

Edge Hill University

Getting Started with Microsoft OneDrive

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Access OneDrive

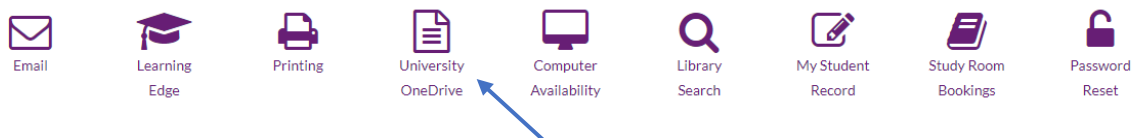
Visit the **Edge Hill University** Website <https://www.edgehill.ac.uk>



Click the **Current Students** option.



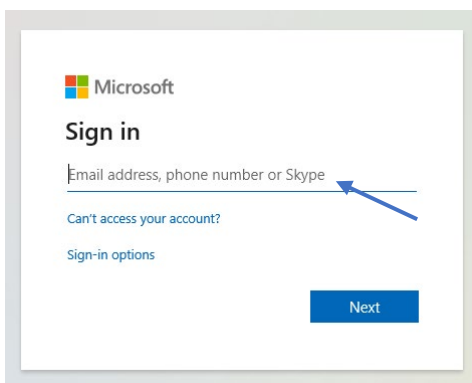
Click the **University OneDrive** icon.



Click the **OneDrive** link.

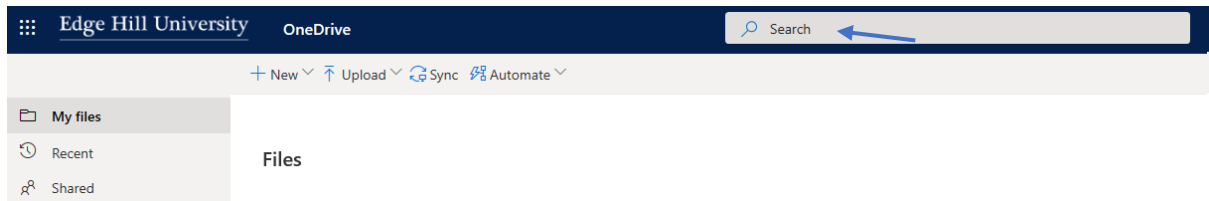


Sign in with Edge Hill University account credentials.



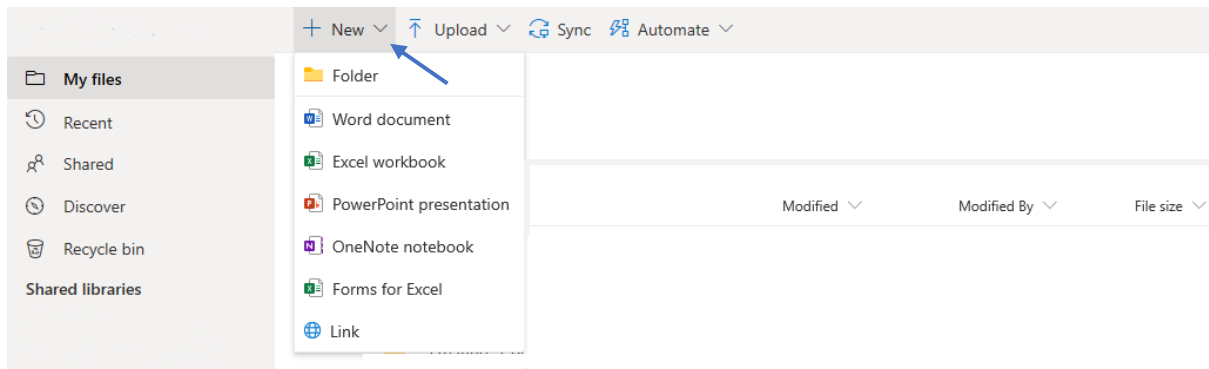
Search OneDrive

Add a search term then press Enter.



