



glow<sup>®</sup>



## OneDrive

How to use your 1 terabyte of online storage to store documents, videos and images in the cloud.



**HOW**

Glow Office 365 Help and Support



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## Using OneDrive

OneDrive, formally known as SkyDrive, is a 1 terabyte online storage system that is available to all Glow users. This feature allows you to upload and store documents, images and videos securely in the cloud where you can have anytime access to the resources you need on any device you need them.

This guide will outline how you can use OneDrive to securely store your documents, images and videos in the cloud.

To access OneDrive through Glow you must first login -



(<https://portal.glowscotland.org.uk>)

Once you have successfully logged in you will see the RM Unify interface, similar to the one above. OneDrive can be accessed by clicking on any of the Office 365 tiles – My Site, School Site or Outlook.

You will now be able to see the blue menu bar at the top of your screen.

Click on OneDrive.



You will now be able to see your own document store-

OneDrive @ Glow Scotland

## Documents

new upload sync edit manage shar

✓	Name	Modified	Sharing	Modified By
	Shared with Everyone	... Tuesday at 02:42 AM		<input type="checkbox"/> g. Teacher
	Document	... Wednesday at 08:48 AM		<input type="checkbox"/> g. Teacher
	Howtostaffsite1 ✱	... Yesterday at 08:38 AM		<input type="checkbox"/> g. Teacher

To create a new document click NEW from the menu -



You can now select the program that you wish to use or create a New Folder to store your new or uploaded documents in –

Create a new file ×

- Word document
- Excel workbook
- PowerPoint presentation
- OneNote notebook
- Excel survey

---

New folder

When you select Word, Excel (workbook and survey), Powerpoint and OneNote the online cloud version of this program will launch and you will be able to use it to create documents. Just

When you create a New Folder you will initially be asked to give it a name and it will then become available in your Documents –

### Create a new folder



Name \*

Save

Cancel

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## Documents

new upload sync edit manage share

✓		Name	Modified	Sharing	Modified By
		My New Folder	... About a minute ago		<input type="checkbox"/> g. Teacher
		Shared with Everyone	... Tuesday at 02:42 AM		<input type="checkbox"/> g. Teacher
		Document	... Wednesday at 08:48 AM		<input type="checkbox"/> g. Teacher
		Document1 ✱	... 10 minutes ago		<input type="checkbox"/> g. Teacher
		Howtostaffsite1	... Thursday at 08:38 AM		<input type="checkbox"/> g. Teacher

To change the title, share or delete the New Folder at any time click on the icon below and you can select the option you wish -

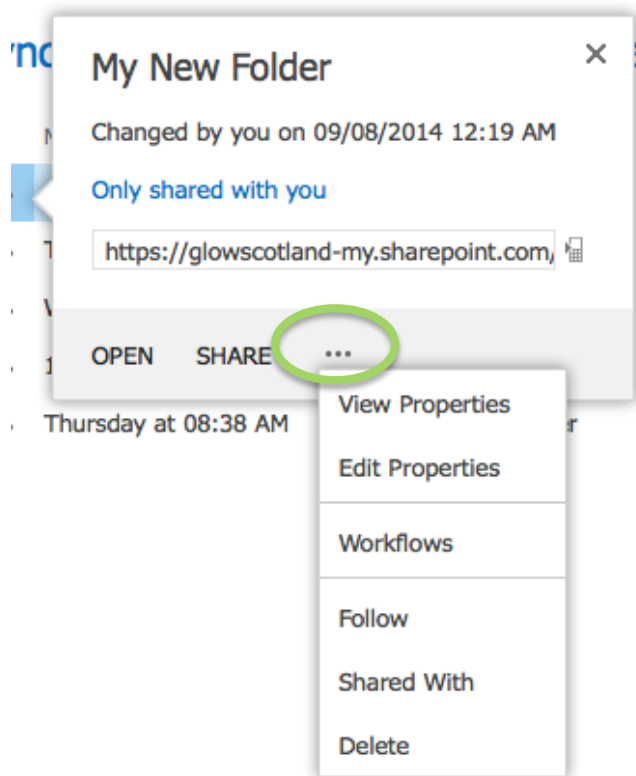
My New Folder



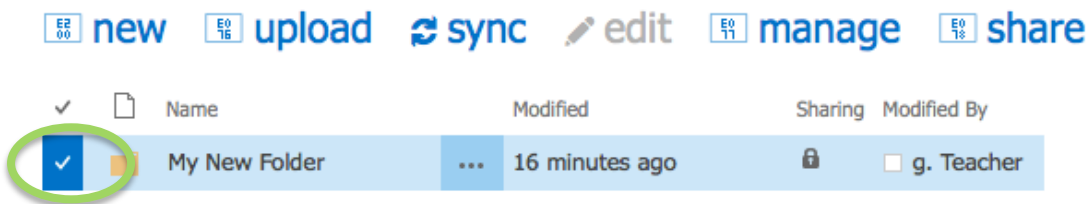
... About a minute ago



g. Teacher



Alternatively you can also make the same changes by clicking once beside the name of the folder and the shaded options from the menu will become available -

