

## Microsoft OneDrive

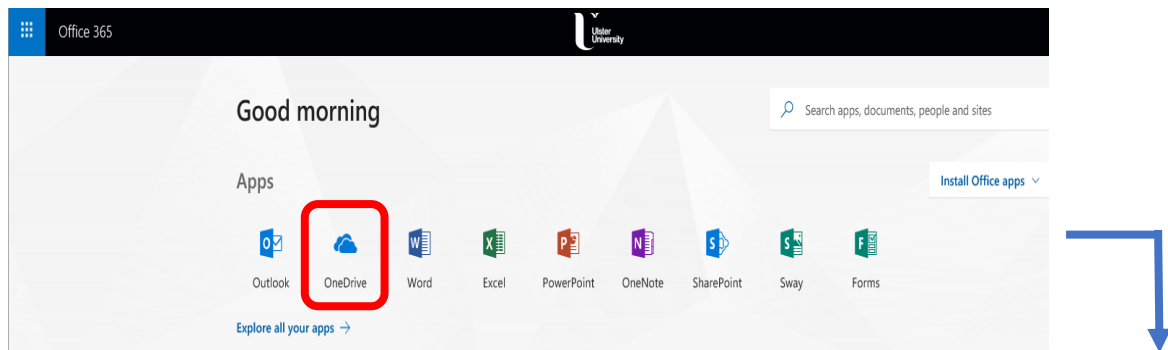
OneDrive is an online (cloud) file storage facility. Each user in the University has access to 1Tb of storage.

### What does OneDrive offer users?

- ✓ Upload and edit files online from any location
- ✓ Share and collaborate on files with other users
- ✓ Sync OneDrive to a variety of devices

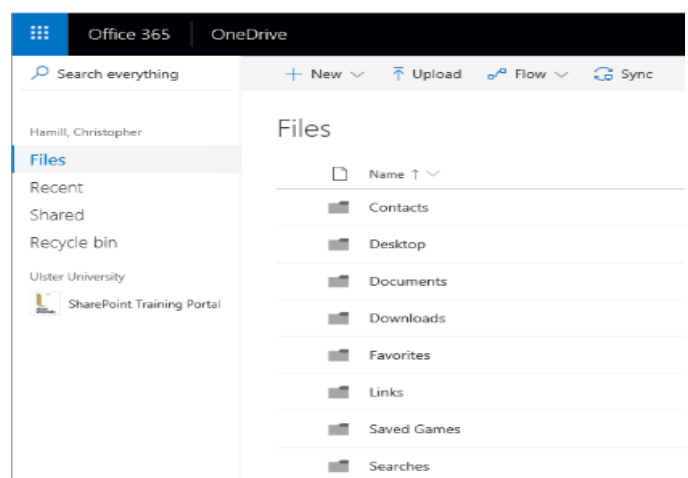
### Accessing OneDrive

1. Open Safari, and go to office.com
2. Sign-in with your university e-mail & password
3. Select the One Drive App



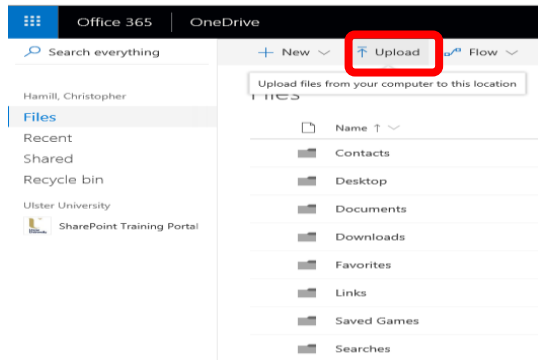
### The OneDrive Interface

Your stored user files are clearly arranged and some guidance on OneDrive functions can be found overleaf.



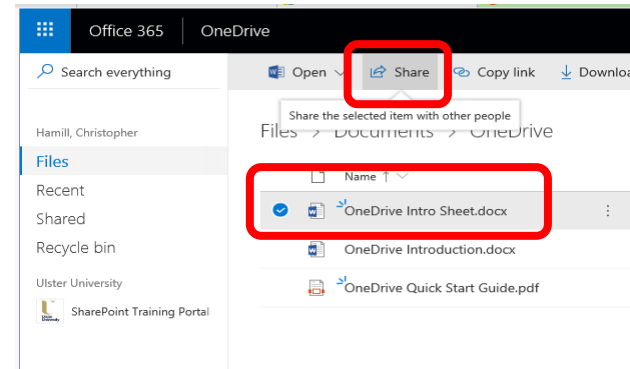
### To upload files from your device to OneDrive:

This will move files held locally on your device to the cloud for storage and future use.



