

## OneDrive

OneDrive is a form of cloud computing, which means it is “carried out on servers that are accessed through the Internet, rather than on one’s own personal computer” (“Cloud Computing,” 2013). This reduces demands on your personal devices and gives you extra storage capacity, ready access to your files from multiple devices, easier facilitation of collaborative work, and prevents your files from being lost should your personal device be compromised.

Some programmes require the use of cloud computing for assessment purposes.

Note that the below applies to the online version of OneDrive. You can also download the OneDrive app for your devices, which will allow you to save and access files without having to use an internet browser.

### Access

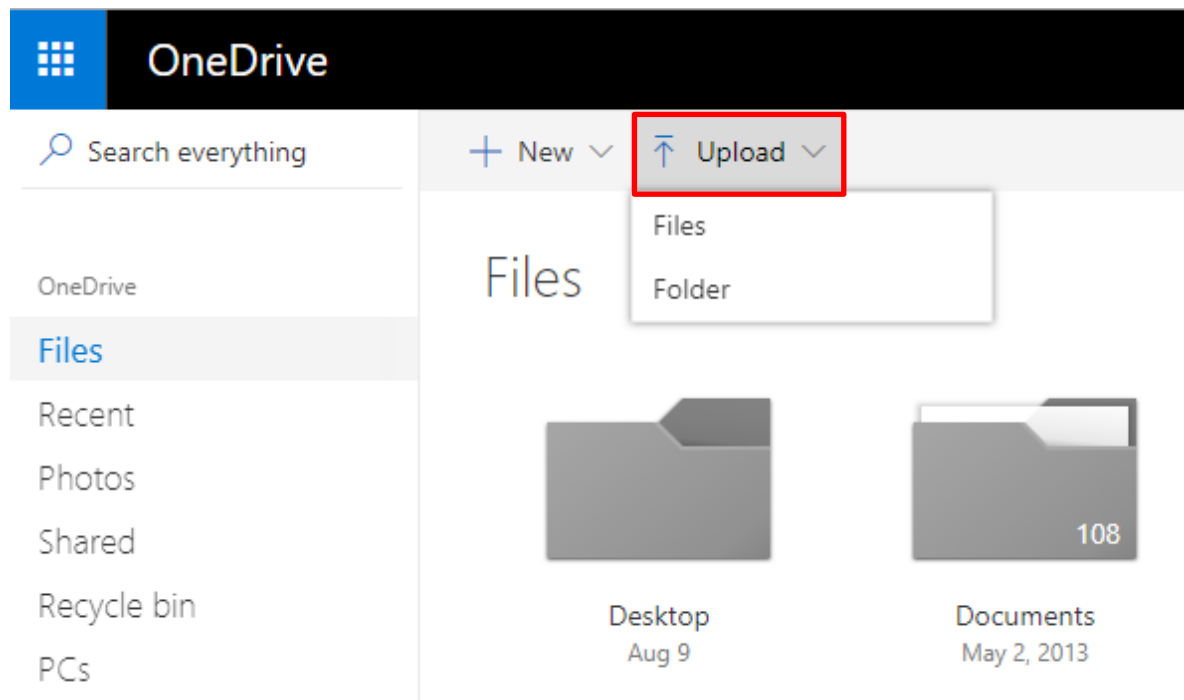
<https://onedrive.live.com>

You can login using your student email or an existing Outlook account. Otherwise there is an option to sign up.

