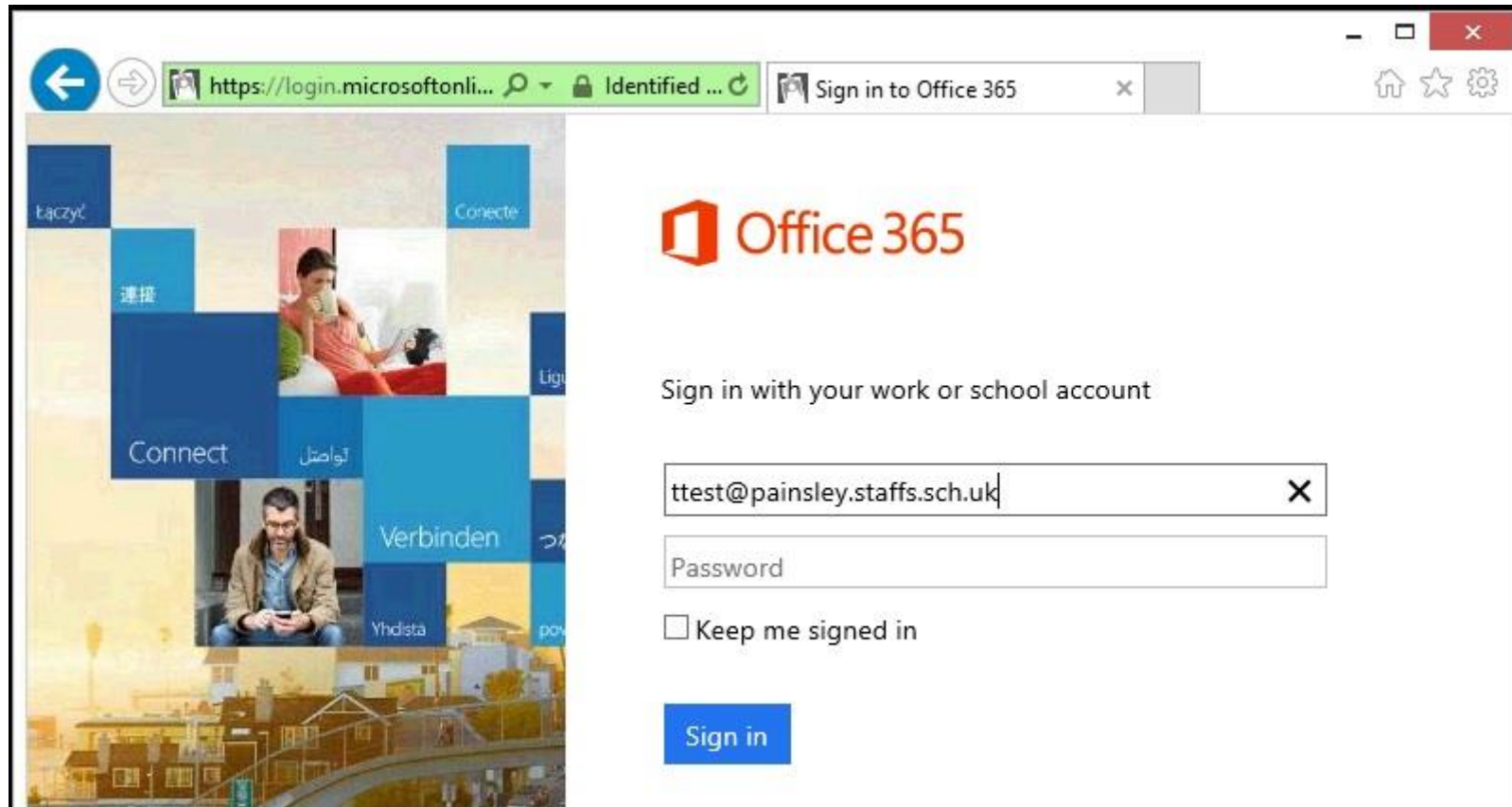
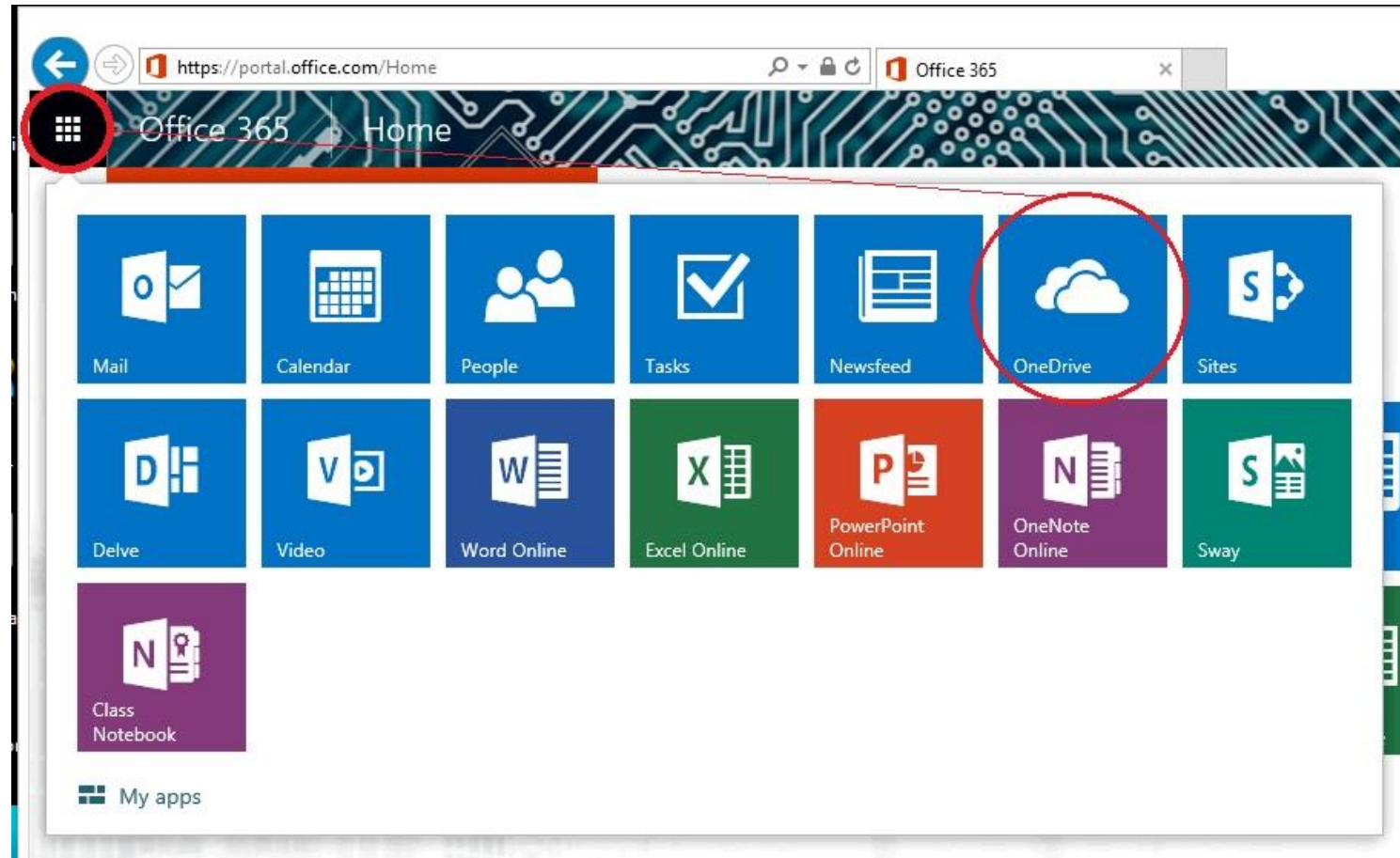


