



EPSOM

COLLEGE

HOW TO ACCESS AND EDIT DOCUMENTS ON ONEDRIVE

HOW TO ACCESS AND EDIT DOCUMENTS ON ONEDRIVE

Office365 OneDrive provides a secure place for teachers and pupils to store their documents. To edit any of the documents stored on your OneDrive please follow these instructions.

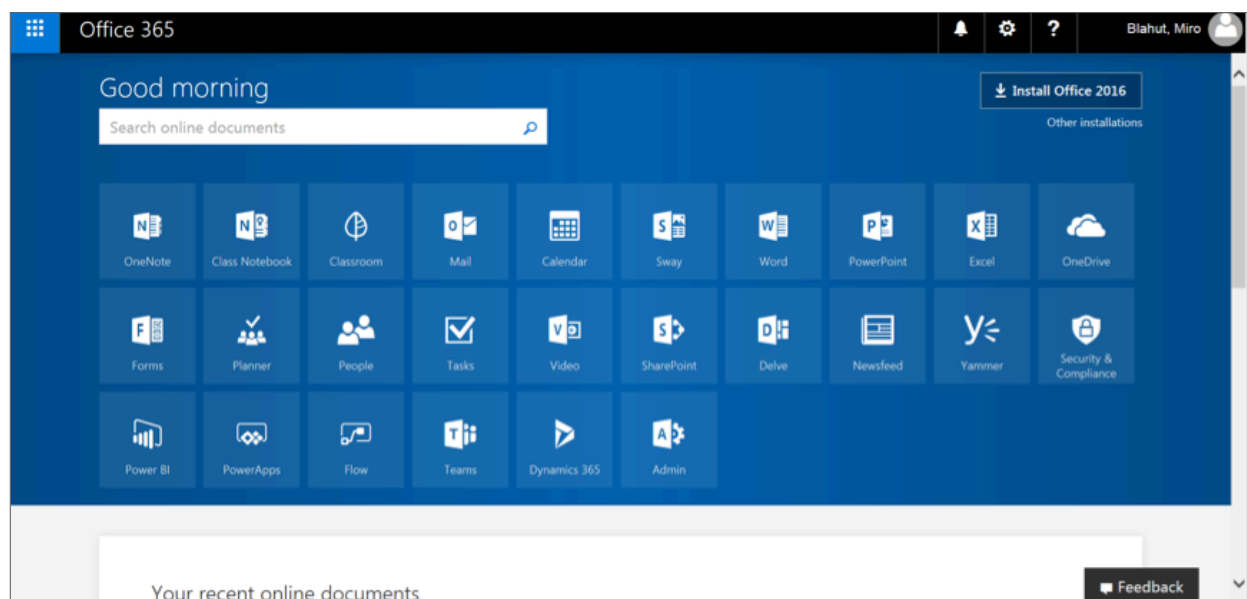
How to access your OneDrive via web

Although there are many ways how OneDrive can be accessed most common and by far the easiest way is to access it via web.

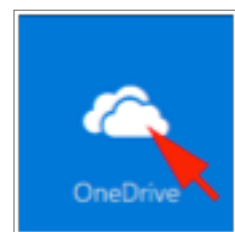
- Navigate to:

