

Using OneDrive

NOTE: OneDrive is a cloud storage solution. It acts like your document folder but is accessible through the internet on any device.

Step 1

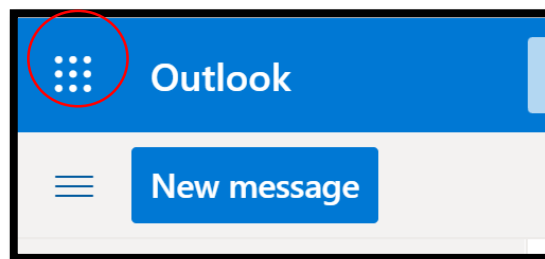
Log into your school email account. If you are having trouble with this, please follow the steps given on the letter that went home to parents on Wednesday 18th March 2020.

You will need to go to the following webpage via a web browser (e.g. Google Chrome, Microsoft Edge)

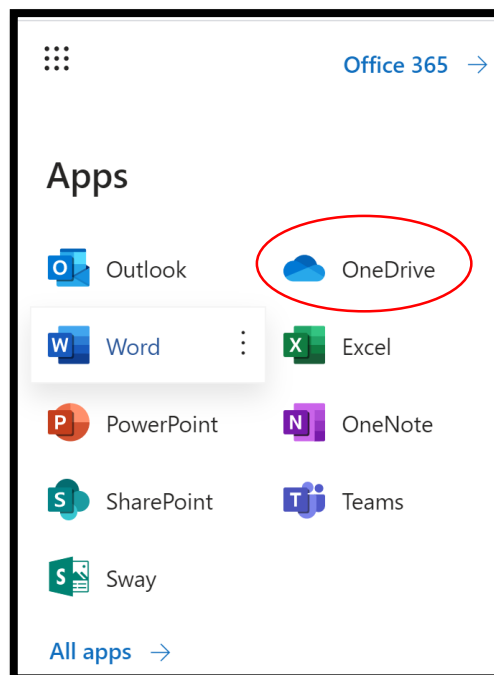
<http://outlook.office.com>

Step 2

In the top left hand corner of the screen, click the button that is made up of 9 tiny squares to open the apps.



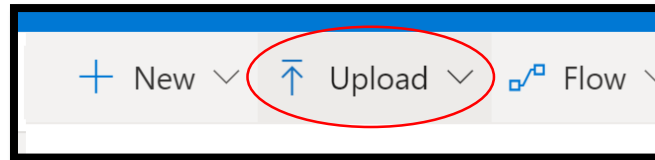
Now select the OneDrive app from the list.



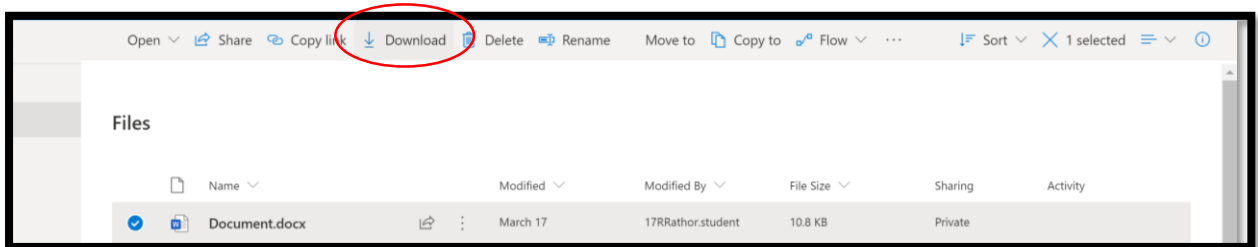
Step 3

Any files already saved on your OneDrive will appear and can be opened by clicking on them.

To upload a file from your computer onto OneDrive, click the upload button at the top and find the file on your computer.



To download a file from OneDrive to your actual computer, click on the file first and then click the download button at the top.



If you want to send a file from your OneDrive to a teacher, follow the steps on the “Sending files to my teacher (via Email)” guide and select browse cloud locations.

If you have any further issues submitting work via SMHW, please email your teacher for more advice.