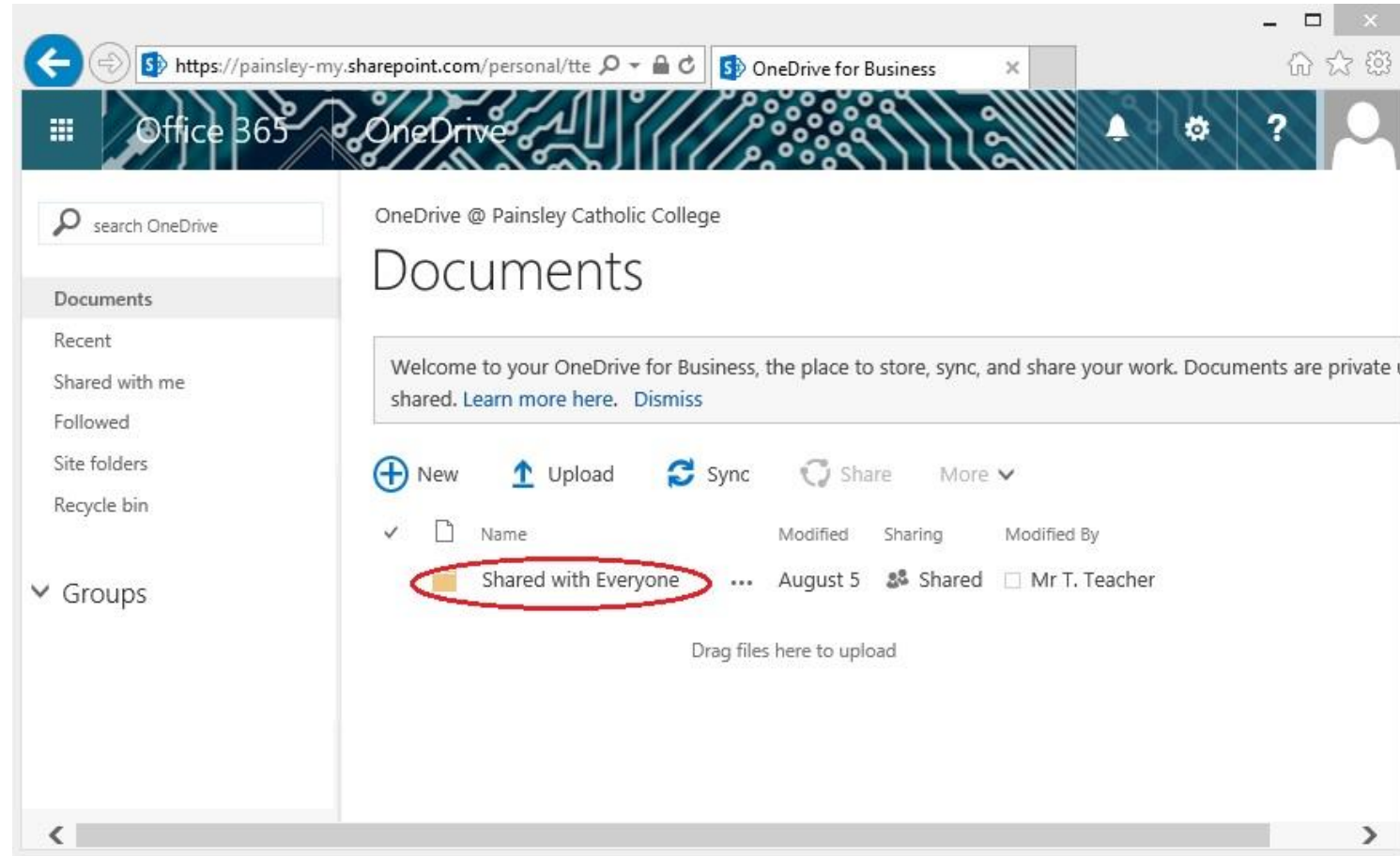
Login to Office 365 at <https://login.microsoftonline.com>



