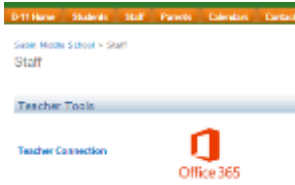


Accessing Your One Drive

There are several ways to access your One Drive.

1. Through our website and the Office 365 icon on our Staff page.



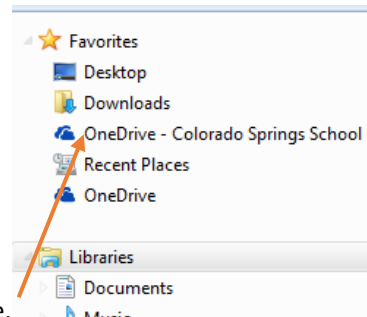
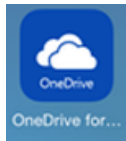
Please log in using your D11 username and password

Sign in with your organizational account

Sign in

Office 365 icon

2. Through your iPad and the OneDrive app.
3. From your desktop or laptop, using Windows Explorer on your task bar



- Once opened, find your OneDrive.

4. Or from your desktop, using the Windows button, then ALL PROGRAMS, and then One Drive.

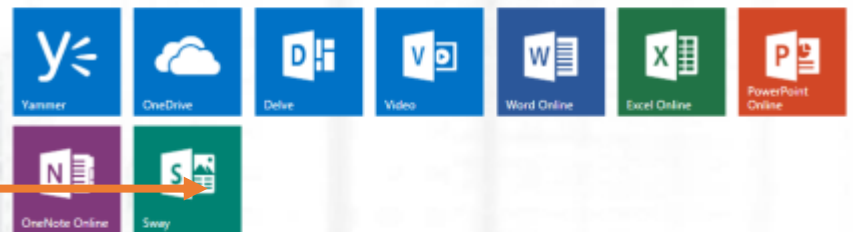


In many cases, it will take you to the Office 365 Login where you will use your long district email address and network password.



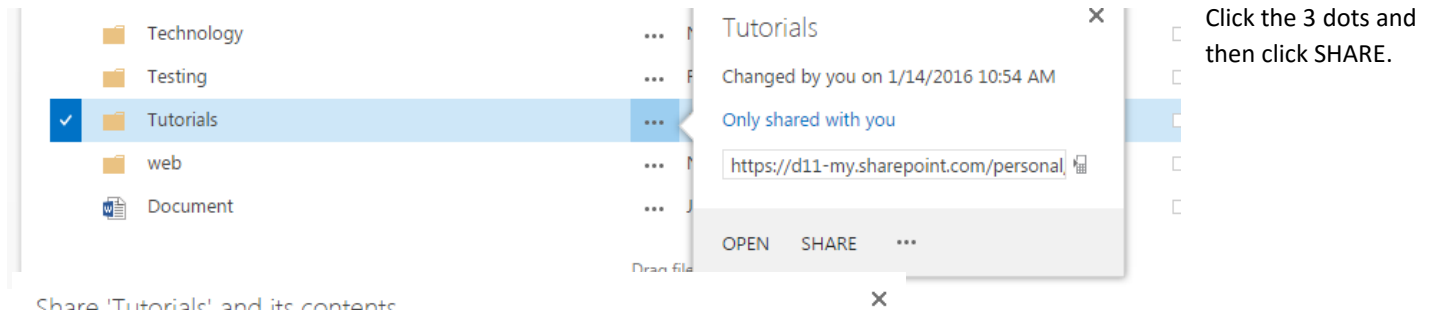
+ Use another account

Collaborate with Office Online

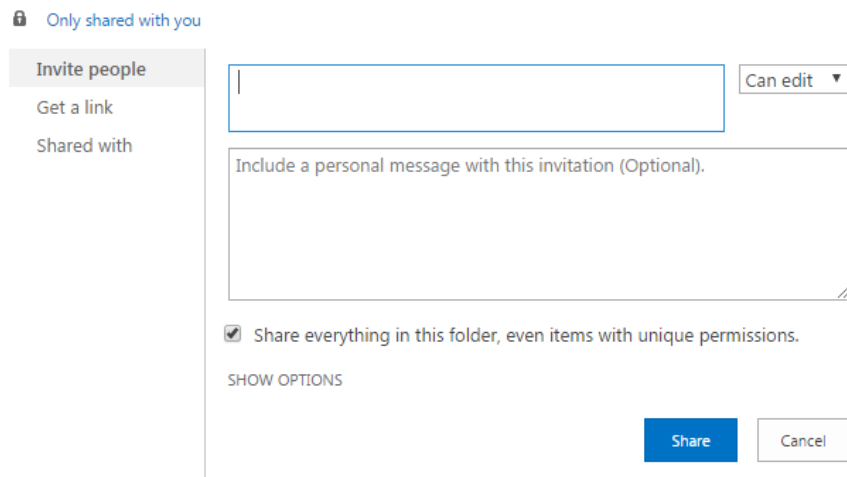


Sharing Documents and Folders in Your OneDrive

You can share an entire folder or just a document.



