



# OneDrive Guide

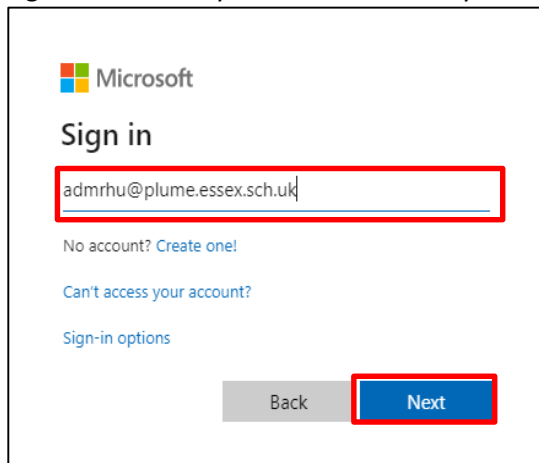
OneDrive is a cloud storage system. This allows you to access the files in the cloud from anywhere and from any computer

Benefits of using OneDrive:

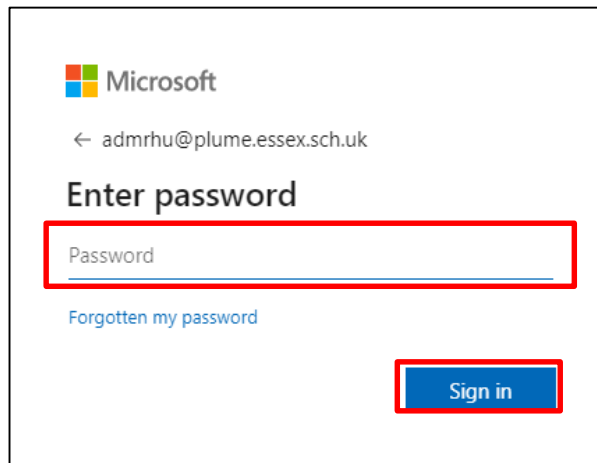
- You can share files easily
- Able to view and edit your files from anywhere in the world
- OneDrive is already included with your emails (office 365)
- You can store any kind of File in OneDrive

## Internet OneDrive Login:

Sign into 365 like you would to access your emails.

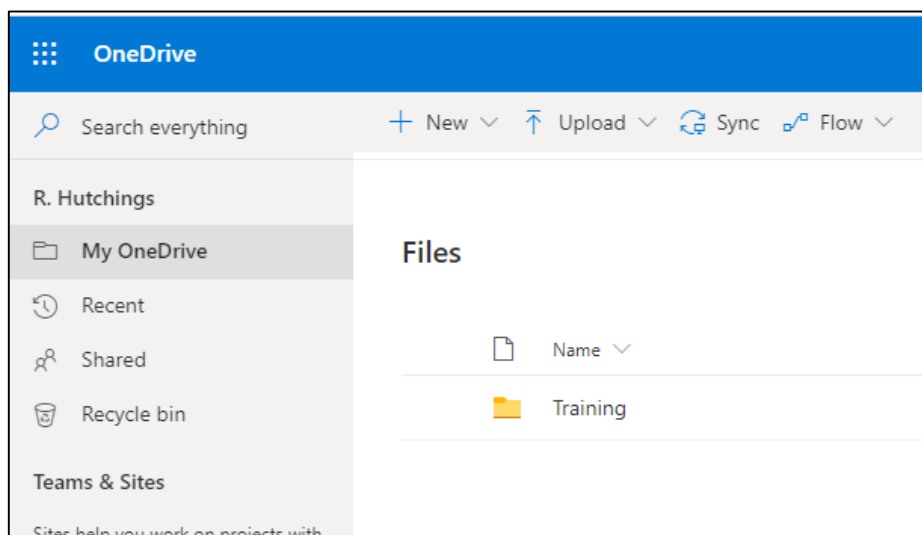
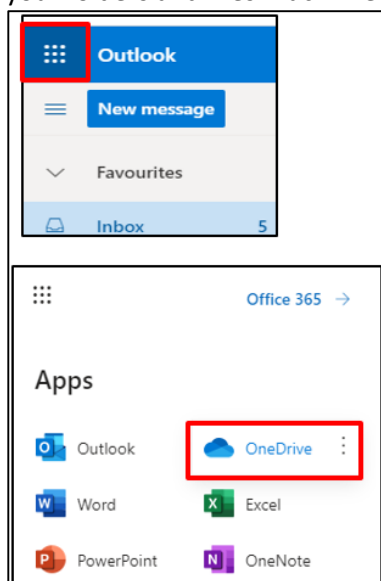


