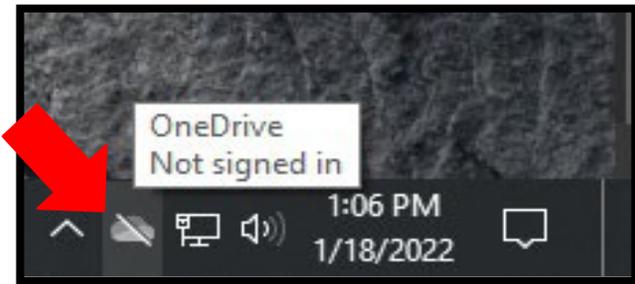


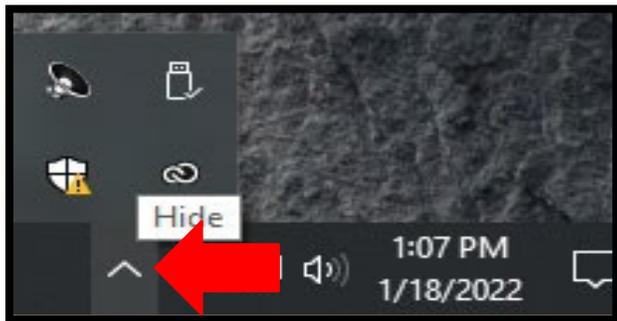
## Access to Microsoft OneDrive preloaded on PC

Microsoft OneDrive should already be installed on your PC. If that's not the case, then please refer to the accessing it through the website at [www.office.com](http://www.office.com). It's recommended use this one the new PC. You can still use it on the existing one, however, there will be a sync that may take awhile since it will try to do it automatically.

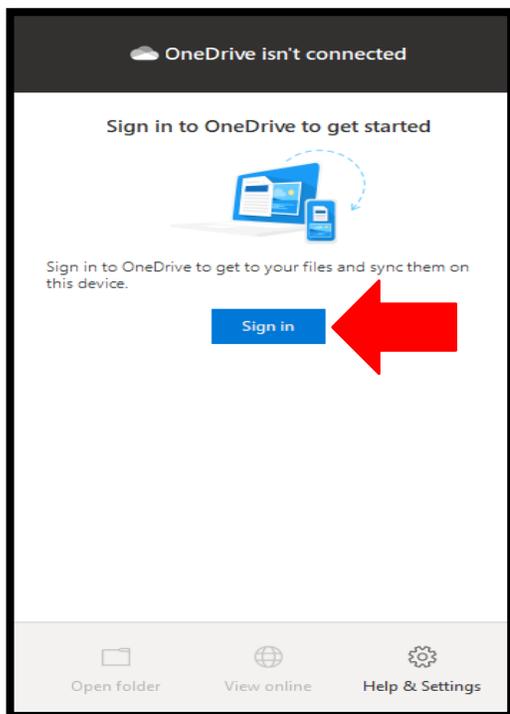
OneDrive is conveniently accessible at the bottom right of your screen next to the date and time as shown below. If you have not already signed in, it's the grey cloud with a slash going through it.



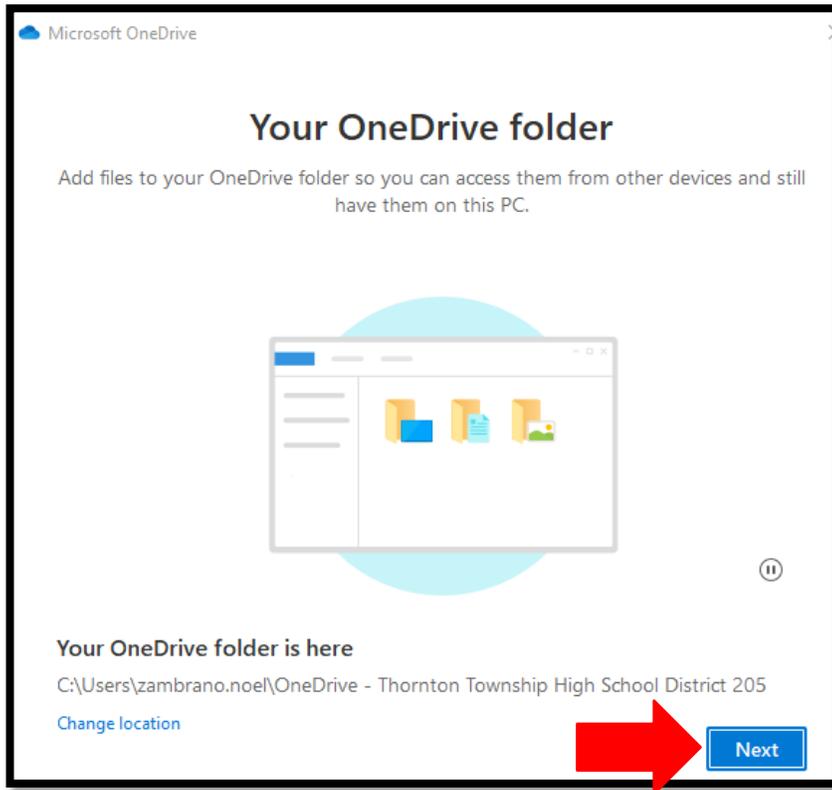
If the icon is not displayed, then click on the “Overflow” arrow (the up-pointing arrow). It may just be bunched together with other app icons.