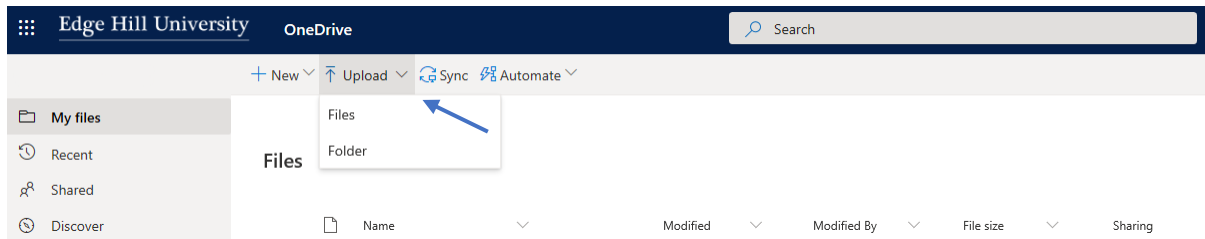
Create a New File or Folder

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



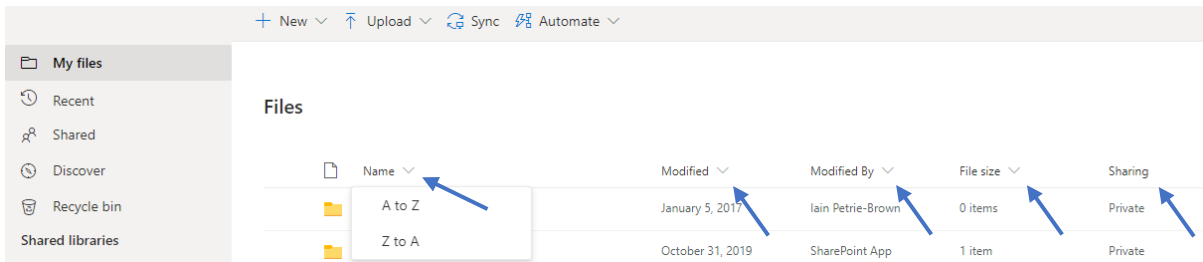
Upload a New File or Folder

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

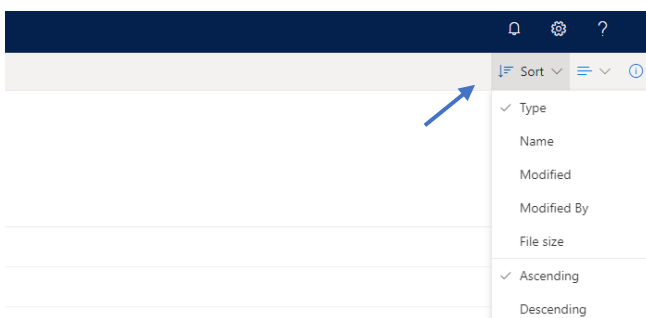


Sort View

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.

