



**OneDrive** Pro is an online storage area intended for your college work. You can use it to share documents and work collaboratively from anywhere where you have Internet access.

You can work on your Microsoft Office documents from **OneDrive**. If you don't have access to Office on your computer, you can still work on your documents using the Office Web Apps.

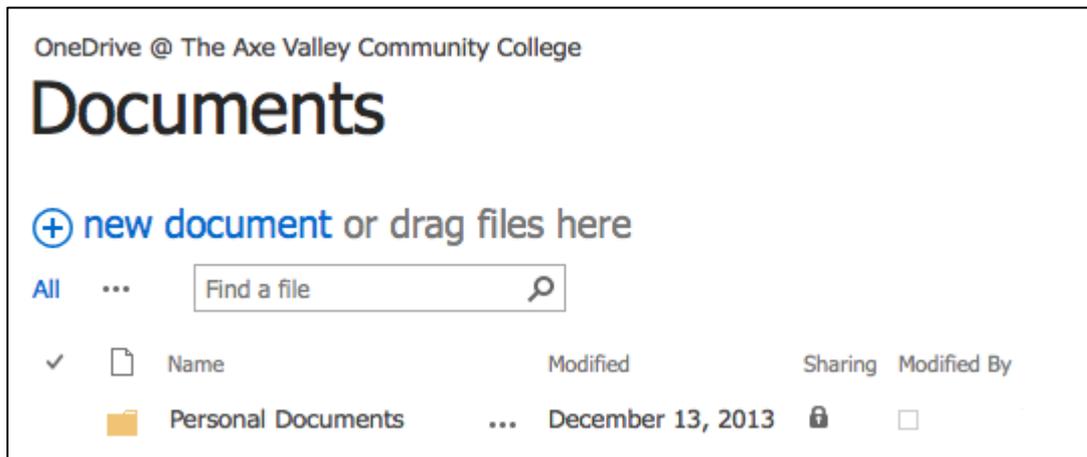
## Accessing OneDrive

To access **OneDrive** once you have log on to your Email account, click on **OneDrive** on the bar at the top of the screen



## Using OneDrive

**OneDrive** opens at your Documents home page.

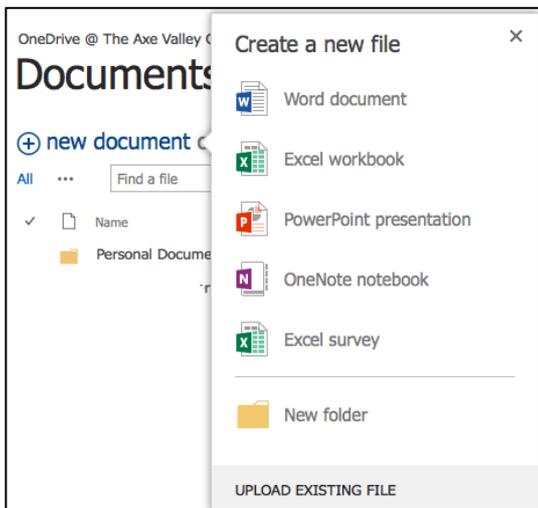


You will see the folders and files you have created or uploaded. A green star indicates a new item.

When browsing through folders, return to your Documents home page by clicking on Documents at the top of the page, or on My Documents in the panel on the left. To go back up through a folder hierarchy, click on the folder name in the path:

## Creating documents in OneDrive

To create a file, click on .

