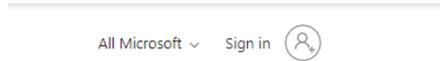
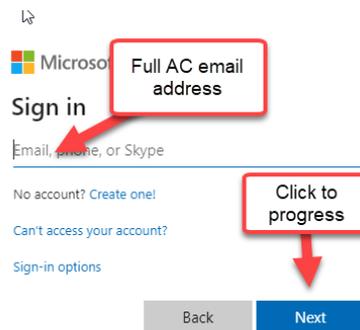


Accessing Office 365 OneDrive for file storage and basic document creation steps

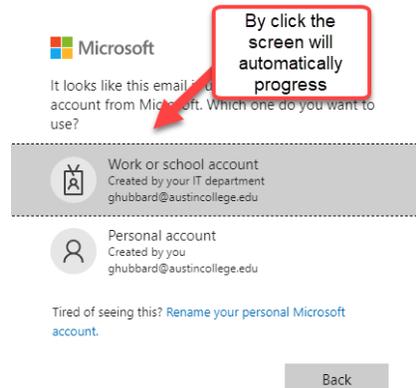
1. Start by opening a web browser and visiting <https://office.com>
2. Once the site is loaded, locate the 'Sign in' option in the upper right-hand corner and click.



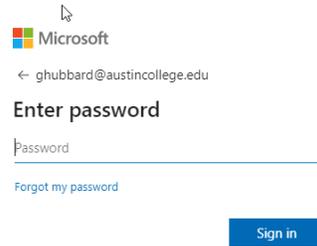
3. You will be directed to the 'Sign in' page, as show below. Please enter your full Austin College email address. I.e. Your name is Clark Kent then your login would be ckent@austincollege.edu. Click Next.



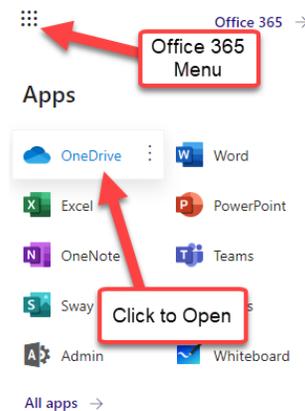
4. The next screen will be a quick click to confirm this is a 'Work or school account'. If you have a personal OneDrive, then you may see two options as seen below, but for Austin College purposes, please click 'Work or school account'.



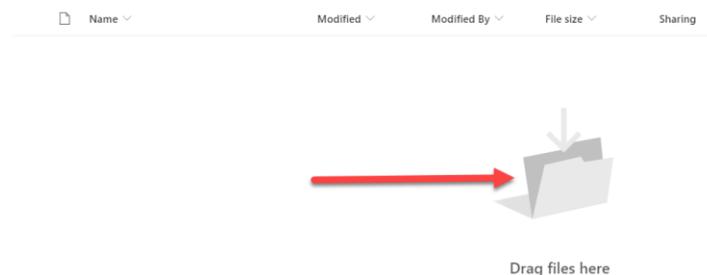
5. Please use the same password you use for access to your PC and email. Click 'Sign in' when ready.



- You have now accessed your Austin College Office 365 Portal. In this portal you have access to the complete suite of software provided by traditional Microsoft Office, in addition to other programs like Teams, Projects, Forms, and more. For this set of instructions, we're focused on OneDrive. Please click OneDrive.



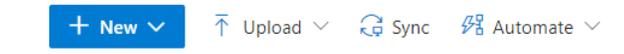
- If this is the first time you've accessed OneDrive and have not saved any content, you will see a larger version of the image below. Notice the option to drag files, it's that easy to migrate data.



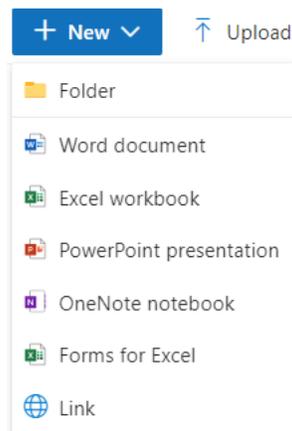
- At this point you're ready to start adding content. You can take files from a pre-existing location on a file/shared server, your desktop, or even a USB drive connected to your PC and simply drag and drop them. Microsoft OneDrive is accessible anywhere you have access to the Internet. You can quickly forward documents from your phone with the OneDrive for Business app, you access from another user's PC, or quick access from a home PC and not require the use of VPN access.

