# Edge Hill University

Getting Started with Microsoft OneDrive

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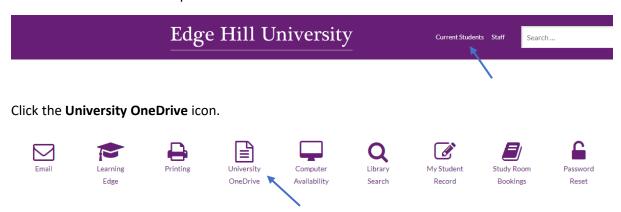
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#### Access OneDrive

Visit the Edge Hill University Website <a href="https://www.edgehill.ac.uk">https://www.edgehill.ac.uk</a>



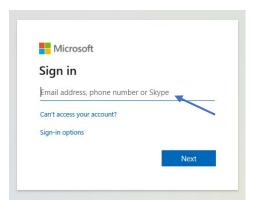
#### Click the Current Students option.



#### Click the OneDrive link.



Sign in with Edge Hill University account credentials.



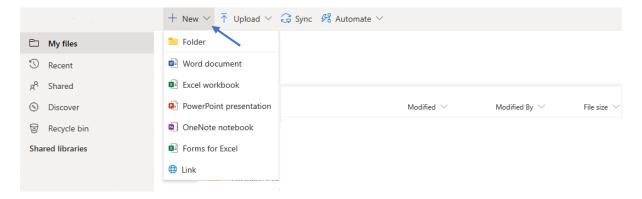
### Search OneDrive

Add a search term then press Enter.



### Create a New File or Folder

Click the **New** tab then select the Office document type required. Click the **Folder** icon to create a new folder.



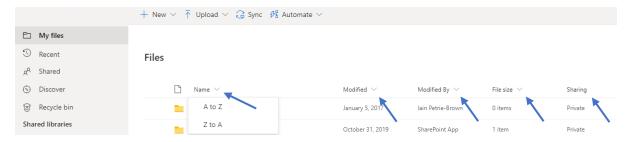
# Upload a New File or Folder

Click **Upload** then navigate to a file or folder on the local computer.



### Sort View

Sort folders & files by clicking the column sorting arrows.

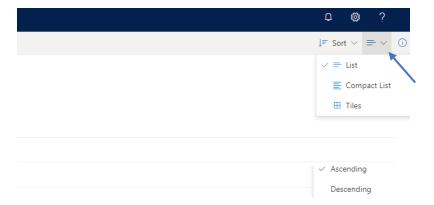


All items can be sorted together using the options available in the top right of the interface.

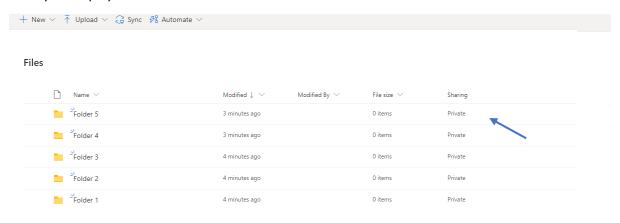


### List Style

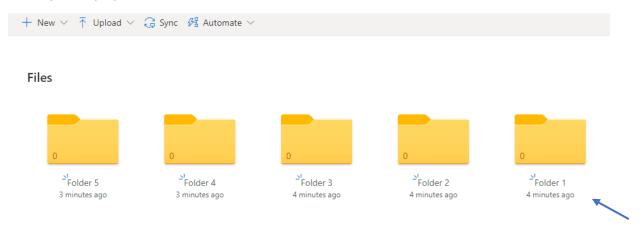
Files and folders may be displayed as a list or as tiles.



List style - displays extended information about files and folders.

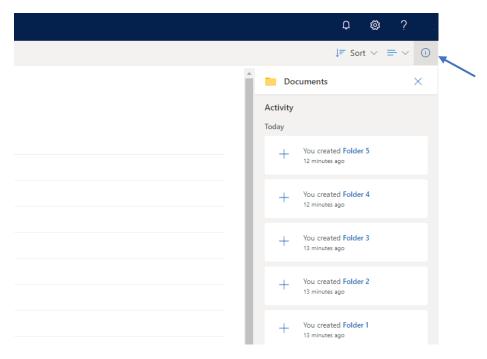


Tiles style - displays less information about files and folders.



