## One Drive Easy Guide

## What is Microsoft OneDrive?

## Microsoft OneDrive provides a place in the cloud where you can store, share, and sync your work files.

- OneDrive helps us collaborate and share Microsoft Office items easily and seamlessly. ٠
- You will have 1 Terabyte or 1,024 Gigabytes of space on the Cloud in your OneDrive. .
- In any of Microsoft Office 2016 products, you will see a Share button in the top right. If you click this button, you . will be prompted to save the file to Office365 first (your OneDrive folder), then you can share with anyone in Irving ISD.

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## How to Setup your Microsoft OneDrive

To use OneDrive click Start > All Programs or click Start > Type "OneDrive" and you should see a shortcut in this list. Make sure to select Microsoft OneDrive. Do not select OneDrive for Business.



Enter your email address on the following screen.

Microsoft OneDrive	
Set up On	eDrive
Put your files in OneDrive to ge	et them from any device.
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00-x	
dglasco@irvingisd.net	Sign in

Make sure to select the option Work or School.

Microsoft OneDrive	
Set up OneDr	ive
Put your files in OneDrive to get them	from any device.
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📜 🔯 💀 📕	🦀 akt
This email address is used for both OneDrive and OneQu you like to sign in to first?	Which would
Personal	Work or scheel

Now Office365 will authenticate you.



Enter your username when this dialog box appears. Don't forget to check the "Remember my credentials" checkbox.

Windows Security
Connecting to federation1.irvingisd.net.
IISD1\dglasco
Use another account Check
OK Cancel

Use the default location for your OneDrive folder is C:\users\yourusername\OneDrive – irvingisd.net. So just click NEXT.

Microsoft OneDrive	
This is your O Add files here so you can access have then	neDrive folder them from other devices and still on this PC.
Your OneDrive - Invingisd net folder is h	ere: C1USer51d\OneOrive - invingisd.net elocation

Now you will be asked which folders in your Office365 OneDrive you would like to sync. Accept the defaults and click "Next".

🐟 Microsoft OneDrive
Sync files from your OneDrive Choose what you want to download to your OneDrive - irvingisd.net folder. You can get to these items even when you're offline.
Sync all files and folders in my OneDrive
Sync only these folders
Selected: 0.0 KB Remaining space on C: <del>179.1 GB</del> Next



Your OneDrive folder will now be synched to Office 365. Anything you save in OneDrive will be backed up to the cloud. You have 1 Terabyte or 1,024 Gigabytes of space.

NOTE: A shortcut will be created on any Windows Explorer windows as well.



(Here is what the shortcut will look like.)