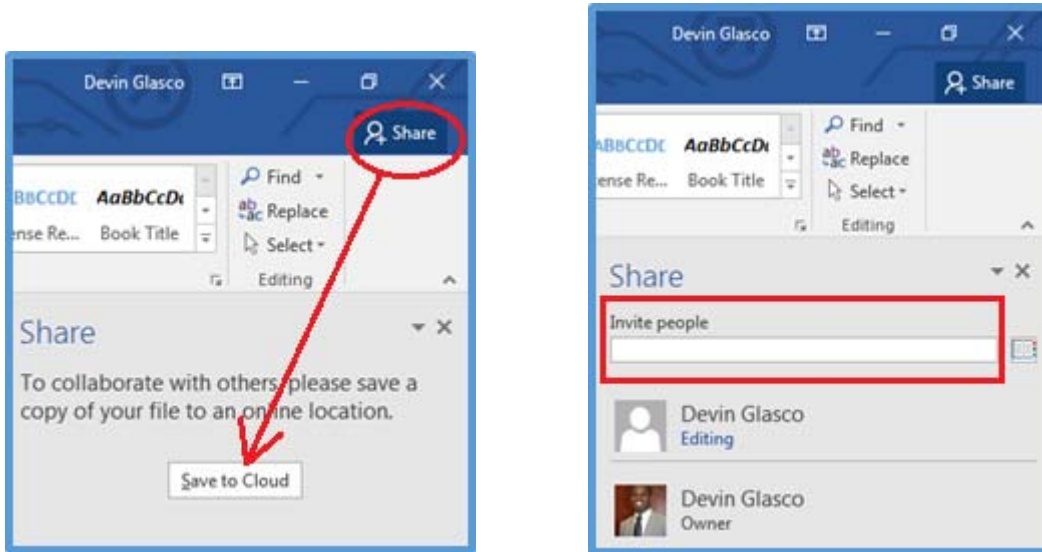


One Drive Easy Guide

What is Microsoft OneDrive?

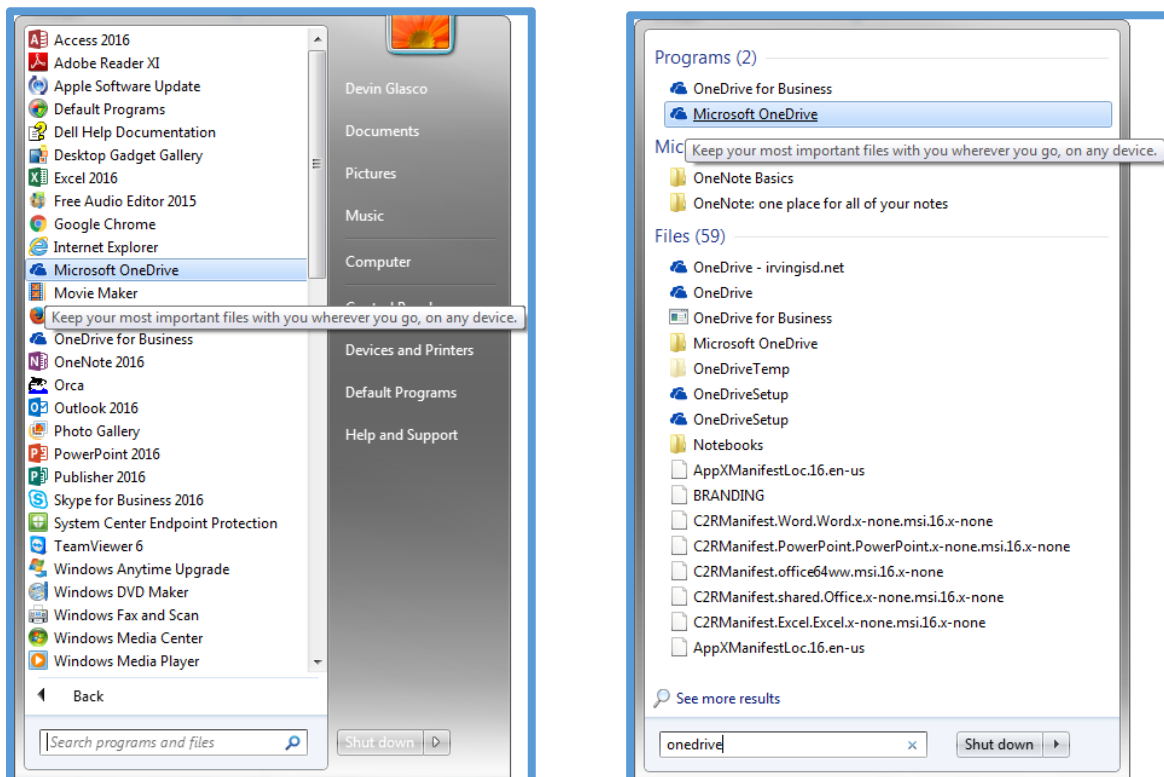
Microsoft OneDrive provides a place in the cloud where you can store, share, and sync your work files.