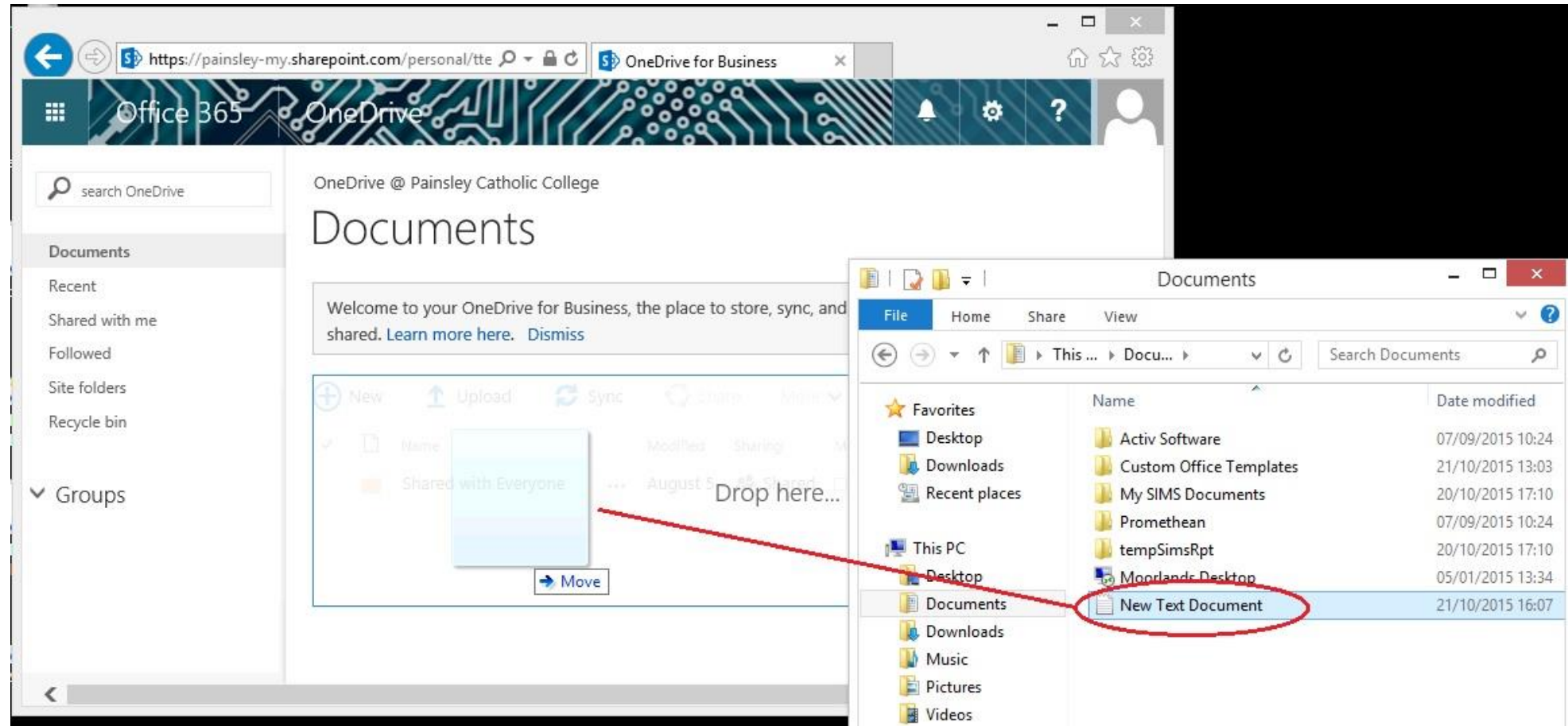
Office 365 applications and OneDrive are available from here. Click OneDrive...