Microsoft  
Sign in  
admrhu@plume.essex.sch.uk  
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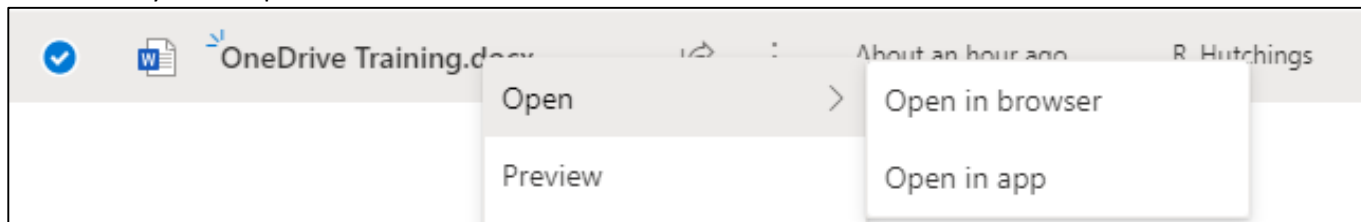


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Enter password  
Password  
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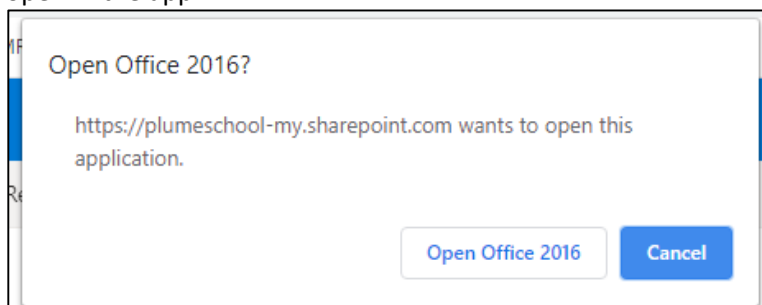
In outlook, go to the top left corner to open the menu and then click on OneDrive. You will then be able to see your folders and files much like file explorer.



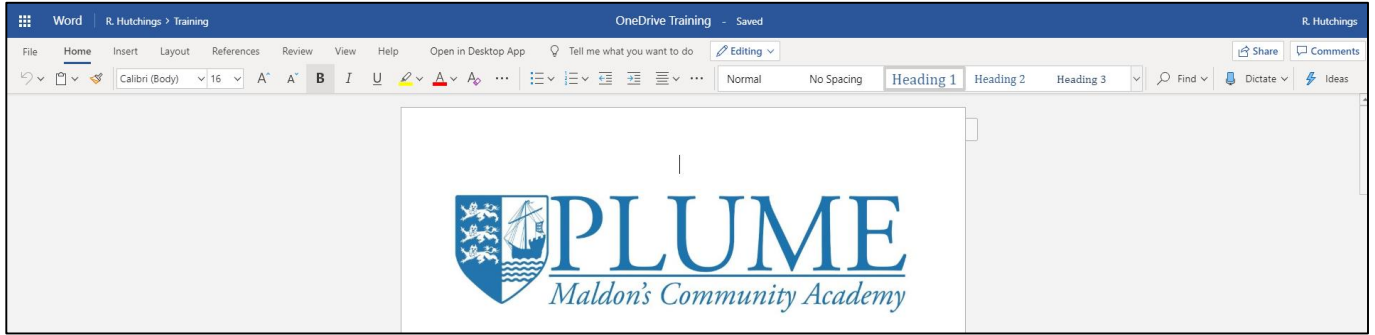
To open files in this chrome/edge version, right click on the file and then click 'open' and then you have the option of opening the file 'in browser' or 'in app', 'in browser' will open your files in the browser version of apps like Word and PowerPoint, whereas the 'in app' option will open your file in the apps like Word and PowerPoint installed on your computer.



