Microsoft

Getting to know

Microsoft OneDrive

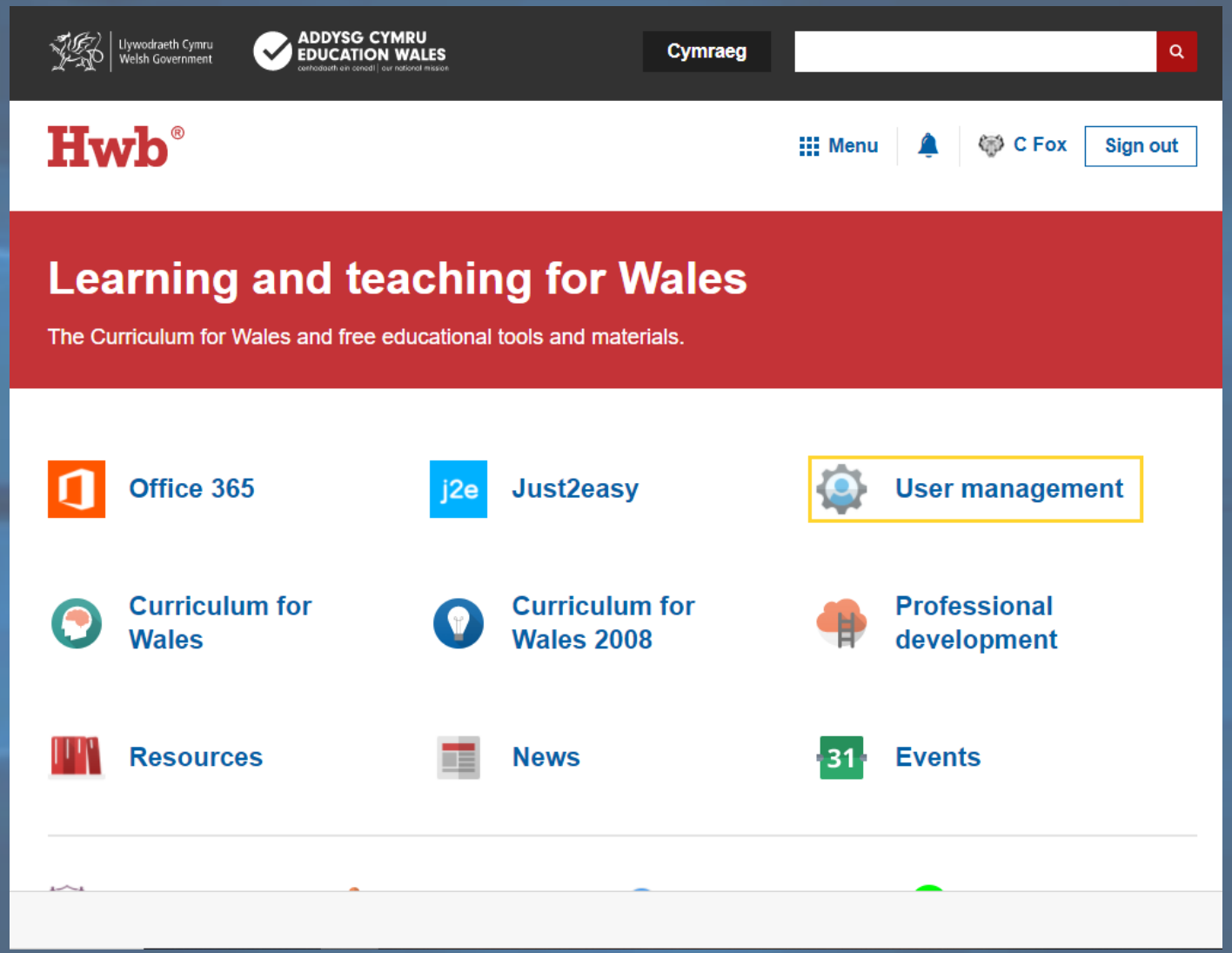


Please note, this is only for the online version available for Office 365 on HWB

How to Start

To begin with, sign into your HWB account as normal and you will be sent to your HWB homepage.