- OneDrive helps us collaborate and share Microsoft Office items easily and seamlessly.
- You will have 1 Terabyte or 1,024 Gigabytes of space on the Cloud in your OneDrive.
- In any of Microsoft Office 2016 products, you will see a **Share** button in the top right. If you click this button, you will be prompted to save the file to Office365 first (your OneDrive folder), then you can share with anyone in Irving ISD.

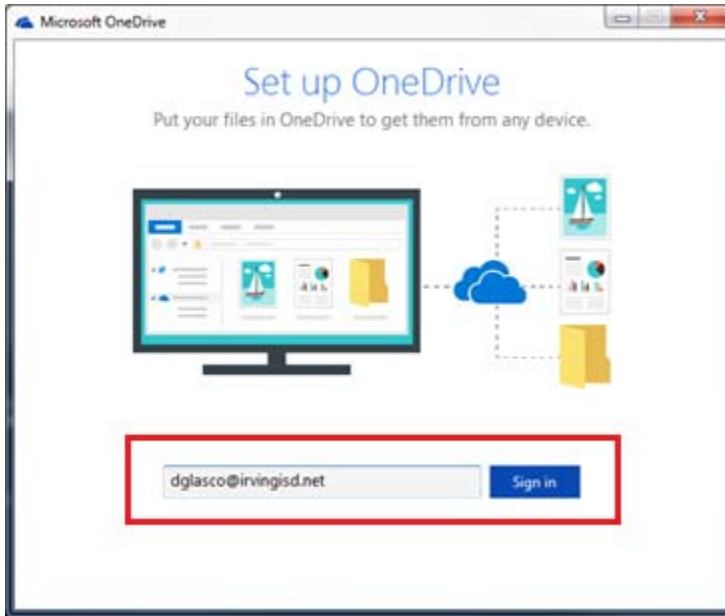


How to Setup your Microsoft OneDrive

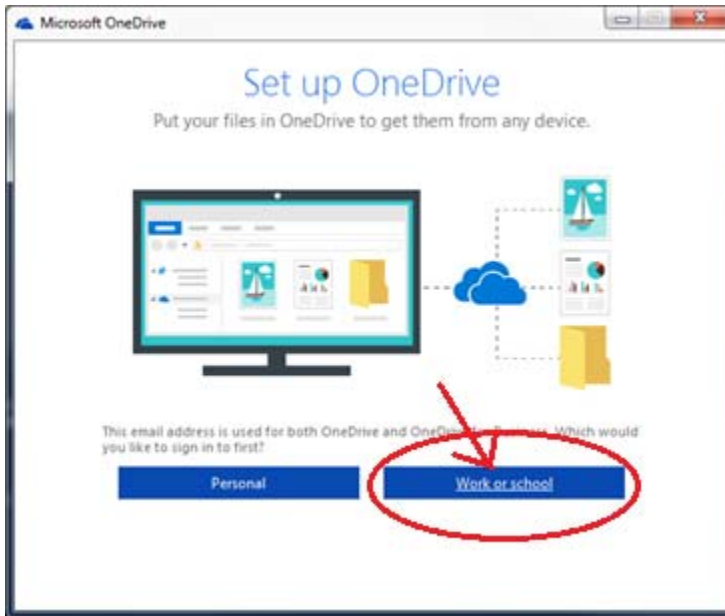
To use OneDrive click **Start** > **All Programs** or click **Start** > Type "OneDrive" and you should see a shortcut in this list. Make sure to select Microsoft OneDrive. **Do not** select OneDrive for Business.



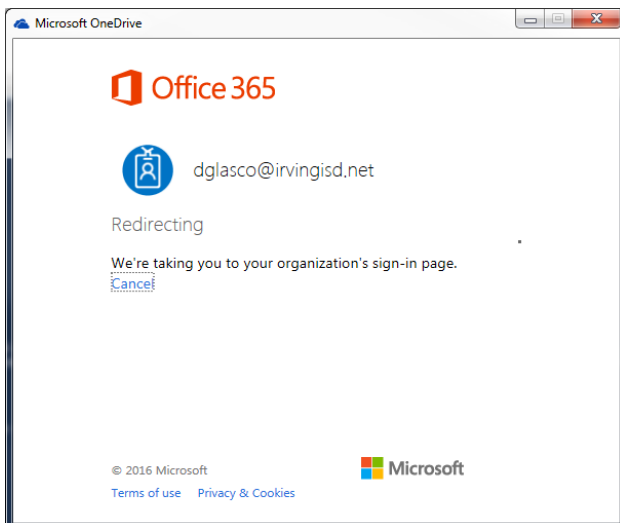
Enter your email address on the following screen.