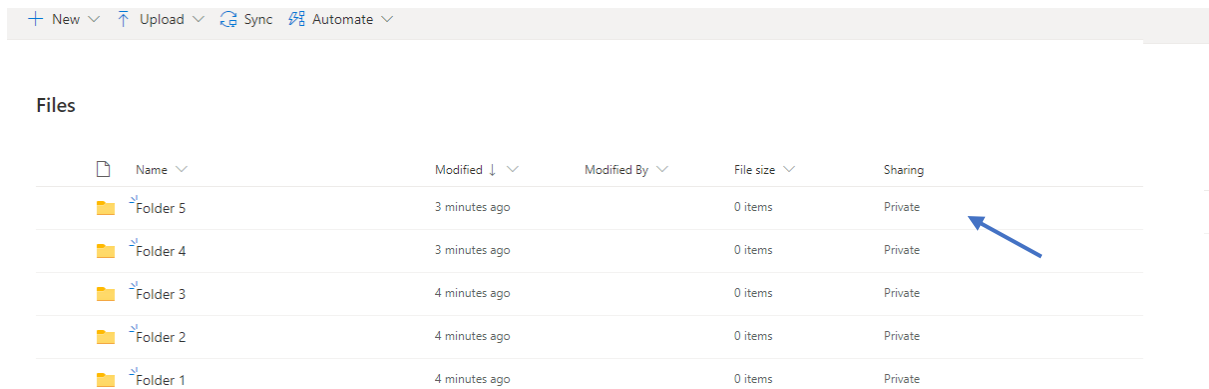


List Style

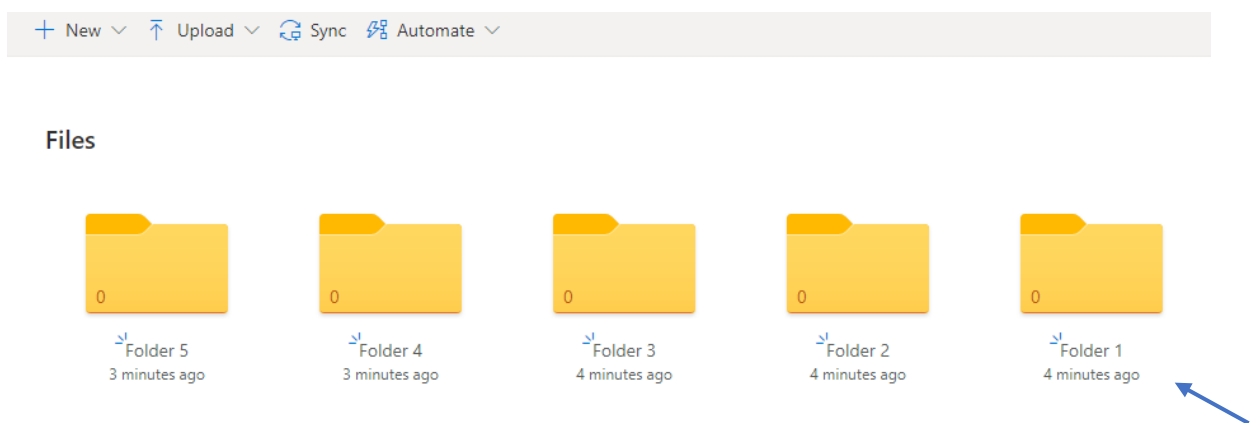
Files and folders may be displayed as a list or as tiles.



List style - displays extended information about files and folders.

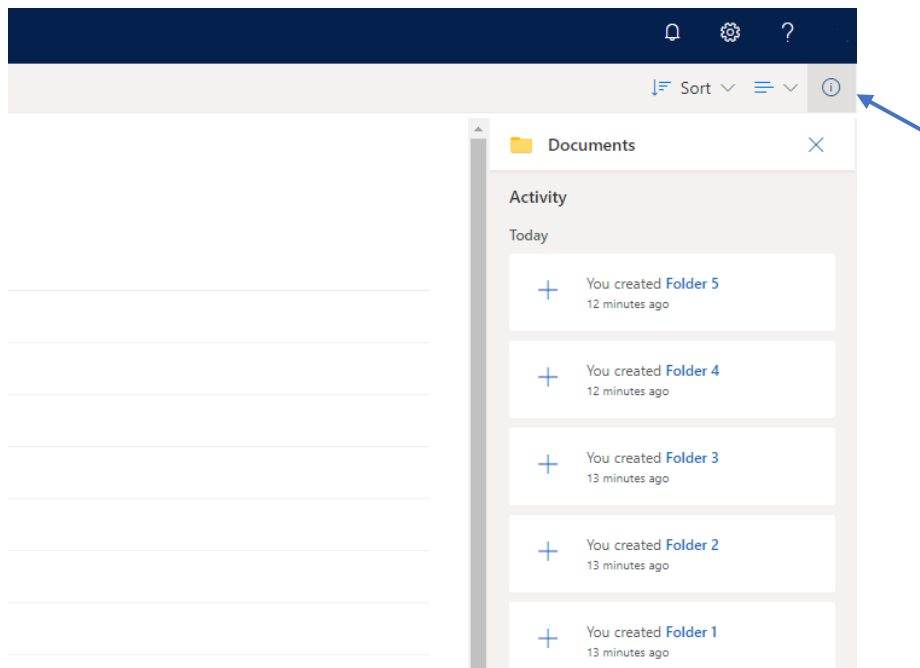


Tiles style - displays less information about files and folders.



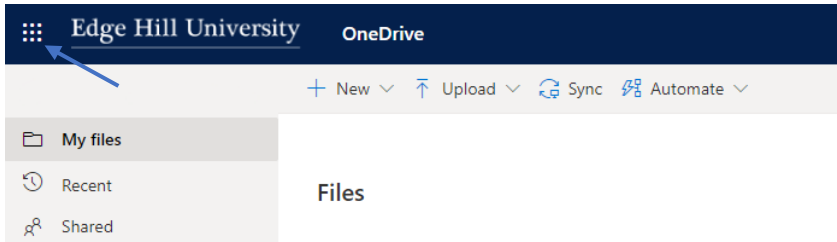
Activity History

Display detailed information about file and folder activity.

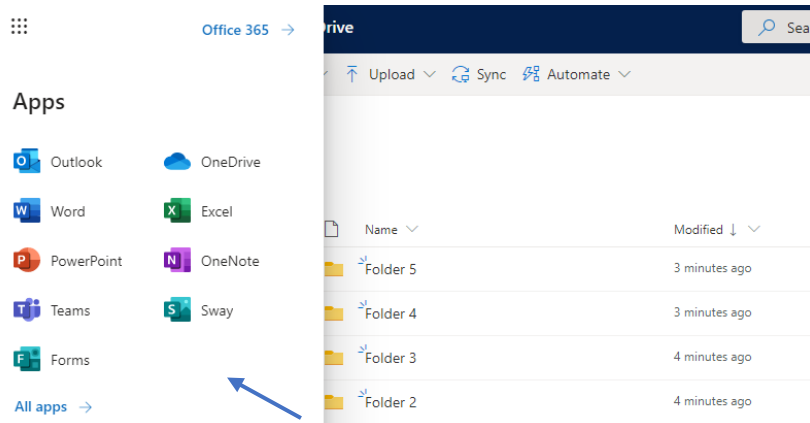


App Launcher

Access other online Microsoft Office apps.