<https://login.microsoftonline.com/>

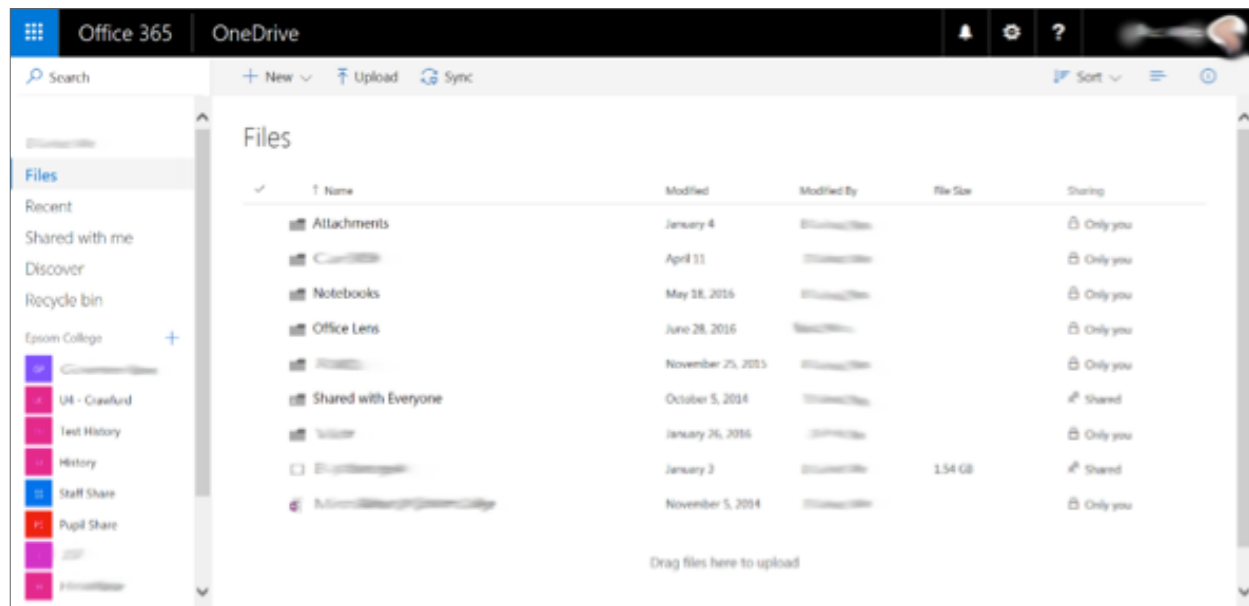
- Depending on the computer you are accessing the site from, you might be presented with Office365 login screen. If that happens please login with your College email address and the usual password.
- Once logged in you will land on Office365 home page:



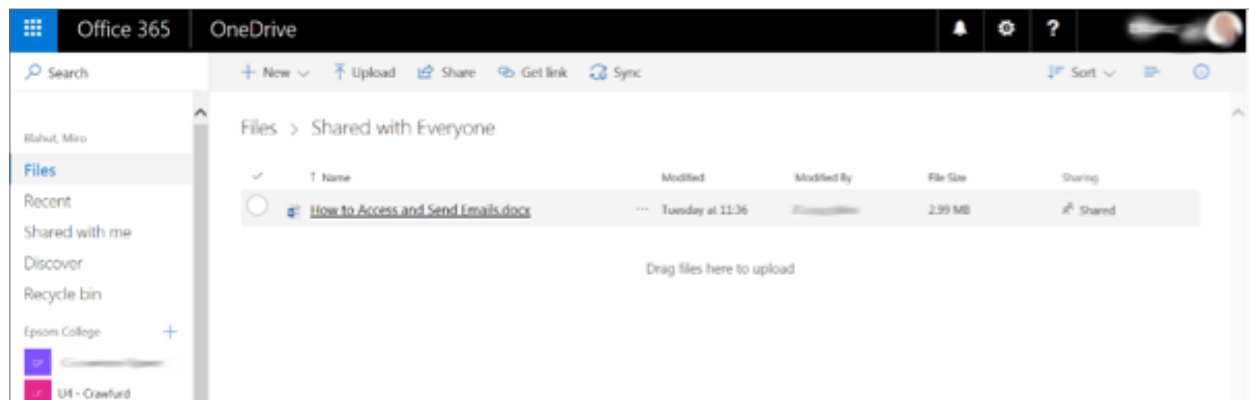
- From here you can access all available Office365 apps but for now please click OneDrive tile:



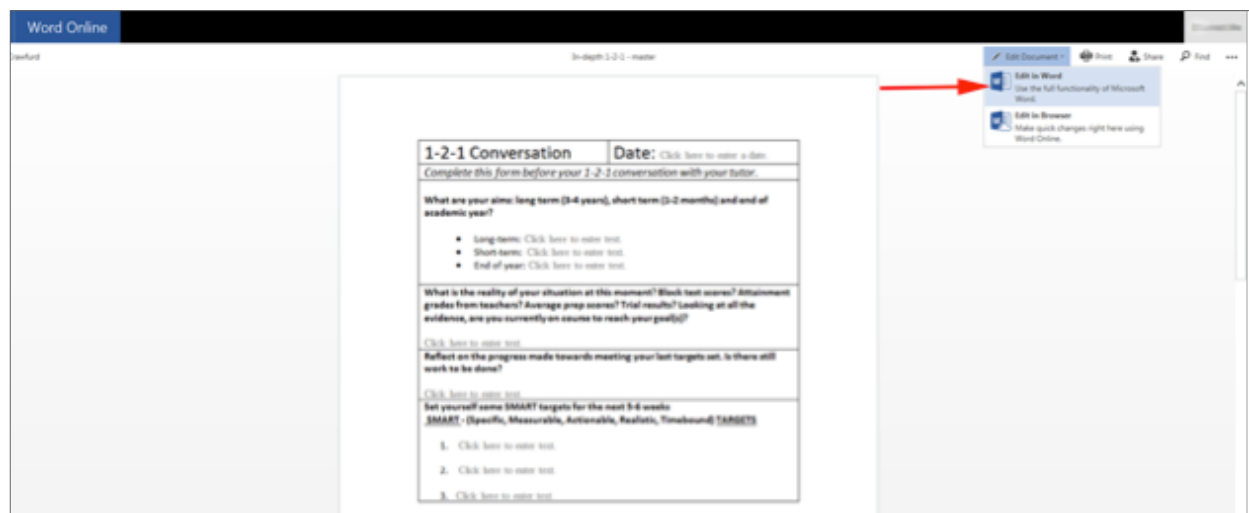
- A new window with your OneDrive home page will open:



