

# HOW TO USE ONEDRIVE TO STORE PERSONAL FILES

Did you know that as a student of SD35, you have free access to all the Microsoft Office apps, including free online storage with OneDrive?

Each student has **1 terabyte** of cloud storage. It's a great place to keep personal files, school work or things that you want to bring back and forth between home and school.

To access this free storage, open up your web browser and goto **office.com**. You will be asked to login with your school email and your password.

Your login credentials are as follows:

#### USERNAME:

First initial lastname + last 4 digits of their student number @langleyschools.ca

eg. John Smith #123456: jsmith3456@langleyschools.ca

#### PASSWORD

Use your school network password.

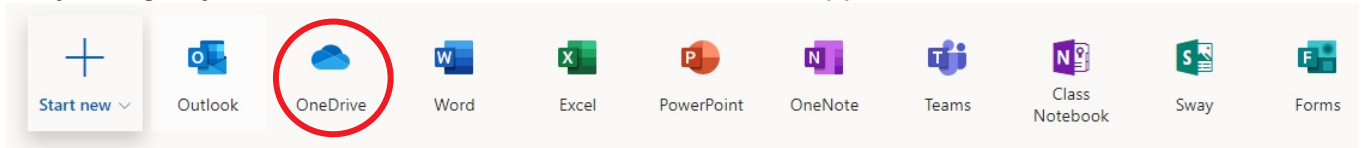
#### EXAMPLE

U: jsmith3456@langleyschools.ca

P: Network password

**\*\* if you ever forget the format shown above, we keep it online at wgss.ca -> student life -> Office 365\*\***

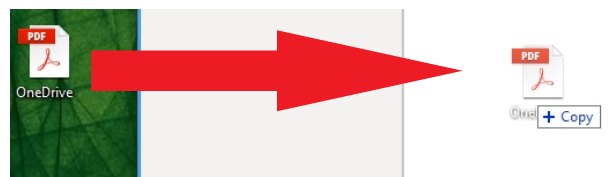
Once you login, you'll see web versions of all the Microsoft apps:



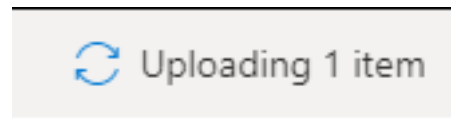
Click OneDrive to open it. Once open you'll see a familiar online file storage screen:

Name	Modified
Microsoft Teams Chat Files	September 11
One Note	September 22, 2016
WGSS	June 29, 2018

To upload a file, simply drag the file from your computer into the OneDrive file window.



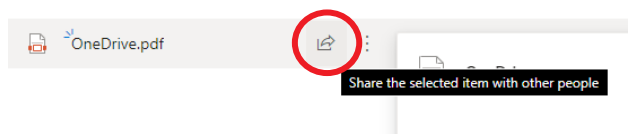
You'll see an uploading message, time will vary depending on the size of the files that you are uploading.



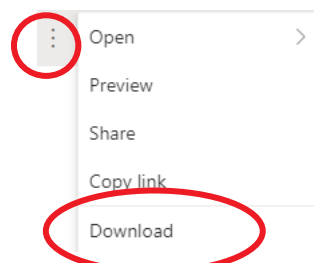
When uploading is done, you'll see it appear in the web browser window. This file is now available for you to access online or to download to a different computer.

Name	Modified
Microsoft Teams Chat Files	September 11
One Note	September 22, 2016
WGSS	June 29, 2018
OneDrive.pdf	A few seconds ago

You can now share this file with others:



Or download it to another computer:



**\*\*Note: 1 terabyte is a lot of space, we do not recommend that you sync your OneDrive with your computer as you could easily fill up your computer's hard drive if you have a lot of files in the cloud\*\***