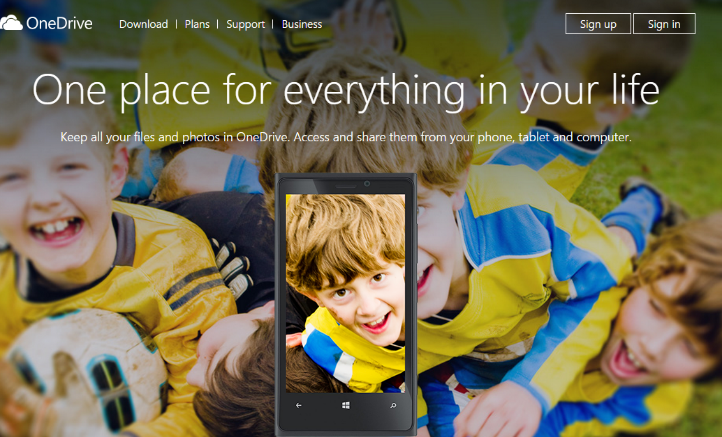
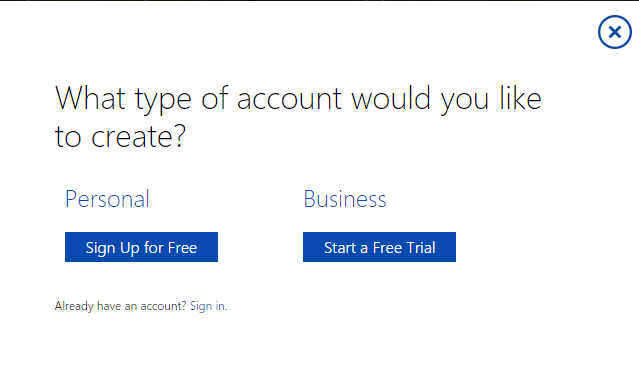
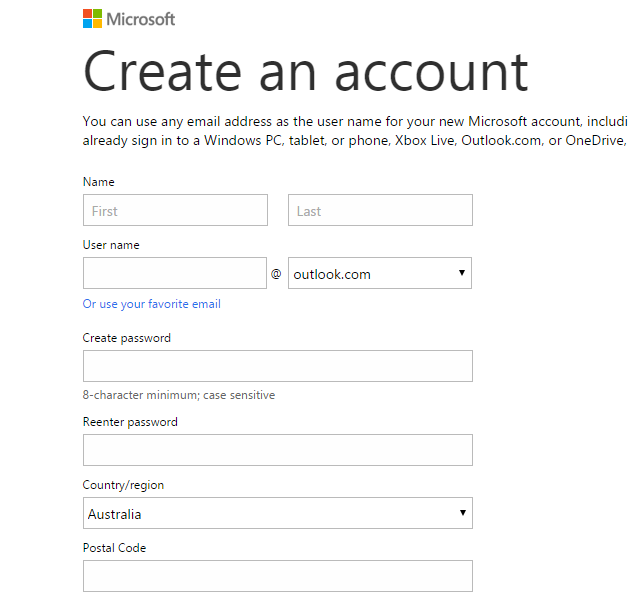
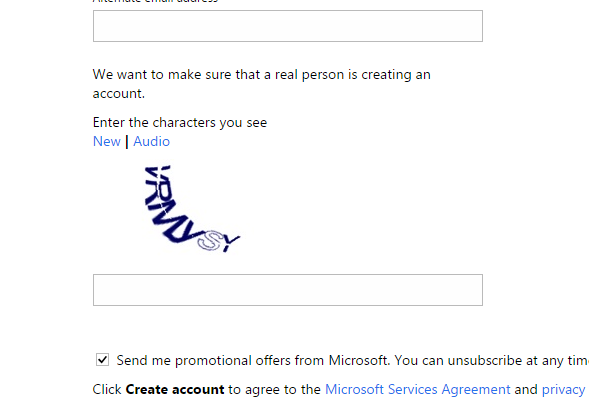
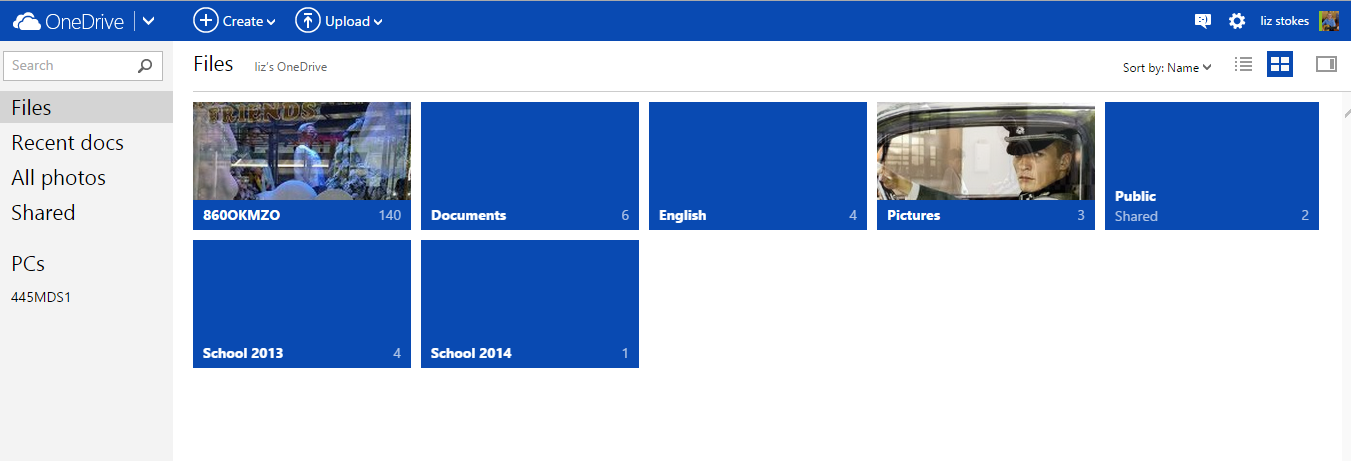
Student Training Session – Microsoft ONEDRIVE