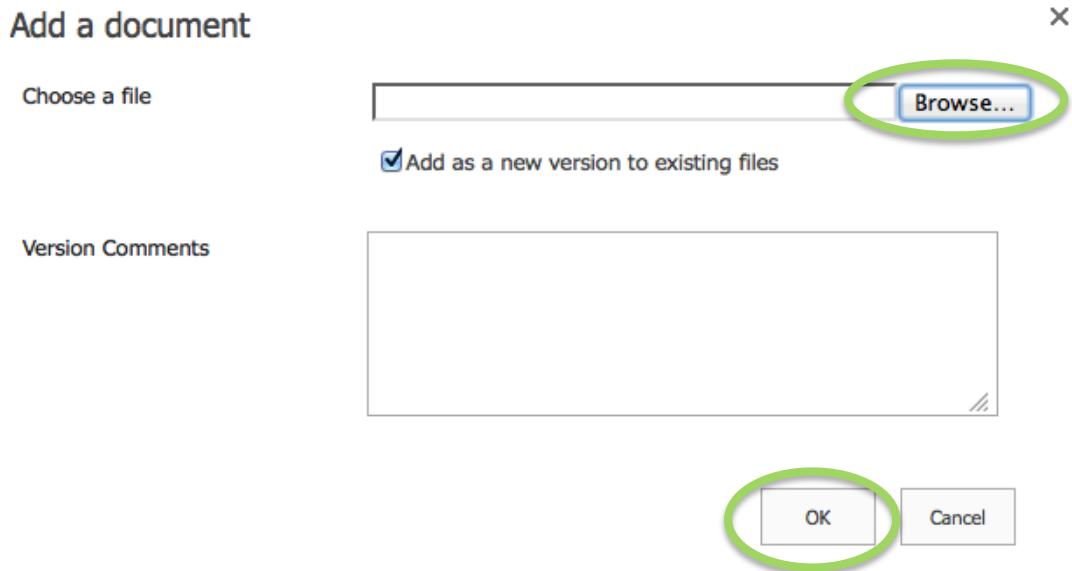


## Uploading a document, video or image to OneDrive

In OneDrive you can store documents from your own desktop and store them in the cloud for easy access any where and at any time.



Select Upload from the menu and you can select the files that you wish to add to your OneDrive by selecting **Browse** and navigating to the files on your own device –



Once you have uploaded the documents, videos or images then you can click and drag them to a folder that you have already created should you wish to.

## Downloading OneDrive Mobile Apps



In addition to using OneDrive on your Mac or PC desktop you can also download the OneDrive app to your tablet or phone which will allow you access to your work on the go.

To download this app you can use a website such as -

<https://onedrive.live.com/about/en-us/download/>

From there you can choose the device that you wish to install the OneDrive app on eg:

Choose your Device <span>ⓧ</span>
PC   Mac
Windows Tablet
Android
iOS
Windows Phone
Xbox

You will then be directed to the appropriate place to download the app and the necessary System Requirements that you will need.

You can also install the app on multiple devices and it will sync to the same OneDrive.



## **Syncing OneDrive with your PC for Offline Access**

When you install the OneDrive app for Windows, a copy of your OneDrive is downloaded to your device and put in the OneDrive folder. This folder is then kept in sync with OneDrive. If you add, change, or delete a file or folder on the OneDrive website, the file or folder is added, changed, or deleted in your OneDrive folder and vice versa. This allows you to have offline access to your documents, videos and images at any time and when you reconnect to the internet the folders will sync with one another.

To upload files to OneDrive automatically, just copy or move the files to your OneDrive folder on your device, or save them in your OneDrive folder from a program. Files you upload this way can be up to 2 GB in size. If you installed the OneDrive app on other computers, the files will automatically be added to the OneDrive folders on them, too.

You can also rename and delete files, create new folders, and move files around in your OneDrive folder. The changes will automatically be made in OneDrive and your other computers that have the OneDrive app installed.

## **Using Microsoft Document Connect for Mac OS Syncing**

Document Connection is a stand-alone application that allows users to connect to OneDrive without having to rely on a browser for the uploading and downloading of the collaborative files.

Remote Desktop Connection Client for Mac allows you to connect to a Windows-based computer and work with programs and files on that computer from your Macintosh computer.

Microsoft Document Connection for Mac makes it easier to work with files that are located on OneDrive.