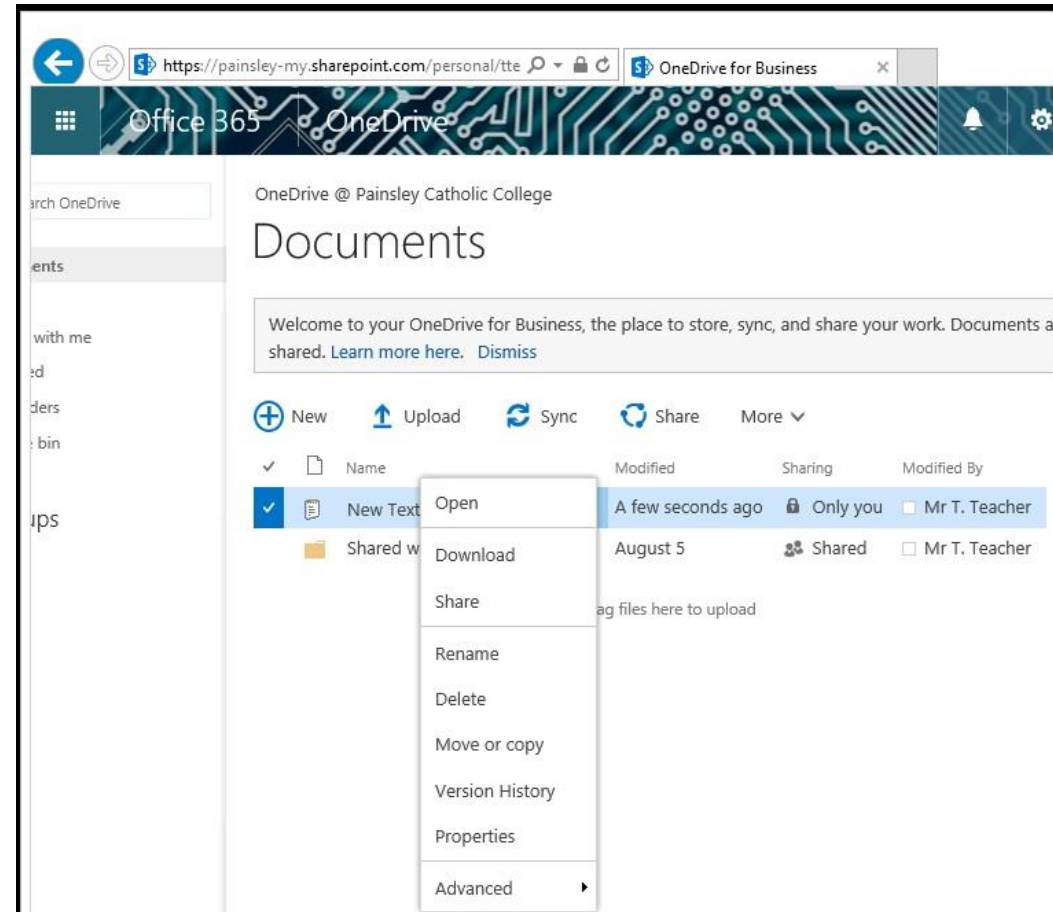
The Shared with Everyone folder includes students!



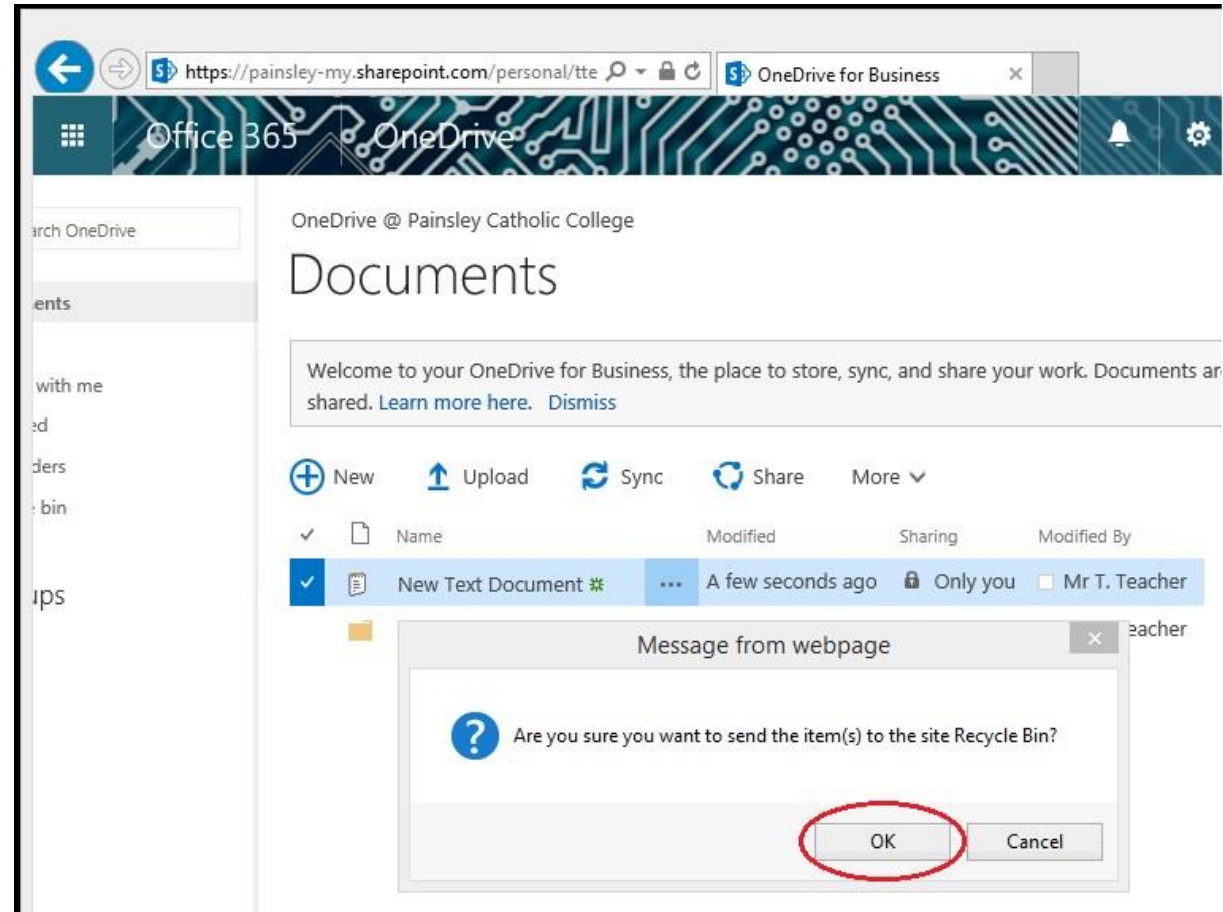
You can drag and drop files and folders from our network into OneDrive. Don't do this for large numbers of files at a time or it will slow the whole internet down in school! Don't save sensitive data to OneDrive; nothing that identifies students or is in any other way confidential.