**NB:** if you use your student email account, it will expire 3 months after finishing your programme of study.

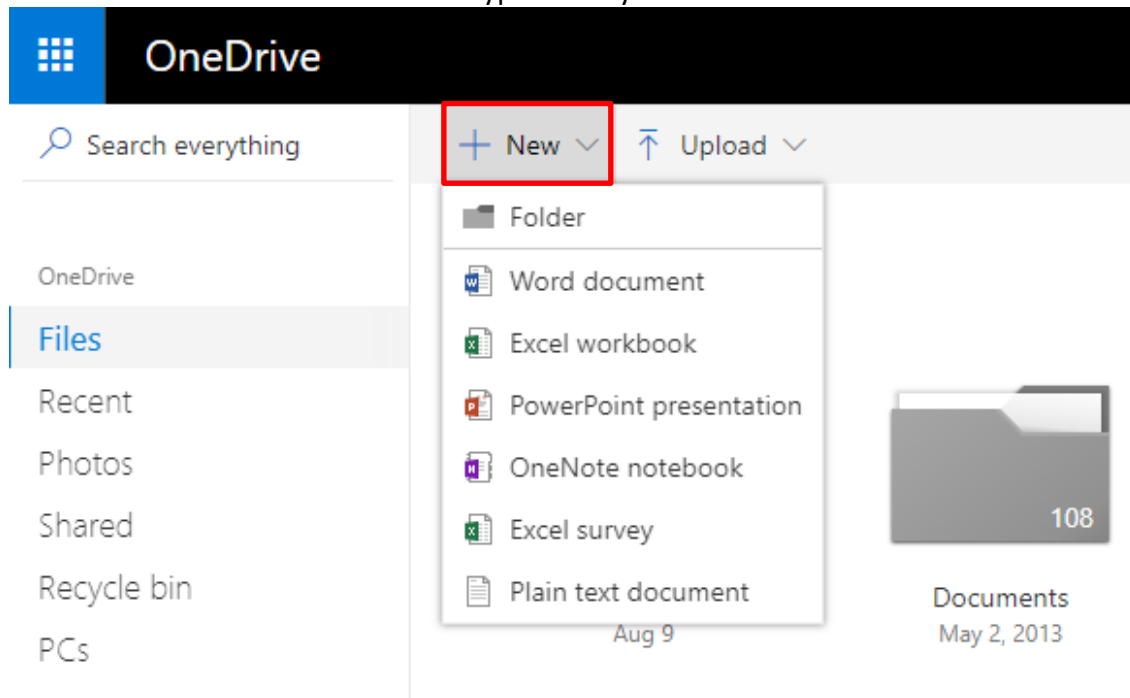
### Uploading

Use the upload option or **drag** and **drop** your files into the browser.



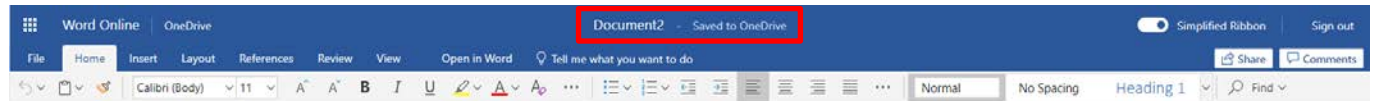
## Creating Files

Use the **New** button and **select** the type of file you want to create.



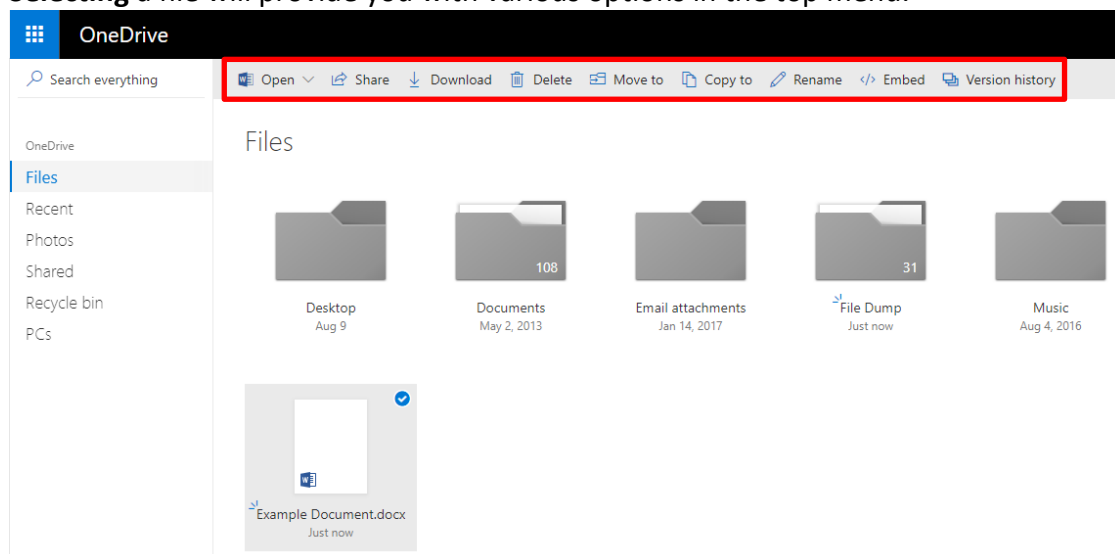
The online versions of Microsoft's software will look similar to the desktop versions, but may be missing some functionality.

