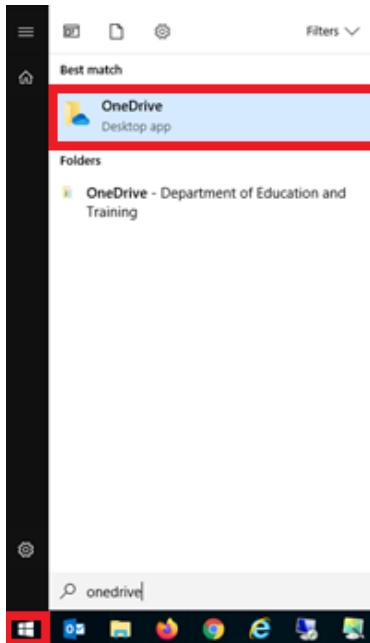1. OneDrive sync client comes pre-installed on all Windows PCs. For first time use, click the Windows button and browse/search for 'OneDrive'. For mac users, please download and install from the App Store (free).

2. Enter your email address and select Sign in
3. Select Work or school/university for account type
4. For all further prompts, select the default/Next button
5. OneDrive will now be populated as folder in the File Explorer. When moving folders/files, the contents will automatically synchronise with your OneDrive
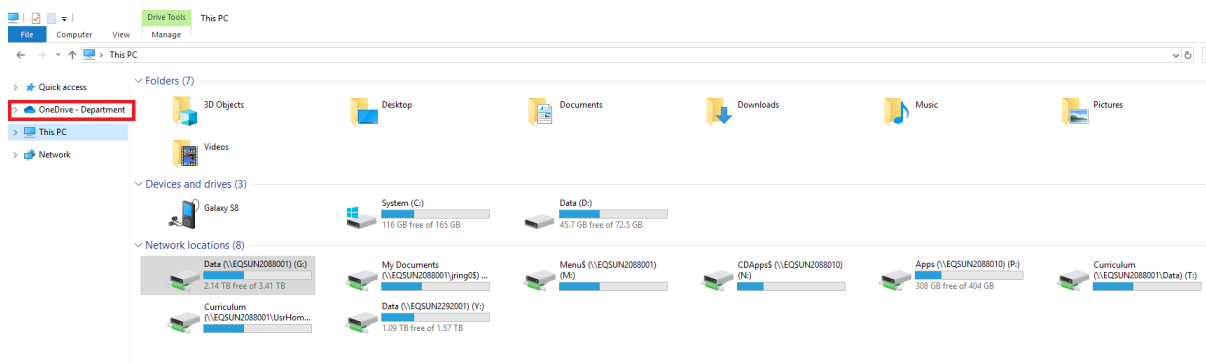

Using OneDrive

We would encourage students to use this space exclusively for all critical work and document storage regardless of version (draft or final). The automated file sync inherently works as a backup solution with the added benefit of 24/7 availability to all data in your OneDrive space.

