Getting Started in OneDrive

South Puget Sound Community College
*Student Computing Center*
*Written by: Chris Dorn*

OneDrive is a service that allows students at SPSCC to store and create files in an online, cloud-based system. This tutorial explains how to access and create folders in OneDrive. For more in-depth information regarding how to create and move files using OneDrive, see our accompanying tutorial titled "Managing Documents in OneDrive," available on our website at computingatspscc.weebly.com.

Accessing OneDrive

OneDrive is accessed via your Office365 account, which you can find on the SPSCC website. First, click on "Current Students."
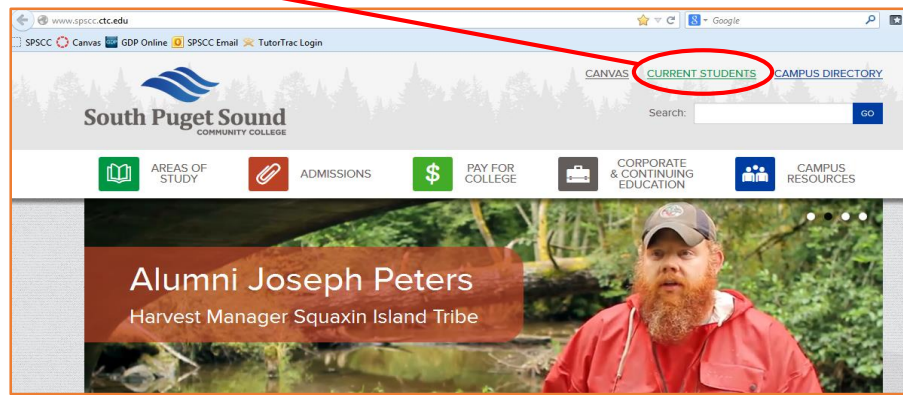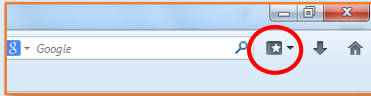
Then, select "Student Email - Office365" from among the tabs on the left.
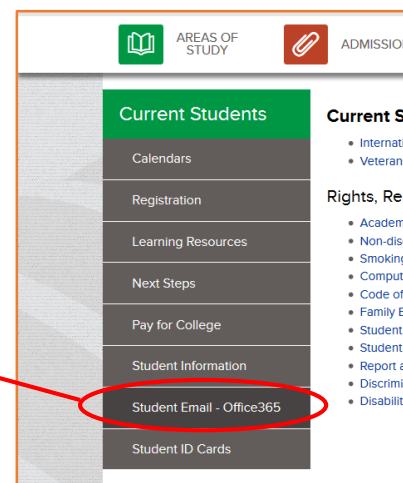
Hint: Save a Bookmark

To save yourself some time, you may want to bookmark this Office365 webpage. The procedure for bookmarking a webpage varies slightly depending on your browser, but in Firefox you can follow these steps:
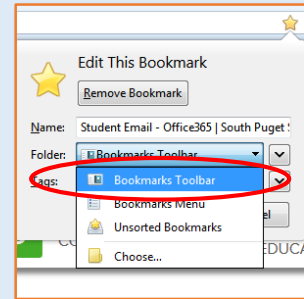
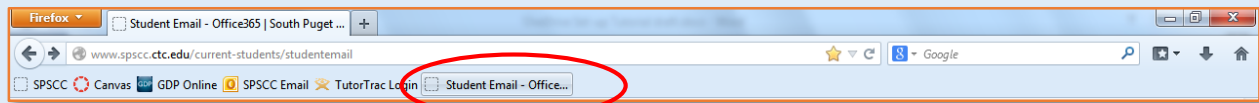1. Click on the star icon in the upper right-hand corner.