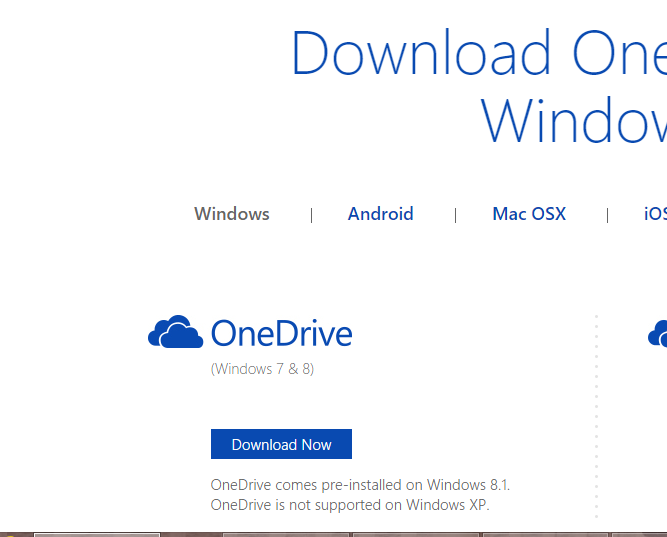
1. [](https://onedrive.live.com/about/en-au/)Step ONE - Click the picture or search MICROSOFT ONEDRIVE in google.
2. Click SIGN UP in the right hand corner.



