

# How To: Use Microsoft Office 365 – One Drive

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## What is Microsoft Office 365 – One Drive?



Microsoft Office 365 is an office software and services suite hosted online in the cloud which offers access to various services and software built around the Microsoft Office platform, including E-mail, MS Word, MS Powerpoint, and MS Excel. The cloud is a metaphor for the Internet.



**One Drive** is a Microsoft cloud storage service that lets you store your personal files in one place, share with others, and get to them from any device connected to the Internet. Your HLPUSD One Drive has 1 Terabyte of storage space. Files can be synced to a PC and accessed from a web browser or a mobile device, as well as shared publicly or with specific people. App for One Drive available in the Apple App Store and Google Play App Store for free.

## To setup One Drive on your computer (first time):

1. Open File Explorer
2. Click on One Drive from list on the left of File Explorer window
3. A “Setup One Drive” window will open:
  - a. Enter your full HLPUSD e-mail address
  - b. Click the “Sign In” button
4. If asked about the e-mail address, click the “Work or School” button.
5. When prompted, enter your **full** HLPUSD e-mail address e.g. [ttan@hlpusd.k12.ca.us](mailto:ttan@hlpusd.k12.ca.us)
6. For your password, enter your HLPUSD password
7. A “This Is Your One Drive Folder” window will appear. You add files to this folder so you can access them from other devices and still have them on this computer.
  - a. Note the OneDrive folder location  
e.g. **C:\users\**
  - b. Do not change the location.
  - c. Click the “Next” button to continue.
8. A “Sync Your One Drive files to this PC” window will appear.
  - a. If you have files and folders in your One Drive, choose what you want to download to your “One Drive – hlpusd.k12.ca.us” folder. You can get these items even when you are offline.
9. A “Your One Drive is Ready For You” window will appear.
  - a. Your files will be sync’d to your computer (Note this may take several minutes)
  - b. To add files to your One Drive, just move them to your “One Drive – hlpusd.k12.ca.us” folder.

**Test your One Drive – hlpusd.k12.ca.us Folder:  
A Demonstration of File Access and Synchronization**

- 1) *Test of Adding a Folder or File:* Create a folder or file on your local computer. Save the folder or file in your One Drive – hlpusd.k12.ca.us folder. The file or folder should appear in online when you login to Office 365 and click on the One Drive blue tile. The file or folder should appear on any mobile device you have with the One Drive app installed.
- 2) *Test of Deleting a Folder or File:* If you have the One Drive app installed on your mobile device, delete a folder or file. The folder or file should be deleted on all your devices and locations where you have your One Drive.

Tutorial video available online at: <http://www.hlpusd.org/help>

*For help contact HLPUSD Help Desk at:  
x1111, or (626) 933-1111, or helpdesk@hlpusd.k12.ca.us*