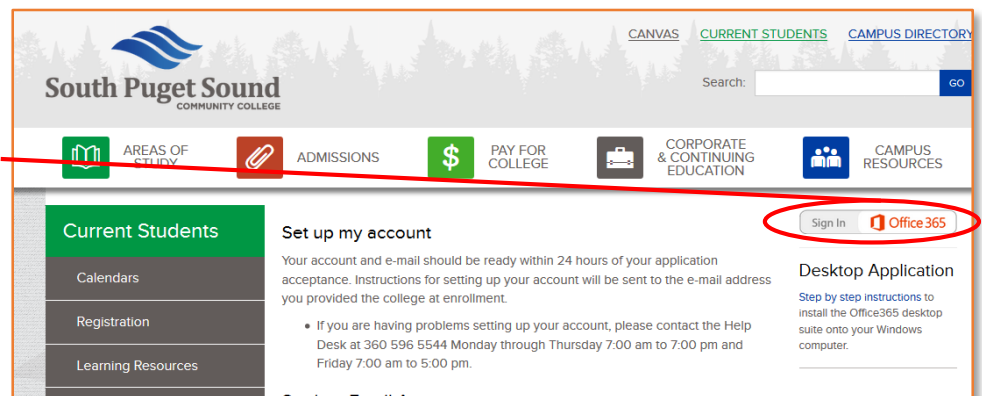2. Select "Bookmark This Page."
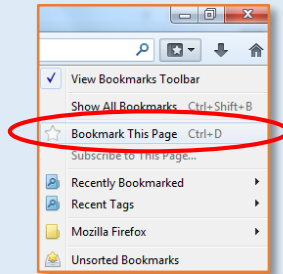
3. Assign the bookmark to the Bookmarks Toolbar folder.

This will place an icon on your toolbar that you can click to jump to the sign-in page rather than having to click on several links every time you want to access OneDrive.

From the next screen, click on the Office365 "Sign In" button on the right side of the page.
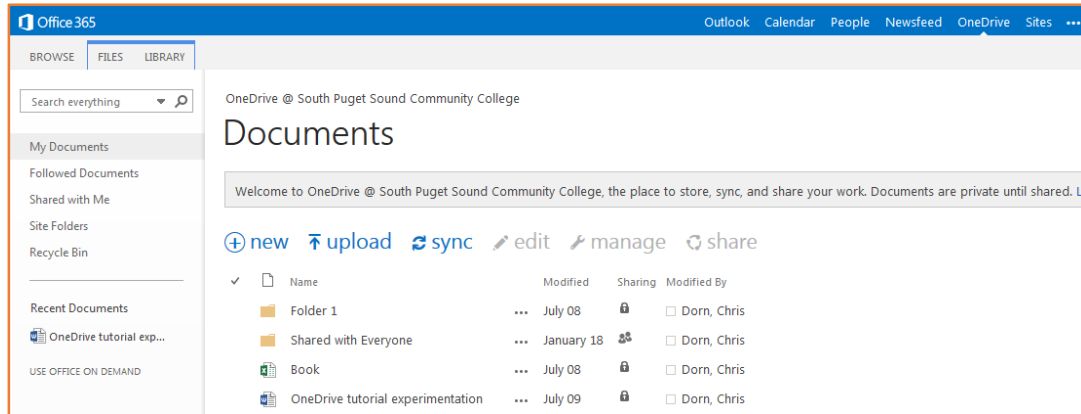
After you enter your Office365 credentials, you will a see a page that looks something like this (although there's a good chance your inbox isn't empty):
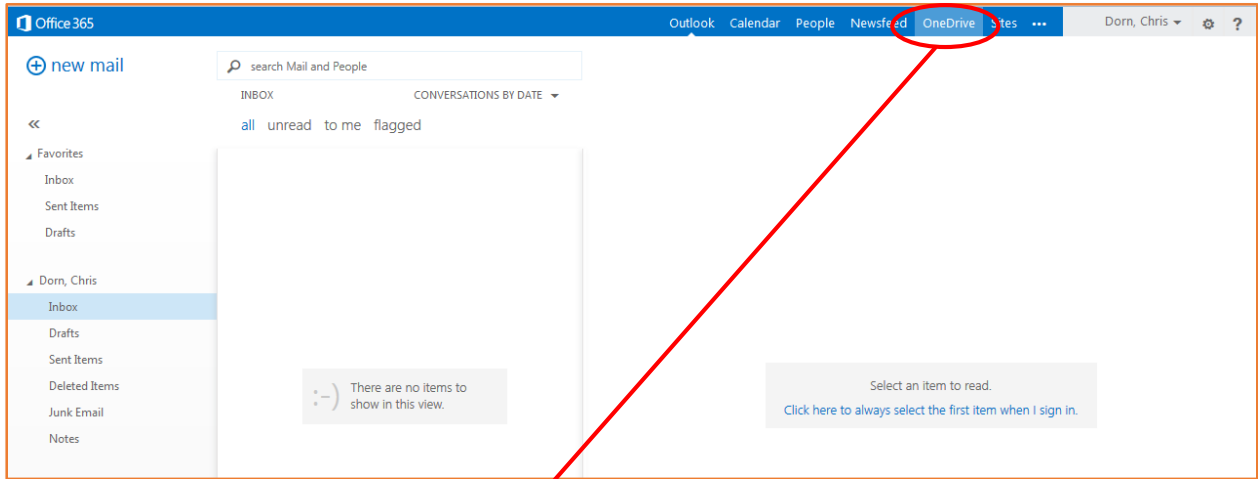
On the blue bar at the top, select "OneDrive."