**Click** the title and **change** it to something appropriate. Your work will be saved as you type.

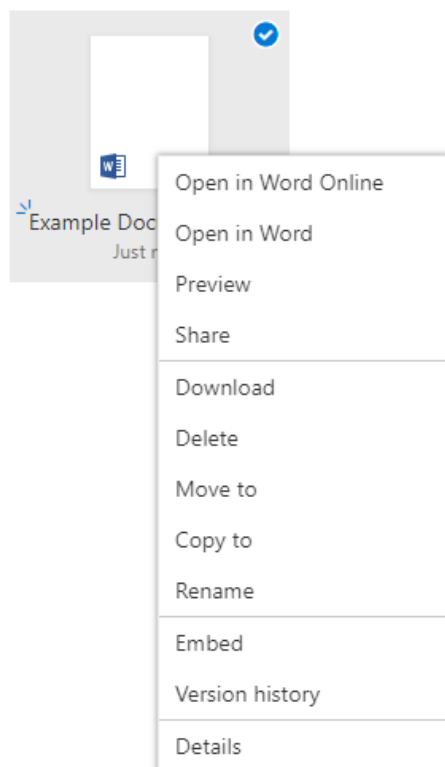


## Downloading and Other Options

**Selecting** a file will provide you with various options in the top menu.

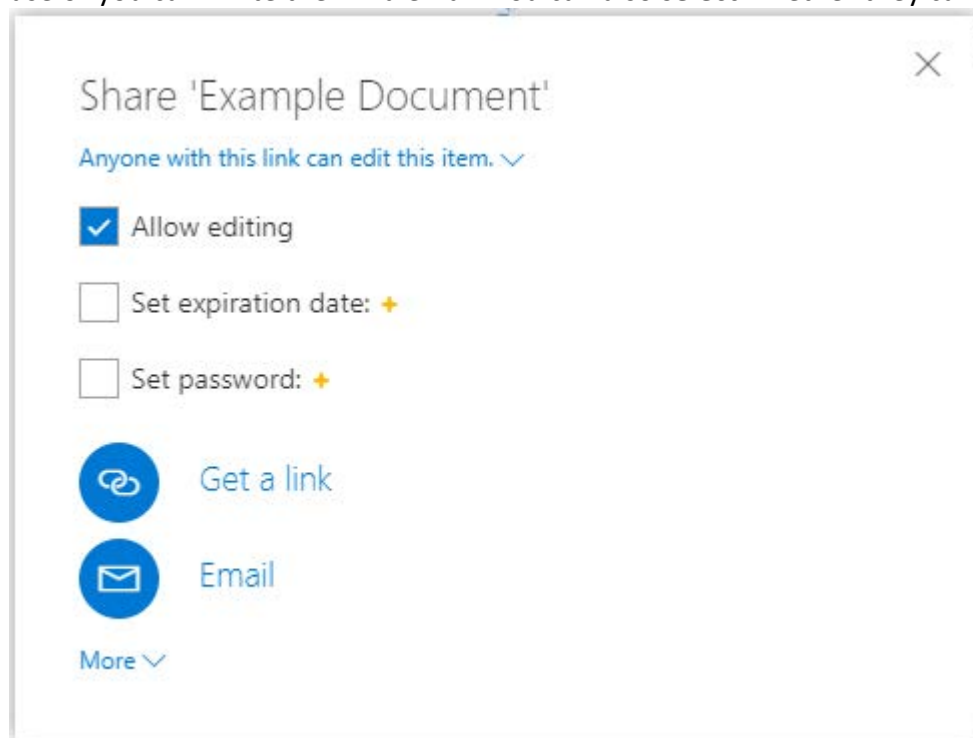


**Right clicking** on the file also provides these.

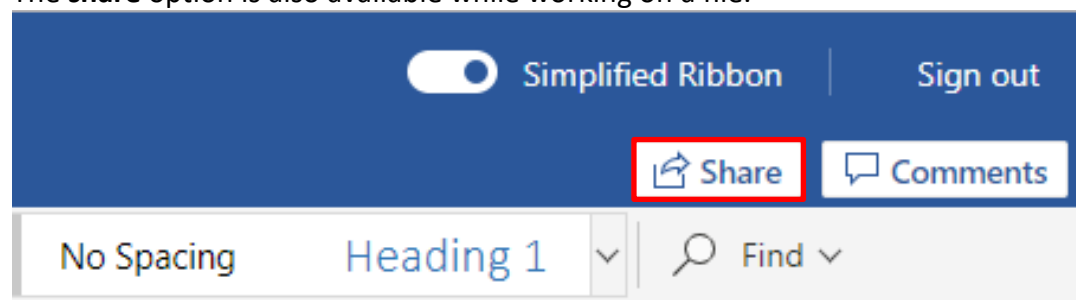


## Sharing

Selecting **Share** from the above options allows you to give other people access to your file. This could be for group work or for sharing with your tutor for assessment purposes. You can get a link for people to use or you can invite them via email. You can also **select** whether they can then edit the document.