Once you click on the OneDrive icon, a small window should pop-up. Click on “Sign in.”



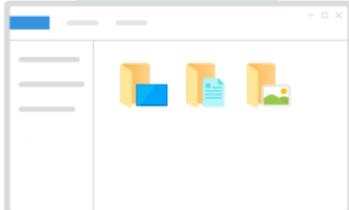
Click on "Next."



Microsoft OneDrive

## Your OneDrive folder

Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.



⏸

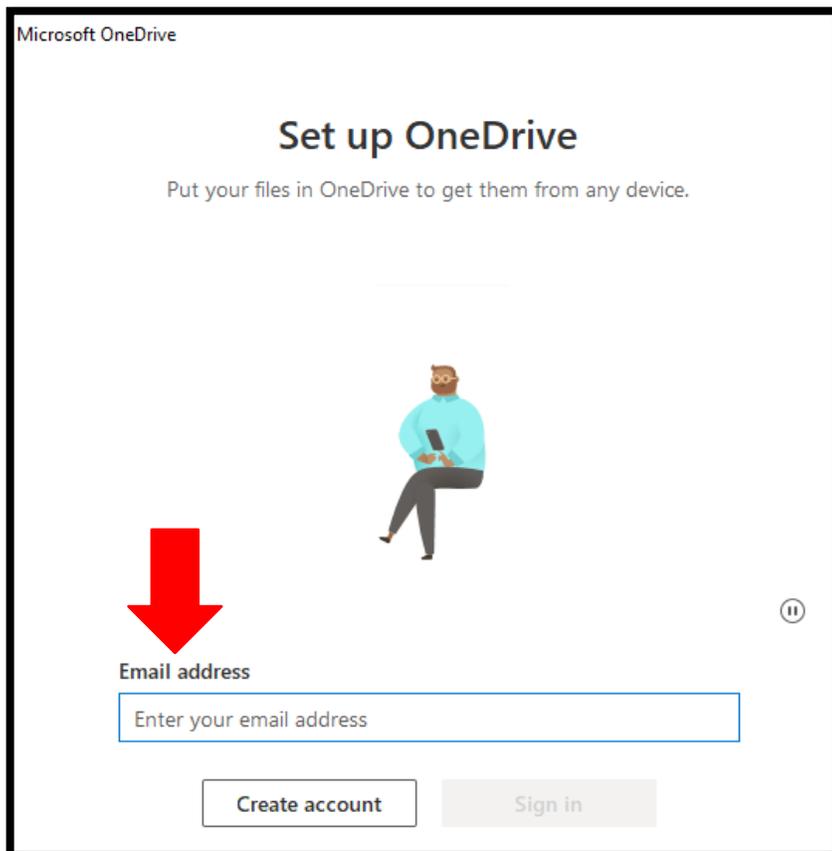
**Your OneDrive folder is here**  
C:\Users\zambrano.noel\OneDrive - Thornton Township High School District 205

[Change location](#)

**Next**

Type in your district email. It must use the district email and not your Gmail.

(District email: **lastname.firstname@district205.net**)



Microsoft OneDrive

## Set up OneDrive

Put your files in OneDrive to get them from any device.