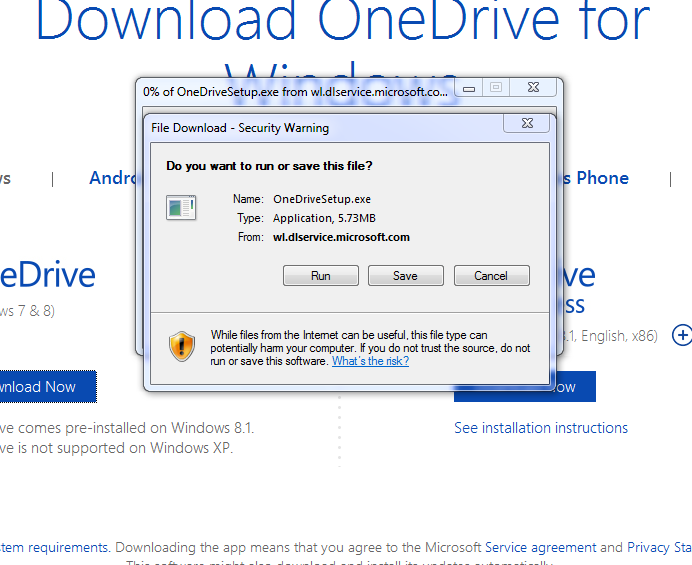
1. Select PERSONAL as your preference (Sign up for Free)
2. 
3. Create a PASSWORD - 8 character minimum - case sensitive. Write your password somewhere safe. The more random, the better
4. UN TICK this box, - you don’t want promotional offers. You don’t have to add a phone number.

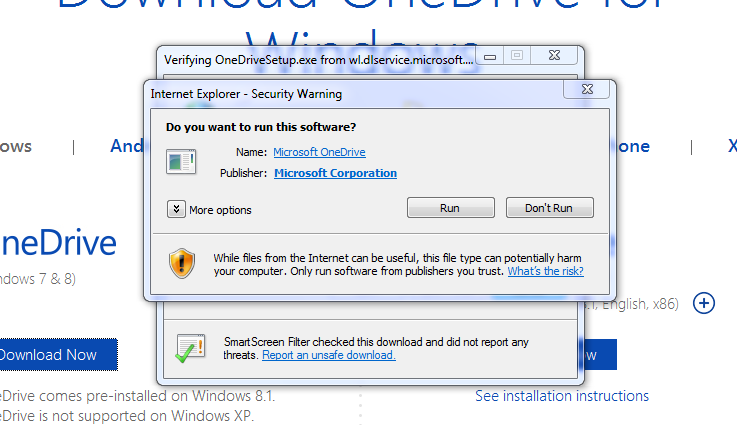


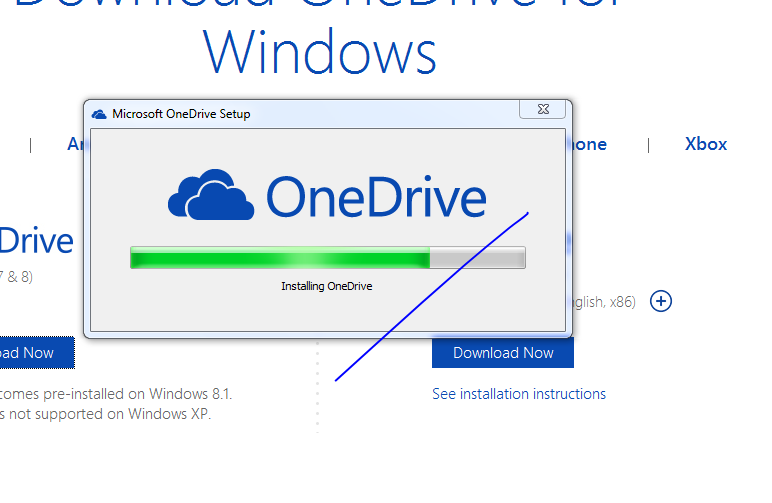
1. Enter the characters you see.
2. Once you have created your account, you can access ONEDRIVE.
3. Download ONEDRIVE to your personal PC <https://onedrive.live.com/about/en-nz/download/>