The **share** option is also available while working on a file.



The screenshot shows the top ribbon of a Microsoft Office application. On the right side, there is a 'Simplified Ribbon' toggle switch and a 'Sign out' button. Below these, the 'Share' button is highlighted with a red rectangle, and the 'Comments' button is visible to its right. Below the ribbon, the 'No Spacing' and 'Heading 1' options are visible, along with a 'Find' search icon.

Share

Invite people

Get a link

Shared with  
Only me

Invite people to "Example Document.docx"

Enter contacts to send an email with a link to this item.

To

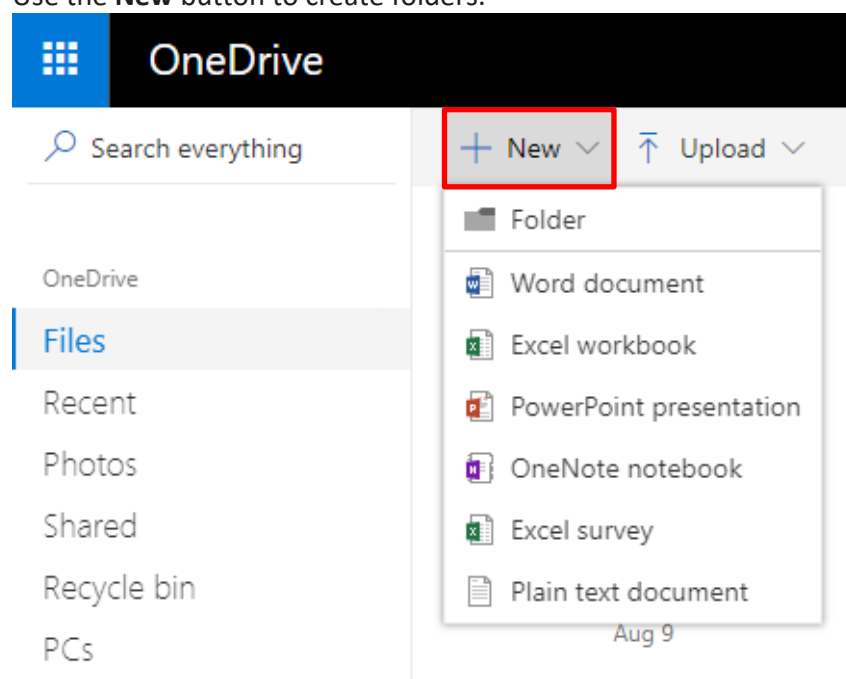
Add a quick note

Recipients can edit

Share Close

## Organise

Use the **New** button to create folders.



The screenshot shows the OneDrive interface. At the top, there is a search bar labeled 'Search everything'. Below it, the 'OneDrive' logo is visible. On the left side, there is a navigation pane with 'Files' selected. In the center, the '+ New' button is highlighted with a red rectangle, and a dropdown menu is open, showing options for creating a 'Folder', 'Word document', 'Excel workbook', 'PowerPoint presentation', 'OneNote notebook', 'Excel survey', and 'Plain text document'. The date 'Aug 9' is displayed at the bottom of the dropdown menu.

