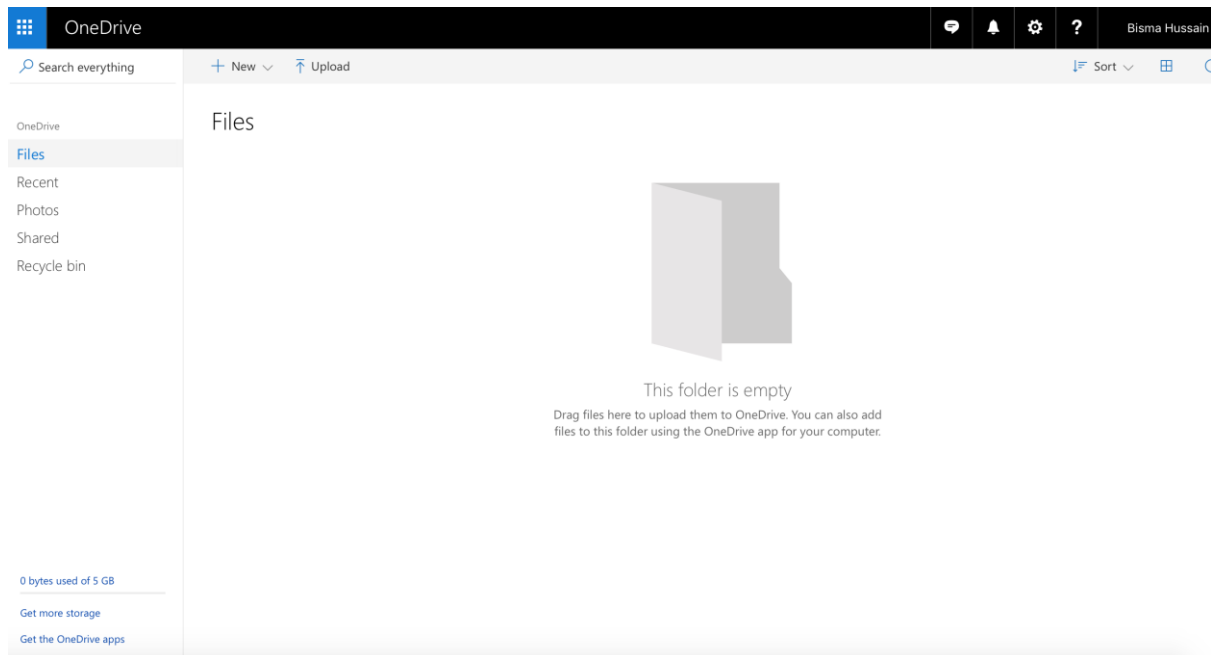


## One Drive User Guide

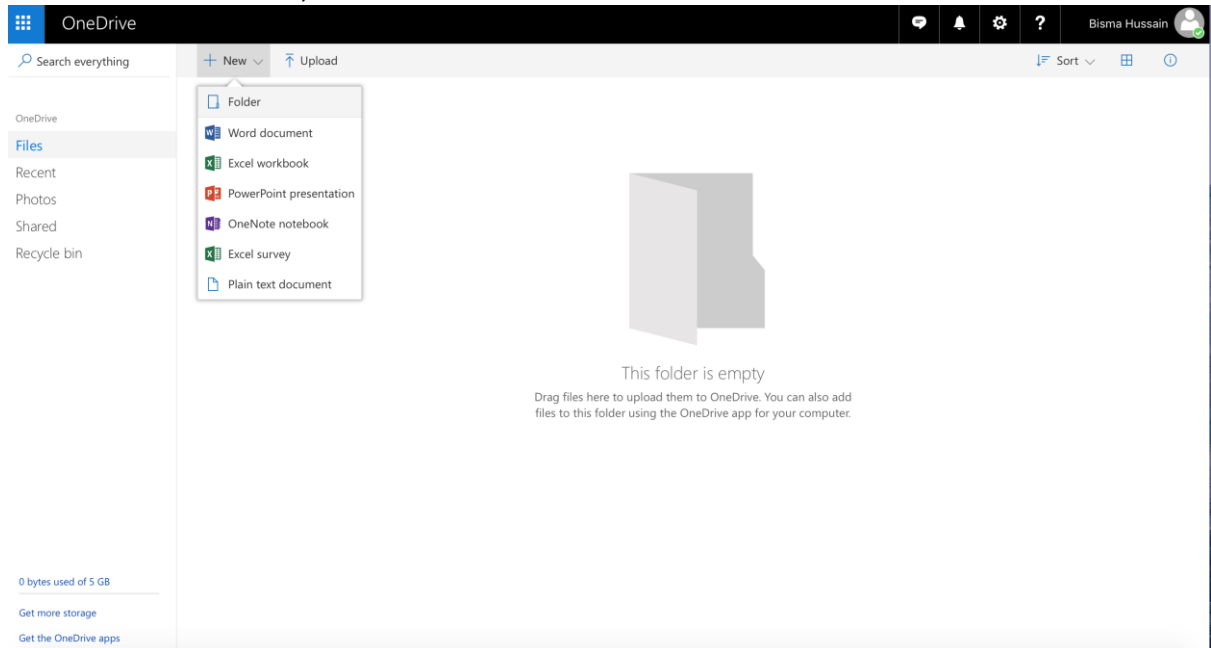
One Drive is another file sharing cloud which can be used to share documents with people who have Microsoft email accounts.

