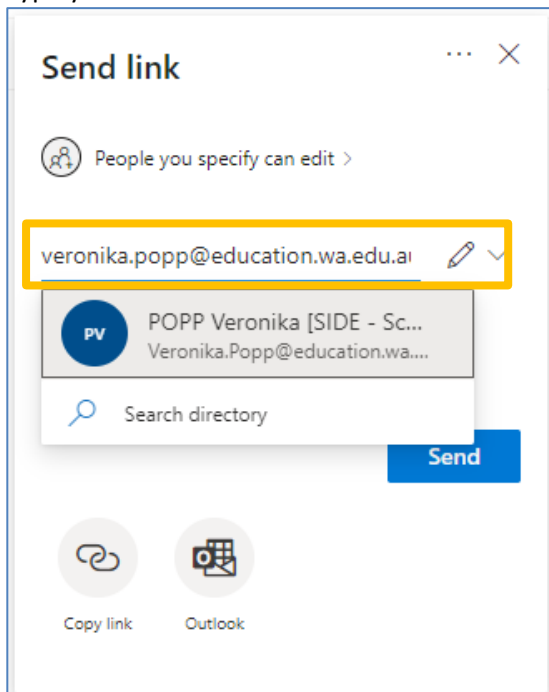
12. Hover your mouse over the document you would like to share. Click the Share icon:



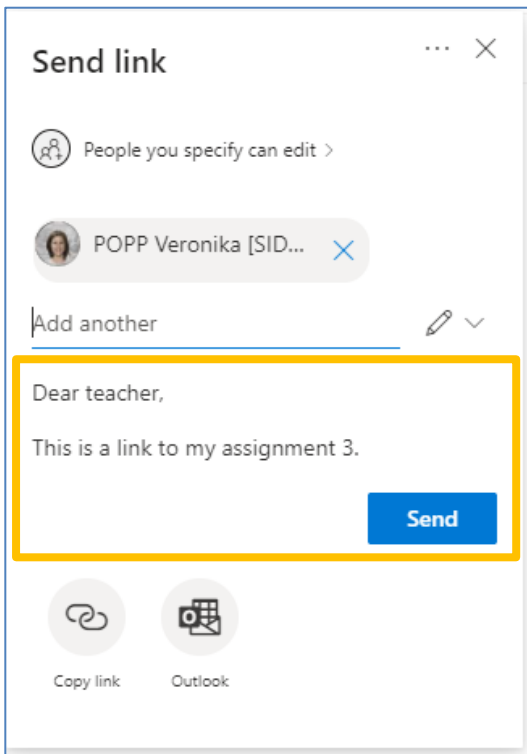
13. Click on the pencil icon to choose whether or not your teacher can only look at your work or look at your work and edit it. If you want feedback or they need to mark your work, you will probably need to let them edit:



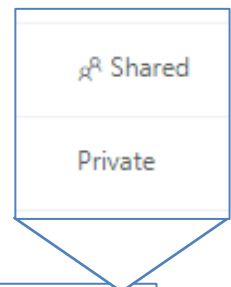
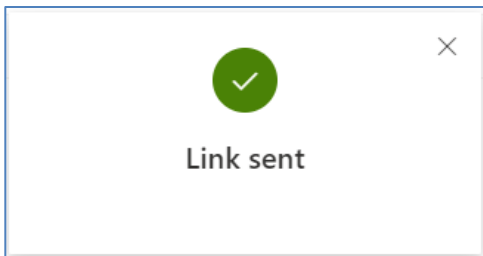
14. Type your teachers email address into the **To:** field and press enter on your keyboard:



15. Type a message to let your teacher know what you are sending them a link to. When you are ready, click the **send** button.