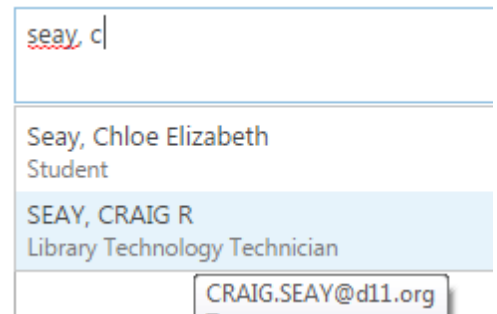
Share 'Tutorials' and its contents



From here, you can invite people using their email address. I suggest trying last names as they seem to come up quicker.

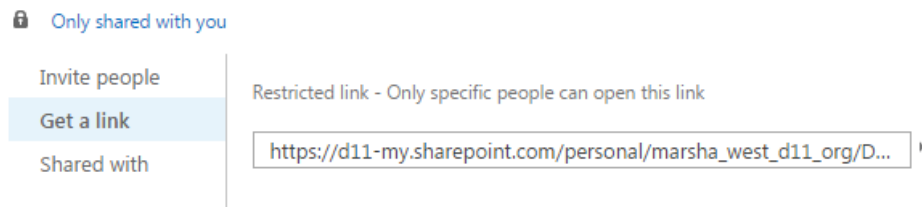
The personal message will be included in an email that OneDrive sends notifying them that a document or folder has been shared.

Then click SHARE.

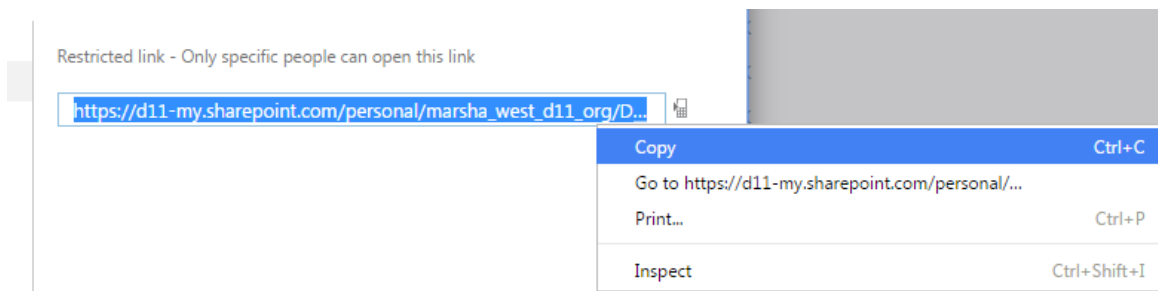


You can also get a link that you email.

Share 'Tutorials' and its contents



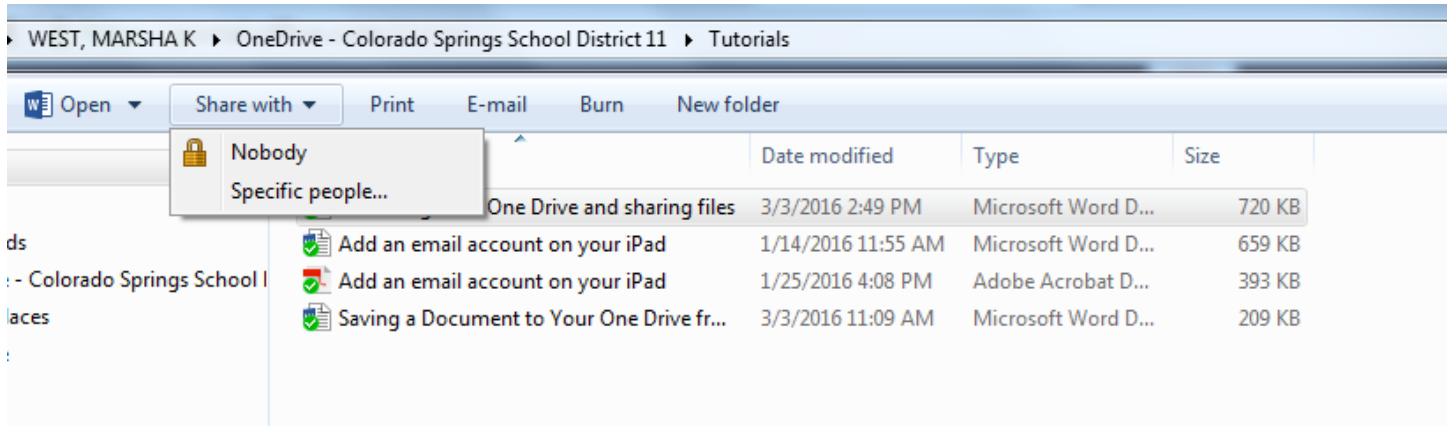
Click on GET A LINK.