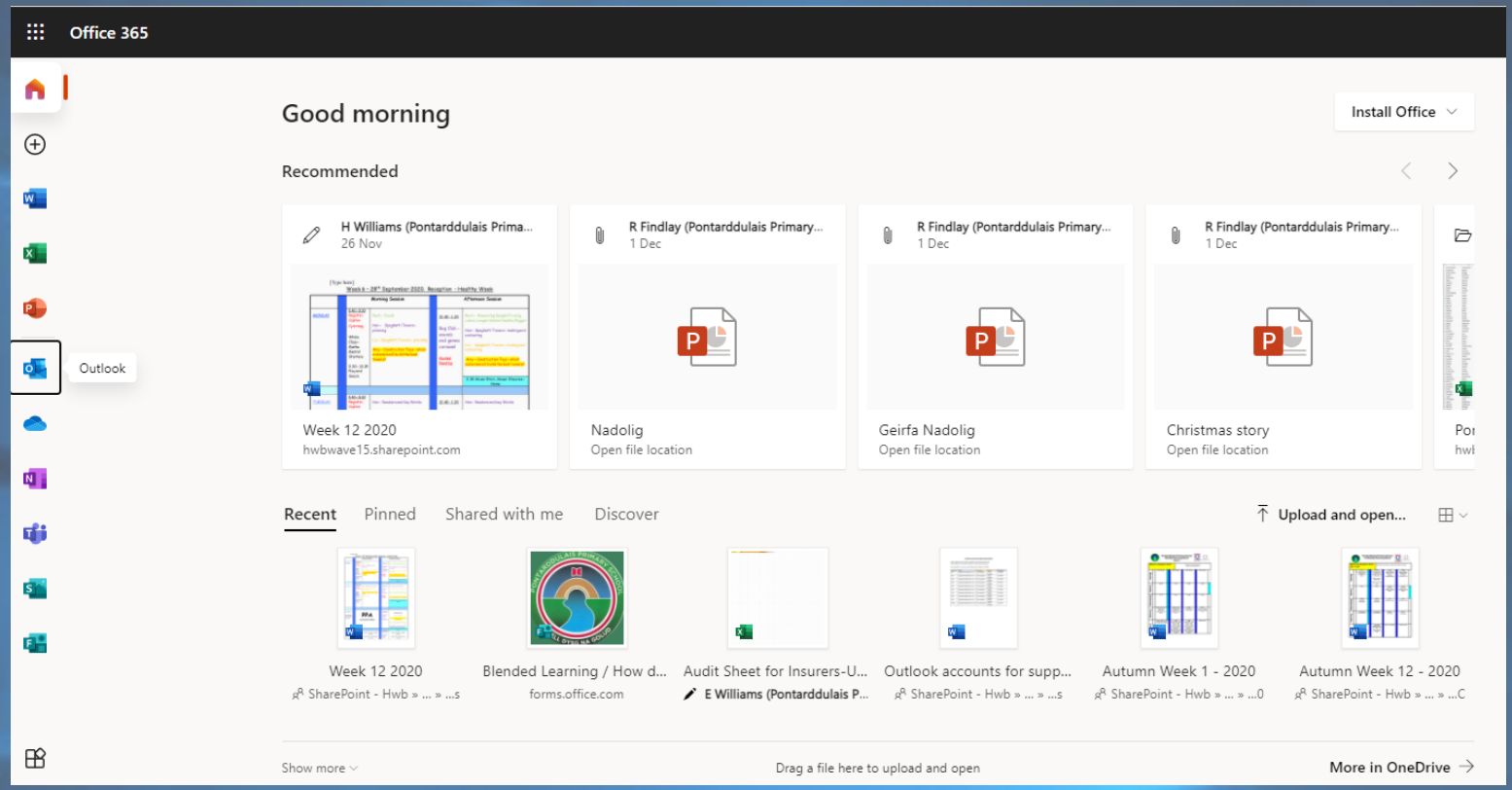
(NB Pupil Homepages look slightly different to mine, but it follows similar rules)



Finding your Office

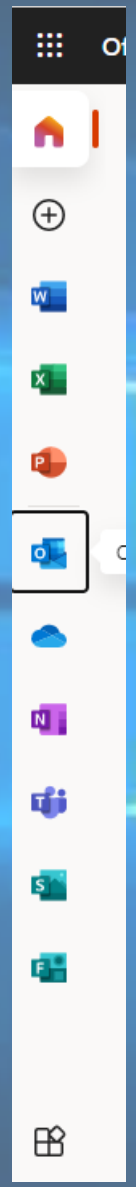
Click on Office 365 and you will be sent to your main Microsoft Office Page. Here you can access all forms of the Office Package such as Word, Excel, PowerPoint, Onedrive, Outlook, Forms, Teams.

In the top right, you can see Install Office. Being on HWB, your child has a free licence to the whole Office 365 package to install on your home devices.