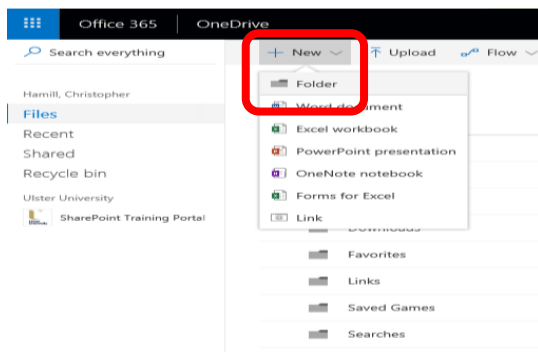
### Share a document with another user:

Select the file, then click share to send it to any user using e-mail.



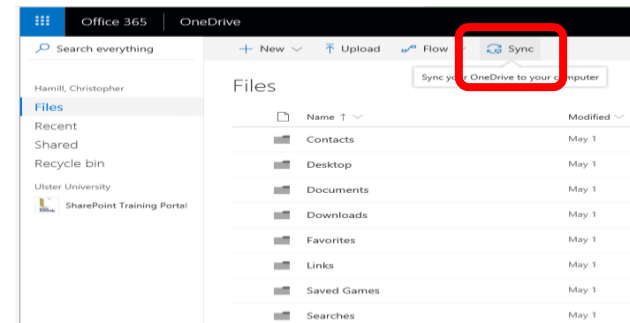
### Create a new folder in OneDrive for your files:

Once uploaded, organise your files how you like using the normal folder structure.



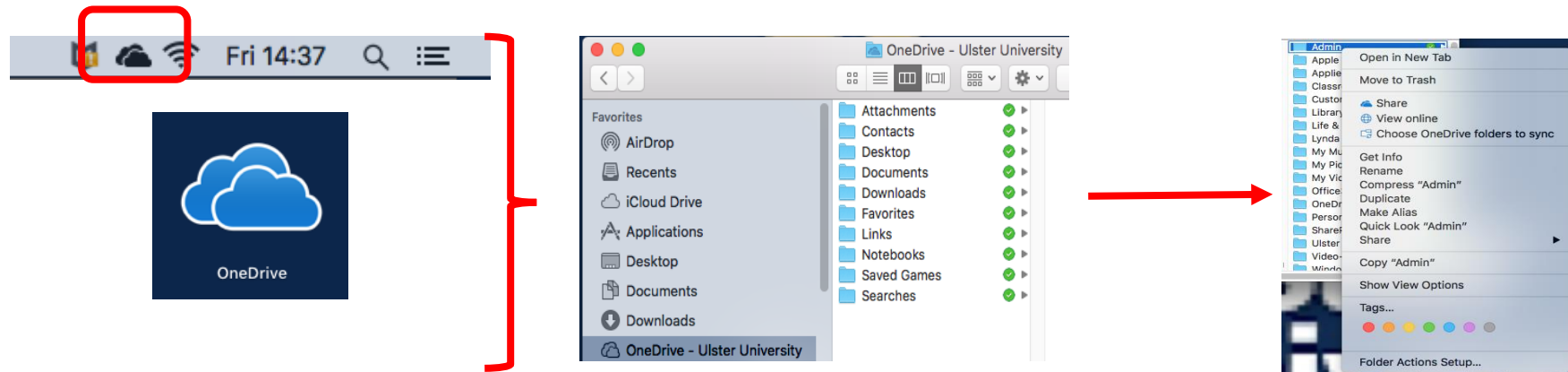
### Sync your files to work offline:

Work on files even when you have no internet access, changes will save automatically when you are online again.



## One Drive App:

You can also access OneDrive on your Mac using the App, available from the Launch Pad or shortcut;



Right-click on any folder / file, to open the OneDrive menu and functions.

## Further Support

Contact:

[servicedesk@ulster.ac.uk](mailto:servicedesk@ulster.ac.uk)

Or visit:

[www.ulster.ac.uk/training](http://www.ulster.ac.uk/training)