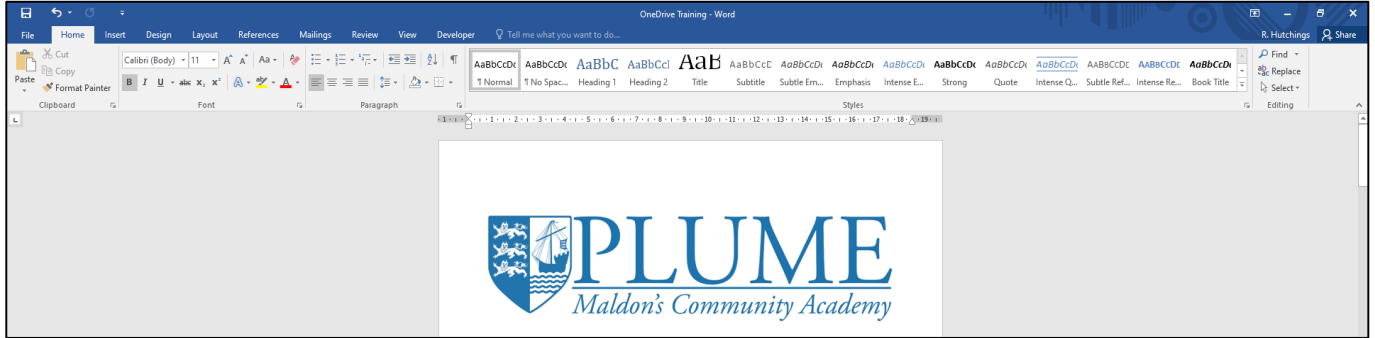
When you try to 'Open in app' the following message will appear, click 'Open Office 2016' and the document will open in the app.



## Browser Version

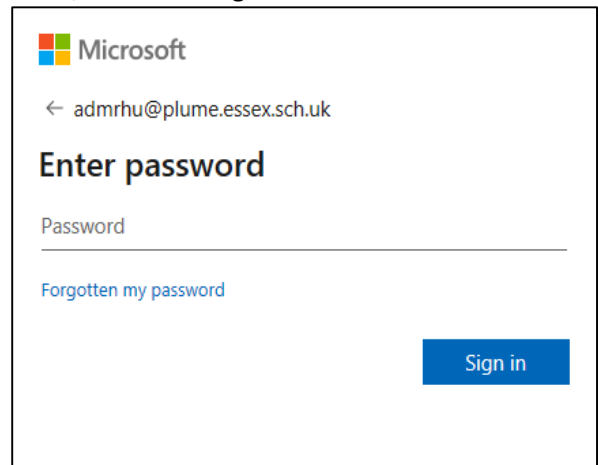
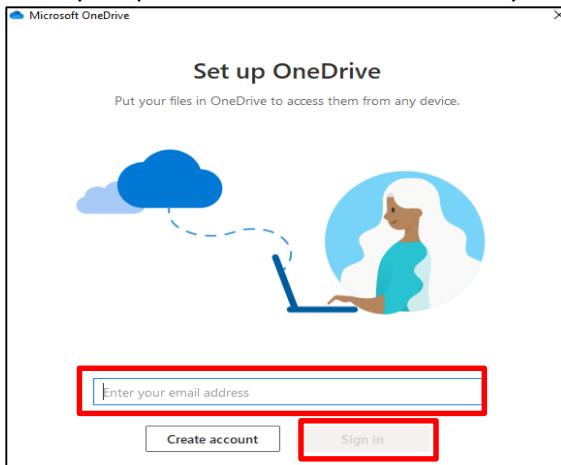


## App Version

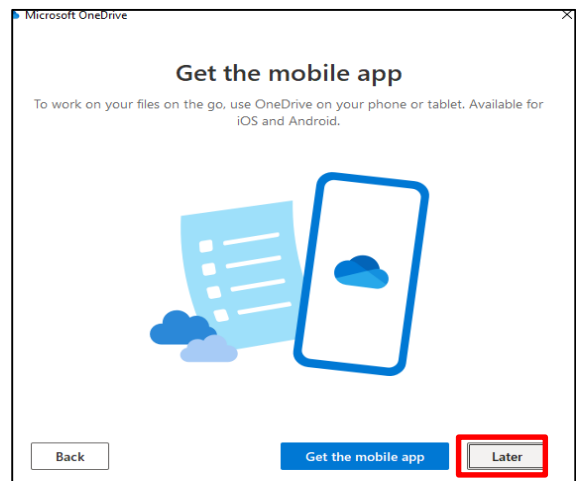
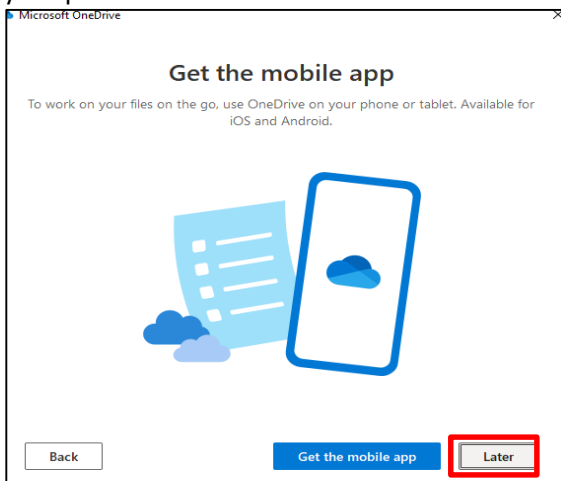