When signing into the Office 365 environment, such as Webmail or Onenote, OneDrive can be accessed via the Microsoft waffle on the top left corner. This will be your go-to when using a temporary device such a loan laptop or desktop at home or school.
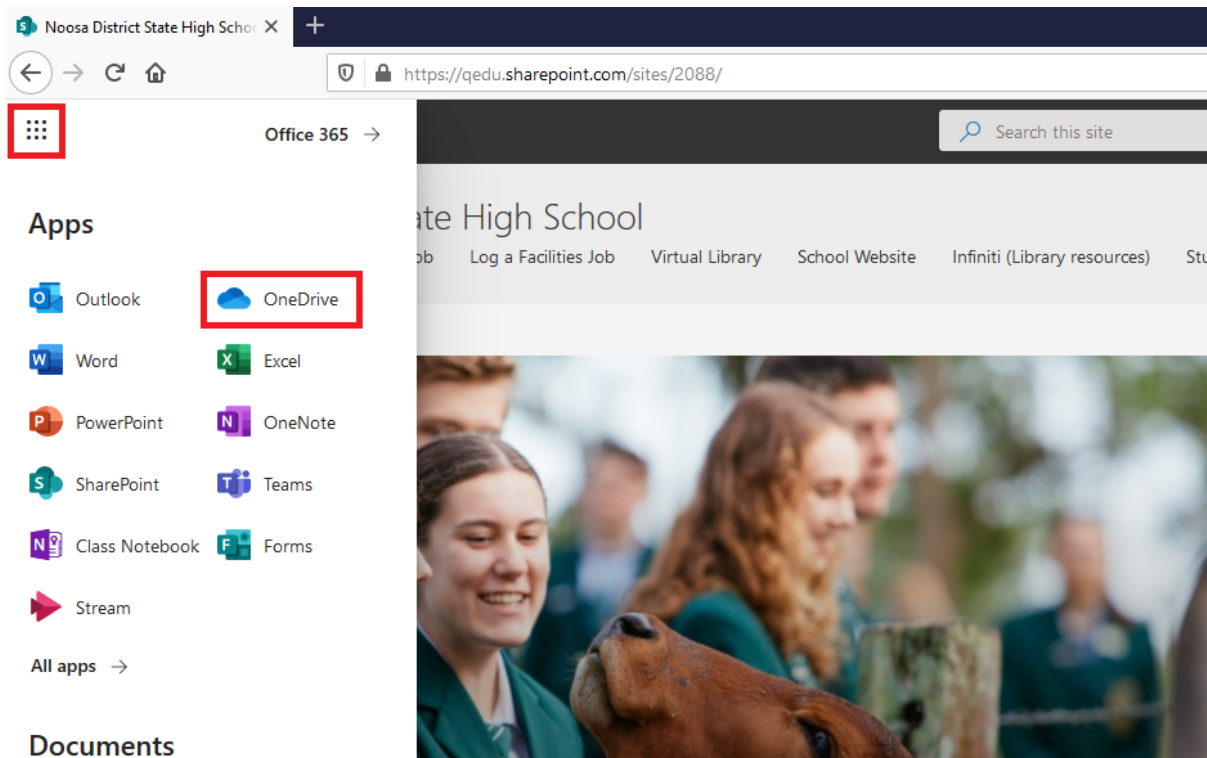

Pro-tips

Q: "I have a document I use multiple times a day. It's stored in OneDrive > 2020 > Pedagogy > Mathematics > Algebra. Seems a bit much to access every time, what's wrong with storing it on desktop?"

A: Store on desktop by all means, but if something goes wrong with your device that file will in inaccessible. Alternatively, you could create a shortcut and store it to your desktop. Simply right click the file and select 'Create shortcut'. Cut/Drag and paste the shortcut to desktop. This will work for both individual files and folders too.
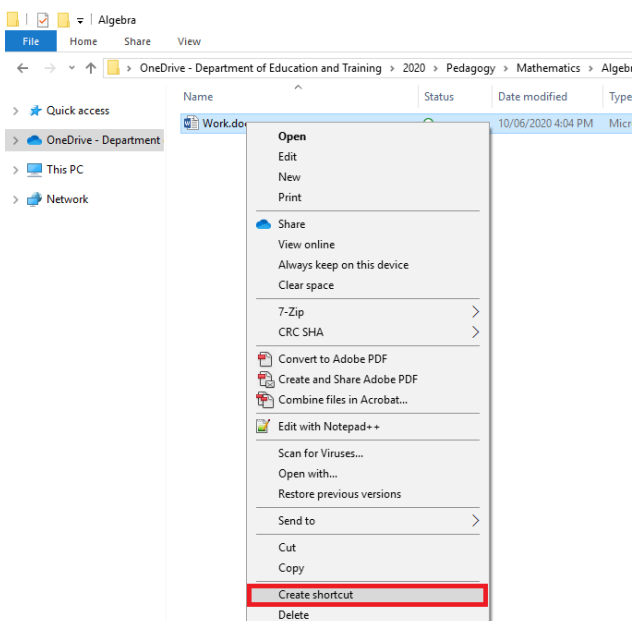
Q: "I'm running out of space on my laptop. It looks like OneDrive is taking up all my space on C:"