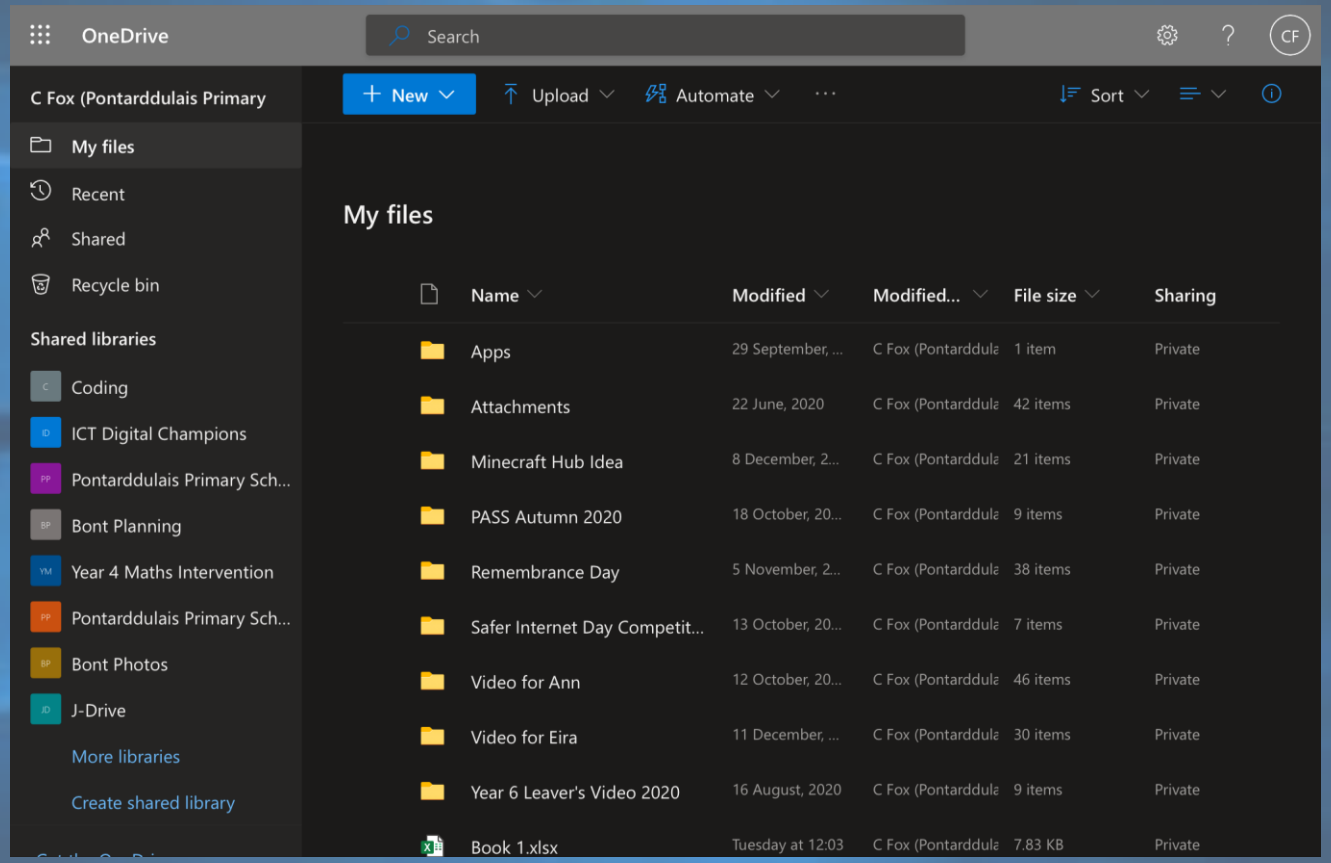
Entering the Cloud

OneDrive is your online storage for all Microsoft work. It can be found by the blue cloud.



