

Using OneDrive

We need to have your work saved in OneDrive

This is different to the area you might have saved your work in before

Using OneDrive

If work is saved in OneDrive:

- it will autosave, so you won't accidentally lose work
- it can easily be shared with teachers or other students – and you can work together on documents
- you can easily get to your work at home
- there's a recycle bin

Using OneDrive

You need to log in to OneDrive

In the bottom right of the screen there should be a cloud

If it's blue, you're logged in

If it's grey, you're not



Using OneDrive

Click the cloud and sign in

Your email address should already be filled in

Say Next at each prompt

At one prompt, it will fail and you'll need to **skip through**

At the end, **don't** download the mobile app!

A screenshot of the OneDrive sign-in form. It has a title bar with a pause icon. The form contains a label "Email address" above a text input field with the placeholder "Enter your email address". Below the input field are two buttons: "Create account" and "Sign in". The "Sign in" button is highlighted with a red rectangular border.

Using OneDrive

A problem:

OneDrive needs to “sync” when you log out of a computer

This can sometimes cause a problem

- if you don't log out the proper way your work may not sync properly
- syncing can take time – particularly if you have very large files that you're working on