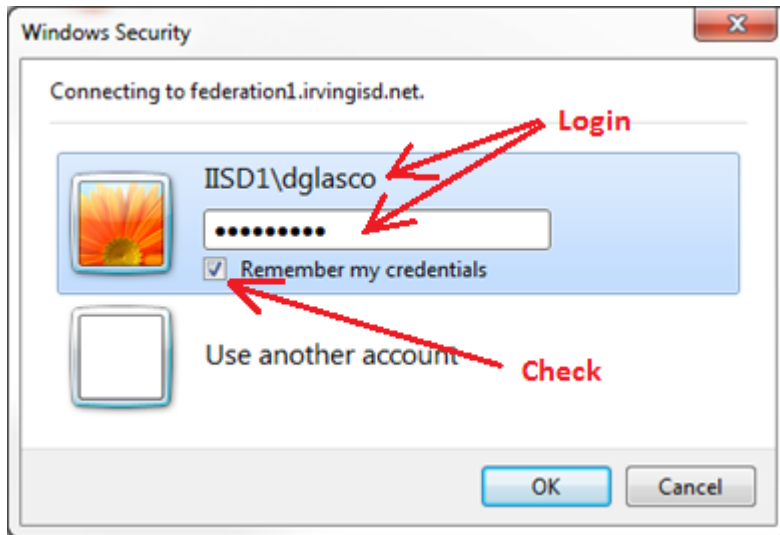
Make sure to select the option Work or School.



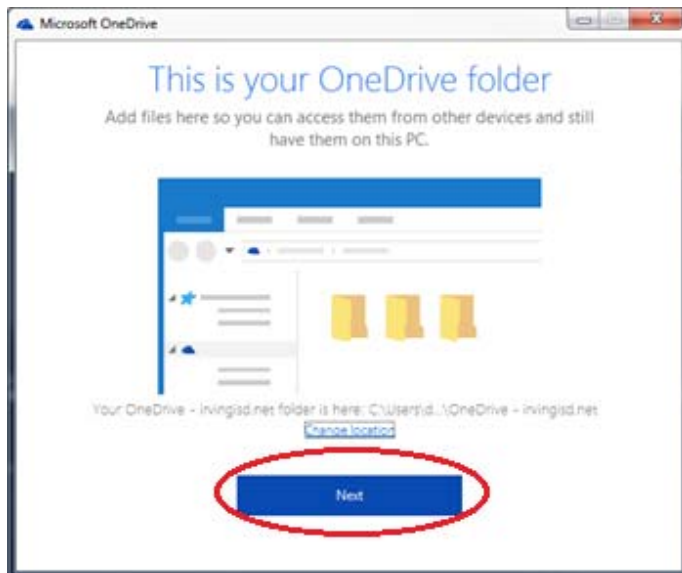
Now Office365 will authenticate you.



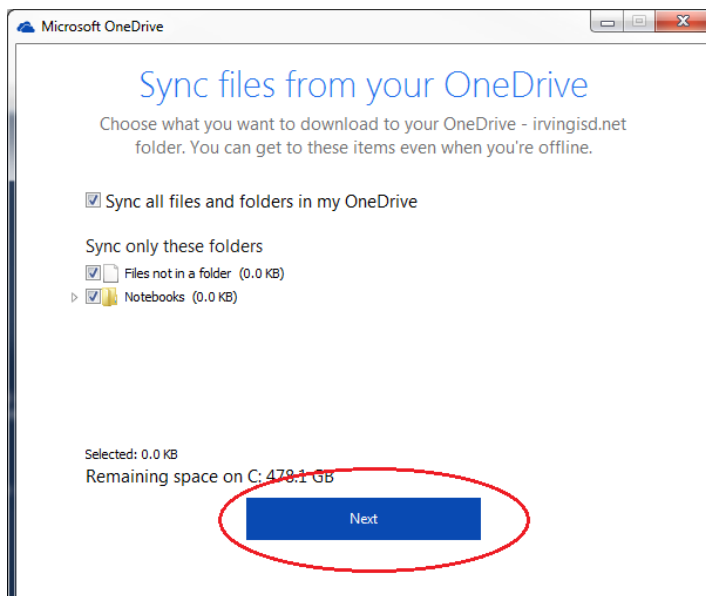
Enter your username when this dialog box appears. Don't forget to check the "Remember my credentials" checkbox.