## Local OneDrive Login:

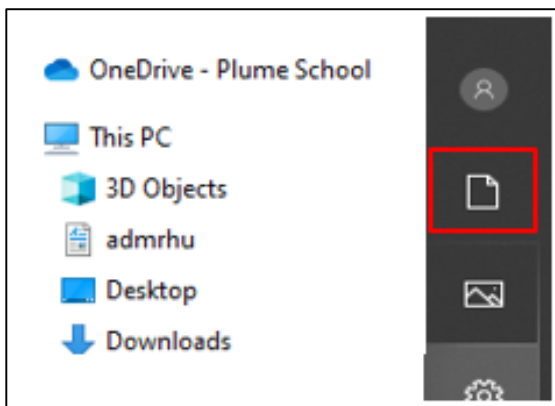
Firstly locate the OneDrive cloud icon in the taskbar at the bottom right of your screen and double click it, next enter your email address (\*username\*@plume.essex.sch.uk) then click 'Sign in', In the next window you need to enter your password which is the same as your usual login password, then click 'sign in'



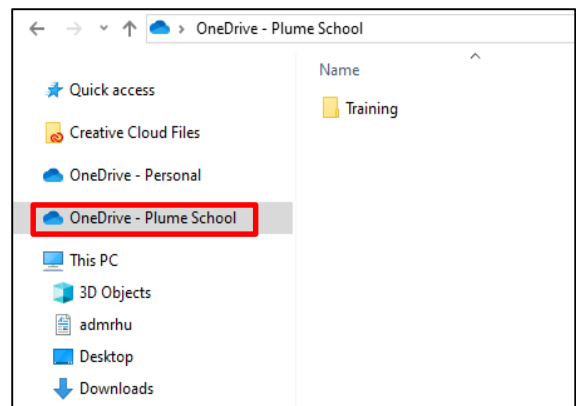
Then follow the steps which is just a quick guide of how to use OneDrive, you can also add OneDrive to your phone



Your OneDrive folder can then be found by going to 'file manager' which can be accessed by going to the start menu. Your OneDrive folder can then be seen above 'this PC' on the left side of the window