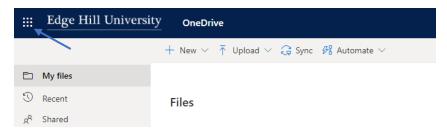
# **Activity History**

Display detailed information about file and folder activity.

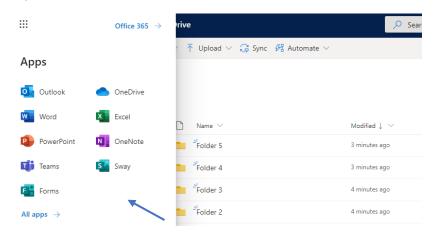


# App Launcher

Access other online Microsoft Office apps.

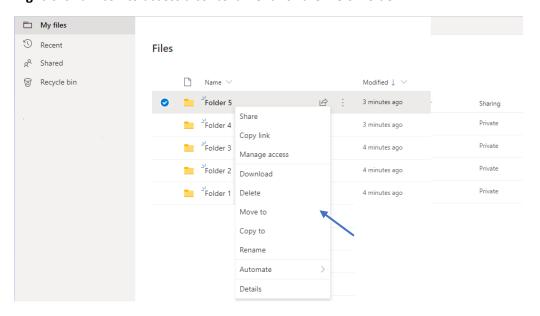


#### Expanded view.



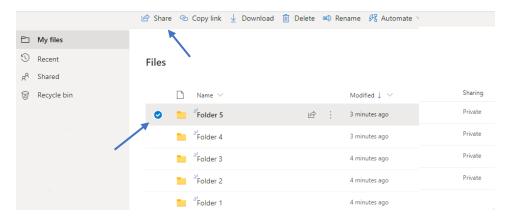
# Context (Right-Click) Menu

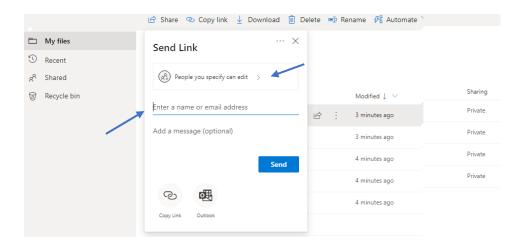
**Right-click** an icon to access a context menu for the file or folder.

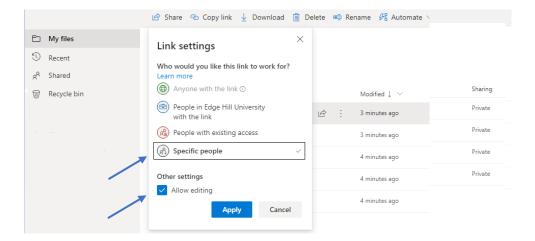


# Sharing

Share folders & files with other Edge Hill University students and staff - specify if the file can be edited.

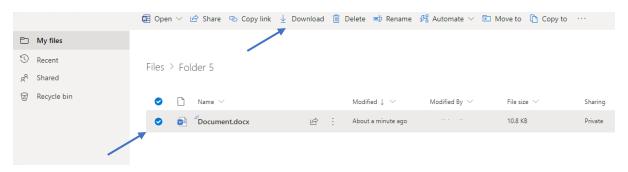




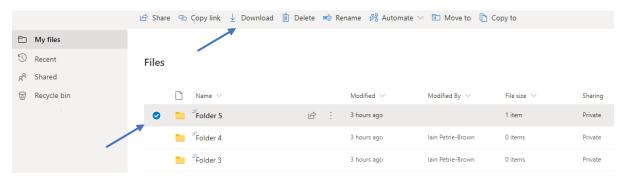


### Download a File or Folder

Select a file then click **Download**.

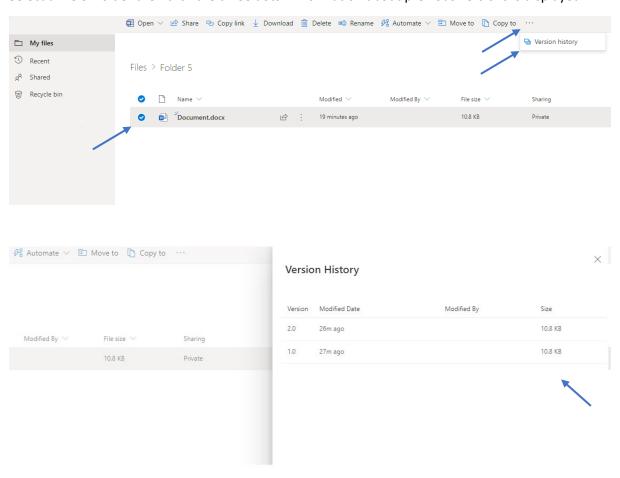


Select a folder then click **Download** - folders are downloaded as .zip files.