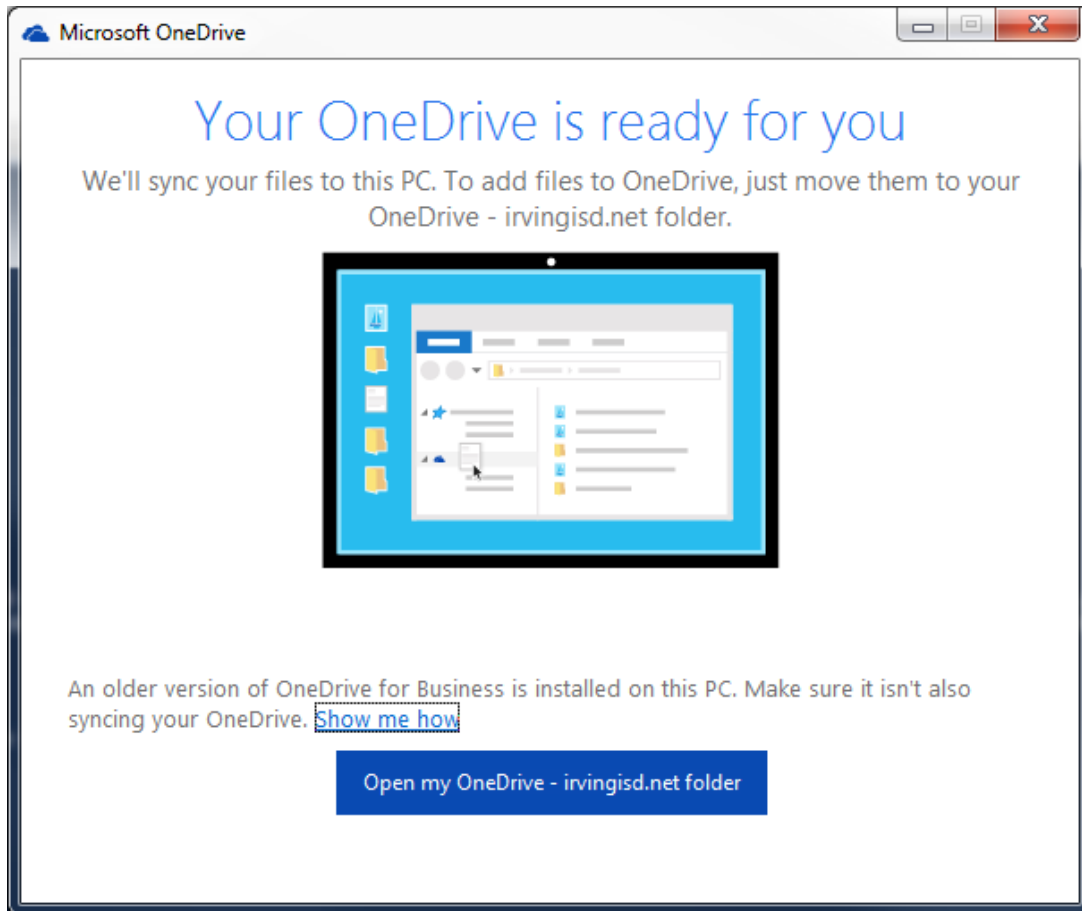
Use the default location for your OneDrive folder is C:\users\yourusername\OneDrive – irvingisd.net. So just click NEXT.



Now you will be asked which folders in your Office365 OneDrive you would like to sync. Accept the defaults and click "Next".

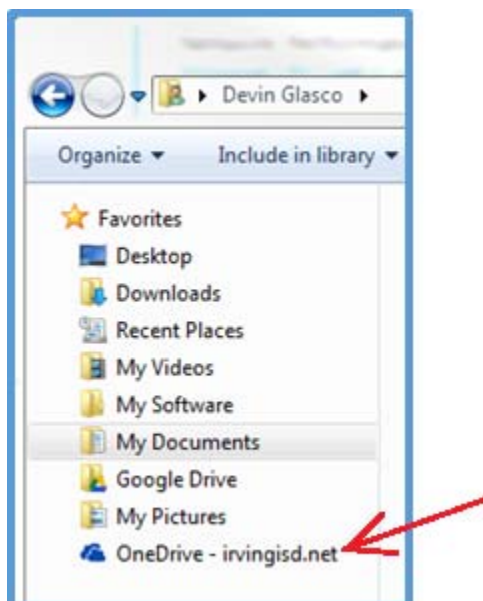


Now you are all setup in Office 365.



Your OneDrive folder will now be synced to Office 365. Anything you save in OneDrive will be backed up to the cloud. You have 1 Terabyte or 1,024 Gigabytes of space.

NOTE: A shortcut will be created on any Windows Explorer windows as well.



(Here is what the shortcut will look like.)

Posted: October 27, 2016