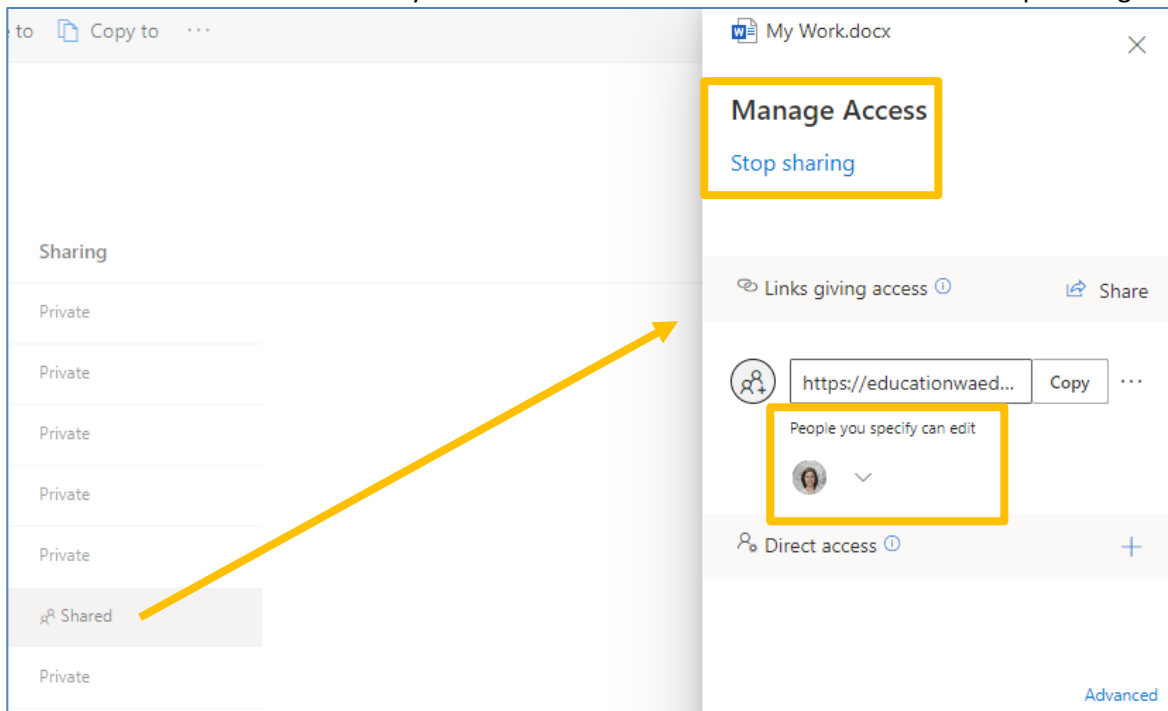
16. You will get a little pop-up message to let you know that you have successfully sent your link:



And your document status will change from private to shared.

My Work.docx	Yesterday at 2:16 PM	10.8 KB	Shared
SIDE-painted.mp4	Yesterday at 2:05 PM	5.33 MB	Private

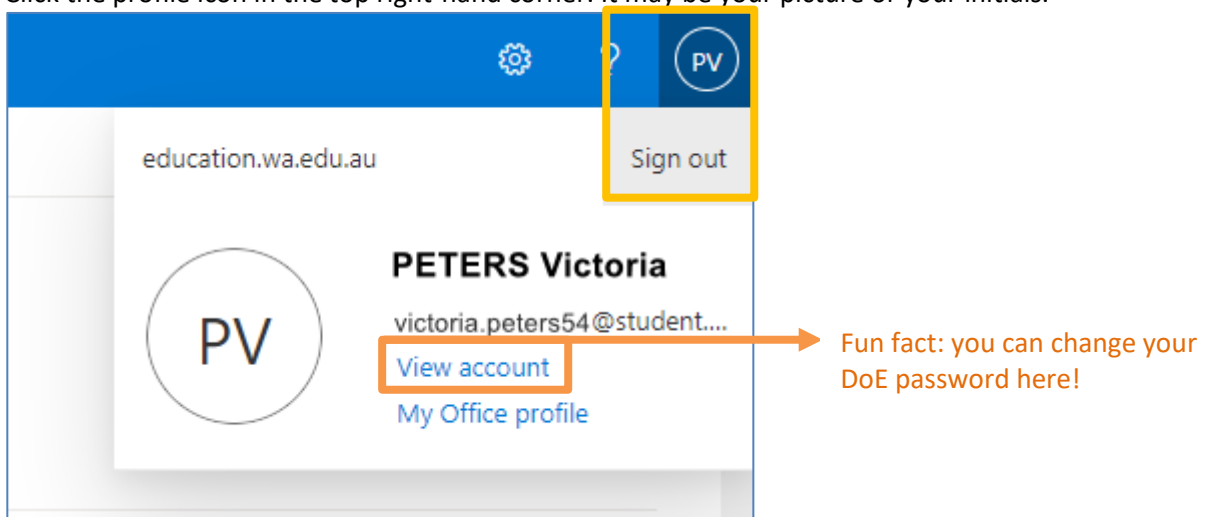
17. Click on **Shared** to view who you have shared the document with and also to stop sharing it:



Checking who is signed in & signing out

When you use the web version of Microsoft 365, double check who is signed in before sending emails or creating documents. Sometimes Microsoft caches or remembers other users. If it is not you, sign out and sign back in as yourself. To do this:

1. Click the profile icon in the top right-hand corner. It may be your picture or your initials.



2. Click **Sign out** when you have finished using OneDrive or to change user.
3. Close your browser window once you have signed out.