- 1 Follow the link: <https://onedrive.live.com> to get onto One Drive and Sign in. You can use any Microsoft email addresses you have to log in.
- 2 After logging in, you will see this screen:



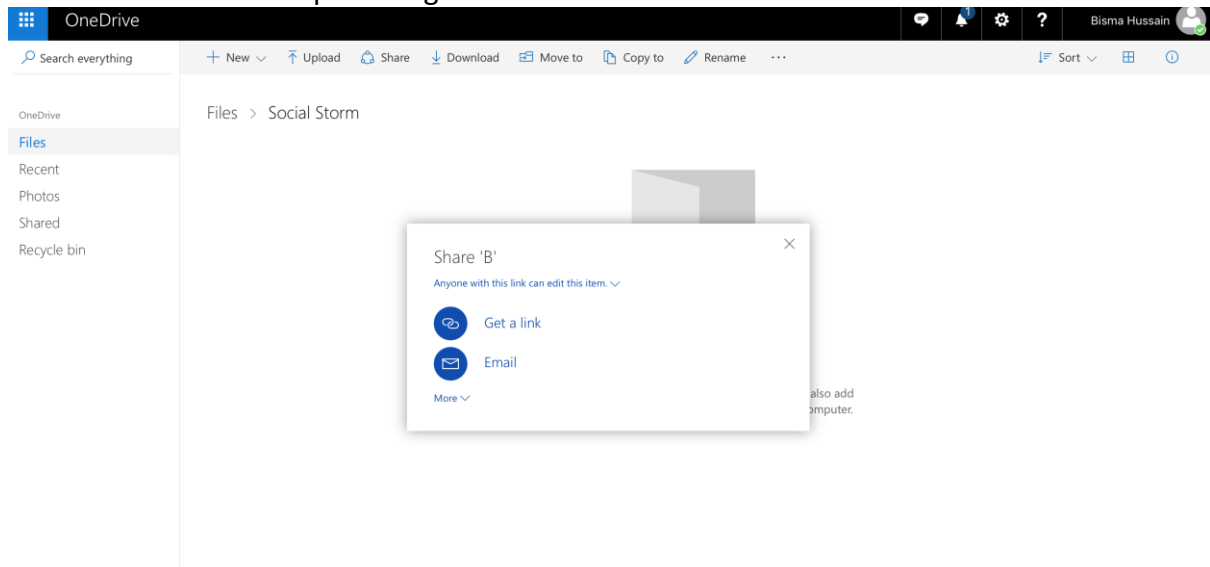
This screen is where you will be able to find any of the documents saved into your One Drive.

To create a new folder; Go to the “New” tab and then select “Folder”.



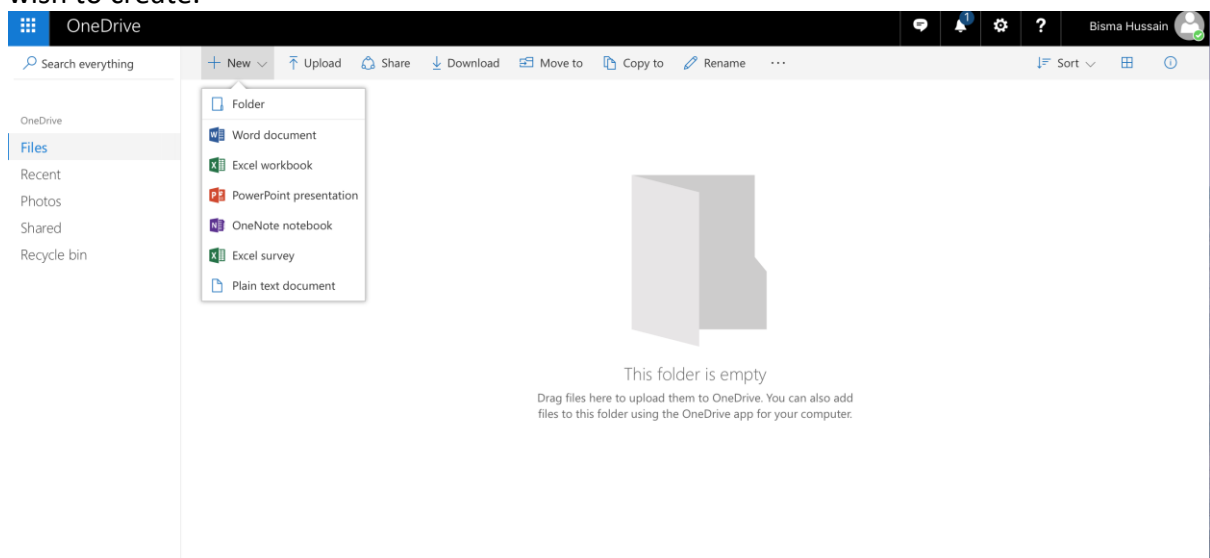
Once a new folder is created, it will be shown in your “Files” on the One Drive main page. You can then able to share the folder with various people using a link or them being sent an email.

Open the folder, and then select the “Share” tab and the below message will appear. You can then select which option to go for.



You can create: a Word document, an Excel Spreadsheet, a PowerPoint presentation, and other Microsoft items as shown in the list below.

To access this list, select the “New” tab, and then choose which one of the following you wish to create.



These documents in the folder will be shared with all so everyone has access to them and are able to amend and change them if they are from a different university within your team.