OneDrive

Search everything

+ New

Upload

Folder

Word document

Excel workbook

PowerPoint presentation

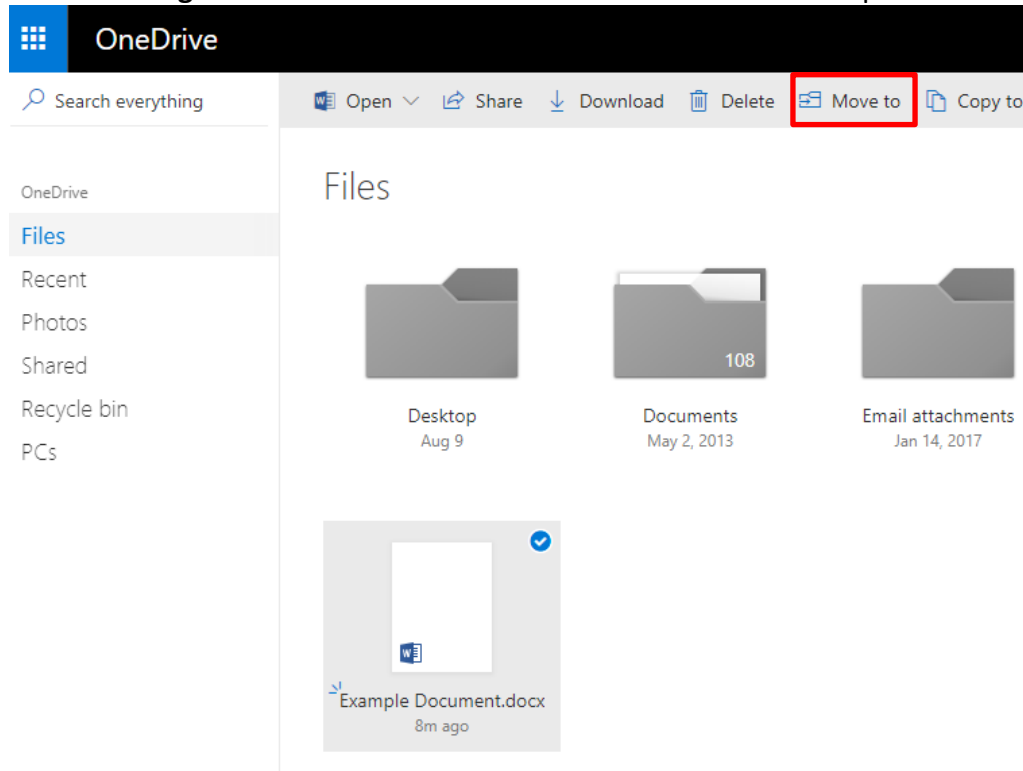
OneNote notebook

Excel survey

Plain text document

Aug 9

**Click and drag** files into folders or select a file and use the move option.



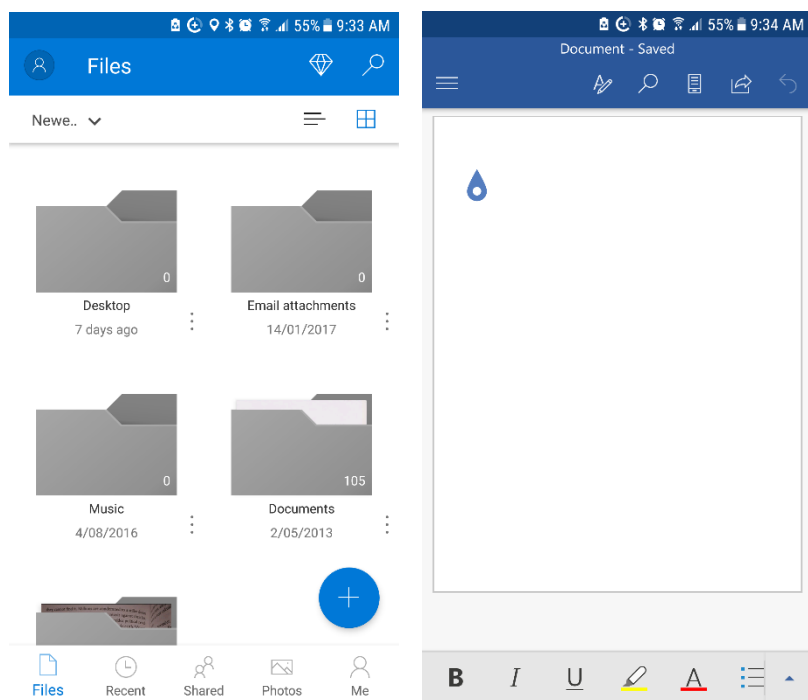
If you are using OneDrive for assessment purposes, it can be a good idea to set up folder for your course and share the folder with your tutor. Sharing a folder is the same process used for sharing files (see above). Any files you then place in this folder will automatically be shared.

Check with your tutor if the requirements around using cloud computing for your assessment are not clear.

## OneDrive Apps

In addition to the web computer version, there is also an app for OneDrive that can be used on your mobile devices. This allows you to upload files from a mobile device to your OneDrive and then access these on the computer version, and vice versa.

Much of the layout and functionality is the same in both versions, and you can also download apps for Word, PowerPoint, and Excel to work on documents from OneDrive on the go. Examples of the Android smartphone apps for OneDrive and Word are below.



## References

Cloud computing. (2013). In D. Downing, Barron's business guides: Dictionary of computer and internet terms. Retrieved from CREDO database.