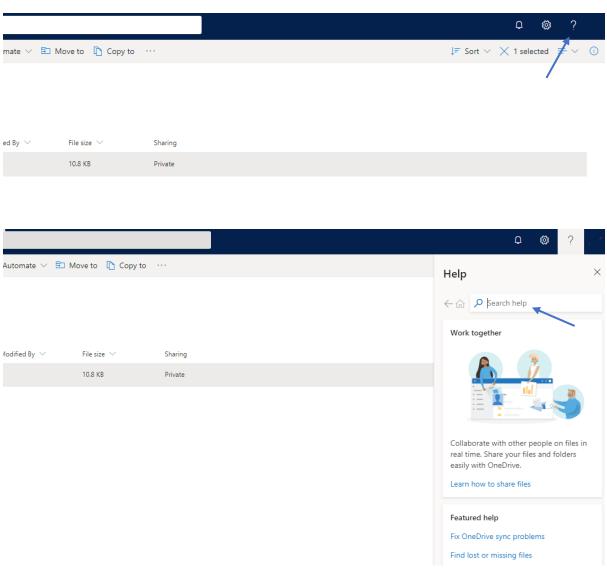
# **Version History**

Select a file or folder then click the three dots - information about previous versions is displayed.



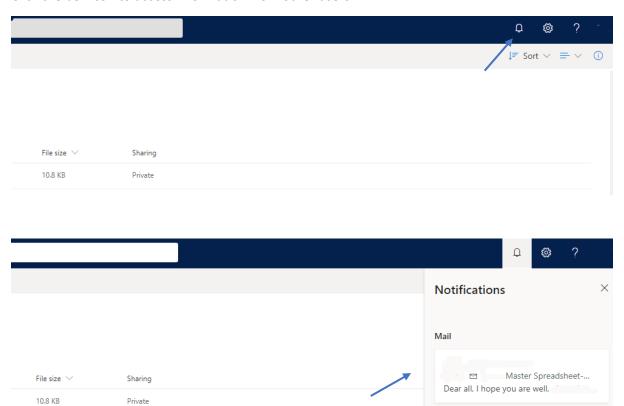
# Help Files

Click the question mark to access searchable help and information about Microsoft OneDrive



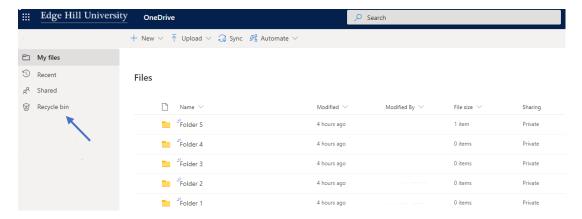
### **Notifications**

Click the bell icon to access information from other users.

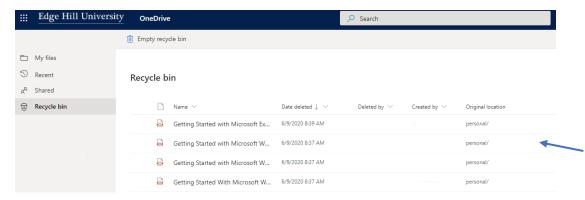


### Recycle Bin

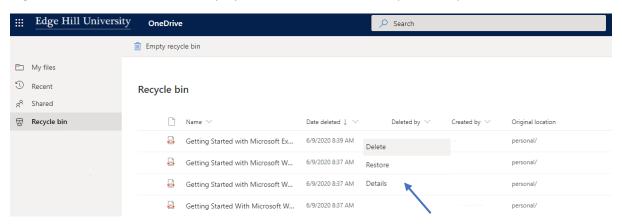
Click the Recycle bin icon to access recently deleted files and folders.



#### Recycle Bin interface.



#### **Right-click** on a file or folder to display the context menu Delete | Restore | Details.



# Logout

Click the round icon to open the Logout interface then click **Sign-out**.