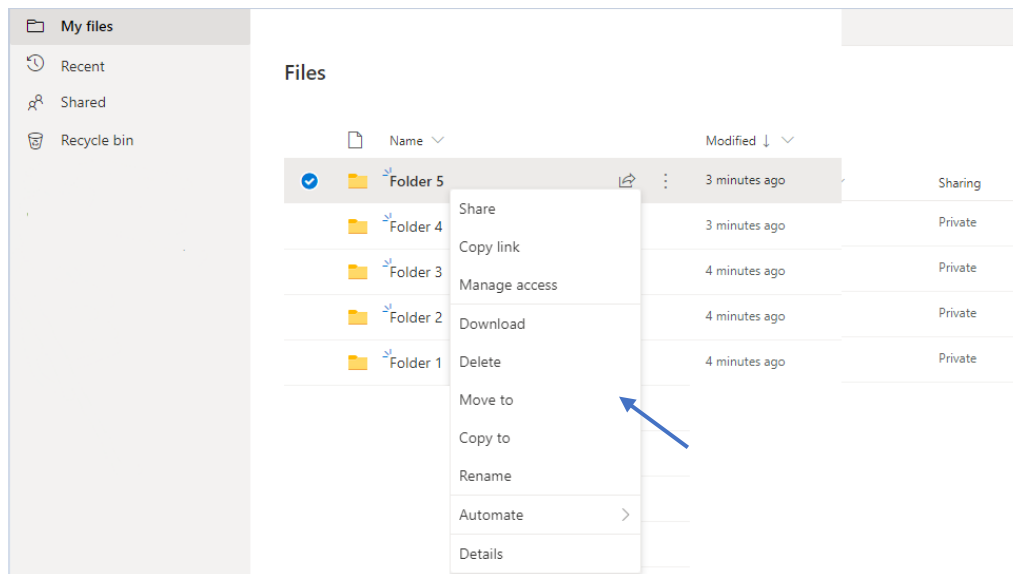


Expanded view.



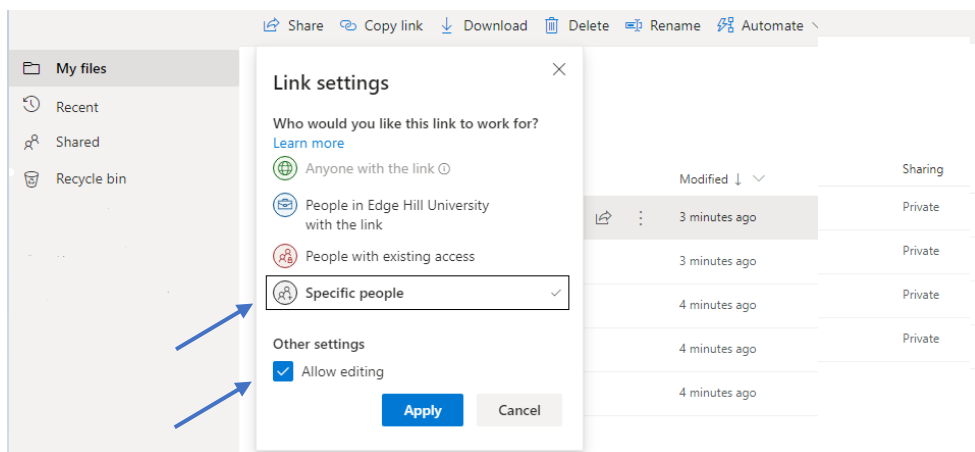
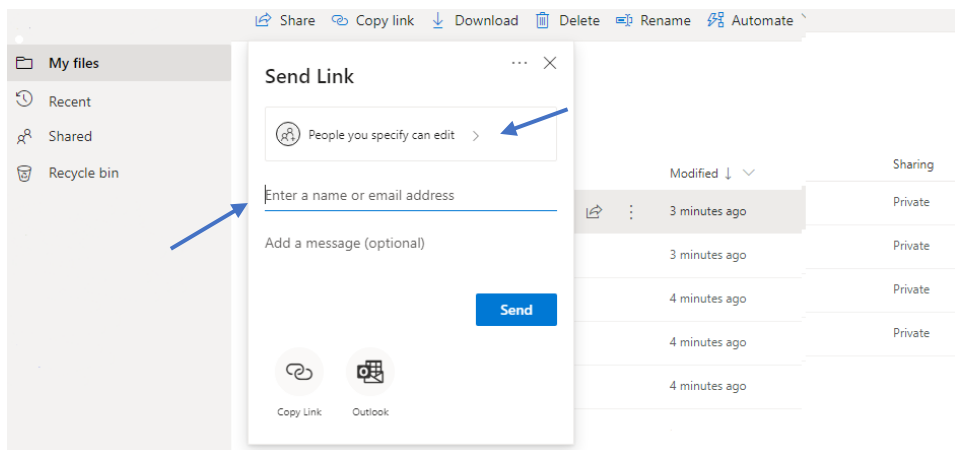
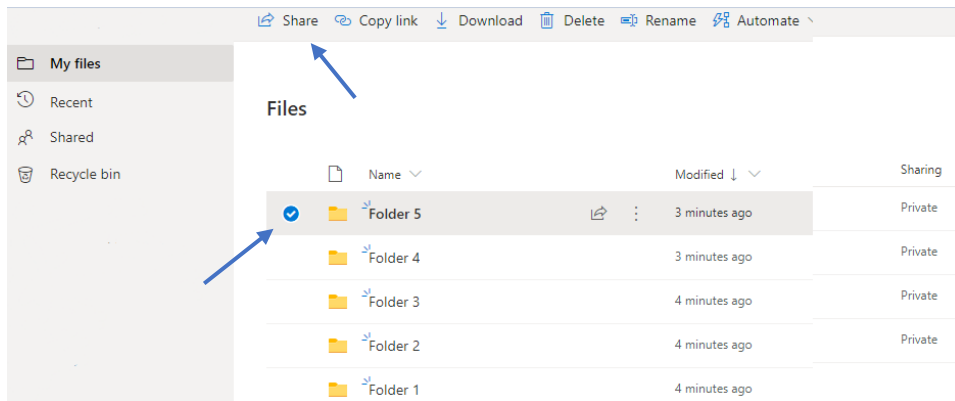
Context (Right-Click) Menu