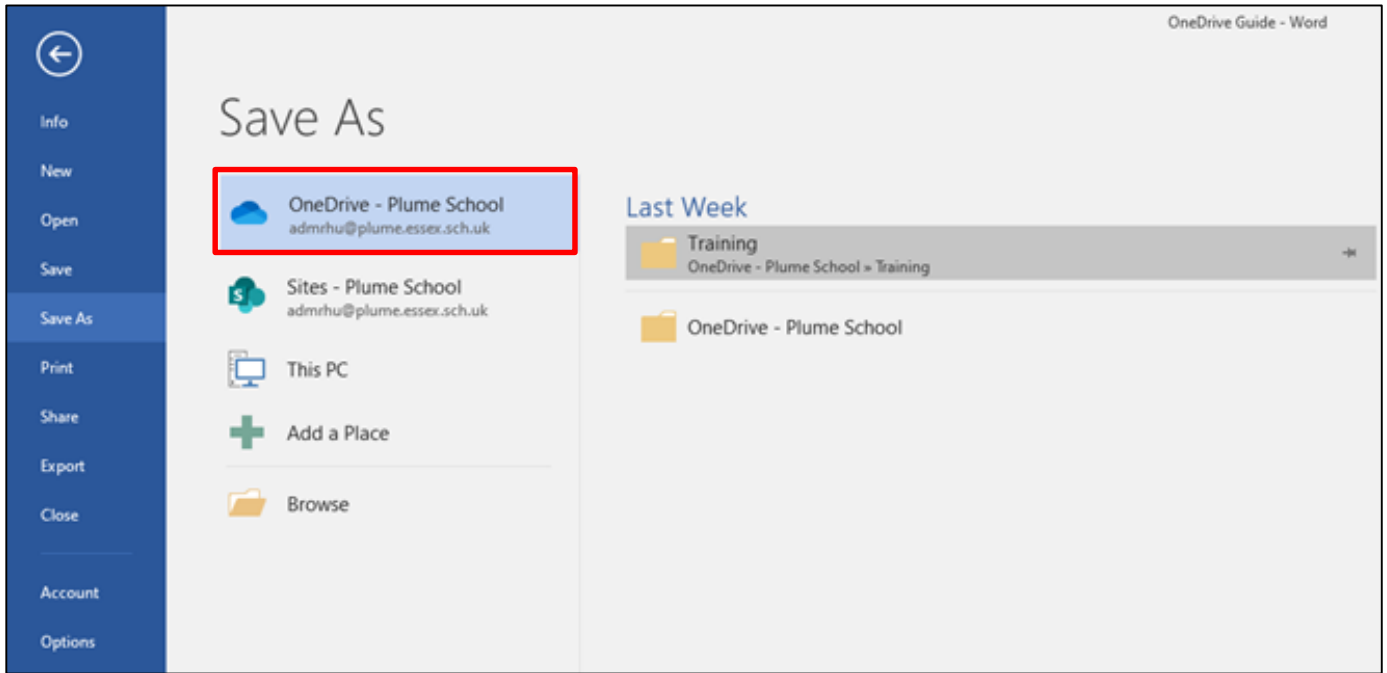


All your folders and files will appear in the large window in the middle much like your N drive, files saved here will be available on any device that can access OneDrive.

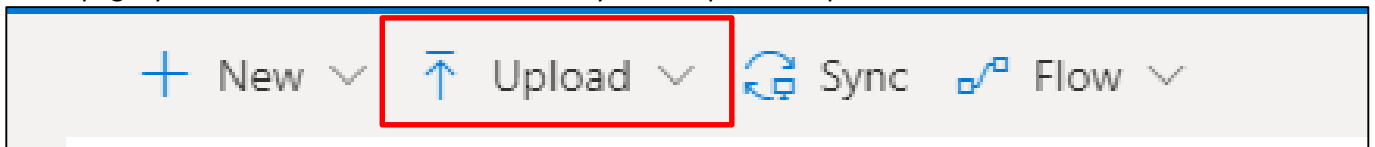


## How to Save Files to OneDrive:

To save Documents to your OneDrive, go to 'File' and 'Save As' and instead of going to 'this PC' go to your OneDrive



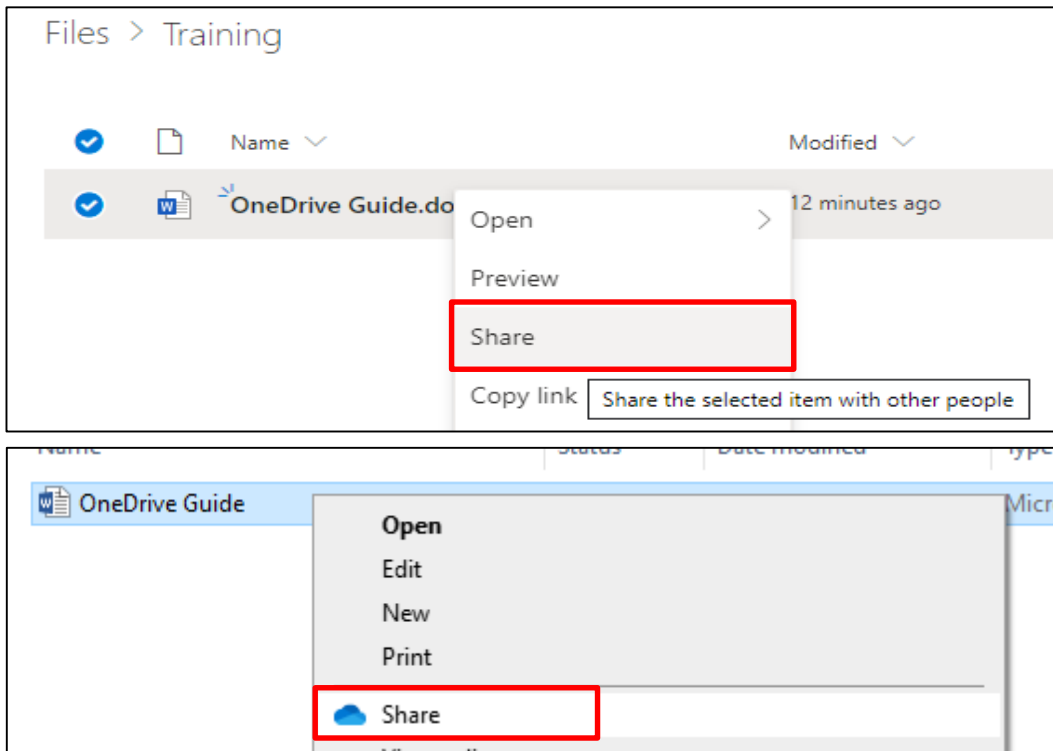
To upload files to the chrome or Microsoft edge versions then you need to click on the 'Upload' button at the top of the page. you can then select documents from your computer to upload to OneDrive.



