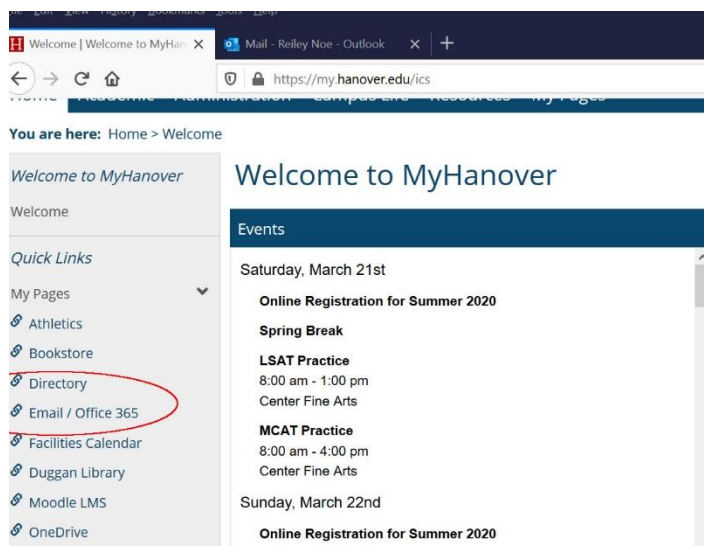


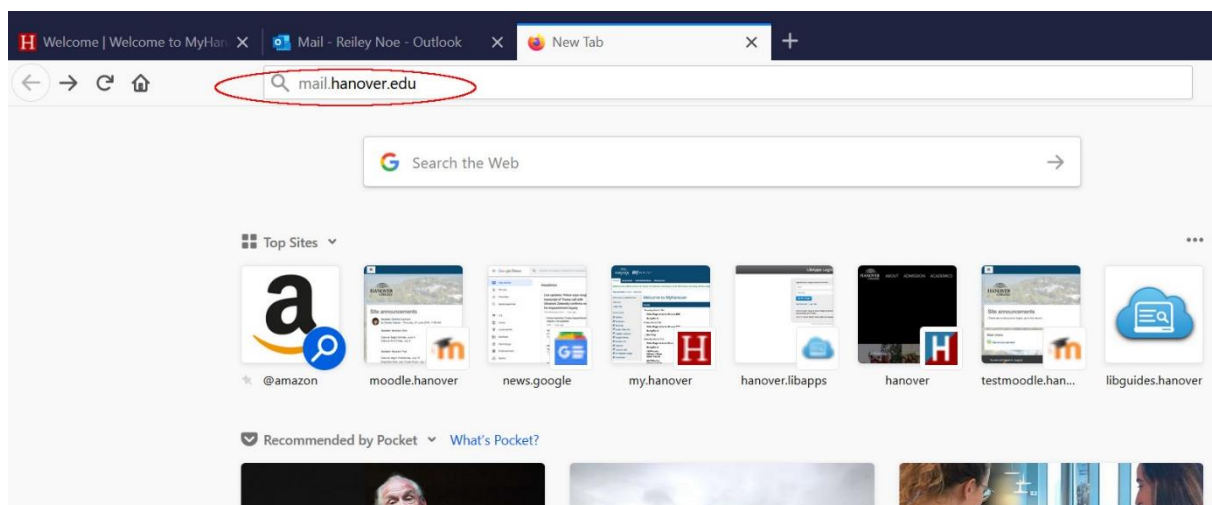
Using OneDrive – a Quick Guide.

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.