- To edit any of your documents navigate through your folder structure and find the document.



- Next, click the name of the document you wish to edit. If the document is in MS Office (Word, Excel etc.) format it will open in Office Online editor. If you prefer to edit the document in a desktop version of Word, Excel etc. please click Edit Document button on the top menu and choose Edit in Word:



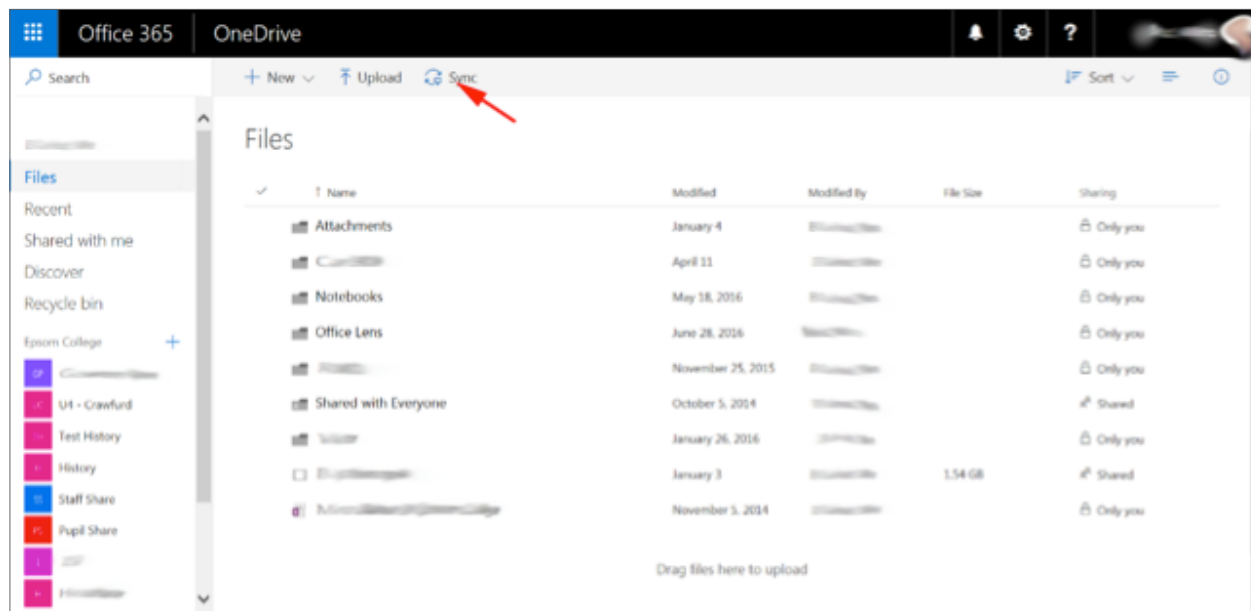
- The document opens in your desktop Word application (Excel, PowerPoint etc.) where you can edit it as usual. Once finished you can save it by simply clicking on Save icon. Because successful saving of the document depends on your internet connection it is always a good practice to save a backup copy of the edited document locally on your computer.

Note: If the document is any other format e.g. picture or video and you wish to edit it you will need to download the document onto your computer, edit it in appropriate application and then upload it back to OneDrive.