Creating Content

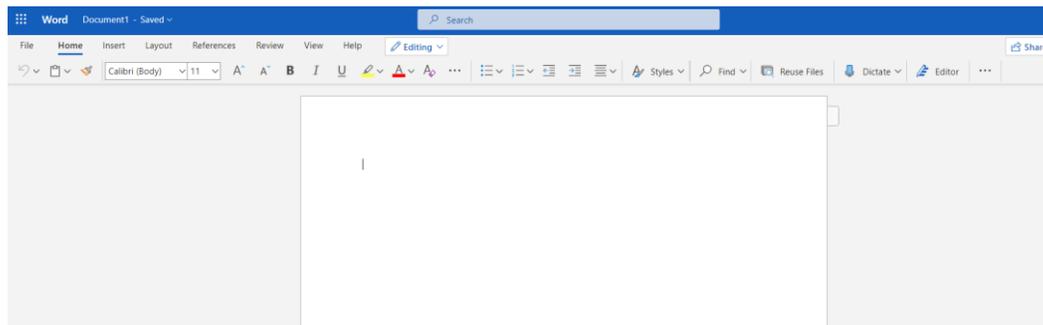
9. Creating new content within your OneDrive site is easy. Picking up where we left off at the main screen within your OneDrive site, you'll see options in the tool bar as shown below.



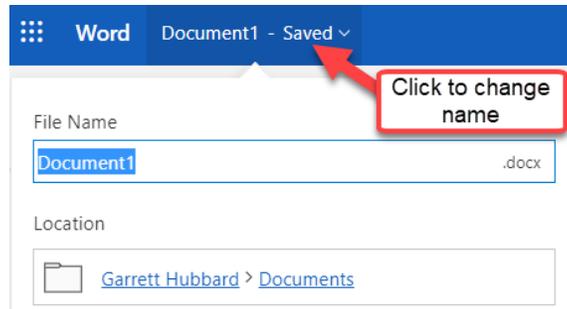
10. By clicking '+ New V' you'll see a drop-down menu that provides a list of quick options. When selecting any of the software titles like 'Word document' at new tab will load within your browser.



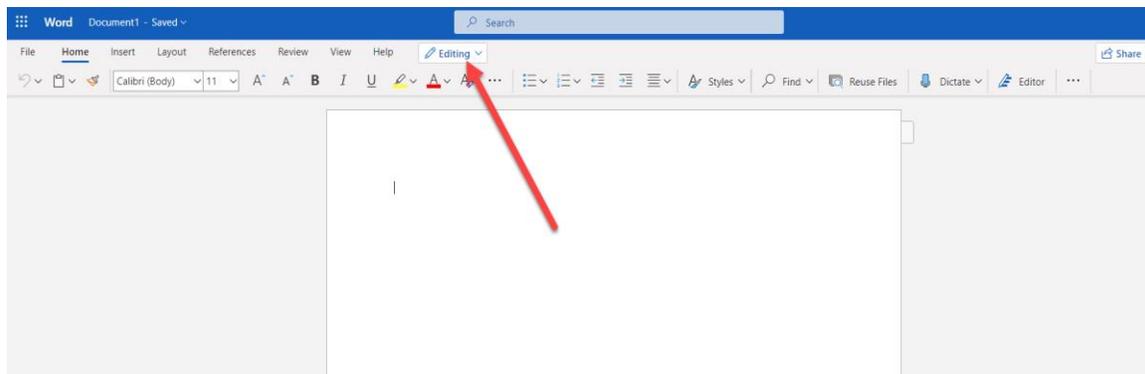
11. When the new tab loads your Word document, or one of the other options, you will see something very familiar – A Word document, just inside a browser.



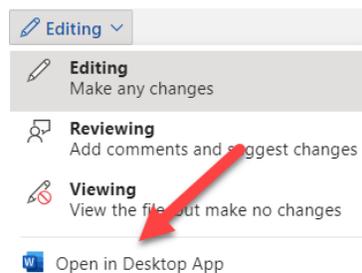
12. So far, so good! Let's first start with changing the documents name, which by default will be 'Document' or 'Document1' if the file name 'Document' is already in use. Start by click the drop-down arrow as shown below. From there you simply type the new name you want and click from the box for OneDrive to auto-save your file.



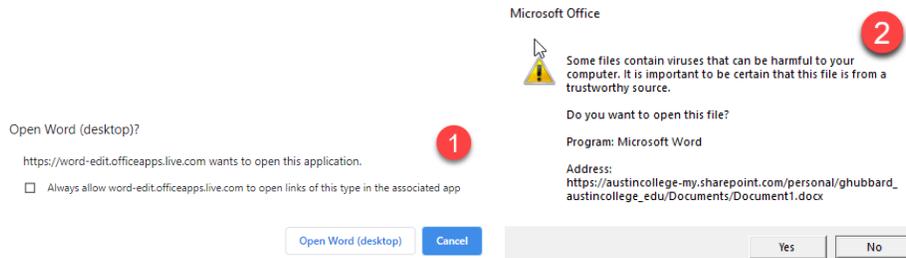
13. From this point I'll make the assumption you know how to create content in the document you loaded for use and skip that part. The important thing to know is this; As you type, your document is automatically saved as you go in your OneDrive site if you are still in the browser-based version of your Microsoft application. You can open and close all you want without click a 'Save' button, the content created will be there.
14. While Office 365 web-based versions are very solid and easy to use, some users may prefer to use the locally installed versions of Word, Excel, Power Point, etc. on their local computers. Here is how while still saving to your OneDrive site with ease. Note: The auto save feature will not work the same when using the locally installed version of your application. You will still need to click 'Save'.
15. Start using the same method of creating a document as you did in the first step of 'Creating Content'. We will continue to use Microsoft Word for our example. With the web-based version of Word open in your browser, click the 'Editing' drop down as noted below.