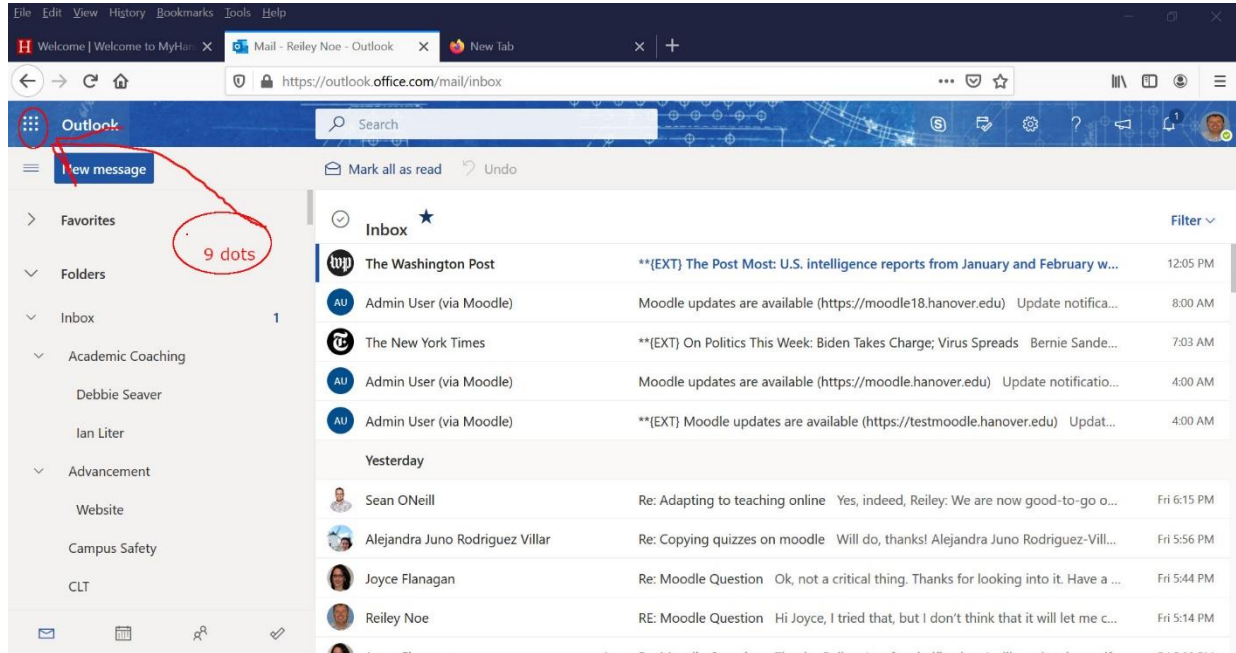
1. There are two ways to access OneDrive—You can find it from accessing MyHanover



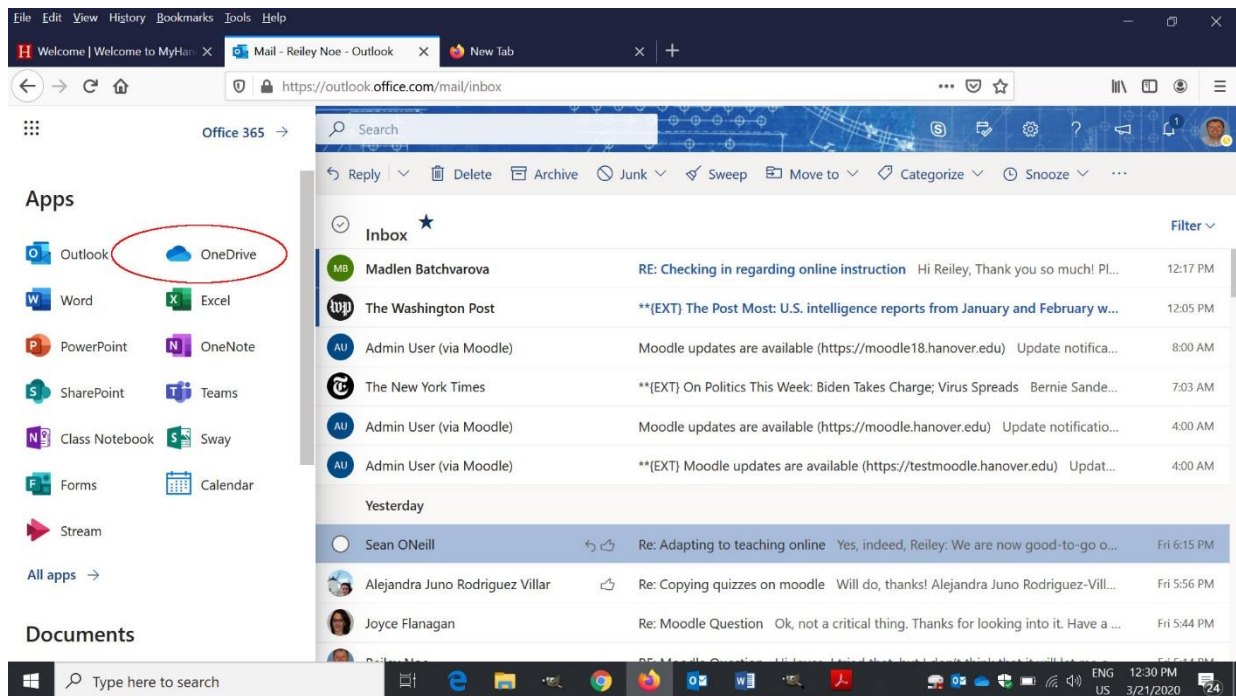
2. You can access it by searching for mail.hanover.edu.