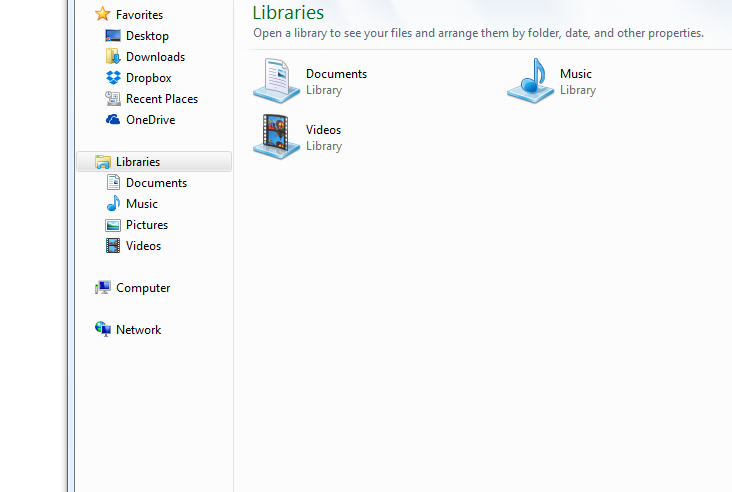


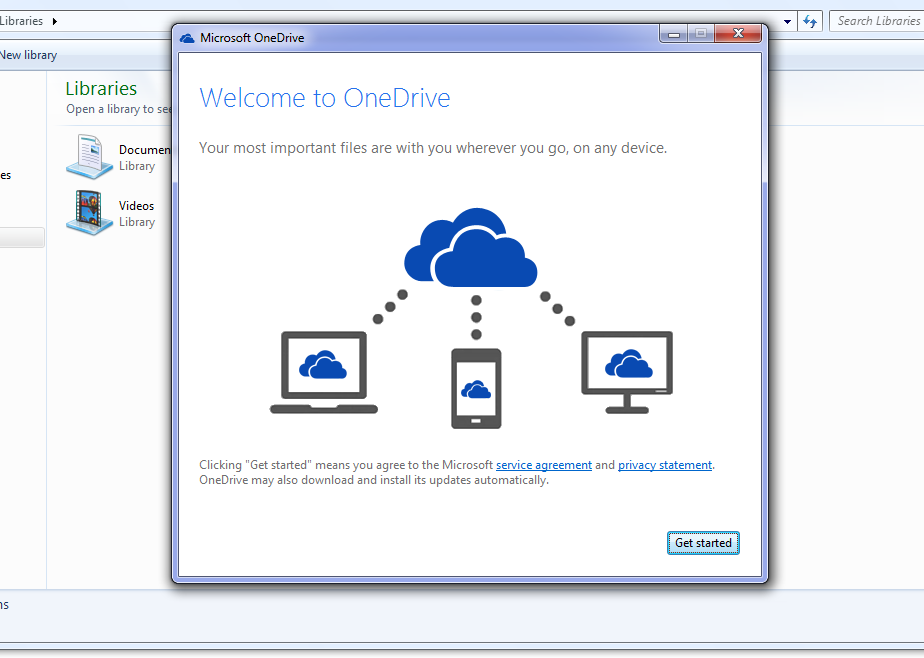
1. Follow the installation steps.

