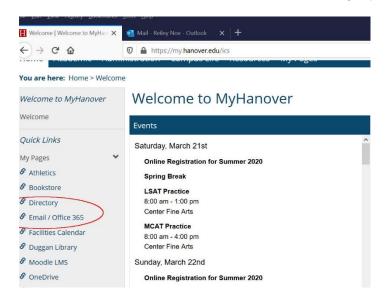
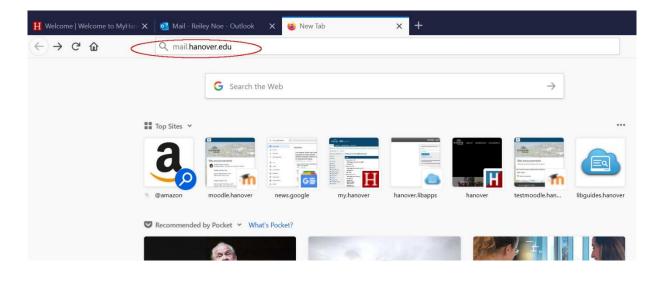
Using OneDrive – a Quick Guide.

OneDrive is a way to save an access files remotely on any device that has an Internet connection. You can save files in OneDrive and access them elsewhere, but you can also share files, documents and folders with people that you specify.

1. There are two ways to access OneDrive—You can find it from accessing MyHanover



2. You can access it by searching for mail.hanover.edu.



3. Both methods will take you to your mail screen in the Online version of Office 365. From here, click on the 9 dots icon in the upper left corner.

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4. Click on the OneDrive icon. You can access the other software that you see as well from online Office 365

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5. This takes you to OneDrive. New will create a new folder or file. Upload will allow you to upload a folder or file on your computer to OneDrive.

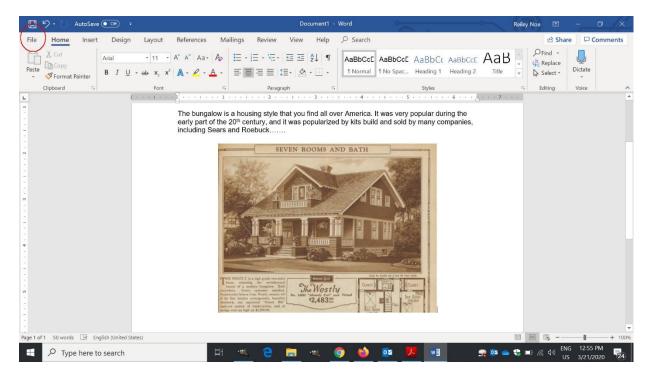
In OneDrive folders and files are private by default. They are only accessible to you. But if you like you can change the sharing permissions of a file or folder to allow others to use it. This would let several people access the same information. You could do this with one person or an entire class as an alternative to e-mailing something to everyone.

If you share a file or folder, or if someone share a file or folder to you it will also appear in the shared folder on the right.

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How to Save a file to OneDrive.

6. To save a file, you should click File just as you would with Word.



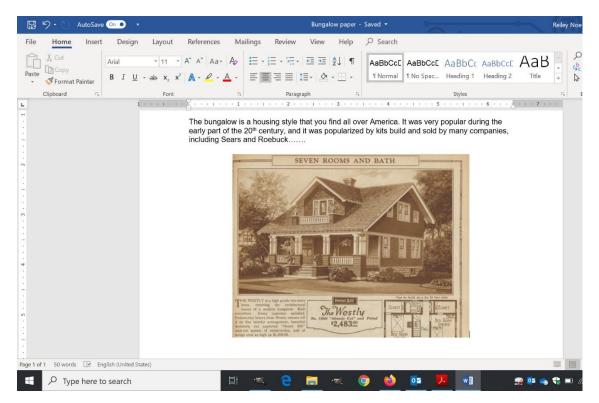
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8. Click on OneDrive and then name your file as normal. We'll use Bungalow Paper.

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9. Note that the name of the paper – Bungalow paper is in the middle of the page and it says Saved. OneDrive has an extremely handy Autosave default that will save your document as you prepare it. This will prevent you from accidentally losing work by not saving your file (!). You can turn off Autosave and save manually if you want, though.



10. Here's your file on OneDrive. You can access it again by clicking on the title.

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11. If you click beside the document, a blue button appears and the ribbon changes. The blue button signifies that you are working with that document or set of documents. The new ribbon lets you open it, share it with someone or a group, move it into a folder, rename it or delete it.

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Other places to access OneDrive

There is a OneDrive icon available from the start button on your Hanover issued computer. Click on the start icon in the lower left corner. You can also find it by clicking on the file icon. To the left among your folders is a hierarchical list with OneDrive. I've used it for several folders that I've created that appear below OneDrive-Hanover College.

