

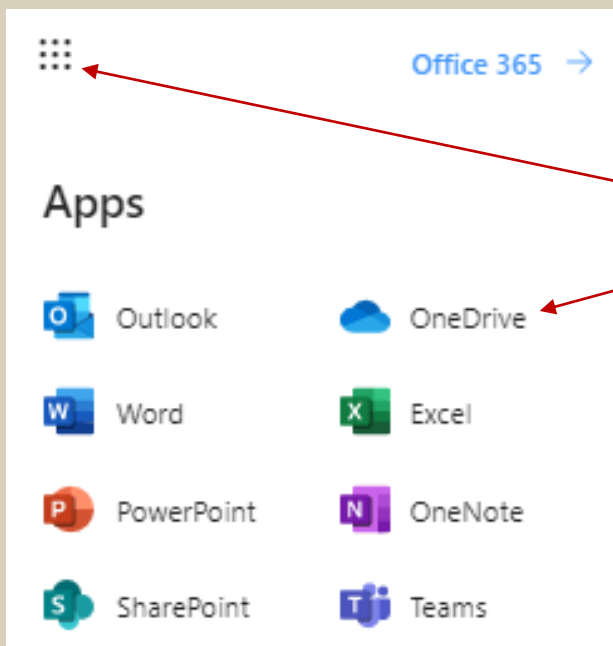


# Microsoft OneDrive

A Guide for Children and Parents

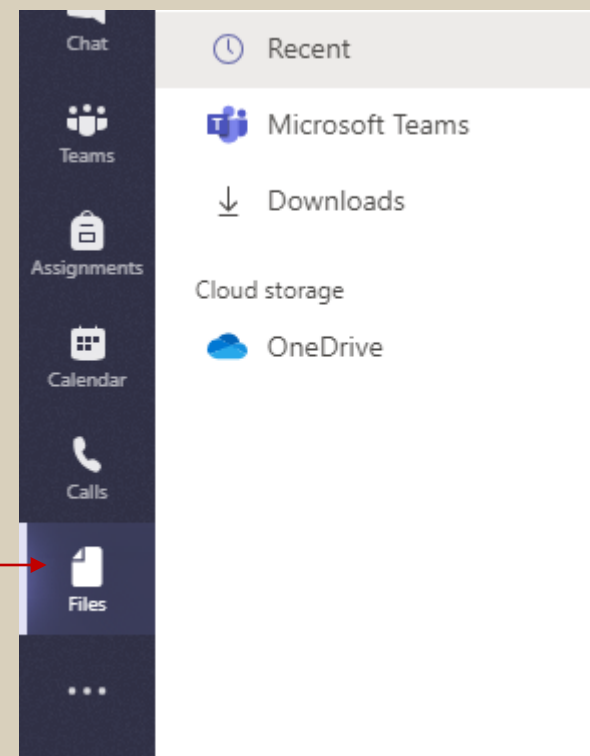


# Accessing OneDrive



Log into your Office 365 account and click on the 'Waffle'  
You will see all the apps available to you. Click on OneDrive.  
Another window will open to your OneDrive space

Please note: You can also access OneDrive using the Files button in Teams





# The OneDrive Homepage



The screenshot shows the OneDrive interface with several callouts explaining key features:

- Find a file here:** Points to the search bar.
- Access your files here:** Points to the left-hand navigation pane.
- Access your Recent files here:** Points to the 'Recent' option in the navigation pane.
- Any files you have Shared or people have Shared with you will appear here:** Points to the 'Shared' option in the navigation pane.
- If you delete any files they will be stored here:** Points to the 'Recycle bin' option in the navigation pane.
- To create a New document or folder, click here:** Points to the '+ New' button.
- If you have any files on your computer that you need to add to OneDrive, then click Upload:** Points to the 'Upload' button.
- This will give you information about your folders and files:** Points to the 'Files' table.
- Any Notebooks created in OneNote will automatically be saved here. More information on that can be found in the OneNote Guide!** Points to the 'Notebooks' folder in the table.
- It is a good idea to create folders in subjects to stay organised!** Points to the 'English', 'Geography', and 'Maths' folders in the table.

Name	Modified	Modified By	File Size	Sharing
English	2 days ago	Test Student	0 items	Private
Geography	2 days ago	Test Student	0 items	Private
Maths	2 days ago	Test Student	0 items	Private
Notebooks	2 days ago	Test Student	1 item	Private



# OneDrive – Moving and Sharing Documents



To open a selected document click here

To Share the document with a classmate or teacher click here

Delete or Rename selected files and folders

To move the document into a folder, click here and follow the next steps

The screenshot shows the OneDrive web interface. The top navigation bar includes a search bar and a menu with options: Open, Share, Copy link, Download, Delete, Rename, Move to, Copy to, and Flow. The left sidebar shows navigation options: My files, Recent, Shared, Discover, and Recycle bin. The main area displays a list of files and folders. A file named 'Test document.docx' is selected, and a callout points to its share icon.

Name	Modified	Modified By	File Size	Sharing
English	2 days ago	Test Student	1 item	Private
Geography	2 days ago	Test Student	0 items	Private
Maths	2 days ago	Test Student	0 items	Private
Notebooks	2 days ago	Test Student	1 item	Private
Test document.docx	A few seconds ago	Test Student	10.8 KB	Private

Download a copy to your computer here.

To Copy a file to another folder, click here and follow the steps.

If you create a document in Word 365 then it might by default save in your Files folder. Click the Circle to be able to do something with it as mentioned above.

To Share the document with a classmate or teacher click here