- 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.



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



- 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.

1. Click here to make a new folder or file

2. click here to upload a file -- Word, PDF, Powerpoint, Excelsheet

3. By default documents are only saved and shared to you, but you can share a file or a document with someone

4. This folder and its documents are being shared with other people.

5. This will show only shared files

Name	Modified	Modified By	File Size	Sharing
ANTH 238 - Buchman	November 10, 2019	Reiley Noe	3 items	Private
Assessment reports	January 22	Reiley Noe	2 items	Private
Attachments	January 4, 2017	Reiley Noe	1 item	Shared
Attendance	June 25, 2019	Reiley Noe	16 items	Private
Bibliographic instruction	September 7, 2018	Reiley Noe	58 items	Private
Biennial surveys	May 16, 2017	Reiley Noe	1 item	Private
Class Notebooks	May 9, 2019	SharePoint App	1 item	Private
COM 221	October 16, 2019	Reiley Noe	1 item	Private

How to Save a file to OneDrive.

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

The bungalow is a housing style that you find all over America. It was very popular during the early part of the 20th century, and it was popularized by kits build and sold by many companies, including Sears and Roebuck.....

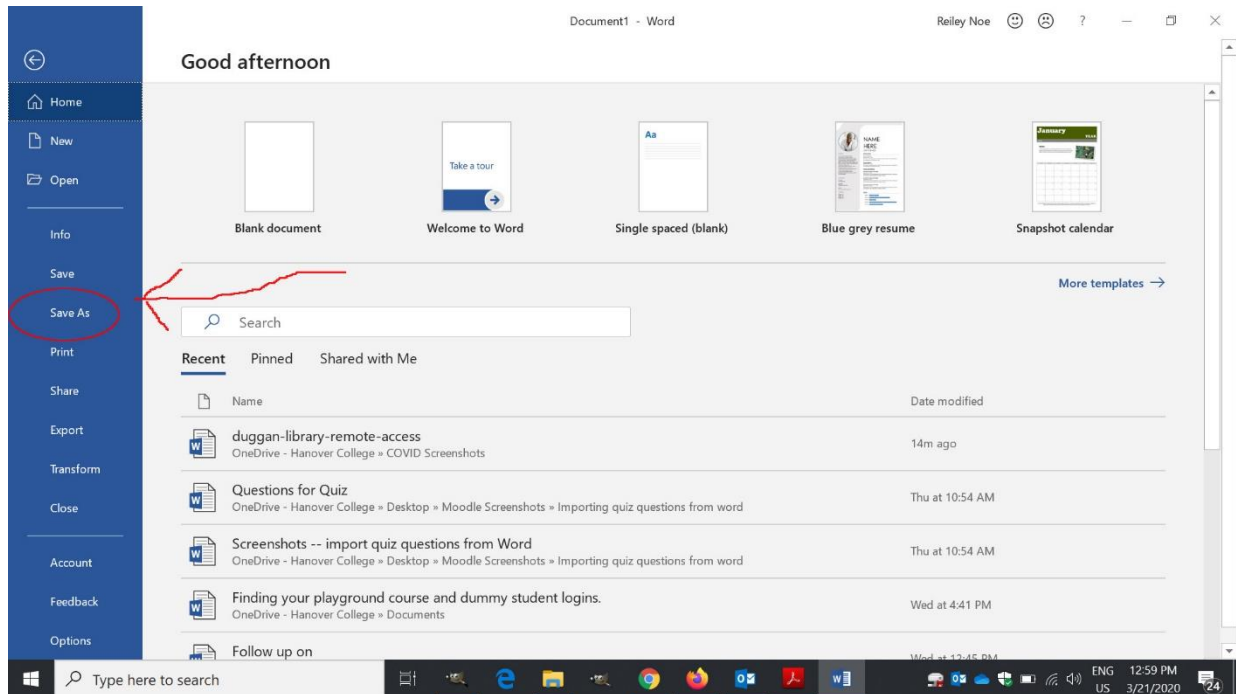
SEVEN ROOMS AND BATH

THE WESTLY is a high grade two-story home, retaining the architectural features of a modern bungalow. Built according to the latest architectural standards. Every customer satisfied. Possessing features from Westly's record of the fine architect's arrangements, beautiful details, not approximated. "Honor 360" method system of construction, and of design are as high as \$1,500.00.

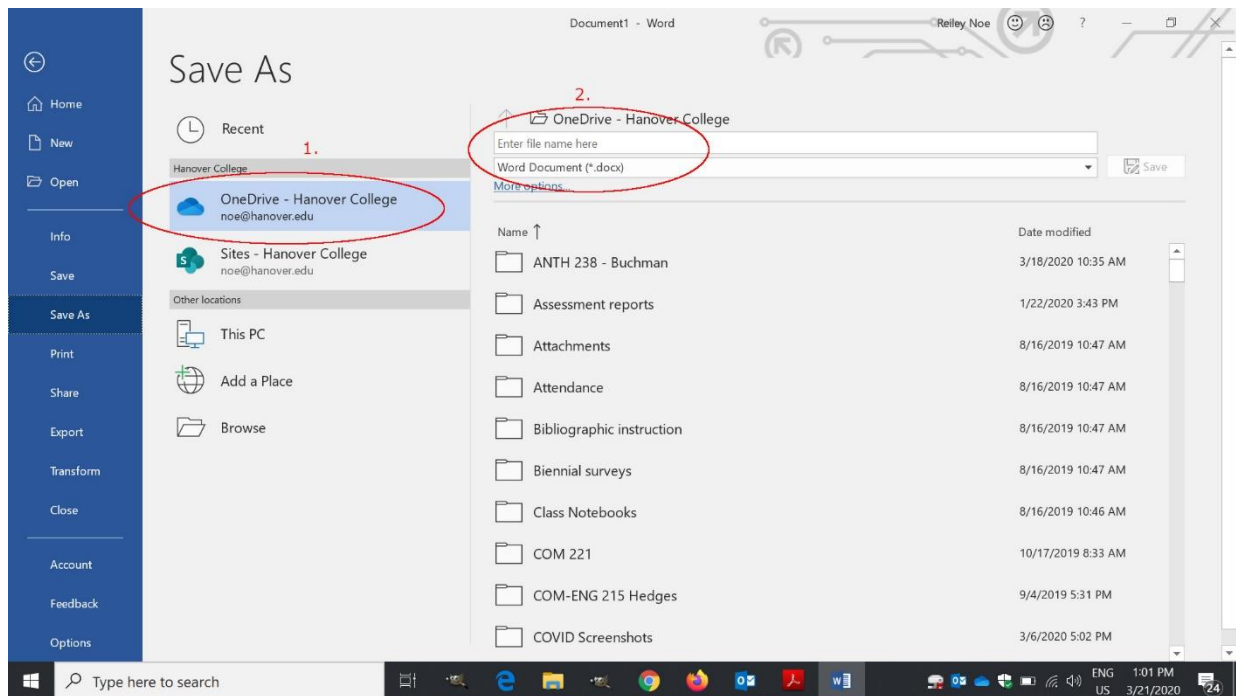
The Westly No. 1888 "Scholar's Cup" and "Pond" \$2,483.00

Page 1 of 1 50 words English (United States)