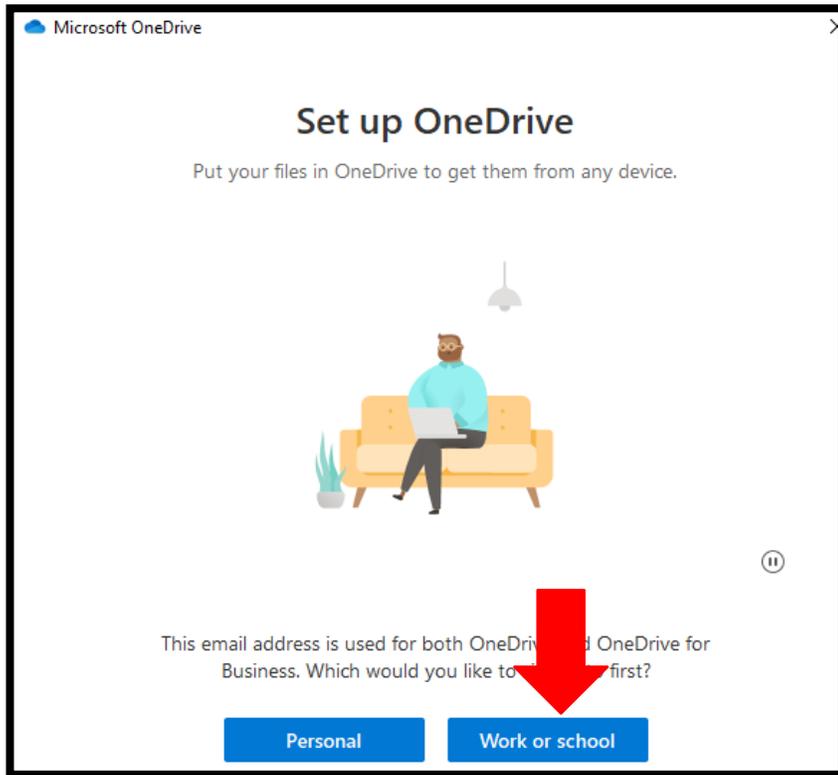


⏸

**Email address**

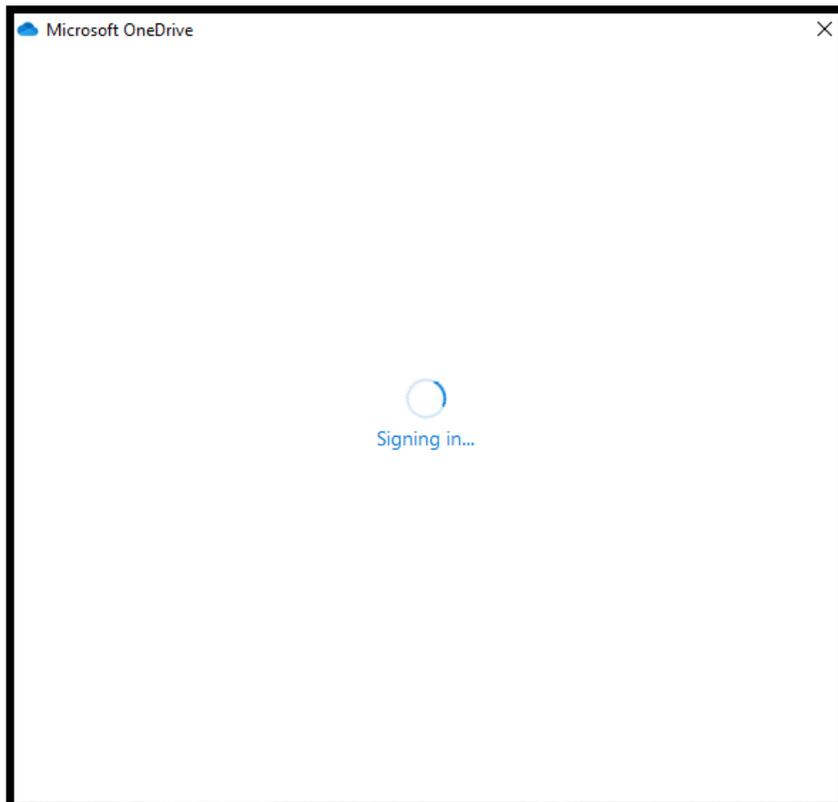
**Create account** **Sign in**

When it ask what kind of email, click on “Work or school.”