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



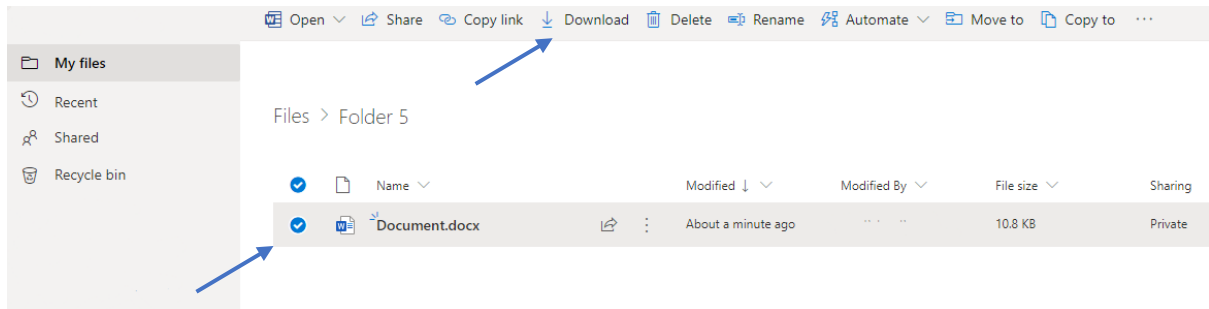
Sharing

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

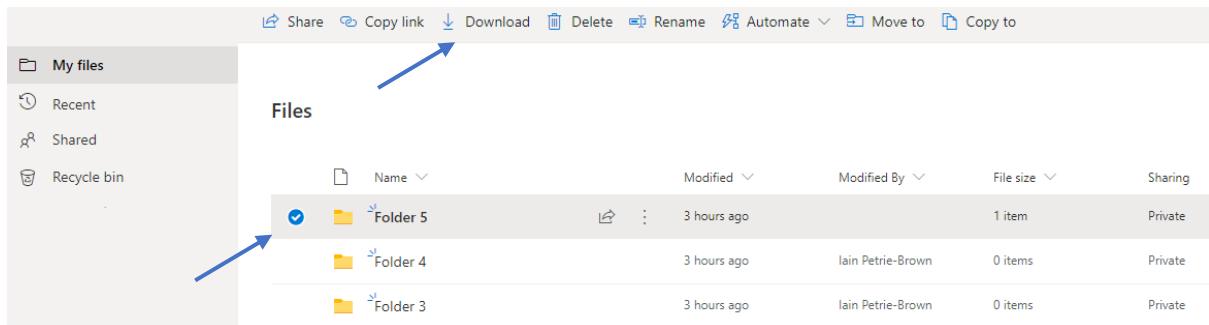


Download a File or Folder

Select a file then click **Download**.

