

How to use Onedrive

To login to your college Office 365 account, use your college email address and password. Your email is your S number SXXXXXX@solihullsf.ac.uk.

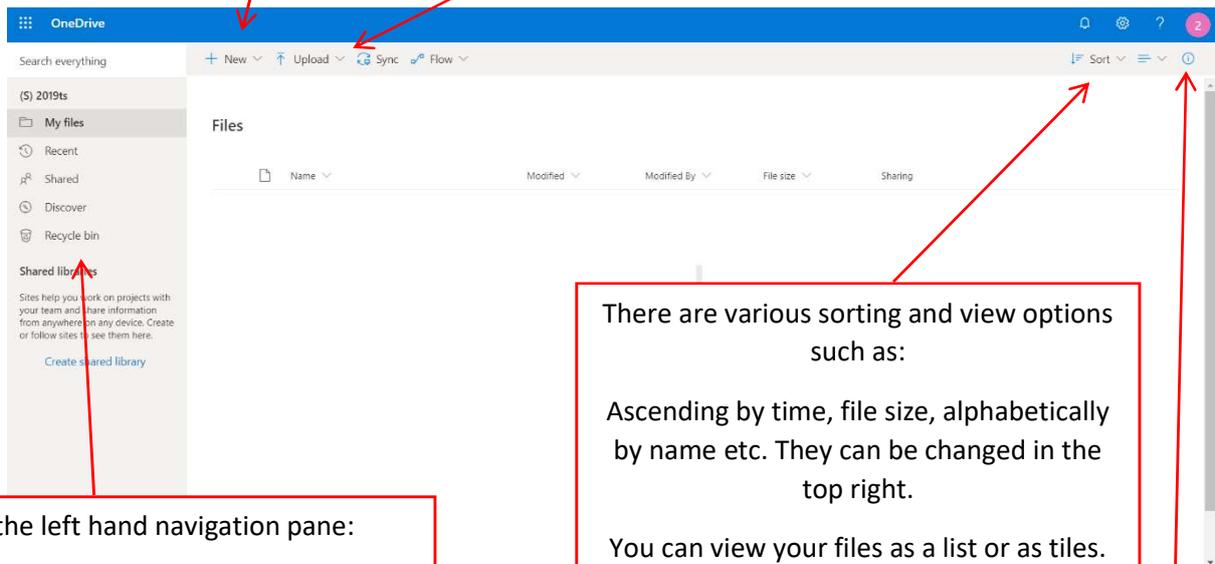
Once logged into your college one drive, you can create, edit and share files.

To create a new file:

Select 'New' and choose whether you want to create a Word document, PowerPoint presentation, Excel spreadsheet or set up a folder. If you require another type of document such as Access, PDF or Publisher, you will have to create those on your device and then upload to One Drive.

To upload an existing file:

Either drag and drop files directly from your documents onto the window or select 'upload' and locate the files on your device.



There are various sorting and view options such as:

Ascending by time, file size, alphabetically by name etc. They can be changed in the top right.

You can view your files as a list or as tiles.

On the left hand navigation pane:

You can switch between all your files folders or recently opened files.

You can also see any files shared with you.

Your recycle bin is for any deleted files.

Files stay in here for 30 days before being permanently deleted.

The "details pane" will show you your recent activity.

It is a good place to look if you misplace a file!

If you look at the details pane for a specific file (by selecting the file and clicking on the details pane), you can see who has access to the file, the file activity as well as file details such as name, author and size.

See One Drive File Sharing doc for guidance on how to share your files!

When you select a file, a different set of options will appear.

The screenshot shows the OneDrive web interface. At the top, a toolbar contains icons for 'Open', 'Share', 'Copy link', 'Download', 'Delete', 'Rename', 'Move to', 'Copy to', and 'Flow'. Below the toolbar, the breadcrumb path is 'Files > Coursework > ICT Professional Competence > Unit 304 > LO5'. A table of files is displayed with columns for Name, Modified, Modified By, File size, and Sharing. The first file is 'Develop Effectiveness and Prof...' (775 KB, Private), the second is 'LO5 Resources.docx' (11.7 KB, Private), and the third is 'SSFC Structure Chart.docx' (68.9 KB, Private). A 'Version history' dropdown menu is open for the first file. Five red callout boxes provide instructions: 1. 'You can choose whether you want to open the file in the browser or if you would like to open it using your desktop app. Double clicking the file will automatically open it using your browser!' (points to the 'Open' icon). 2. 'You can download a copy of your file to your local machine. Any work you do on a downloaded copy will not automatically save to One Drive – you will need to re-upload the file once you are finished editing.' (points to the 'Download' icon). 3. 'Deleting the file will place it in your recycle bin. It will remain there for 30 days before being permanently deleted.' (points to the 'Delete' icon). 4. 'You can move or copy the file to another folder within your one drive. Alternatively you can drag the file to where you would like to move it to.' (points to the 'Move to' and 'Copy to' icons). 5. 'Version history will show you all the times you have opened and edited the file. Here you can restore or view a previous version of your file. For shared files this will show you who has edited the file and when.' (points to the 'Version history' dropdown).

You can choose whether you want to open the file in the browser or if you would like to open it using your desktop app. Double clicking the file will automatically open it using your browser!

You can download a copy of your file to your local machine. Any work you do on a downloaded copy will not automatically save to One Drive – you will need to re-upload the file once you are finished editing.

Deleting the file will place it in your recycle bin. It will remain there for 30 days before being permanently deleted.

You can move or copy the file to another folder within your one drive. Alternatively you can drag the file to where you would like to move it to.

Version history will show you all the times you have opened and edited the file. Here you can restore or view a previous version of your file. For shared files this will show you who has edited the file and when.

A good file structure is really important! It helps you keep your files organised and save time searching for files.

Following good practice when creating a file structure, files are organised into folders – here I have organised them into a folder based on which course it is for, then have individual subfolders for each unit.

Descriptive file names allow you to know exactly what each file is without needing to open it.