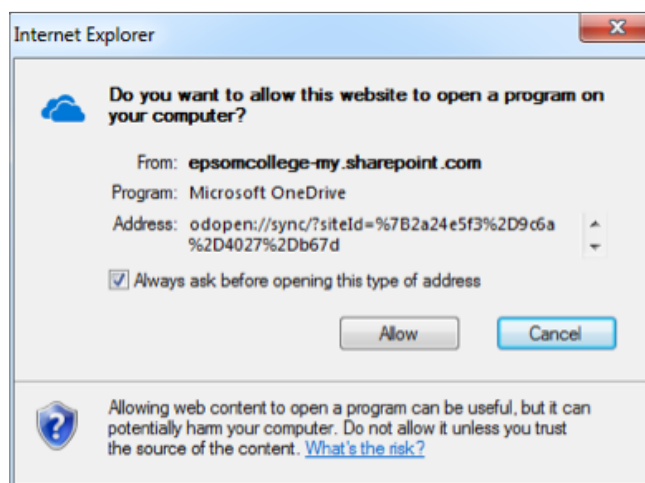
How to sync OneDrive to your computer.

Syncing OneDrive to a computer is a great option allowing for much faster and easier access to your documents. It is, however, not recommended for shared computers. The synced documents are in this case stored locally on the computer and anyone who has access to that computer can access your OneDrive files as well. To sync your OneDrive should be done on College owned computers only if they are permanently allocated to you and no one else uses them. You can set up OneDrive syncing on your personal computers if you are confident that no one else has access to that device.

- To setup OneDrive syncing go to your OneDrive home page as shown previously. Next click on the Sync button:

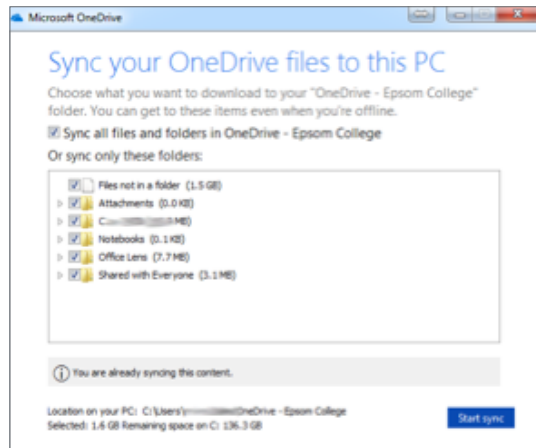


- Depending on your operating system a warning window might appear:



- If that happens click Allow button.

- A Microsoft OneDrive window will open:

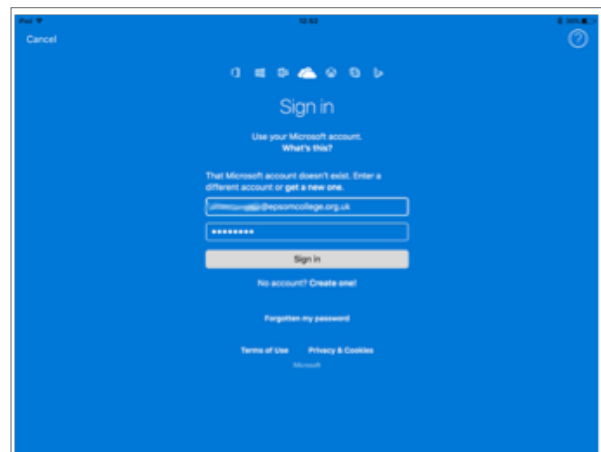
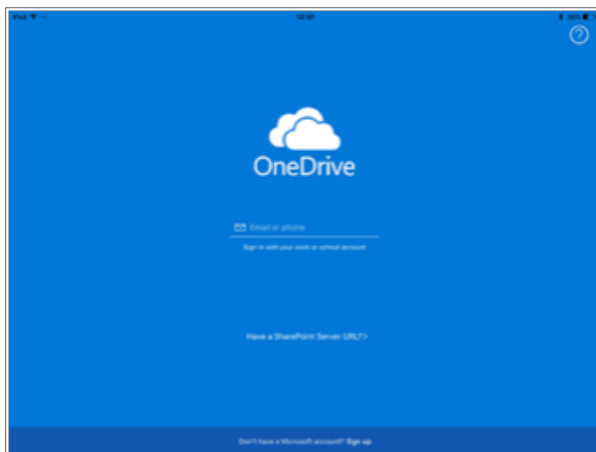
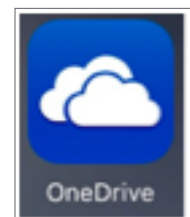


- Next click Start sync button. The OneDrive app on your computer should now open and sync with your online OneDrive.

