

OneDrive Online Storage

What is Microsoft OneDrive?

OneDrive for Business is a personal library intended for storing and organizing your work documents. All files that you store in OneDrive for Business are private initially – only you can see them – unless you decide to share them. The files can be accessed on any Internet enabled device.

1. Open a Web Browser and go to <http://portal.microsoftonline.com>. Log in using your XXX@k12.wv.us email address and your corresponding password.
2. Once you are logged in to Office 365, look for the OneDrive link in the upper right hand corner of the screen. Click the word OneDrive to open your OneDrive online storage. (fig. 1)

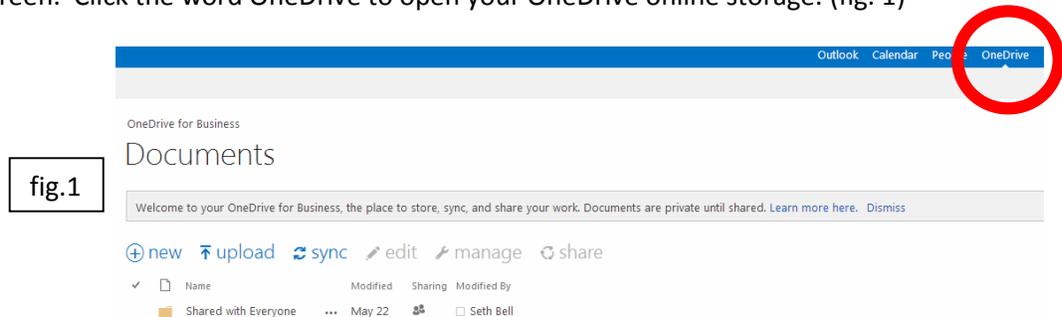


fig.1

3. After opening the OneDrive interface you will be able to view all of the files / folders that are currently stored in your drive. You will also be able to upload existing files or create Microsoft Office files directly from the OneDrive interface.
 - a. To create a new Microsoft Office Document (Word, Excel, PowerPoint, or OneNote) click the blue “new” button. A new menu will appear and you will need to select the type of document you want to create. Upon selecting the desired type of document your new document will be created and saved in your OneDrive. (fig. 2)

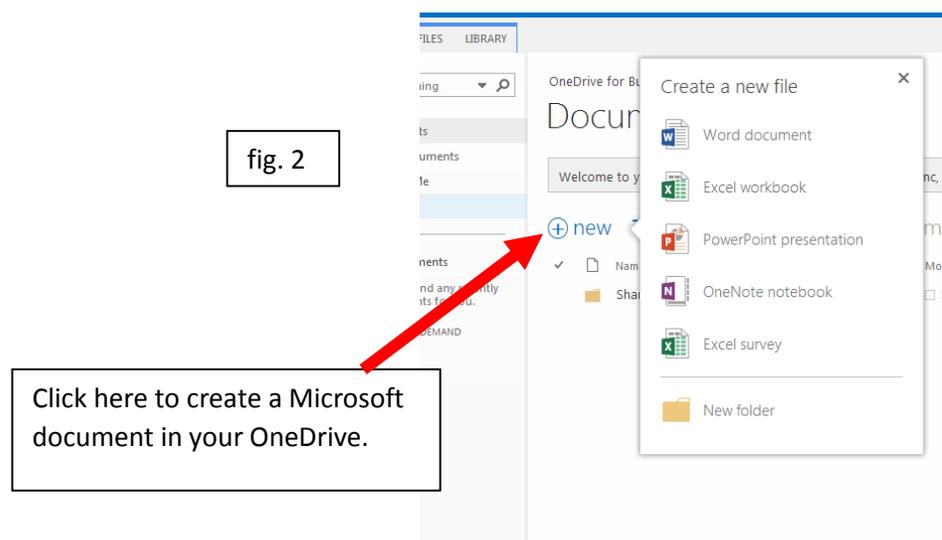
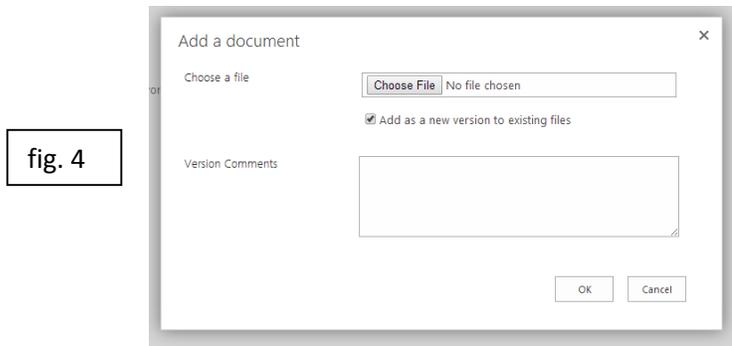
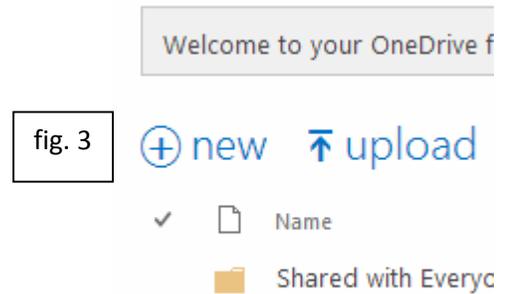