Right click will give you some options...



Deleted files will go to a OneDrive recycle bin.



Which is available to restore from...

Office 365 Newsfeed

Search everything

Documents

Recent

Shared with me

Followed

Site folders

Recycle bin

OneDrive @ Painsley Catholic College

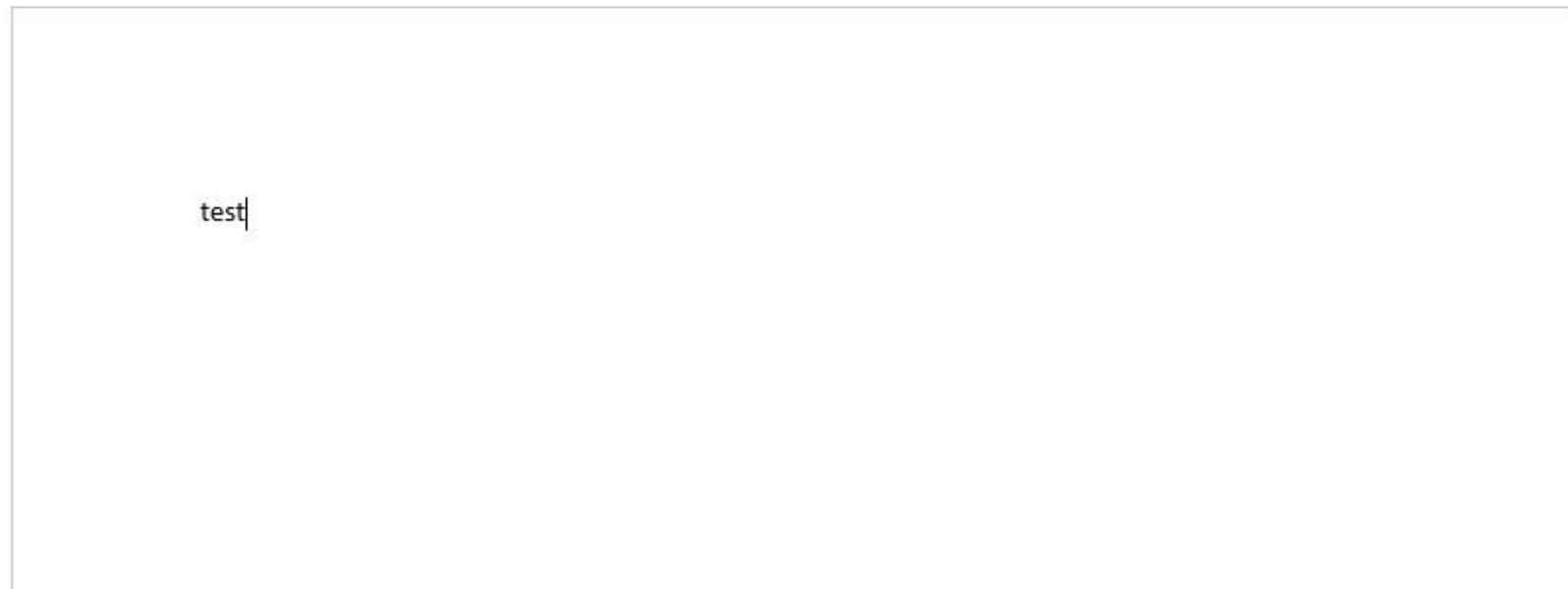
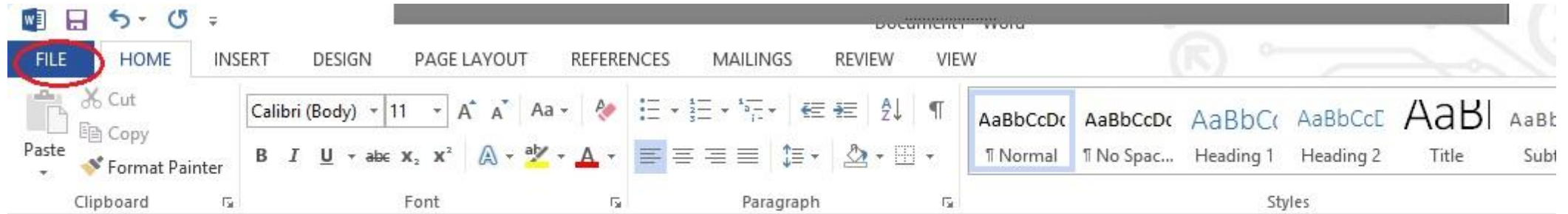
Recycle Bin

Restore Selection Delete Selection Empty Recycle Bin

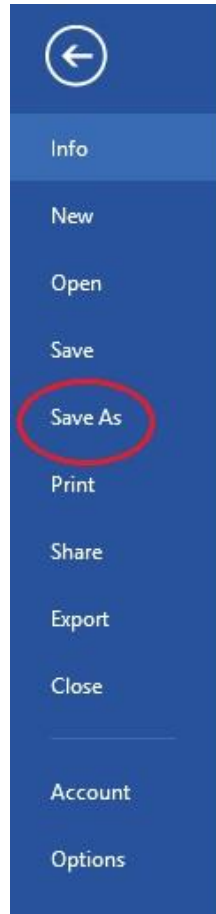
<input type="checkbox"/>	Type	Name	Original Location	Deleted By	Created By	Deleted↓	Size
<input type="checkbox"/>	Document	New Text Document.txt	/personal/ttest01_painsley_staffs_sch_uk/Documents	Mr T. Teacher	Mr T. Teacher	10/21/2015 8:13 AM	< 1 KB

Can't find what you're looking for? Check the [second-stage recycle bin](#).