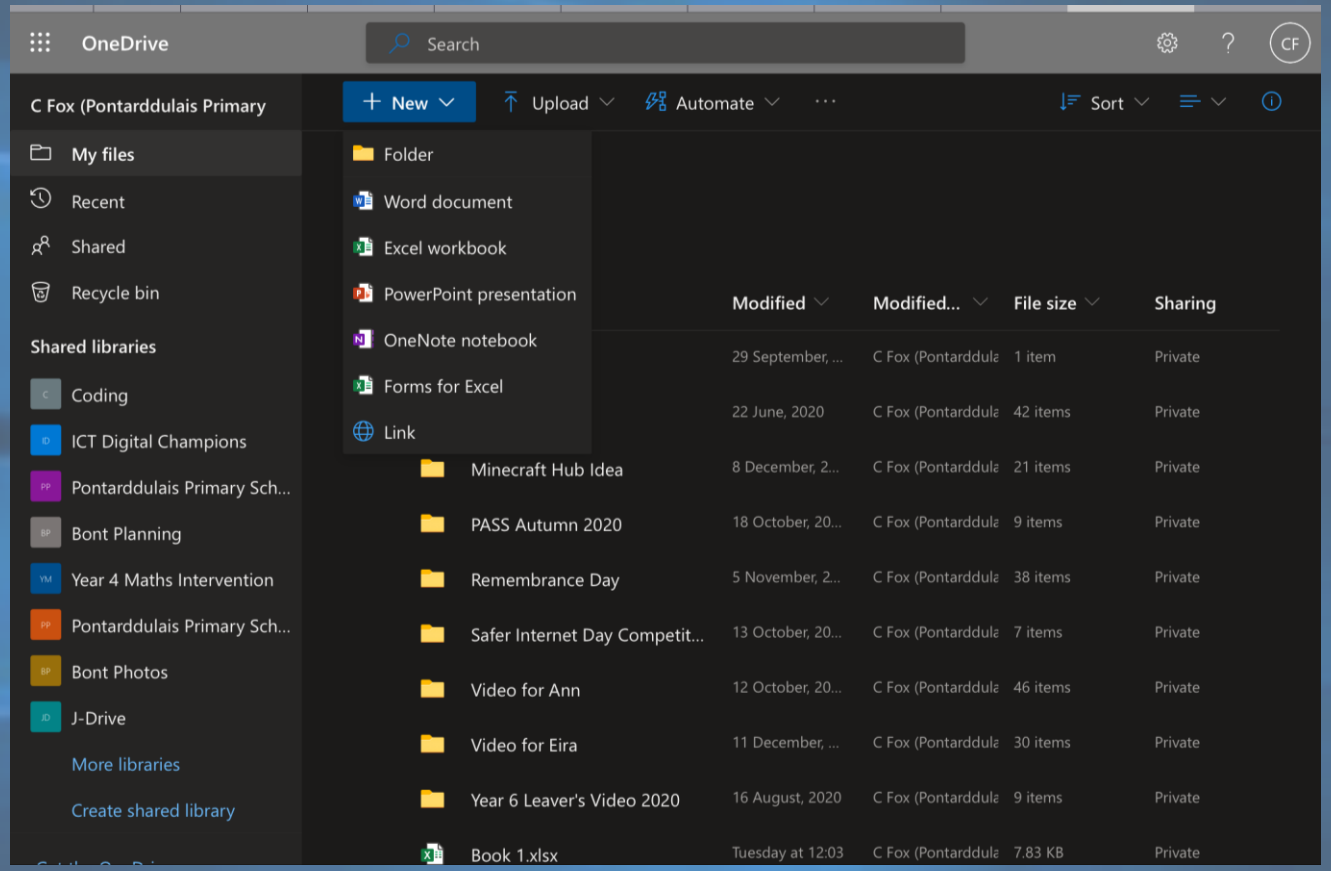
Home Cloud

This is your OneDrive homepage. All work done on Office 365 comes here. You can also view all libraries you may be sharing. You can also view all files, any you may have recently opened, or any shared with you and even ay that you have deleted. You have the option to restore or permanently delete anything in your bin.