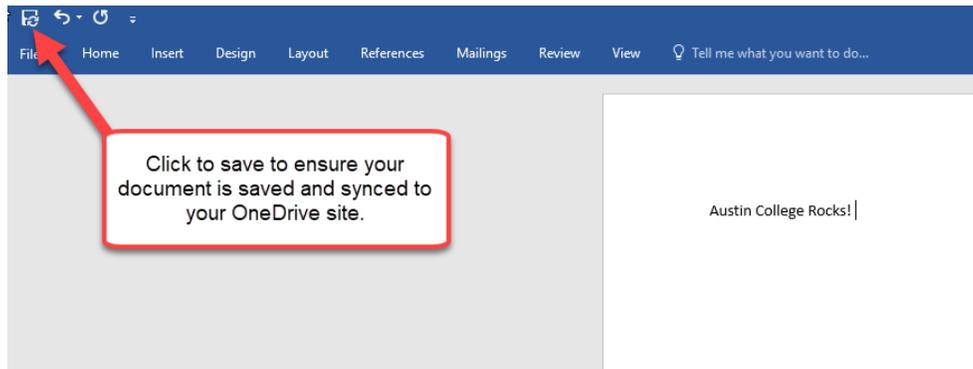
Followed by 'Open in desktop app'



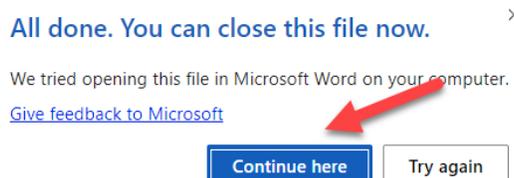
16. You will be prompted by two more messages to confirm your choice: 1. Open Word (desktop?) and 2. Security warning regarding opening a file from a website. This should only ever be 'Yes' if it is a file your created or from a trusted site you've worked with in the past.

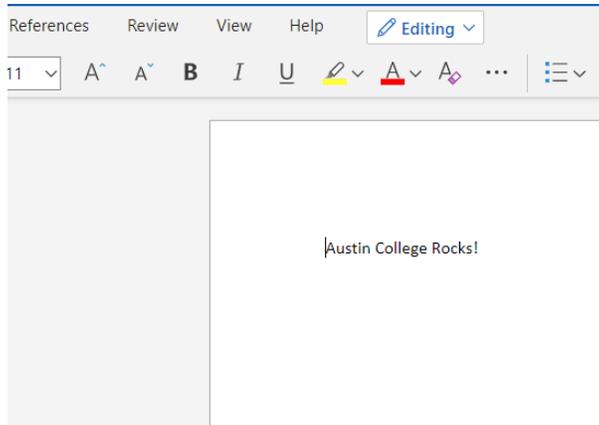


17. At this point you installed version of Microsoft Office will open and you can begin traditional document creation. Once you have created your document, or are a stopping point and want to Save, simply click the old school floppy disk with the 'sync' icon in the upper left-hand corner. This will save your document to your cloud-based OneDrive site.



18. At this point, you can click the X in the upper right-hand corner to exit your document. You can return to the document in your web-based view of Word by bringing up your open web browser that is signed into your Office 365 OneDrive site and click 'Continue here' in the open message. Your web page may refresh, but your updated document will appear at your last save point.





19. There is no need to click 'Save' any further, once back in your web-based version of Word all changes are automatically saved. It is encouraged that you create a simple test file to see how quickly your file is updated and saved as you go.
20. Additionally, once back at the OneDrive folder that houses the newly created document, you can see a few stats. Last saved, who created it, file size, and if the file is private or if you have shared with another user.

| | | | | | |
|-------------------------------------------------------------------------------------|-------------------------|-------------------|-----------------|---------|---------|
|  | 2020-03-25_16-36-55.mp4 | March 25, 2020 | Garrett Hubbard | 1.38 MB | Shared |
|  | AC Report.docx | A few seconds ago | Garrett Hubbard | 11.2 KB | Private |
|  | Book.xlsx | November 16, 2020 | Garrett Hubbard | 7.76 KB | Private |