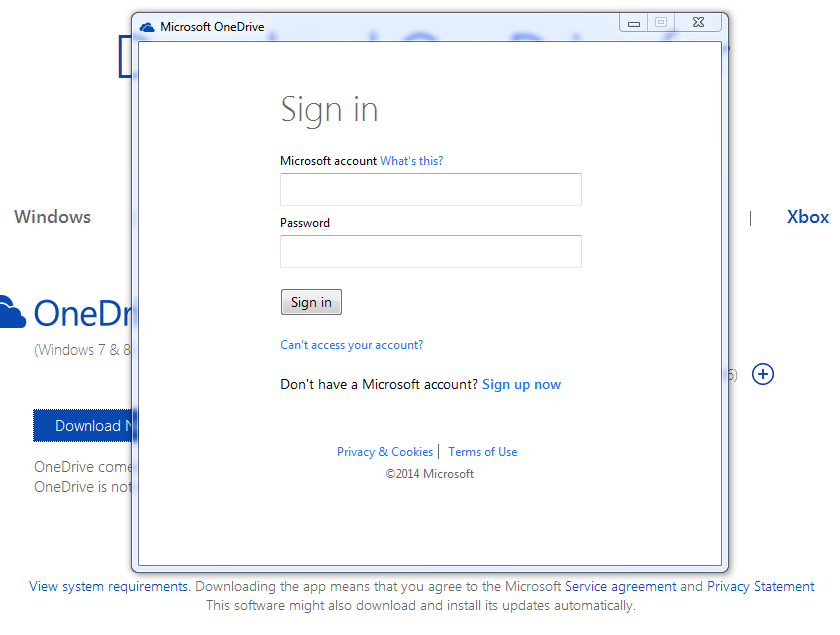


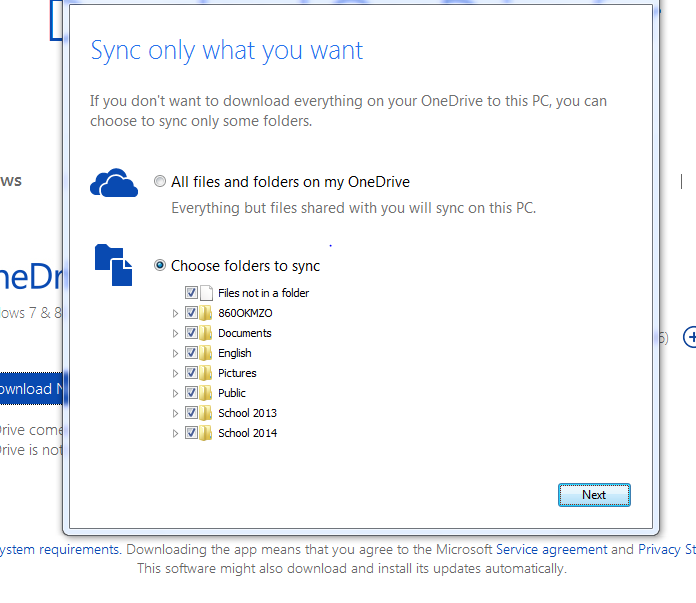






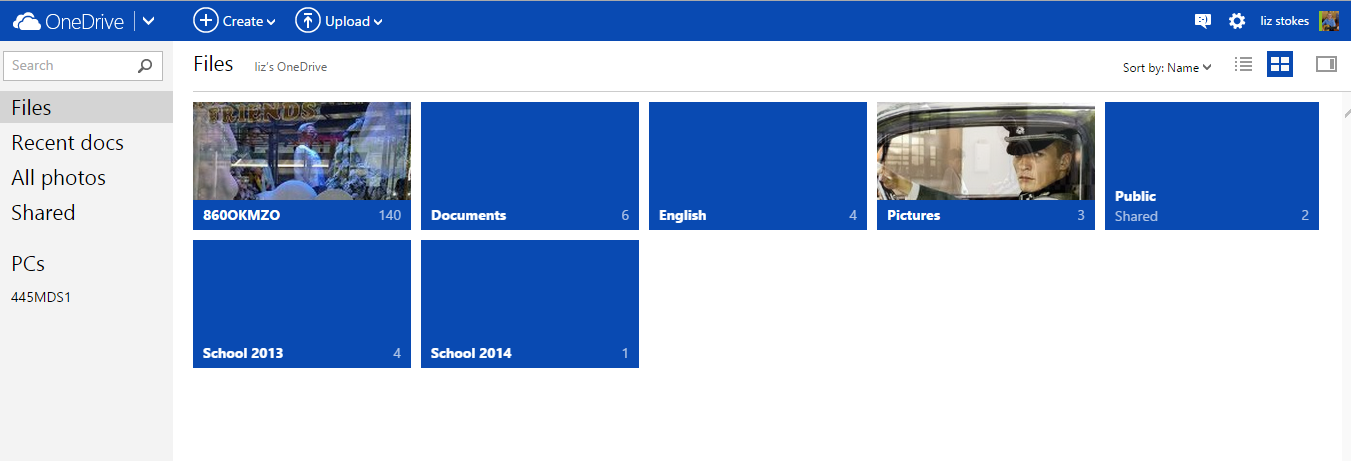






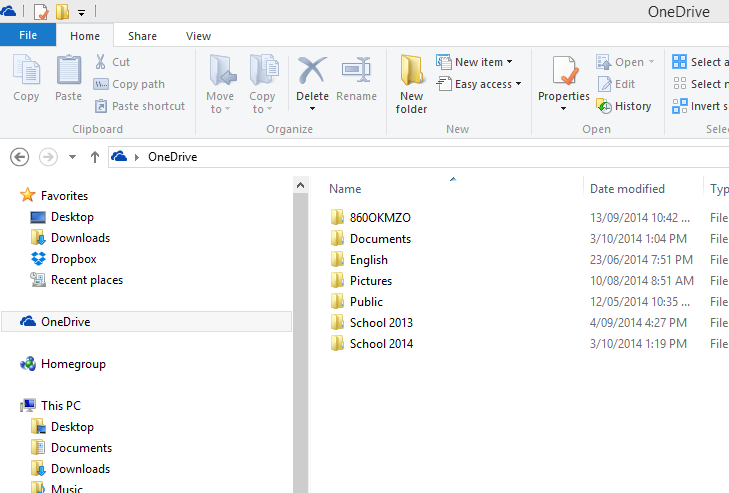