Creating New

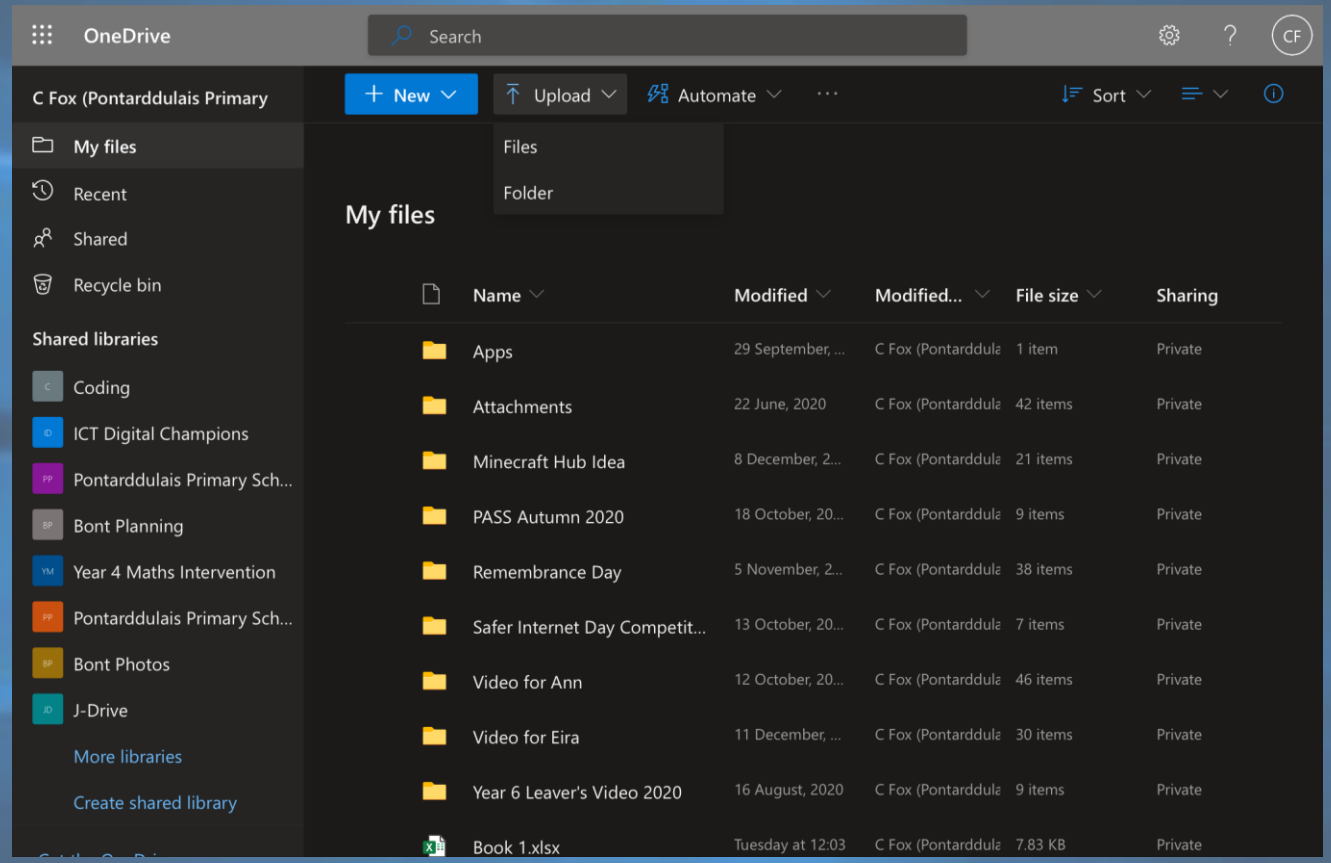
In OneDrive, you can also create new of anything directly here without going onto the main Office Page.



Uploading

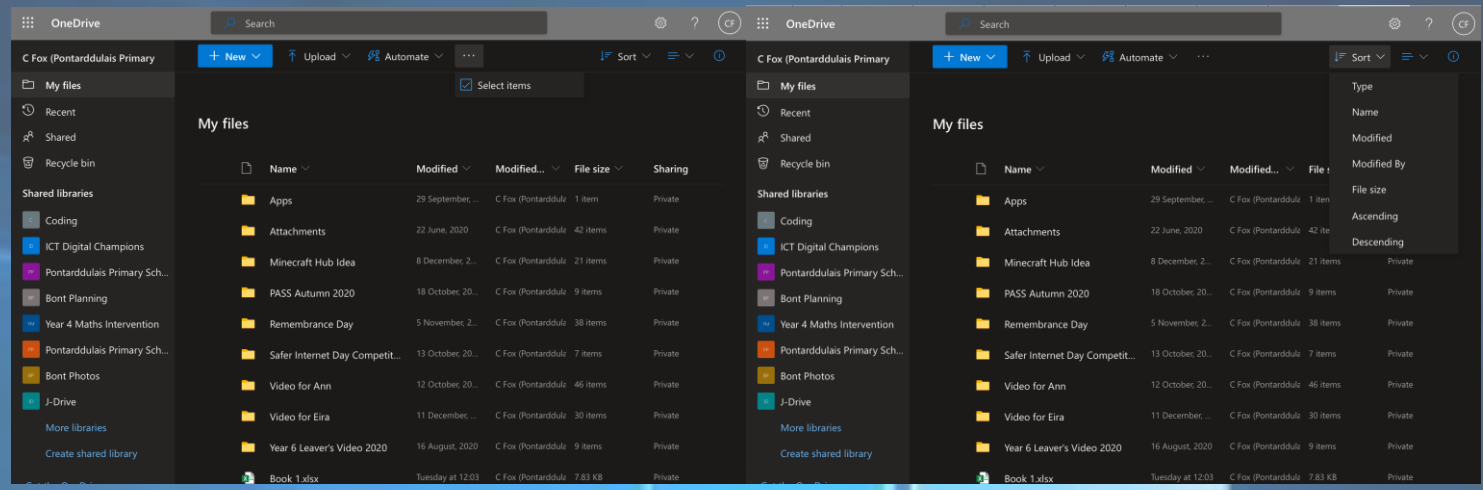
You can upload all work saved on your device to your OneDrive. You can do file by whole or by folders.

