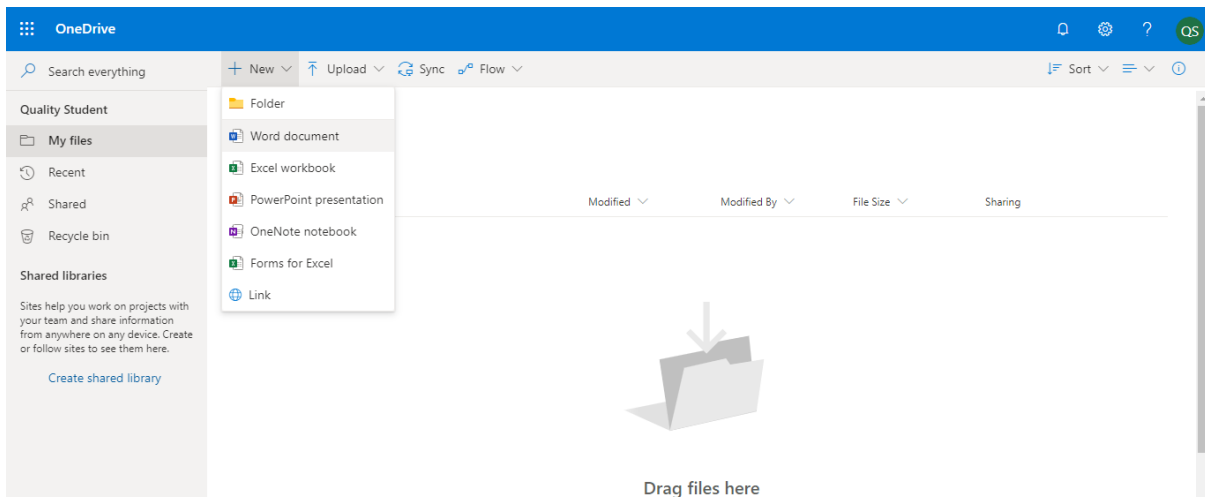


// ONEDRIVE (USER GUIDE)

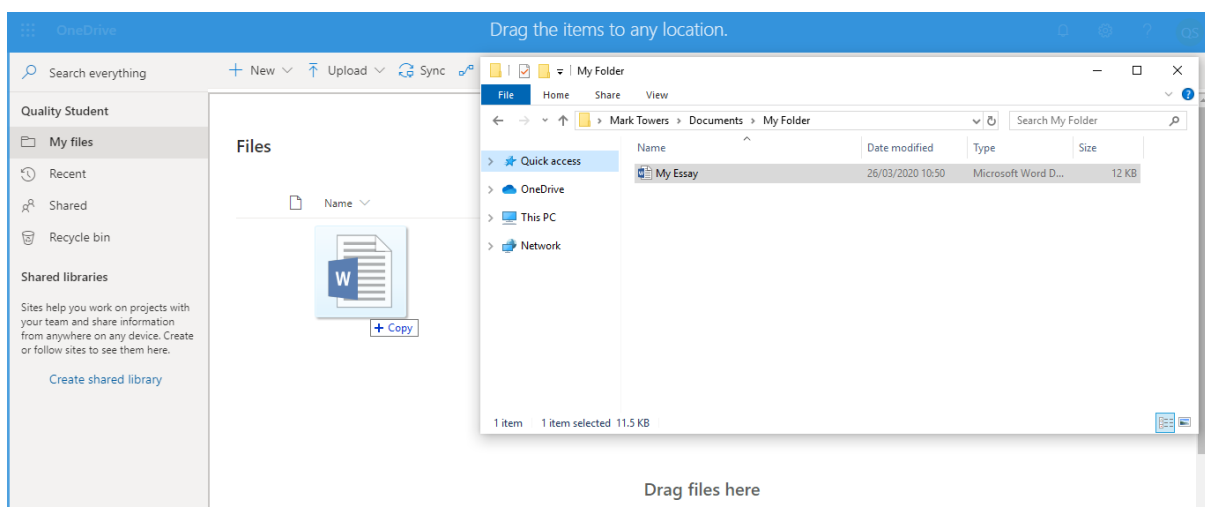


OneDrive allows you to save and back up your work, making it accessible from any online location. It also allows you to share your files with others. You can also use the OneDrive App (**Android/iOS**) and share files directly from your phone.

In OneDrive, click '**New**' to create a new document (Word, Excel, PowerPoint etc.) This new document will be automatically saved and stored in your OneDrive folder.

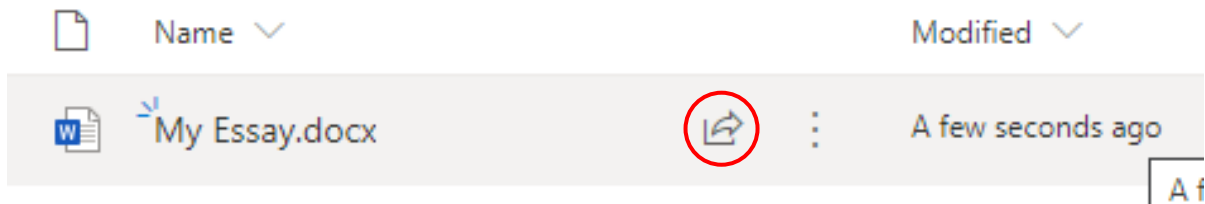


If you have a document/file on your computer, you can drag and drop it on to OneDrive where you can continue editing it. Again, this will now be automatically saved and stored in your OneDrive folder.





If you want to share a file or folder with someone, click on the 'share' button:



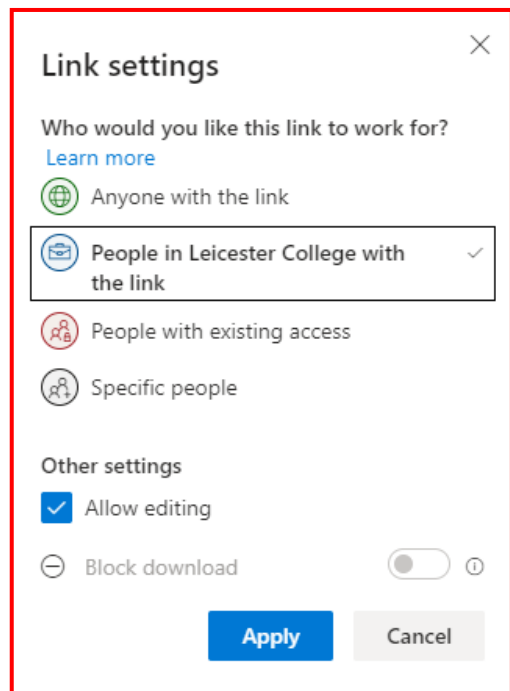
Type the Leicester College email address for the person you would like to share the document with, such as your tutor:

Your tutor will now receive an email with a link to access/open your document.

Send Link ... × Click on the top button for more link options:



tutor@leicestercollege.ac.uk



In the **Link Settings** tab, you can specify who should have access to the shared file.

You can also allow the recipient of the shared file to be able to edit the document.

Whenever sharing files, you should make sure you know who you are sending them to and whether you want them to be able to edit or share your files!