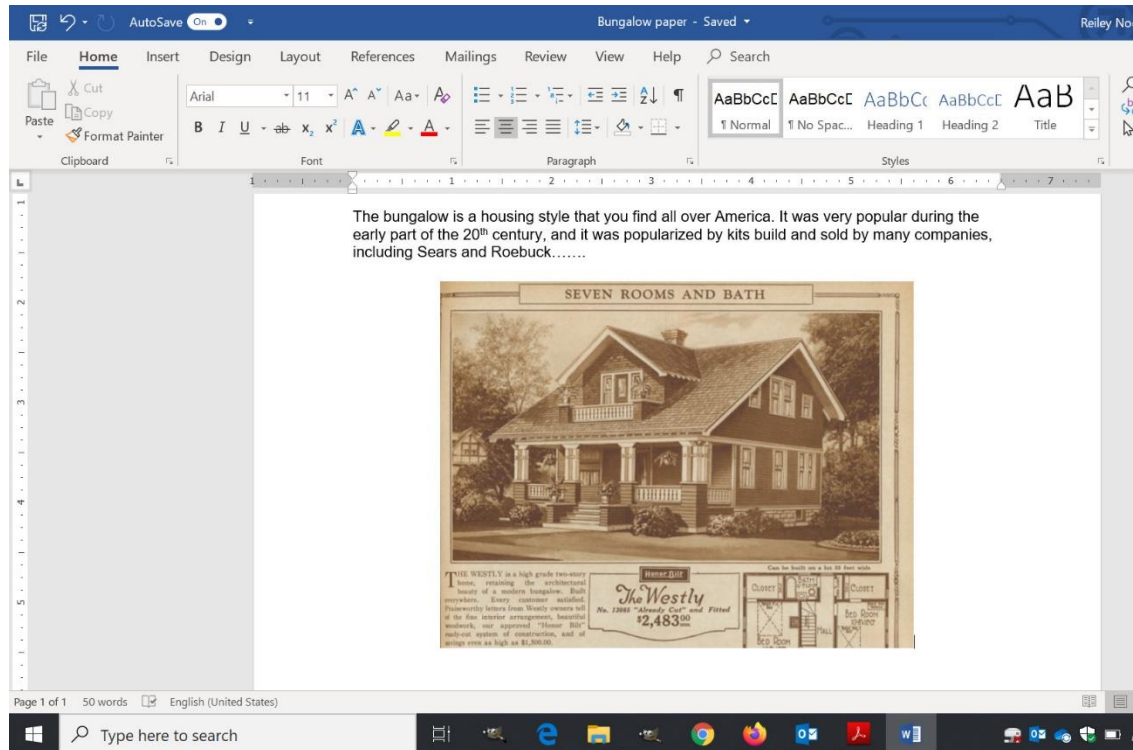
7. From here, click Save As.



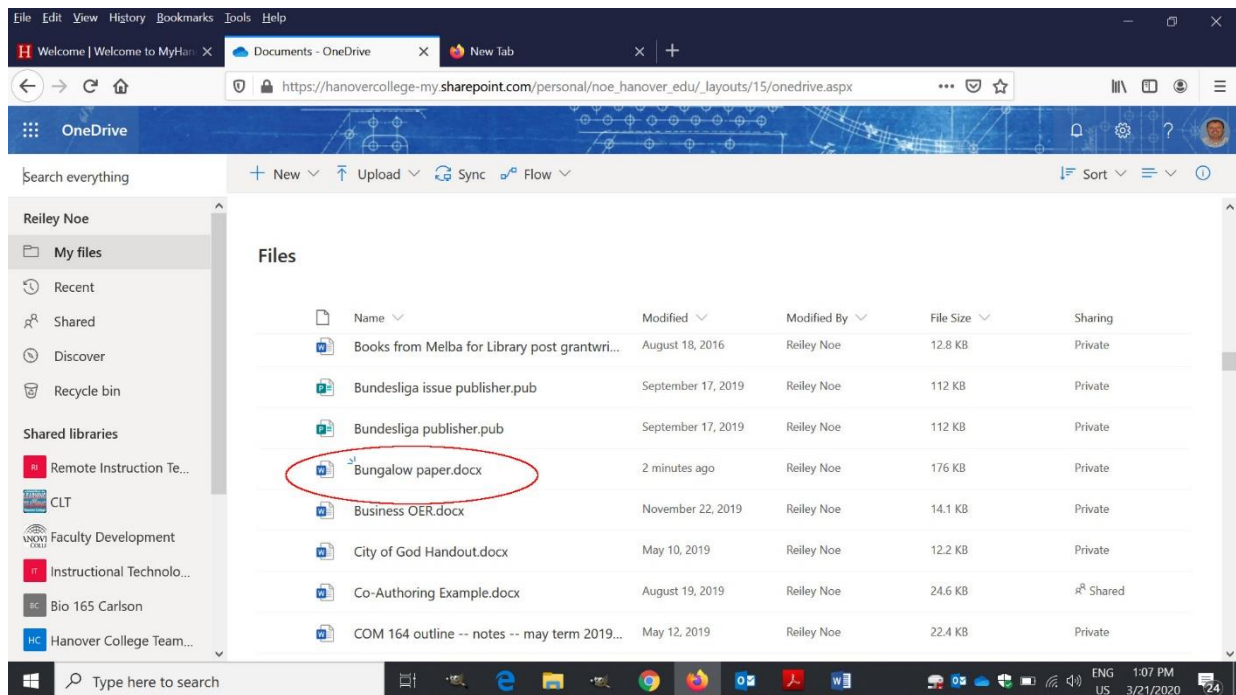
8. Click on OneDrive and then name your file as normal. We'll use Bungalow Paper.