Save directly from Office programs on the school computers, click FILE on the ribbon...



Save As...



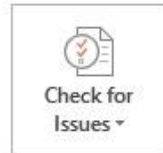
Document1 - Word

Info



Protect Document

Control what types of changes people can make to this document.



Inspect Document

Before publishing this file, be aware that it contains:

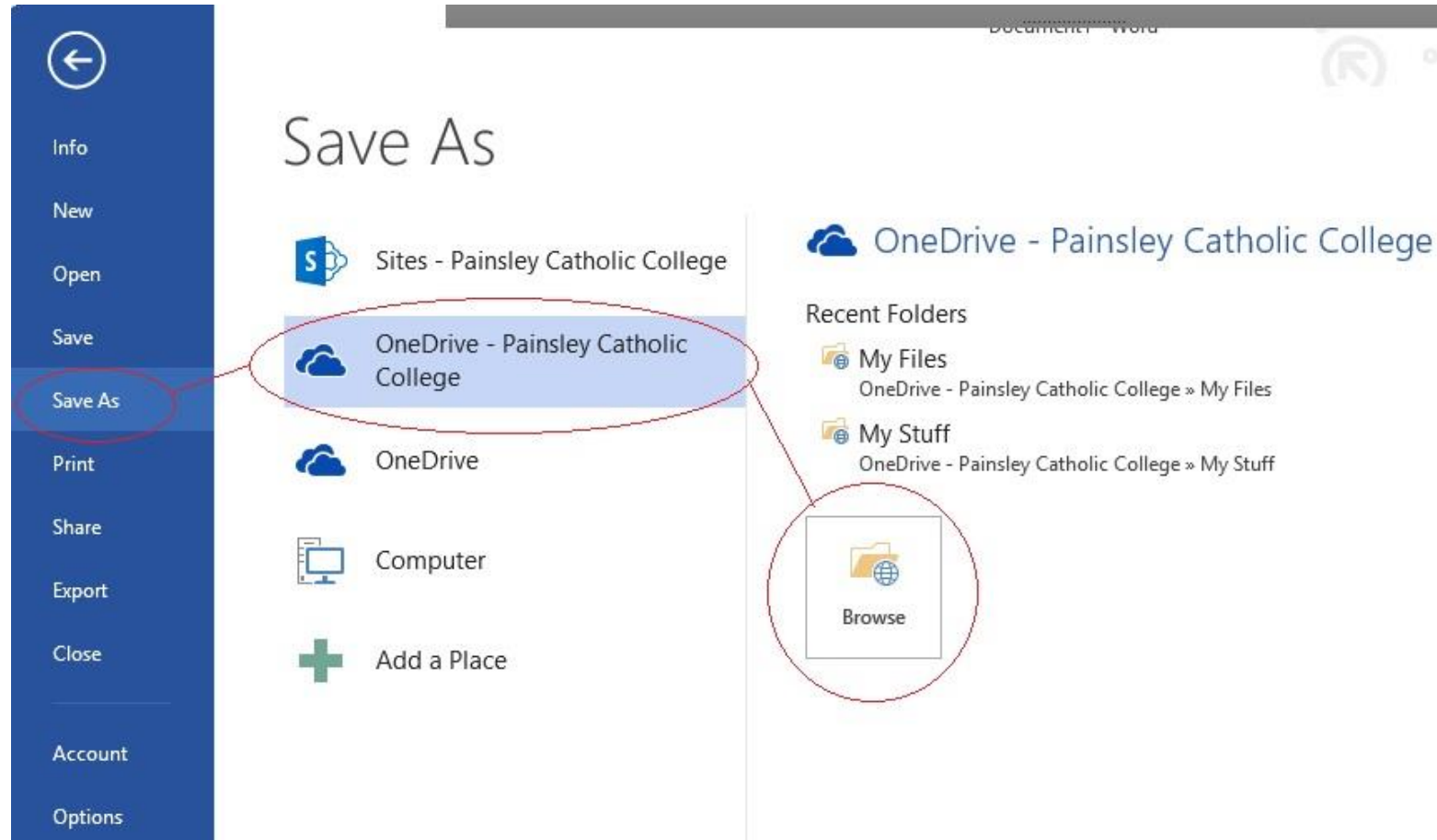
- Document properties and author's name



Versions

There are no previous versions of this file.