Next, type in your password and click next. Remember that your outlook password may be different from your Gmail password. Just remember that it's the same one you use to sign in to the computers at school.

After you sign in, it will give you a quick tutorial. It's helpful for you moving forward to get familiar with it if you stick to using this platform.

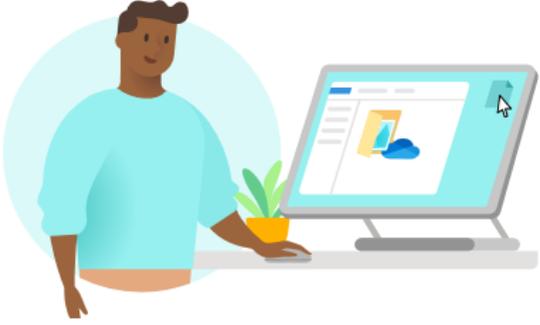


Click "Next."

Microsoft OneDrive

## Get to know your OneDrive

To add items, drag or move them into the OneDrive folder.



Next

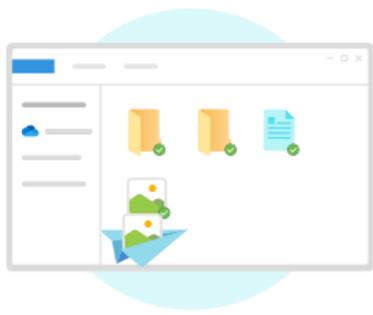


Click "Next."

Microsoft OneDrive

## Share files and folders

To let other people view or edit your files, you can share them. You can also work on folders shared with you.

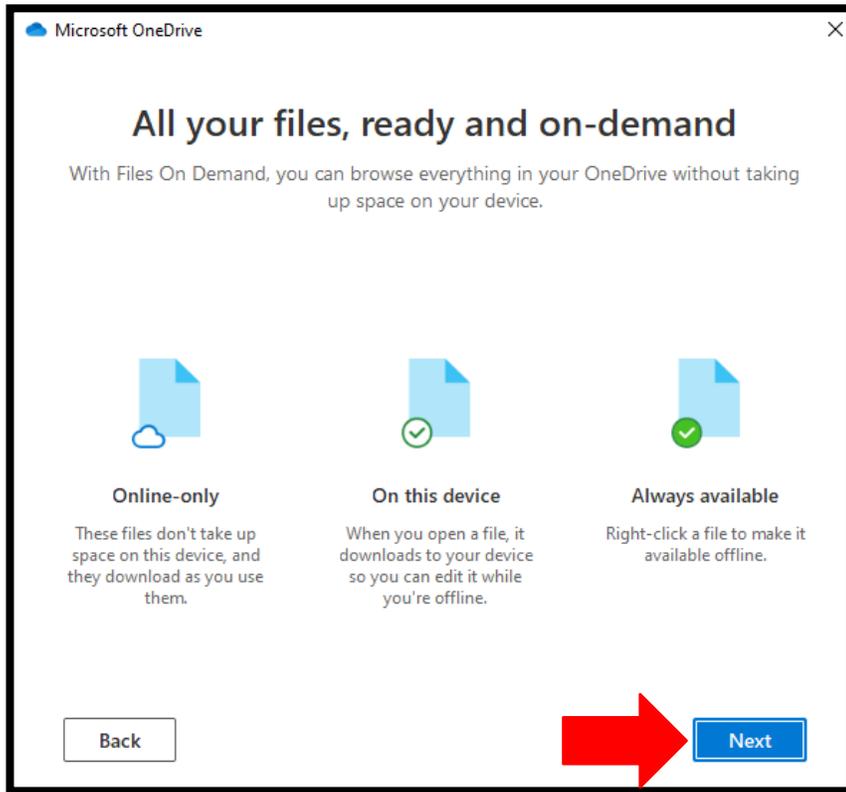


Back

Next



Click "Next."