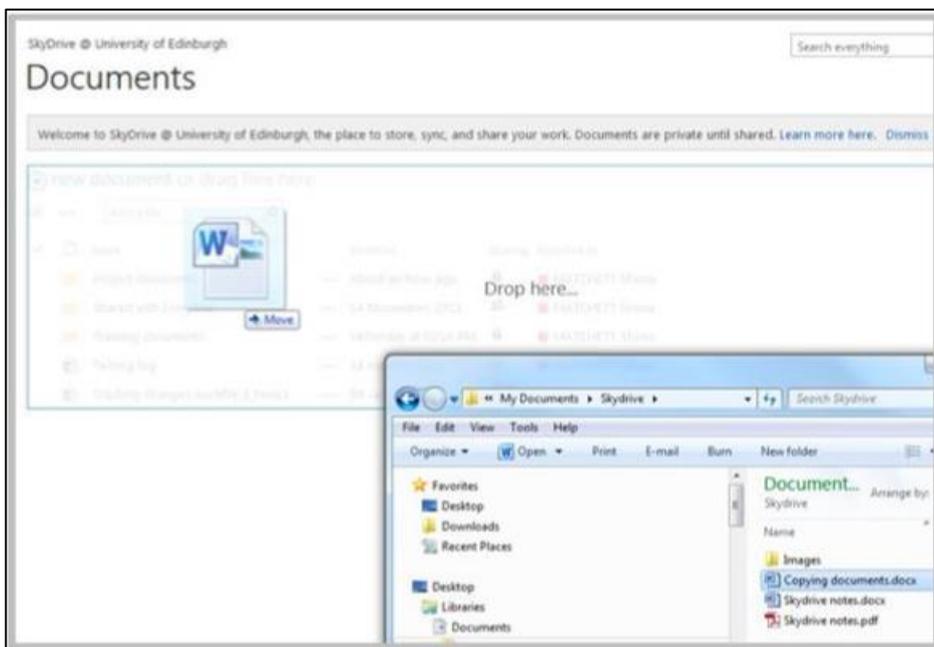


Click on an application to create a new document. The document opens in the Office Web App. You can continue to edit in the Web App, or in the desktop application.

You can also create a new folder from here.

## Uploading files

If you have a file you want to copy to **OneDrive**, click on and on **UPLOAD EXISTING FILE** to browse your computer. This can be any file type, for example a PDF or image file.



You can upload files and folders through Windows Explorer. Locate the file or folder and drag it to the OneDrive @ The Axe Valley Community College folder.

You can also drag and drop a file directly into **OneDrive** from Explorer.

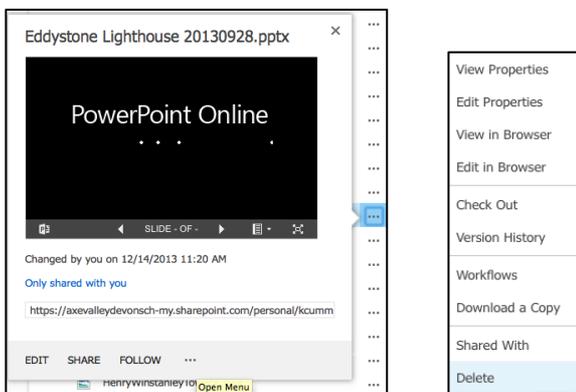
**Make sure the Drop here... area is highlighted before releasing the mouse.**

## Deleting a document

To delete a file or folder, click the three dots (...) next to the file name.



Click the three dots again at the bottom of the callout window and choose **Delete**.

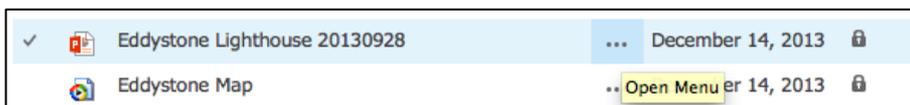


## Moving a document

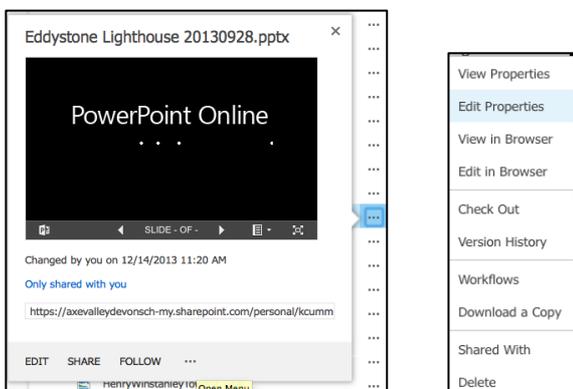
To move a document to another folder, you can drag it on the Documents page if you can see the folder.

## Renaming a file or folder

Click the three dots (...) next to the file or folder name.



Click the three dots again at the bottom of the callout window and choose Edit Properties.



Type in the new name and click **Save**.

Click **Your Name** at the top of the screen to return to your Documents page.