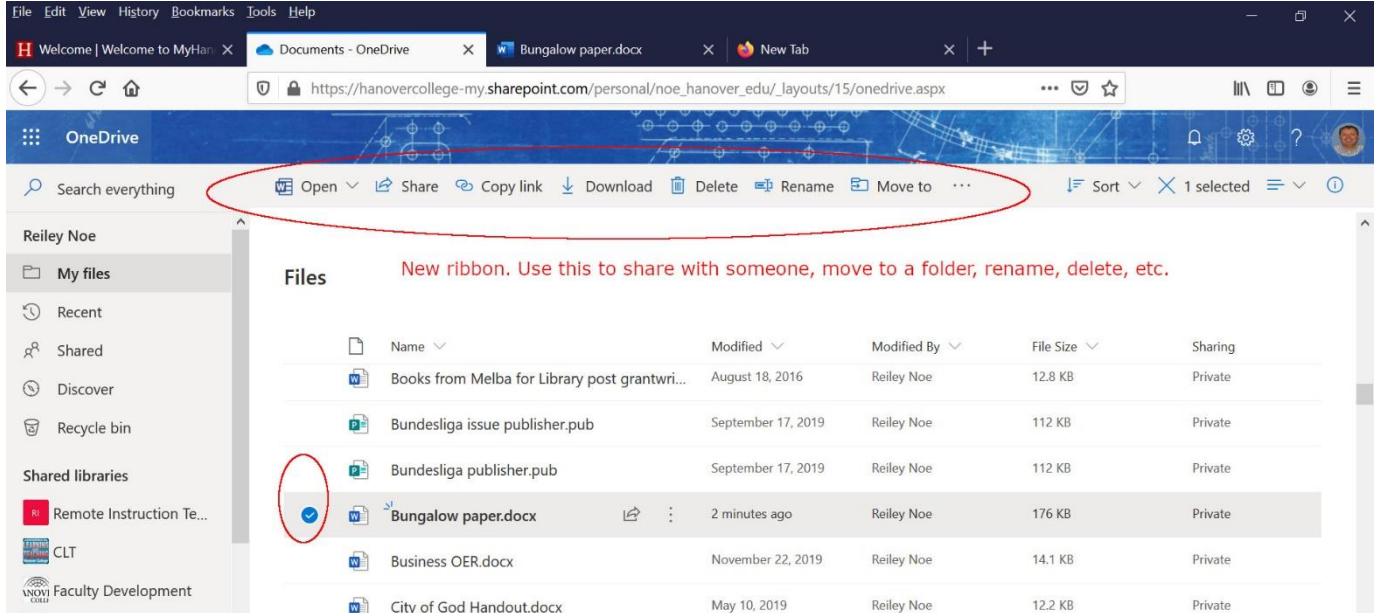
9. Note that the name of the paper – Bungalow paper is in the middle of the page and it says Saved. OneDrive has an extremely handy Autosave default that will save your document as you prepare it. This will prevent you from accidentally losing work by not saving your file (!). You can turn off Autosave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



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



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.



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.