A: The current Office 365 subscription comes with 5 terabytes of storage in OneDrive. While you could never reach that with the lack of storage on a laptop, it is possible to overload C: especially when dealing with video/audio files. 'Files on Demand' is a feature enabled by default (you can confirm this by checking the settings below) which allows you specify what files to save on your laptop and OneDrive or OneDrive only.
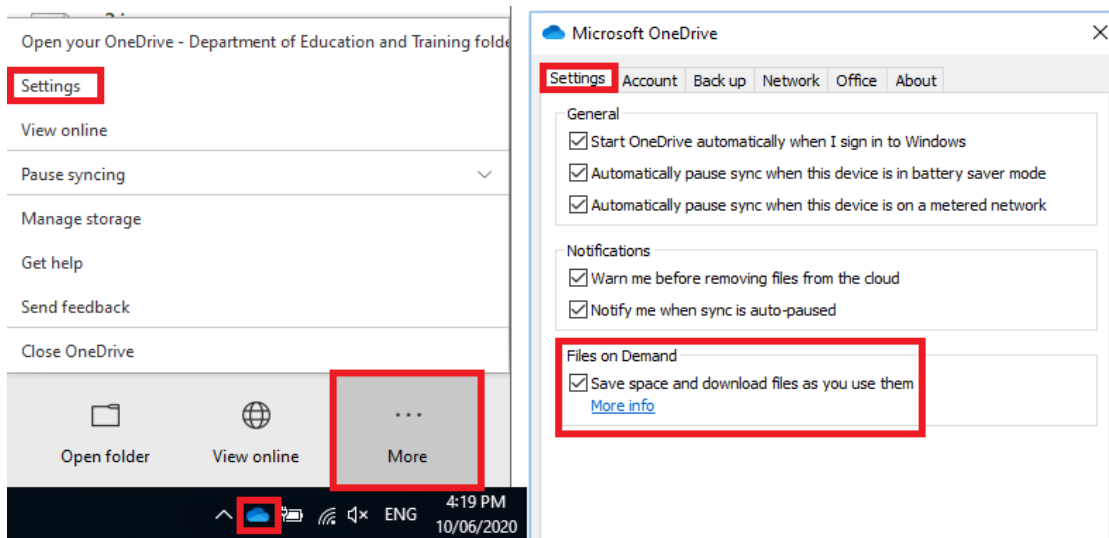
As an example, I've found the Pedagogy folder in OneDrive > 2020 becoming cumbersome on my local storage (C:)... I still want it, but I won't need to access it anytime soon. The storage method is indicated by the status icon: Green tick means synchronised to Device and OneDrive. Right click and select 'Clear space' to remove the folder from local storage and have it remain in OneDrive. This is indicated by the cloud icon.
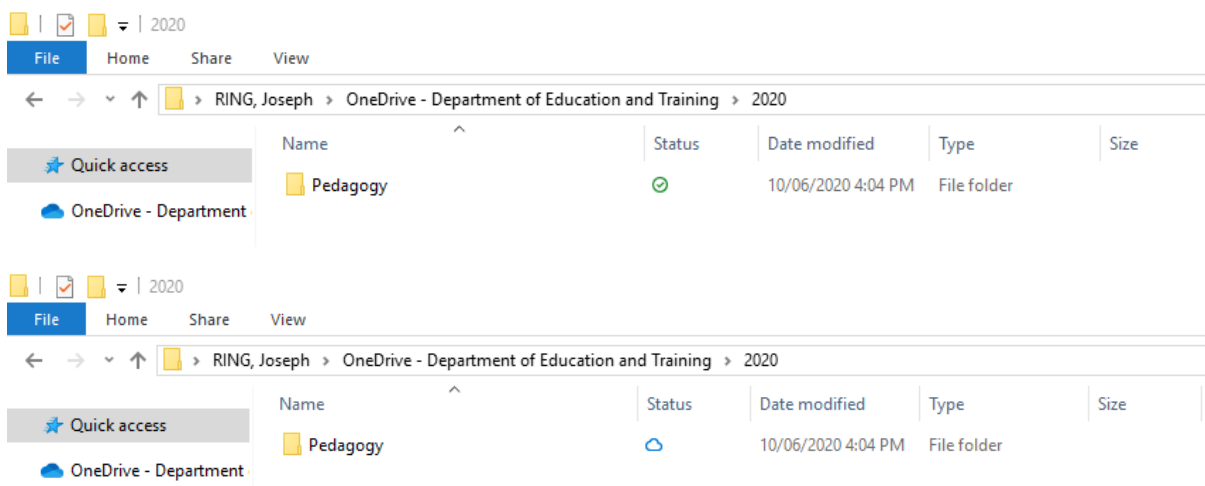
It is important to note, files marked with the cloud icon are **only accessible** with an Internet connection.