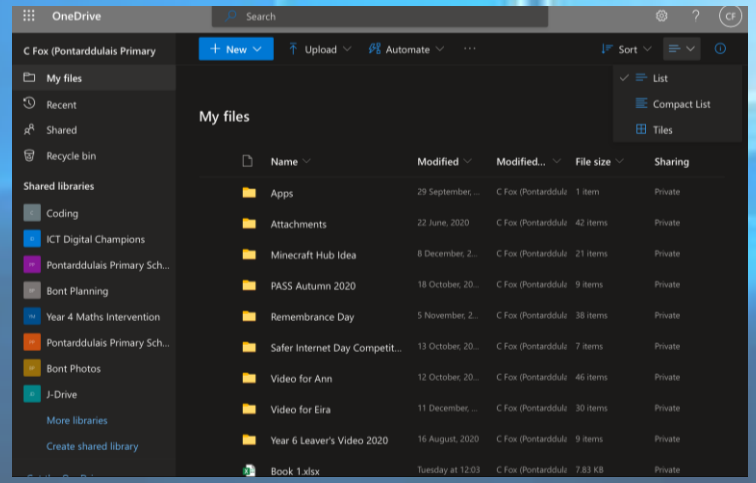
N.B. if you have lots of subfolders in an uploaded folder, some things may not upload.



Further Organising

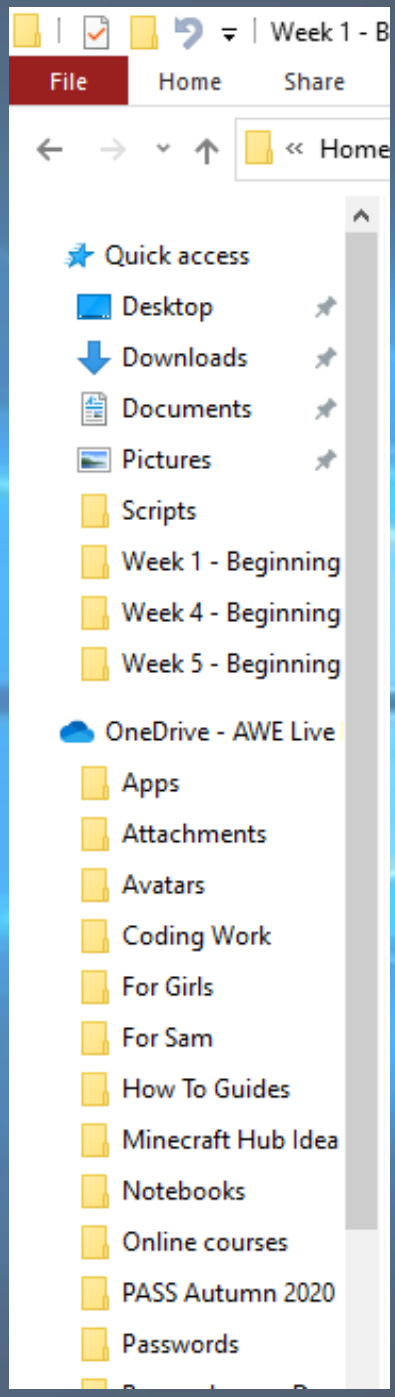
You can organise, move or view all files in various ways.





Instant Saving

If you have a PC running Windows 10, you will see the OneDrive cloud on the bottom right of your screen. Click on this and sign in with your HWB account. On the Computer, you will then see this in your documents. Save anything in this OneDrive folder and you can open it elsewhere as it is saved to your HWB OneDrive.



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