

# HOW TO USE ONEDRIVE

OneDrive is a file storing service operated by Microsoft as part of its web version of Microsoft Office. OneDrive is supported and secured by our central technical support team and can be easily accessed using your UCalgary account.

Some UCalgary Continuing Education online courses require OneDrive. You will have access to OneDrive once you have registered for a course that requires the use of OneDrive.

Sign in to your Office 365 account using your UCalgary login credentials. From there, you should see a control bar on the left side of your screen with various icons. This control bar should have the following options: Home, Create, Word, Excel, PowerPoint, Outlook, OneDrive, OneNote, SharePoint, Teams, and Sway. Select the OneDrive icon that looks like a blue cloud to open your OneDrive account and access your files. From here, at the top of the screen, you should be able to select "New" to create new folders, documents, spreadsheets, or presentations. These new files will be automatically saved to your OneDrive account. You can also choose to upload files or folders from your desktop which can then be easily accessed and saved on OneDrive.

Once you have files in your OneDrive account, you can easily share them with others and edit files together in real-time. This is especially useful for writing group papers or creating group presentations with your team. More information on this sharing function and using Word Online will be provided in the next video. If you have trouble finding specific files, try looking in the "Recent" section on the left side of your screen to view files you have accessed recently or in the "Shared" section to view files that have been shared with you.

Additionally, if you have files in your OneDrive that you would like copies of on your desktop, click on the three vertical dots beside your file. From there, you can easily download or save a copy of your desired file onto your computer. OneDrive securely saves your files in the Cloud and allows you to easily access your files and collaborate efficiently with others online.

This concludes our short tutorial on how to use OneDrive. We hope it was helpful! Thank you for watching!



**UNIVERSITY OF CALGARY**  
CONTINUING EDUCATION

## DIGITAL SKILLS FOR LEARNING ONLINE

### MY TOOLS FOR ONLINE LEARNING

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