**TASKS for Today:**

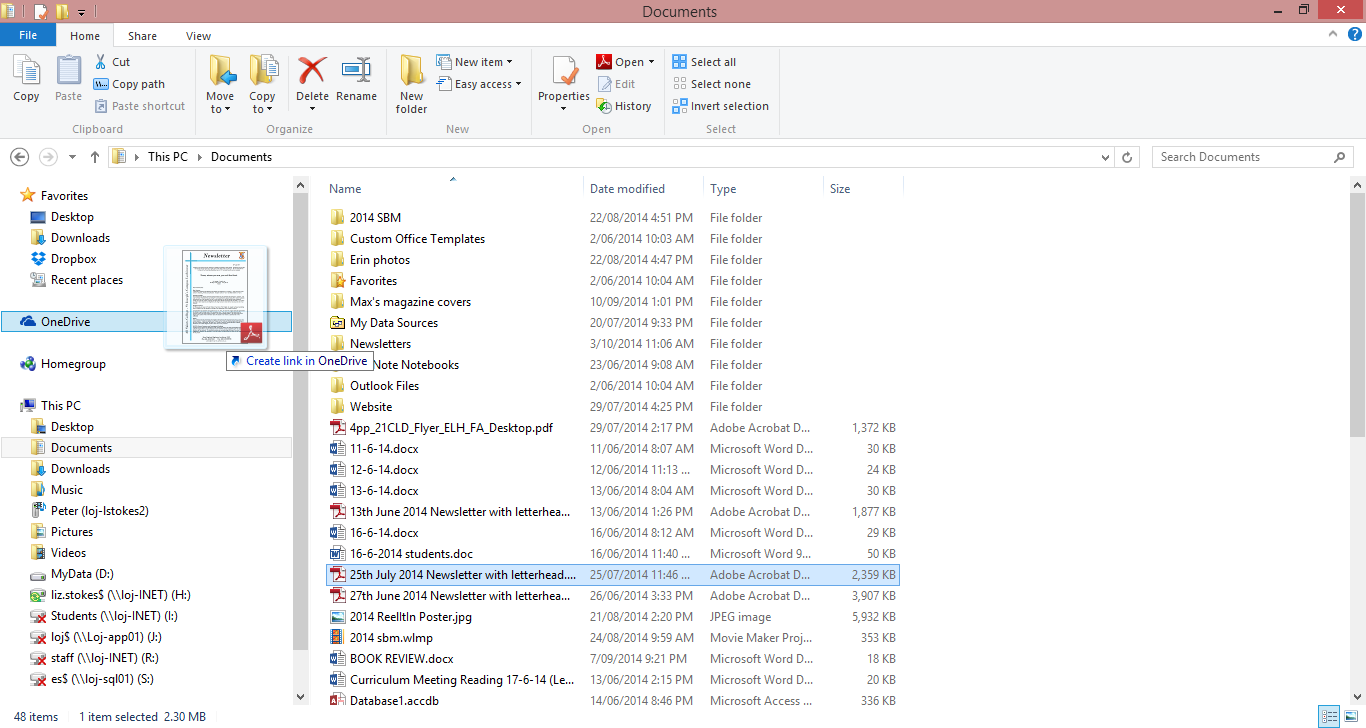
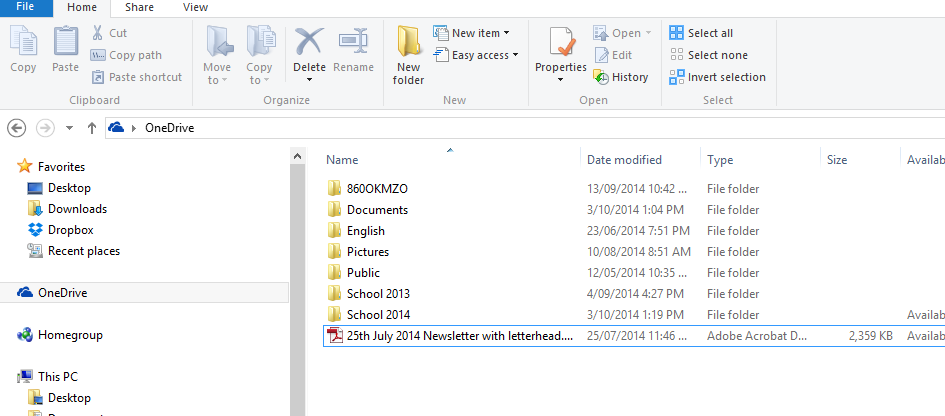
1. Create a ONEDRIVE account
2. Create new folders in ONEDRIVE. Simply click on CREATE in the top left hand corner. Choose folder and create a folder.
   1. Examples include: School 2014 etc.