fig. 2

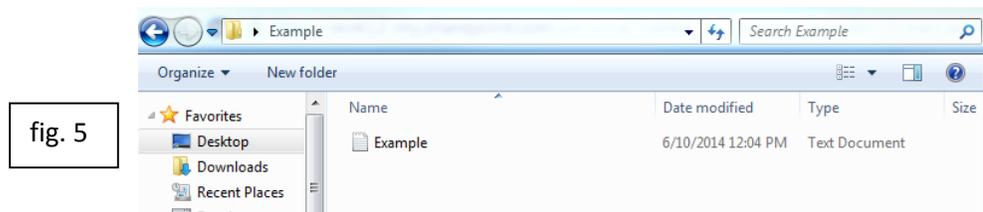
Click here to create a Microsoft document in your OneDrive.

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- b. To upload an existing document from your computer to your OneDrive click the blue “upload” button (fig. 3). The “Add a Document” window will appear and you will need to click the “Choose File” button (fig. 4).



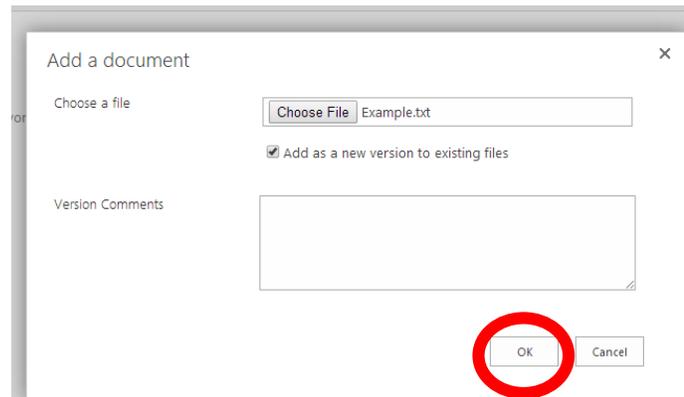
- i. After clicking the “Choose File” button a Windows Explorer window will open and allow you to find and select an existing file to upload to your OneDrive (fig. 5). Once you have selected the appropriate file click the “Open” button to begin the upload process (fig. 6).



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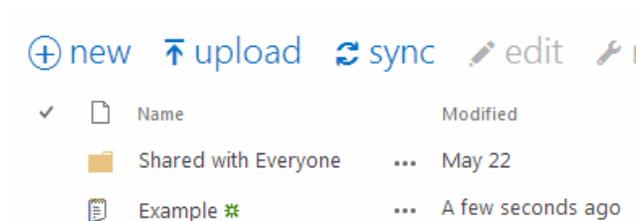
- ii. The “Add a Document” window will reappear with your selected file in the “Choose a file” field. You can add comments to your document in the “Version Comments” box or simply leave the box blank. To finalize the upload of your file you will need to click the “Ok” button. (fig. 7)

fig. 7



4. Depending on the size of your file the upload may take a few seconds to a few minutes. Once your file has been uploaded it will be visible in the file storage list in the OneDrive interface. (fig. 8)

fig. 8



5. Congratulations, you have uploaded an existing document and created a new Microsoft document in your OneDrive.