

# OneDrive for Office 365

OneDrive is your cloud storage within Office 365 – storage you can access anywhere (through a web browser or via the OneDrive app on a mobile device).

You have 1Tb (1024Gb) of storage available to use. You will never fill this up.

When you first click on 'OneDrive' it goes through a setup routine – follow the steps. This happens only once.



Using OneDrive you will never need to use a USB Memory Stick again. It is MUCH safer than using a USB Memory Stick.

When you start using OneDrive create folders for yourself (click on 'New' inside OneDrive). This could be for each of your subjects. You can then upload documents into these folders from your 'My Documents' in school or at home. You can drag and drop documents within each of the folders. **You CANNOT upload whole folders into OneDrive.**

You can share the contents of folders or files with other users – click on the padlock symbol next to the file or folder. In the box that appears click on 'Invite People'. Put in the box the email addresses of the people you want to share the file/folder with and decide if they can edit it or just view.