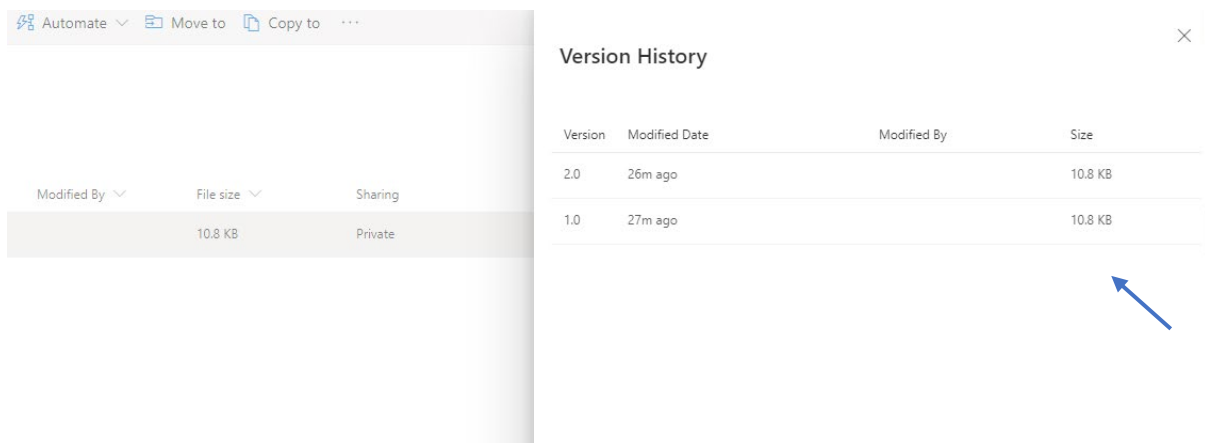
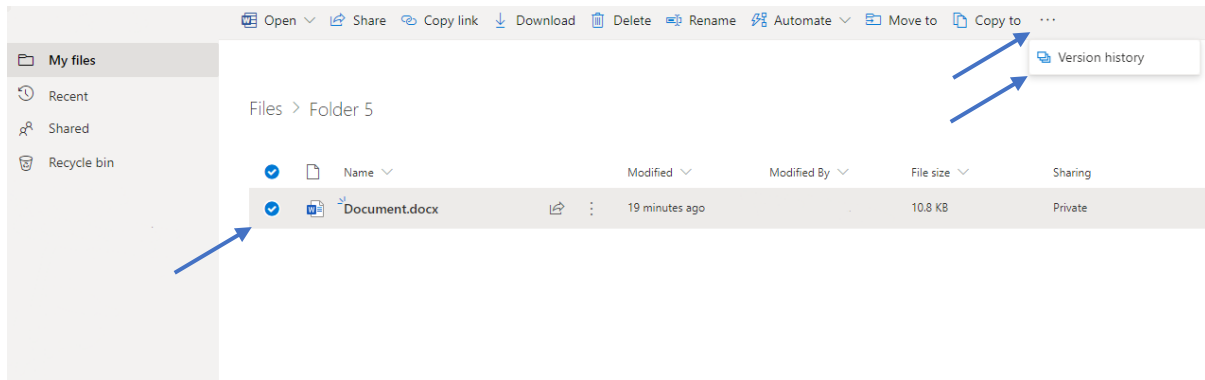


Select a folder then click **Download** - folders are downloaded as .zip files.