Microsoft OneDrive

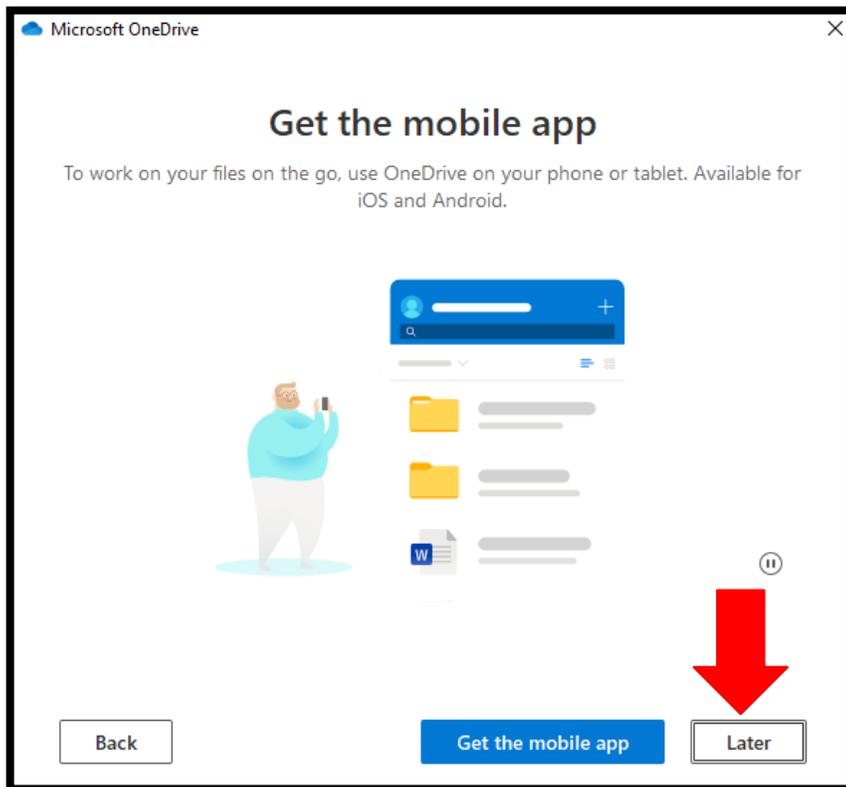
## All your files, ready and on-demand

With Files On Demand, you can browse everything in your OneDrive without taking up space on your device.

- Online-only**  
These files don't take up space on this device, and they download as you use them.
- On this device**  
When you open a file, it downloads to your device so you can edit it while you're offline.
- Always available**  
Right-click a file to make it available offline.

Back  Next

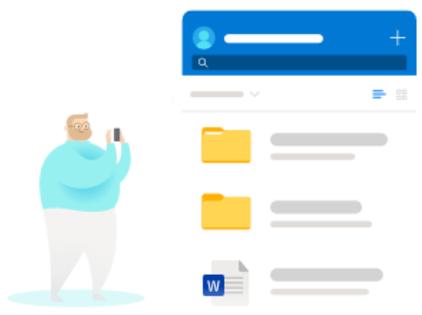
Click "Later."



Microsoft OneDrive

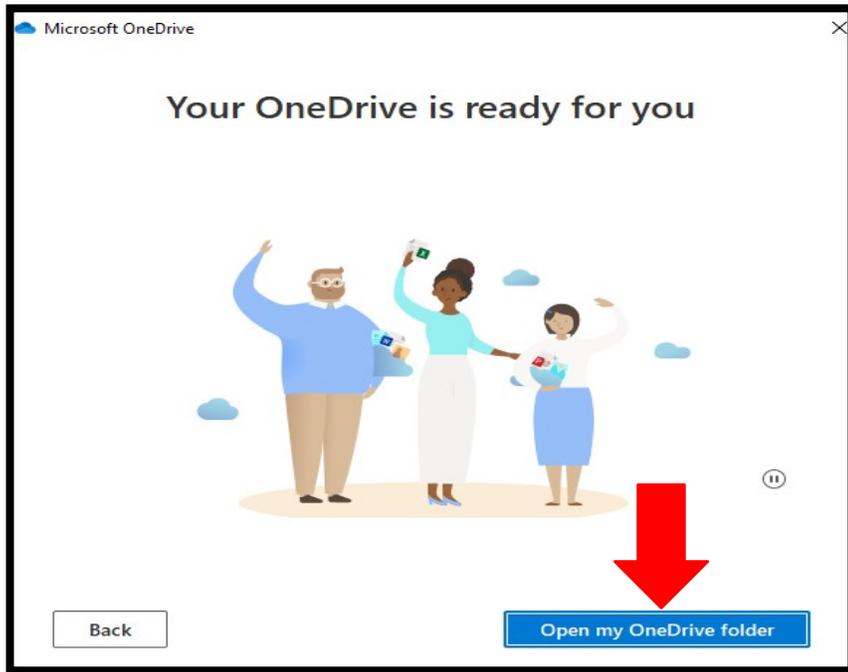
## Get the mobile app

To work on your files on the go, use OneDrive on your phone or tablet. Available for iOS and Android.