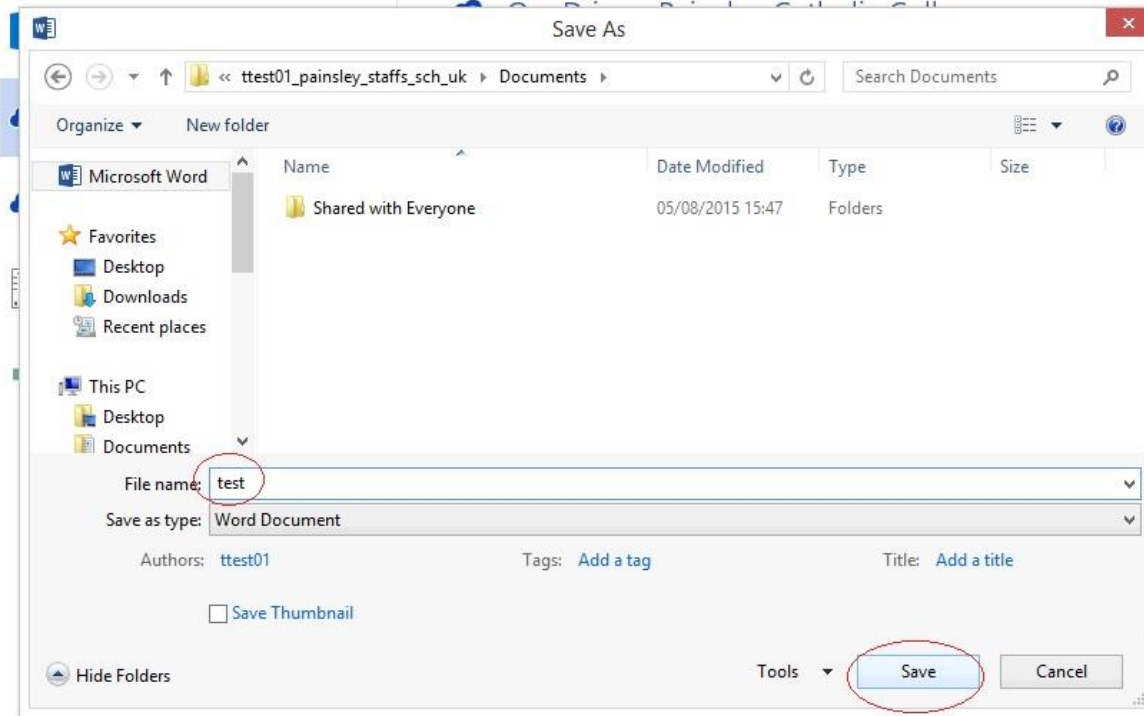
Choose OneDrive – Painsley Catholic College and Browse.



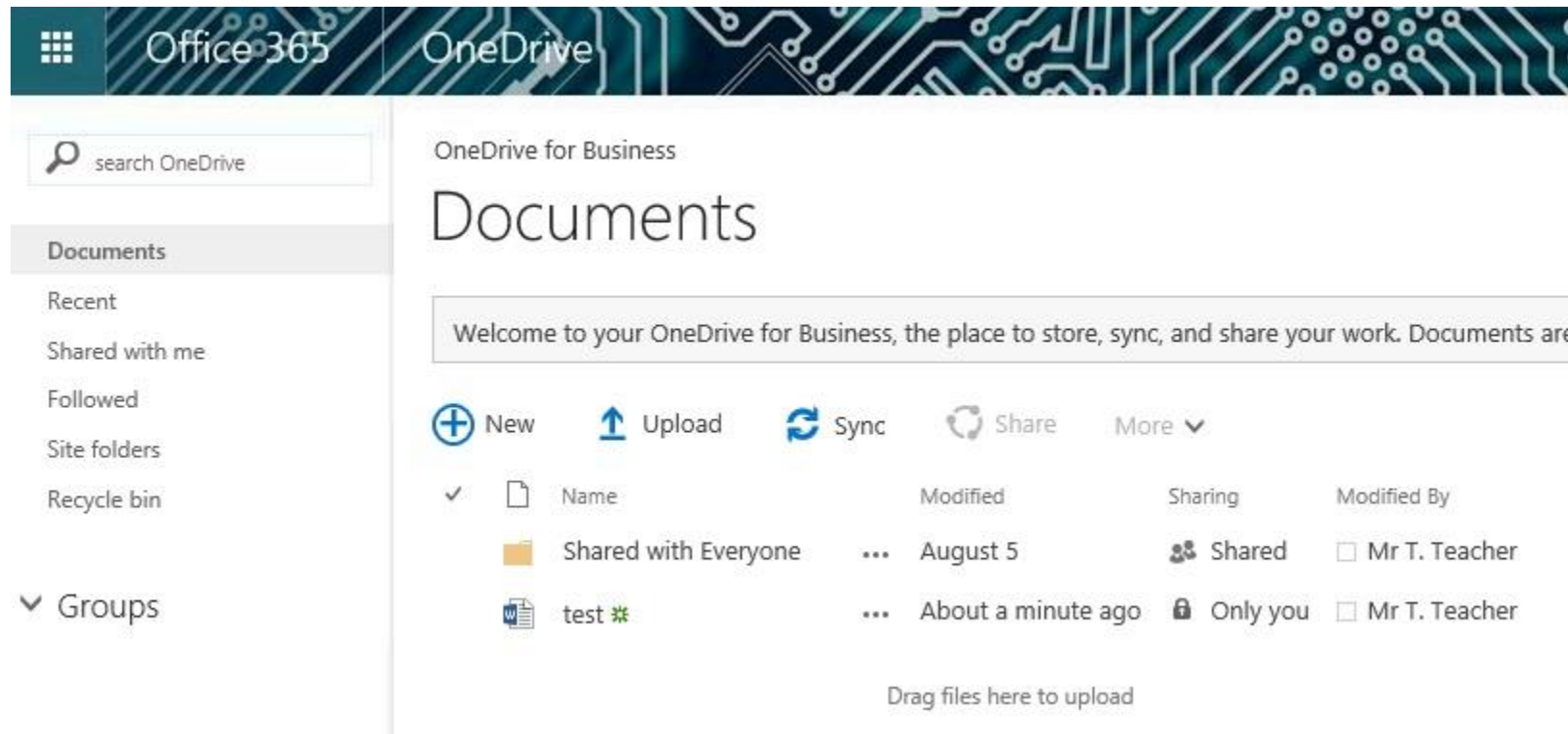
Save the file to the location you want in OneDrive.