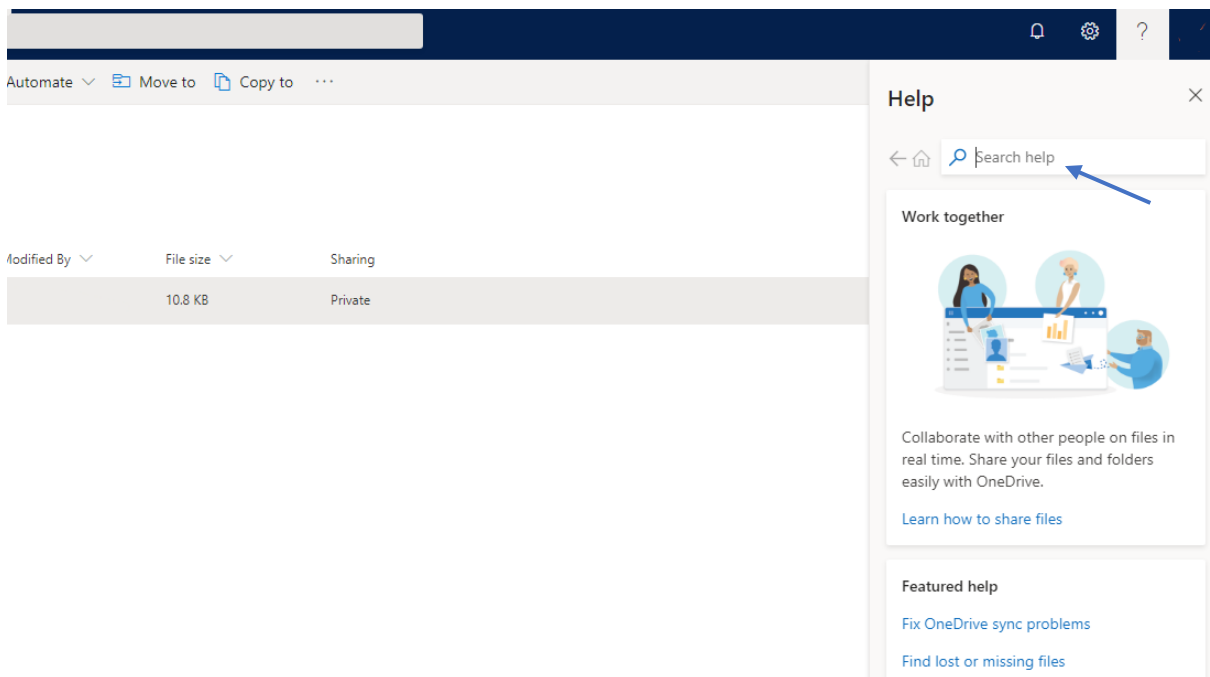
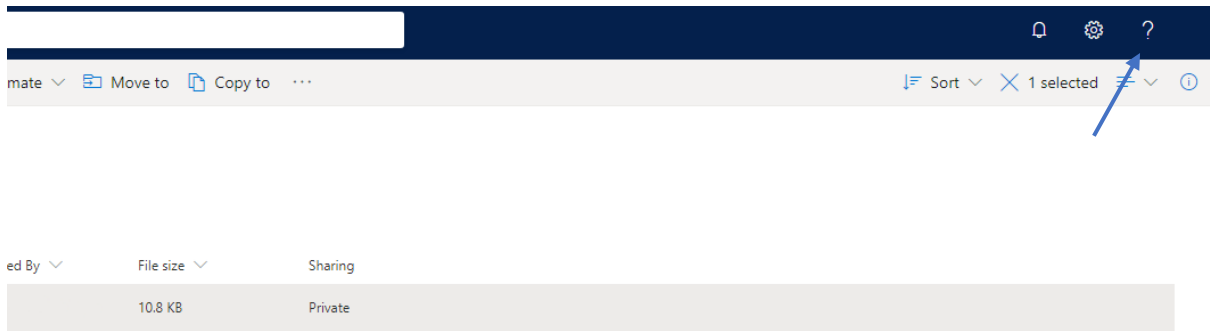
Version History