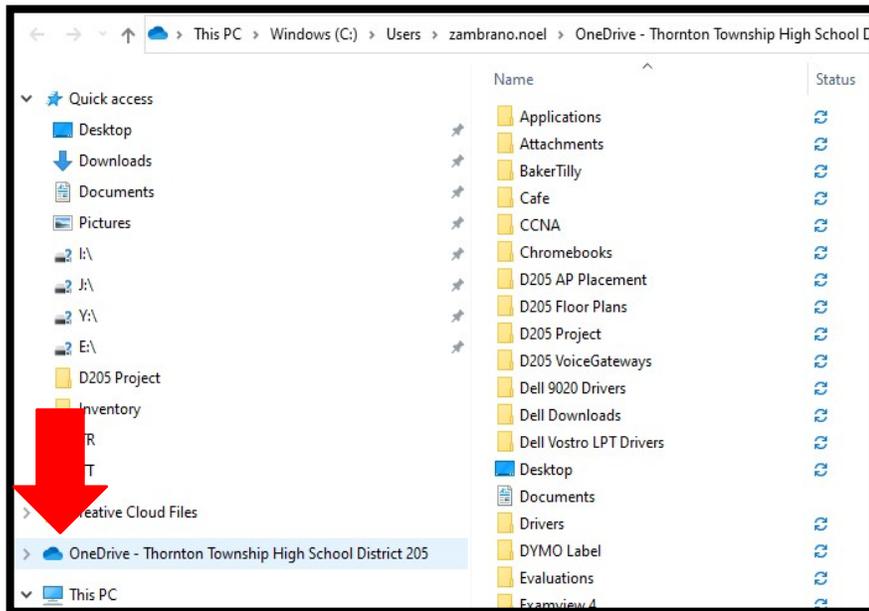


Back  Get the mobile app Later

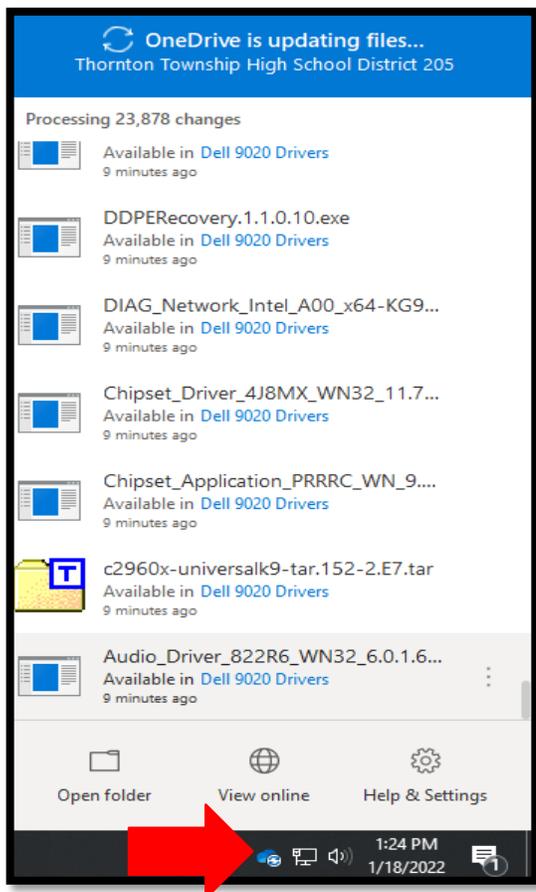
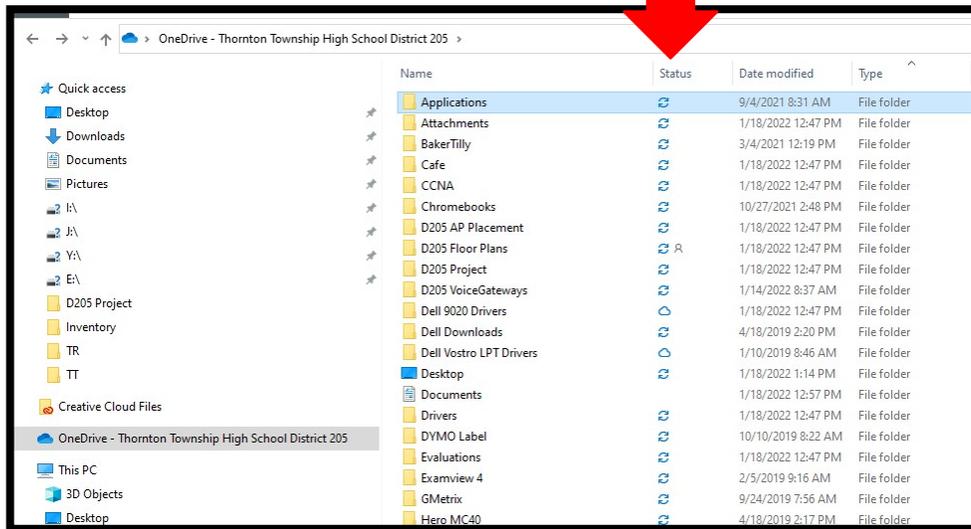
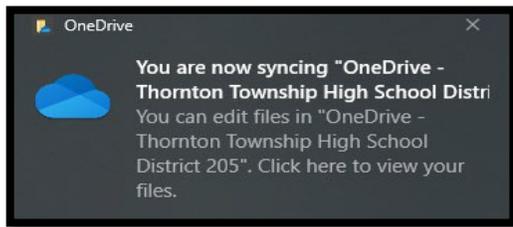
You can go ahead and click on “Open my OneDrive folder.”