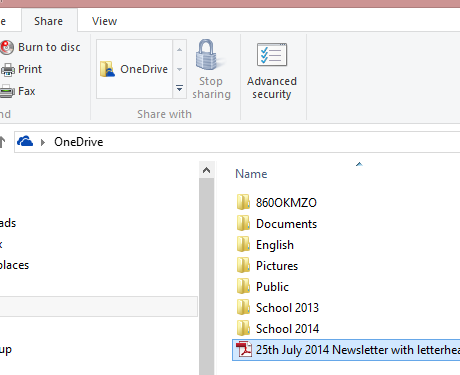


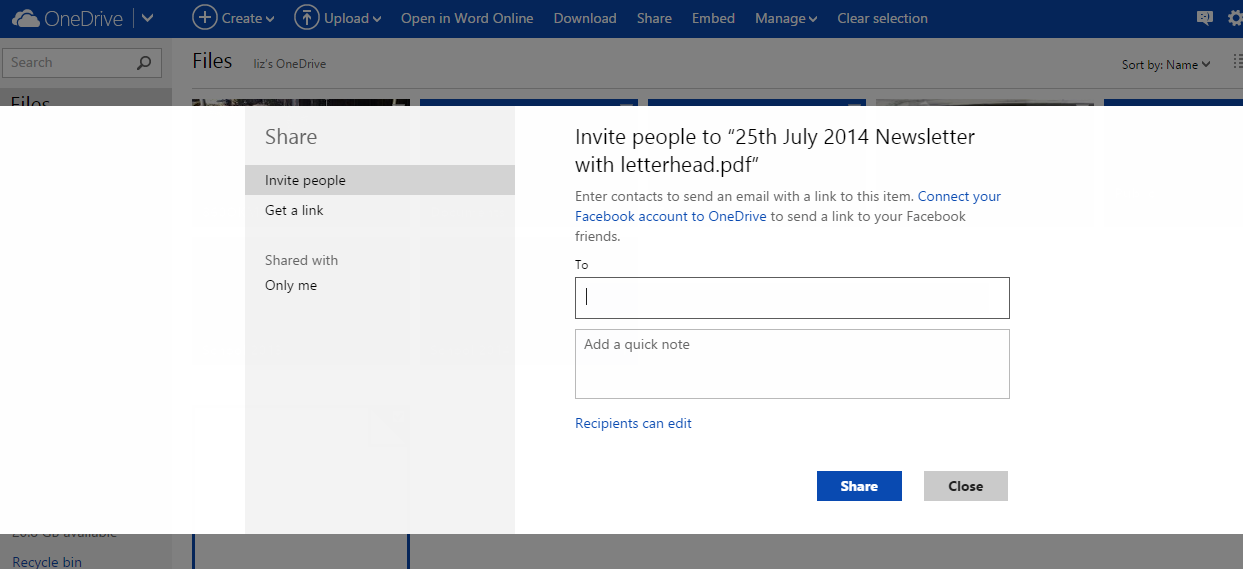
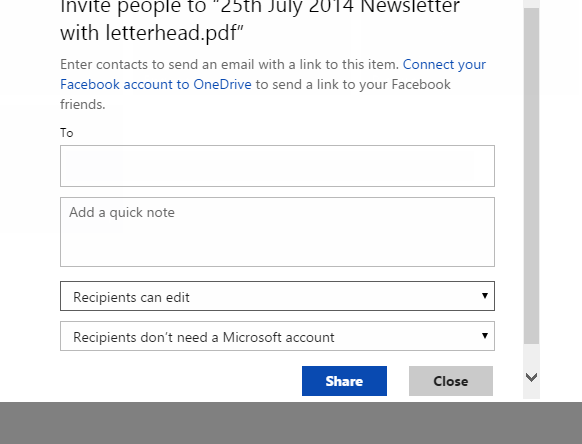
1. Create new folder in ONEDRIVE via the folders tab on your computer.

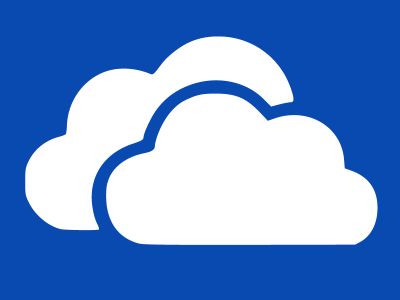




1. Select ONEDRIVE - Create new folder.
2. Transfer a file from your computer to ONEDRIVE (collect a file and drop and drag)
3. The document is now available in your ONEDRIVE. Click on SHARE on the ribbon



1. Select the document you would like to share and click ONEDRIVE on the ribbon. This will take you to the internet and to your ONEDRIVE
2. Email and share your document with someone else in the room. Check to see they received your document.
3. Recipients can either EDIT OR VIEW the document.
4. Check to see if you can receive a document and edit the document you have attached.

**EXTENSION ACTIVITY** - Download the APP for ONEDRIVE to your phone/tablet.