

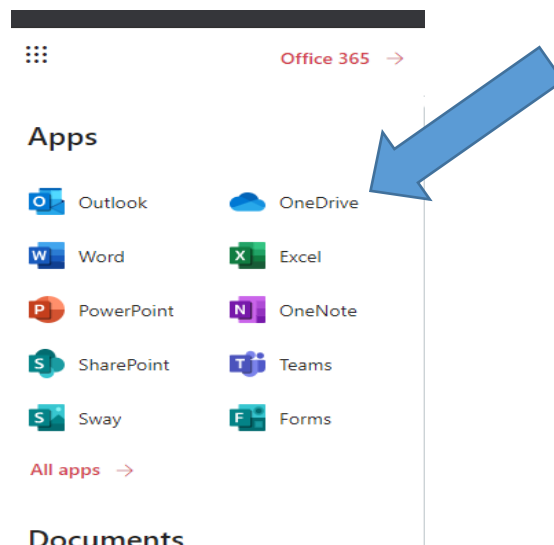
How To Access One Drive

Click on 'View My Files' (top right corner) from your launchpad and this will take you to your One Drive. From here you can access all the Office 365 features using the waffle (top left corner).



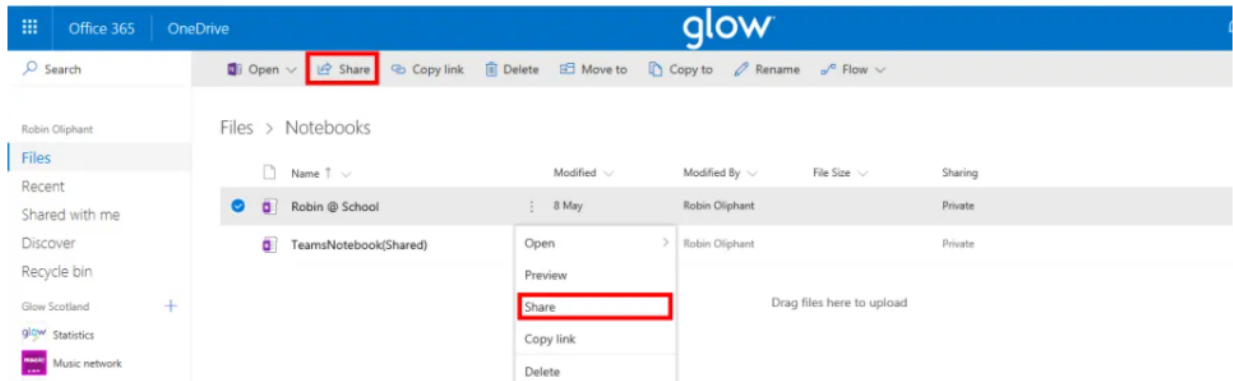
How To Use One Drive to Share Documents

First, open your OneDrive from the O365 App Launcher (the waffle) - see below:

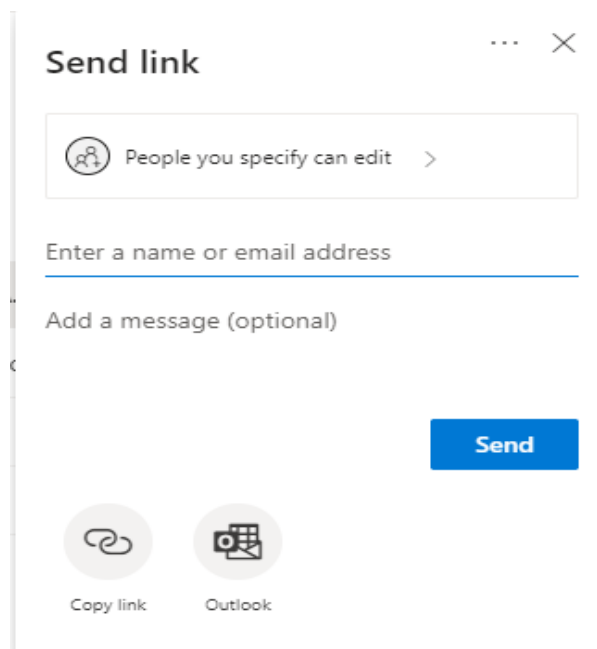


You will be taken to the OneDrive screen which presents you with an overview of your files. Each file will have "Only you/Private" in the 'Sharing' column.

To begin sharing, select the file you wish to share and then click 'Share' at the top of the screen or select 'Share' from the ellipsis menu (...) as highlighted.



After clicking the three dots then click share. You will now see this:



Type in the class teachers glow email address and then click send.

You have now shared your document with your teacher and they will be able to see your work and add feedback.