After clicking on it, a file explorer window will open, and a notification window will pop up at the bottom right. You should also see a OneDrive folder in the left pane of the File Explorer window.

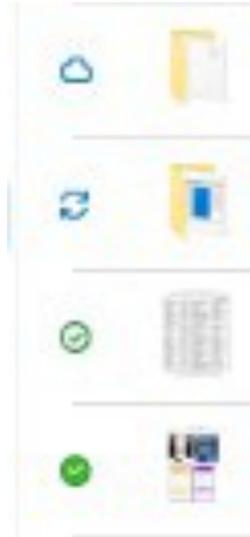


As mentioned in the beginning, OneDrive may start an automatic sync with files you have stored in your OneDrive and/or files you have on your PC. There are some indicators that a sync is in progress. The pop-up notification, the Status column in the file folder window, and when you click on the OneDrive icon at the bottom right next to the date and time. That icon should be blue now.



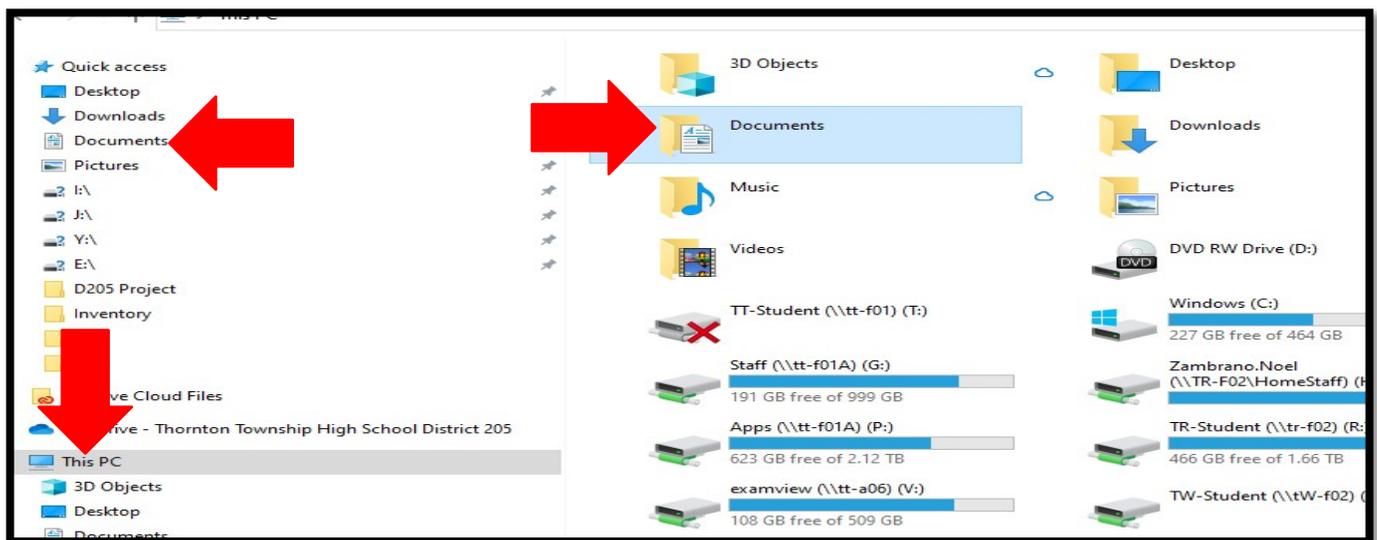
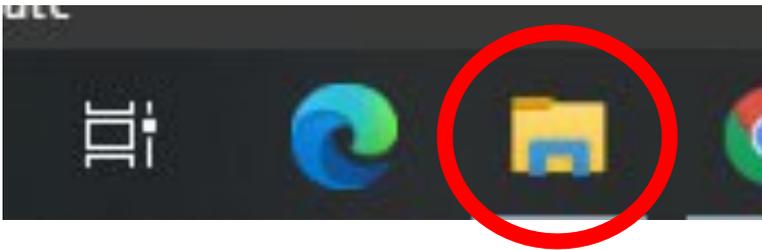
There are 4 indicators in that status column to let you know what's the status. Based on the image below it is as follows from top to bottom.