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



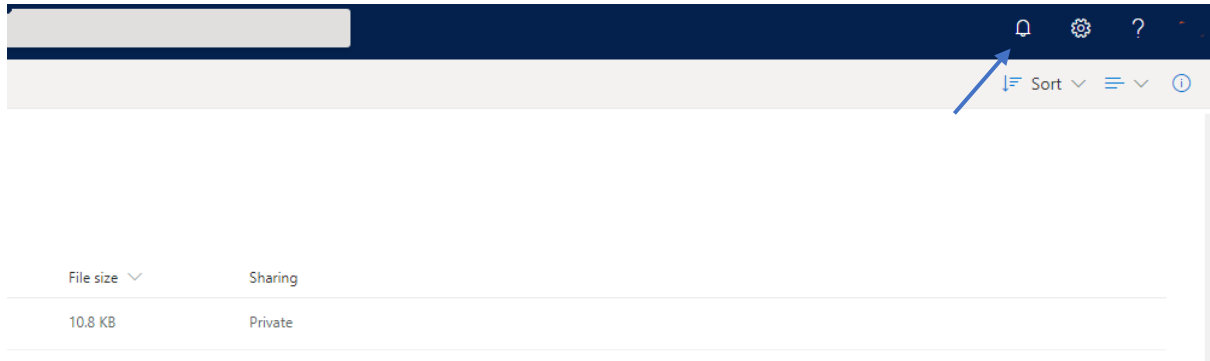
Help Files

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



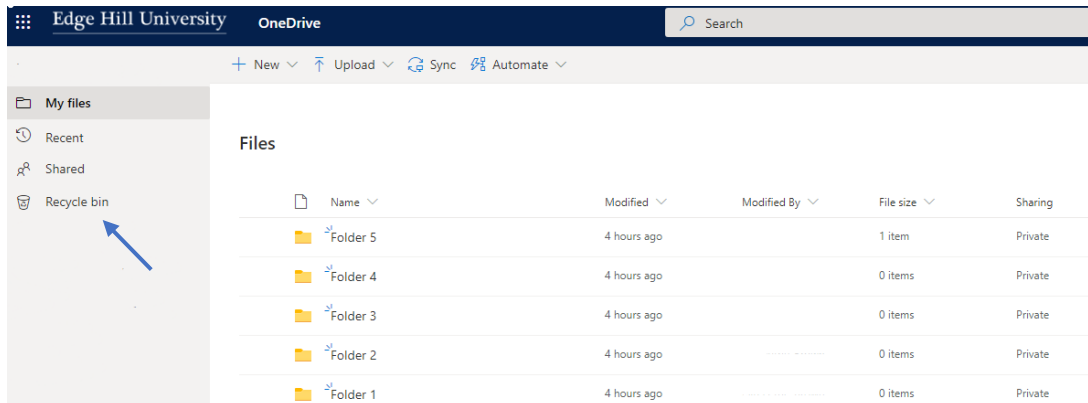
Notifications

Click the bell icon to access information from other users.

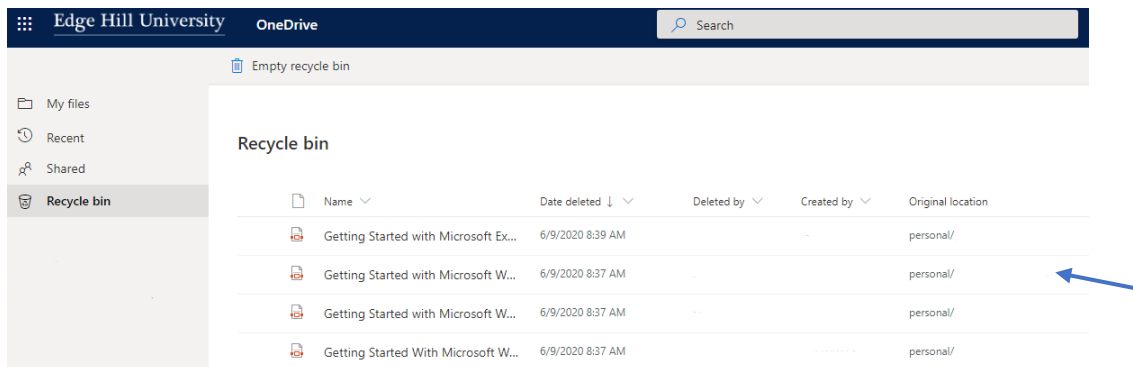


Recycle Bin

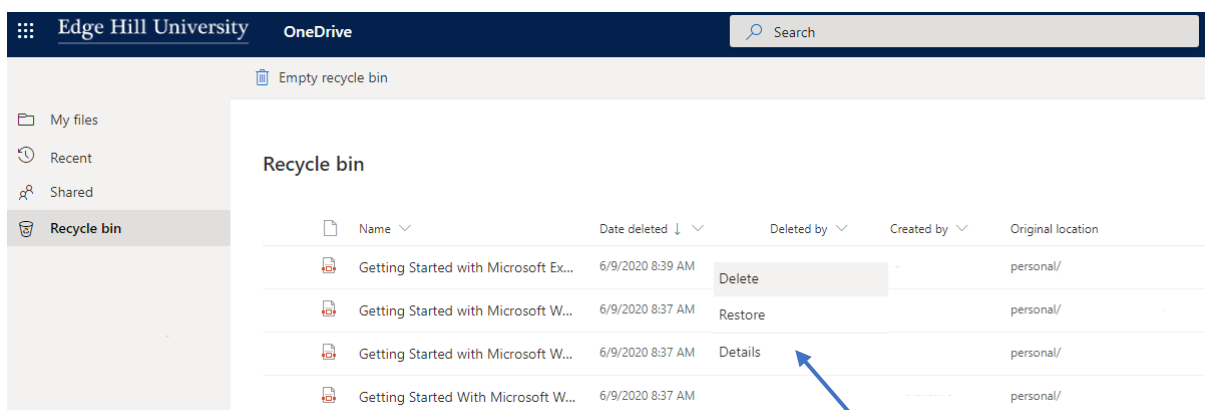
Click the Recycle bin icon to access recently deleted files and folders.



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**.