How to login to OneDrive on an iPad

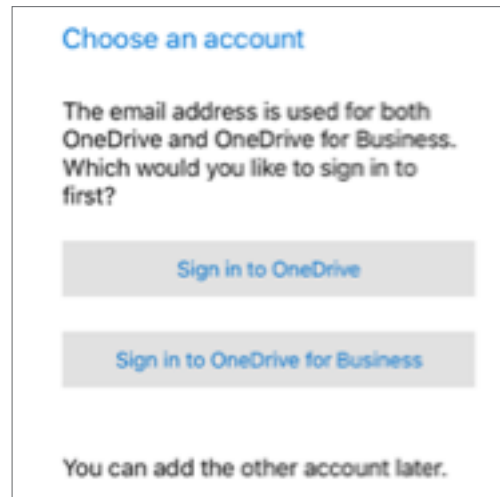
Although it is possible to use the Safari browser to access OneDrive via web on an iPad, using the dedicated OneDrive app to access your OneDrive documents is much more efficient way of doing it.

- If not done yet, go to Apple AppStore and install the Microsoft OneDrive app.
- Next open the OneDrive app on your iPad:

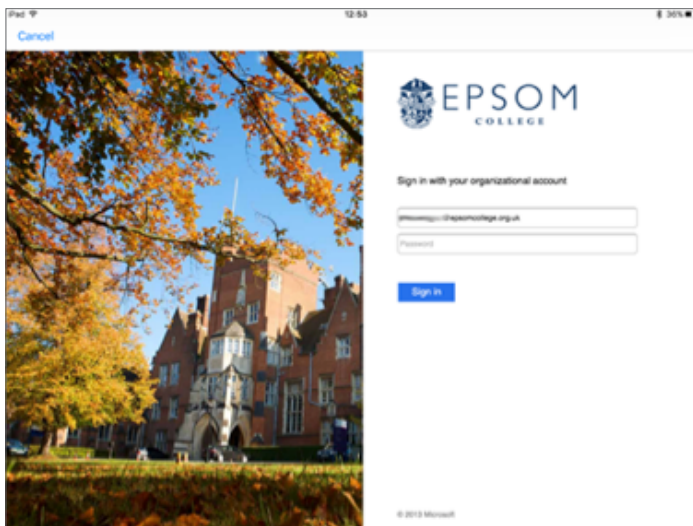


- When prompted enter in your college email address and press return:
- If prompted enter in your College password and tap "Sign In":

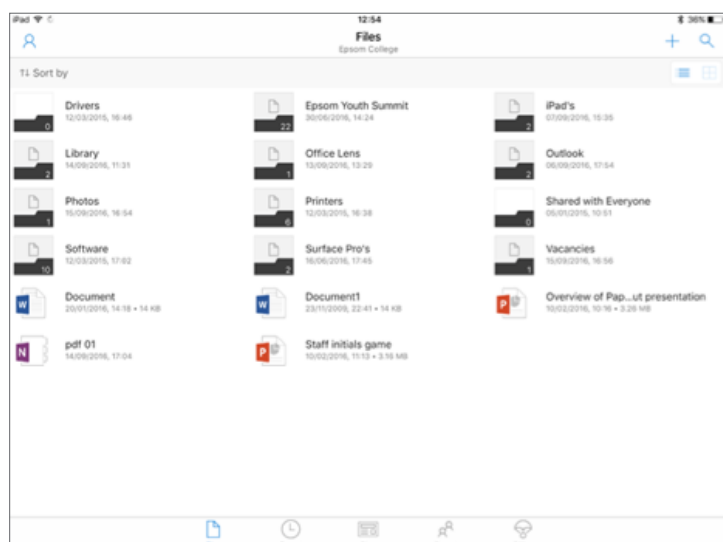
- On the selection screen tap 'Sign in to OneDrive for Business':



- You will now be re-directed to the College login page, enter in your password:



- If Prompted, select 'OneDrive for Business\Work\Organisation' and NOT 'OneDrive Personal'
- You will now be taken to the OneDrive where you can see all your OneDrive files that you have uploaded via a computer or through the OneDrive App.
- From here you can work with your OneDrive documents.



If you are experiencing difficulties logging on, please contact our IT Services department using ITsupport@epsomcollege.org.uk or by telephoning **01372 821159**.