- The file is online.
- The file is currently syncing.
- The file is downloaded and available when your pc is offline.
- The file is the same as before. To better describe it, it's "pinned."



### Copying Files from PC to OneDrive that you just signed into.

Open the file folder which is located towards the bottom of your screen and go to the location where you have your files stored. Usually it's in your Documents – Pictures – Downloads – Desktop.



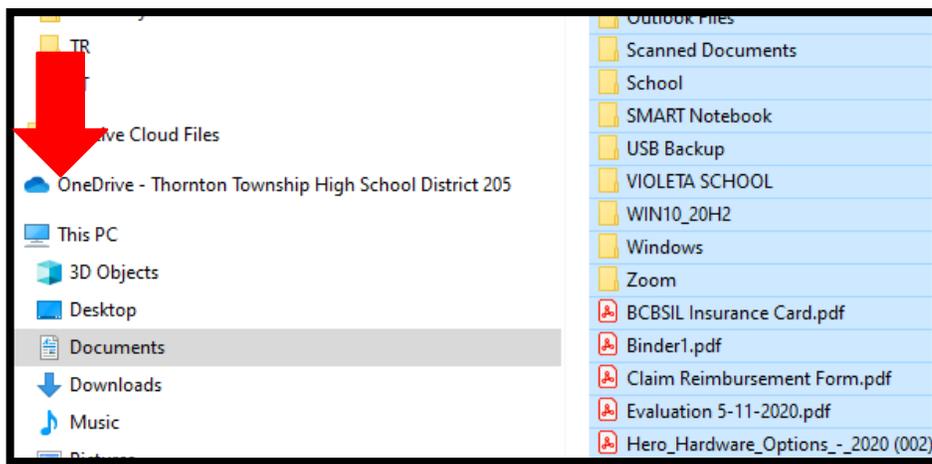
Once you're in the file location, the easiest way to select all of those files is to hold down the Ctrl key and A key on your keyboard.



All of your files should be highlighted blue. Then click on Ctrl + C on your keyboard.



The click on OneDrive in the left pane.



From there you (whether you have files in there or not), you can click Ctrl + V on your keyboard.



This will paste all the files you selected into the folder you selected.

If you wish to pick and choose what file(s) and/or folder(s) you wish to transfer, then you can perform the same process without doing the Ctrl+A key shortcut and select the files one at a time. You can do multiple at a time if you hold down the Ctrl key and select the file.

Depending on how many files you have it may take awhile to fully transfer over. This is usually the case with photos and videos. It also doesn't help that these PCs are old.

Also, do not sign-out of your PC or shut it off until all of your files have been transferred over. By doing so, you may essentially cancel the process and you will have to restart the transfer process.

Moving forward, it's best practice to store your files in OneDrive and/or Google Drive. If you wish to store it on a usb or external drive then you can do so as well. Having copies in multiple locations is always a good thing.