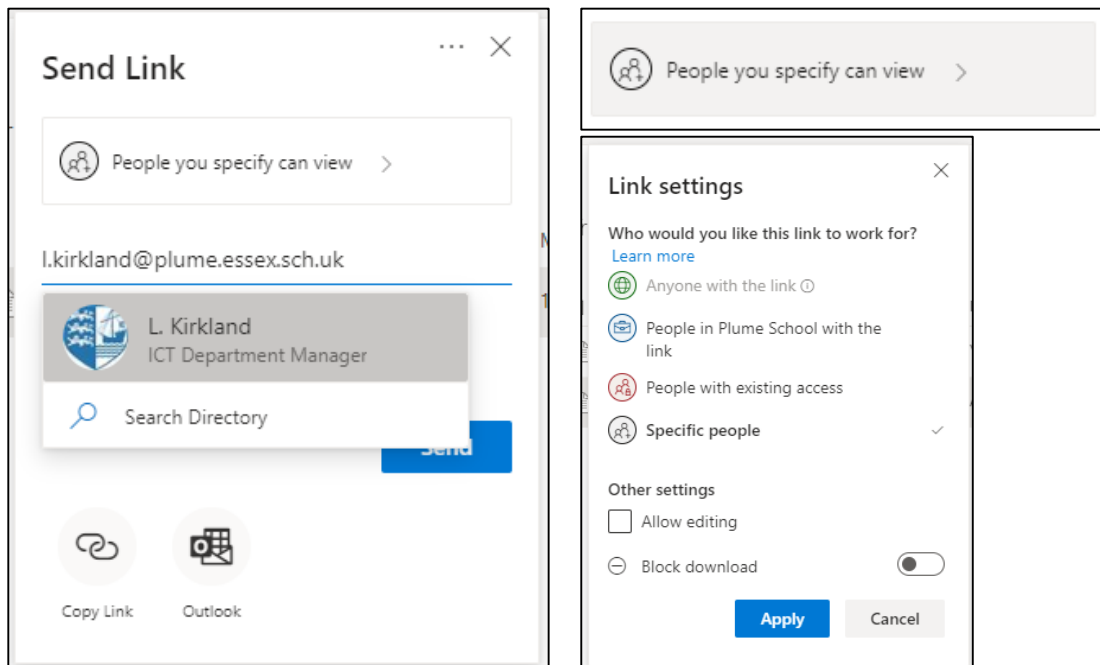
## Sharing files:

OneDrive allows you to share files with other people.

To share a file or folder you need to right click on the file or folder, click 'share', then enter the email address of the person you want to share it with.



Click on 'People you specify can view' and it will open the link settings menu, you can set who can see the document(s). 'people in the Plume School with the link' means only people within the school will be able to access the files when you send them the link. You can tick the box below 'other settings' to allow people with the link to edit the documents.



**Note: When sharing data, please ensure that you are in full compliance with the DPA 2018 (GDPR). In particular, that all reasonable efforts are made to ensure that any personal data is not shared unless necessary, and then only with stakeholders that have the need and right to access such data.**