Save As



Now when you log on to OneDrive you can see your saved file.

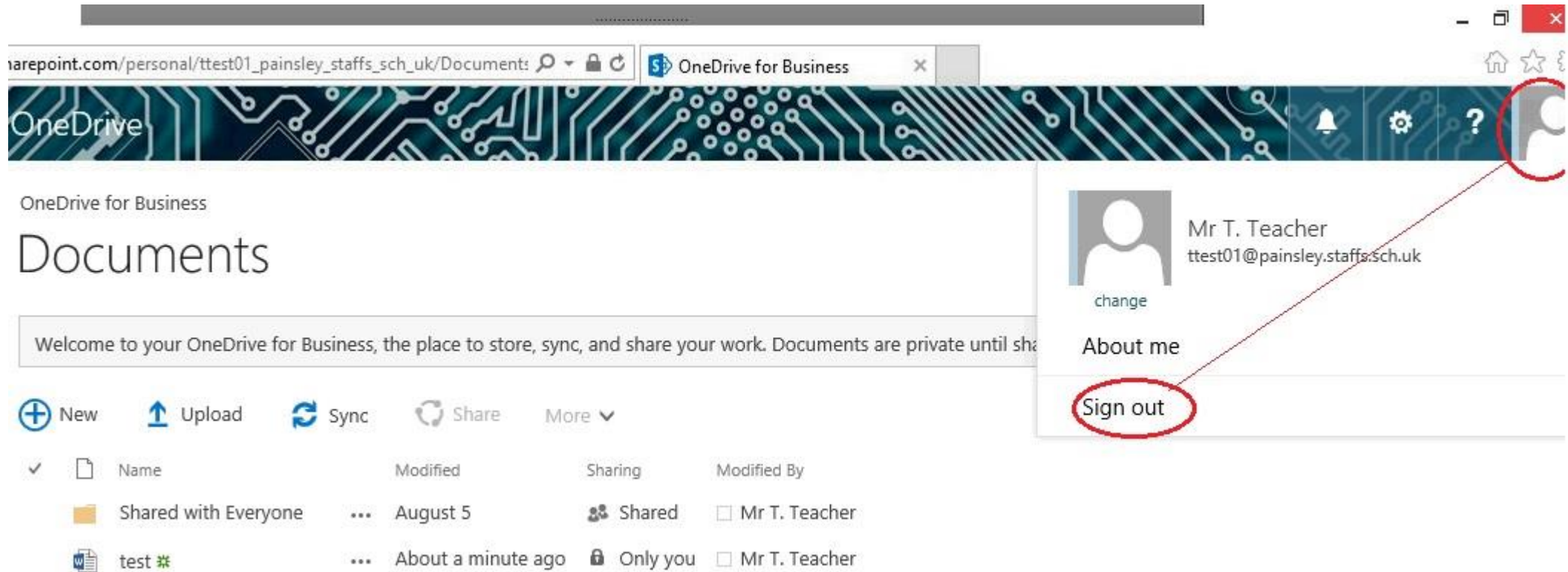


The screenshot displays the OneDrive for Business interface. At the top, there is a navigation bar with the Office 365 logo and the OneDrive name. Below this, a search bar is visible. The left sidebar contains navigation options: Documents (selected), Recent, Shared with me, Followed, Site folders, Recycle bin, and Groups. The main content area is titled 'OneDrive for Business Documents' and includes a welcome message. Below the message are action buttons for New, Upload, Sync, Share, and More. A table lists the documents in the library:

✓	Name	Modified	Sharing	Modified By
	Shared with Everyone	... August 5	Shared	<input type="checkbox"/> Mr T. Teacher
	test	... About a minute ago	Only you	<input type="checkbox"/> Mr T. Teacher

At the bottom of the main area, there is a 'Drag files here to upload' instruction.

Sign out via the person icon top right.



The screenshot shows the OneDrive for Business interface. The browser address bar displays the URL: `sharepoint.com/personal/ttest01_painsley_staffs_sch_uk/Documents`. The page title is "OneDrive for Business Documents". A navigation bar at the top contains the "OneDrive" logo, a search icon, a notification bell, a settings gear, a help question mark, and a user profile icon. The user profile icon is circled in red. A dropdown menu is open from this icon, showing the user's name "Mr T. Teacher" and email "ttest01@painsley.staffs.sch.uk". Below the name is a "change" link. The menu also includes "About me" and "Sign out", with "Sign out" circled in red. A red line connects the "Sign out" text to the user profile icon. Below the navigation bar, a welcome message reads: "Welcome to your OneDrive for Business, the place to store, sync, and share your work. Documents are private until shared". A toolbar contains "New", "Upload", "Sync", "Share", and "More" options. Below the toolbar is a table of documents:

✓	Name	Modified	Sharing	Modified By
	Shared with Everyone	... August 5	Shared	Mr T. Teacher
	test	... About a minute ago	Only you	Mr T. Teacher