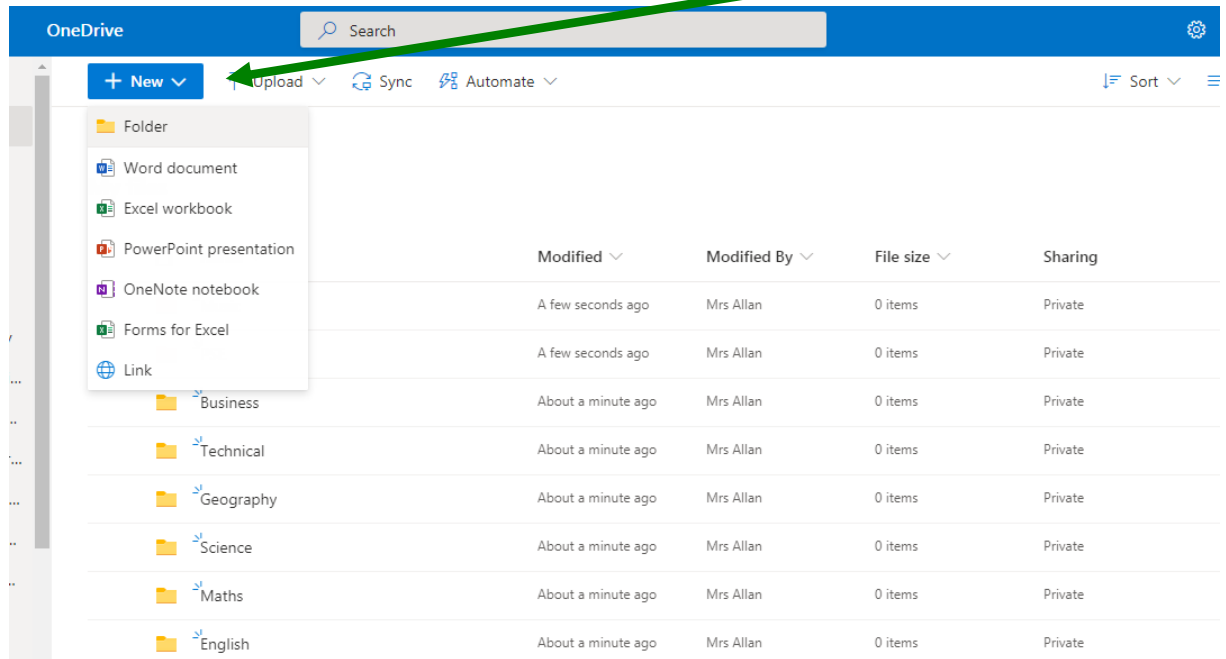


Using One Drive

One Drive is where you can save all your work. You can create new files using Microsoft Word, Excel, Powerpoint. These can be downloaded to, or uploaded from your home computer.

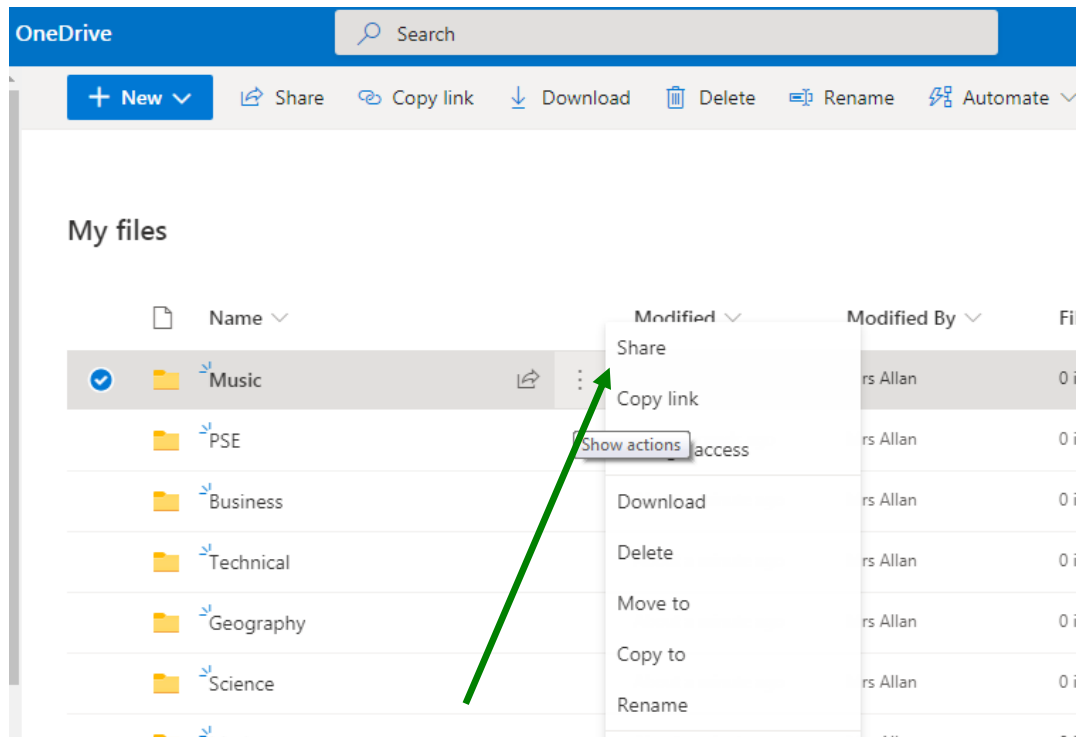
It is recommended that you have folders for your different subjects which you study at school, then add your files into the subjects.

To create new files/folders, click on new and select **" + New "**.



From the above screen, you can upload/download files from and to your own computer.

Click on the 3 dots to the right of your file/folder and you will see a selection of options, e.g.



If you are having problems with assignments in "Show My Homework" or "Microsoft Teams", you can select the "Share" option, and then share the file with your teacher.