At this point you have accessed OneDrive, and you should see all of the folders and files that have already been stored there:
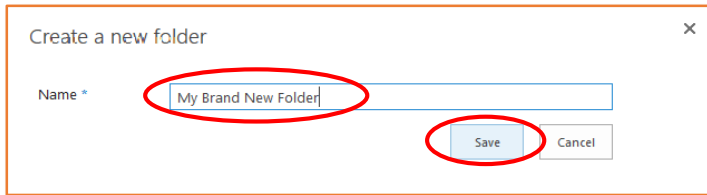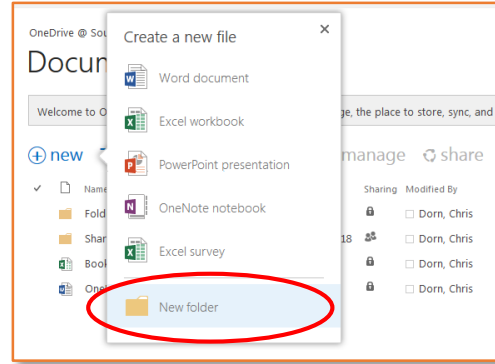

Creating Folders in OneDrive

Just as with a personal computer or a flash drive, it is important to organize your files within OneDrive, which you can do by using folders.

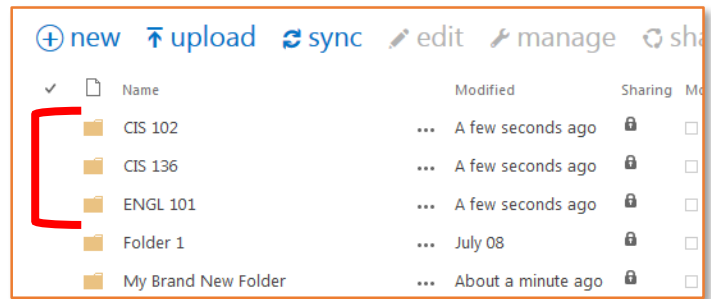To make a new folder, first click on the "new" icon.
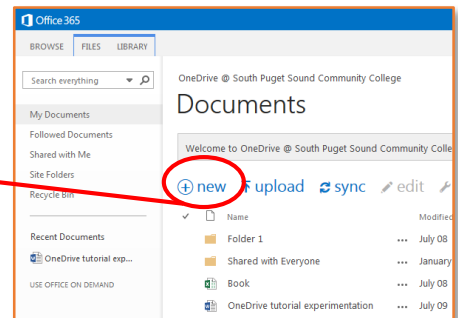
From the dropdown menu that appears, select "New Folder."

Give the folder a name and select "Save."

One smart way to use folders is to create a different folder for each class you are taking. This way you can easily locate and store the files necessary for each of your courses.

Once you have your folders set up, you can move new documents within OneDrive simply by dragging and dropping them to the intended folder.