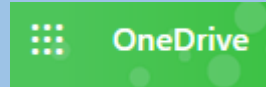# Office 365 + OneDrive

What is OneDrive

Part of the Office 365 suite of apps. OneDrive provides a cloud-based storage to allow the user to store, share, and sync files on any device.

Logging on to OneDrive

Free Download of Office 2016

Teachers/Students:
- SV has a contract with Microsoft that allows all users to download Office 2016 Professional Suite – **FREE**!
- 5 devices per user
- Login to **office365.svsd.net**
- Select the App Launcher
- Select **Office 365 →**
- Select **Install Office**

Why use OneDrive?
- Allows you to create files on any device, collaborate with others, and automatically saves your files in real time

Using OneDrive in your browser
- Sign in to office365.svsd.net or Select the *Resources* tab—Locate "Office 365"
- Select *Upload > Files/Folders* if you want to upload anything to OneDrive located in another location in your network account
- Select *Sync this* always you to add your files to your File Explorer folder

Starting a New Online Document
- Select **New** > **Word/Excel/PowerPoint/OneNote/Forms**
- Document can be named by clicking in the bar at the top of the program
- Select **Open In Desktop App** if additional features are needed
- Any online document created allows you to make basic edits and formatting changes to your document in the web browser. The Word desktop app is the same as the online version, but there are a few features that work differently.

Sharing Files with Others
- Collaboration with other students/teachers can be done by selecting **SHARE**.
- Locate their email by typing the person's last name and select their name from the list
- Users will receive an email notification that a file has been shared
- Select **Shared** within your OneDrive to locate any file that has been shared with you

Using OneDrive on your desktop
- Select *File Explorer* (file folder located in the taskbar)
- May need to sync files from office365.svsd.net before you see your files from OneDrive

Save and Open Files in your Office apps
- Select **File** > **Save As** > **OneDrive – Seneca Valley**
- Select **File > Open** and then select **OneDrive,** to open a file saved to OneDrive