Right click to copy or press Ctrl and C.
Then paste it into an email.

Sharing Files in Windows Explorer

If you are using the Windows Explorer, you can simply click on the file and the SHARE WITH button.

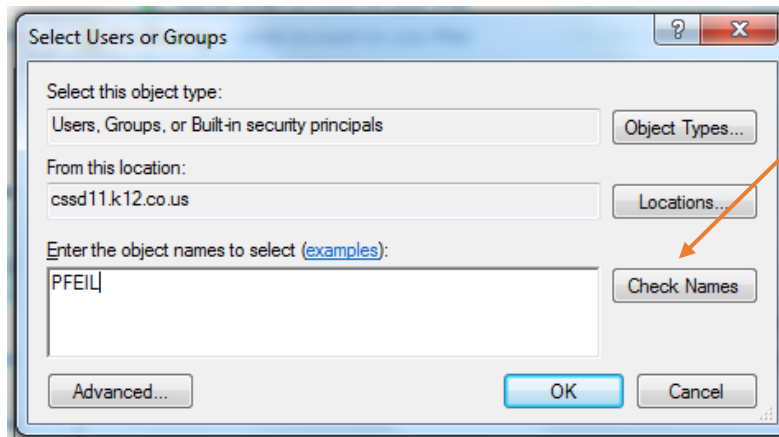
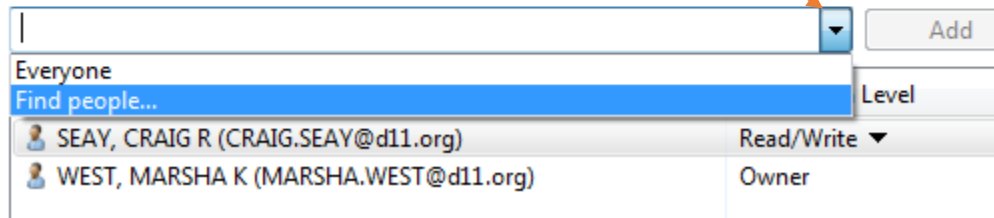


Click on the drop down arrow and click FIND PEOPLE.

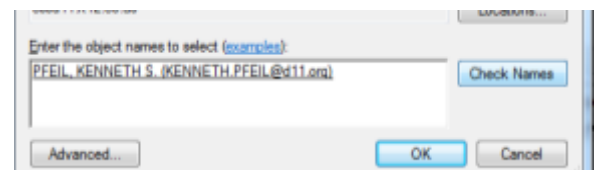


Choose people on your network to share with

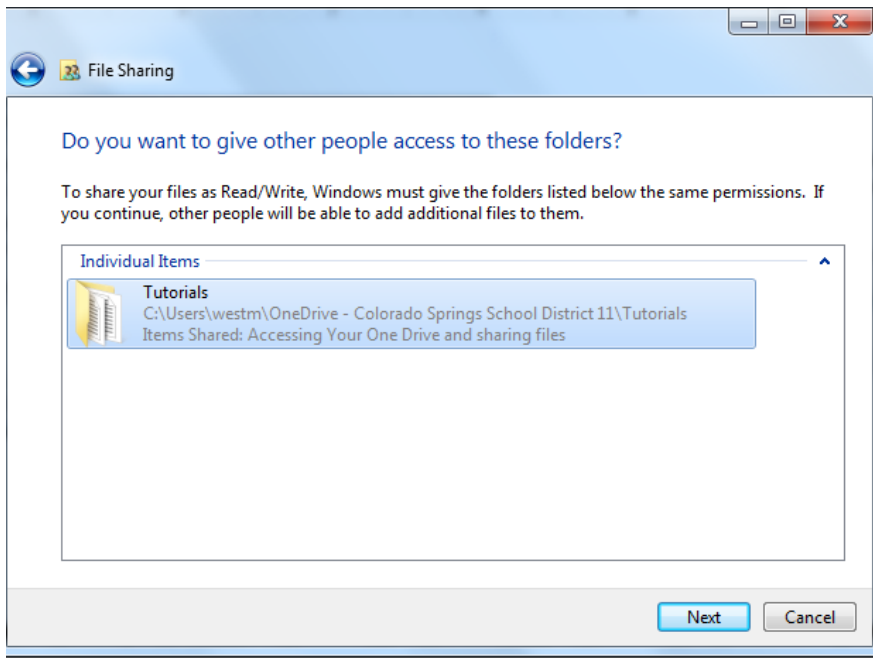
Type a name and then click Add, or click the arrow to find someone.



Type in a name, and then click CHECK NAMES, and it will enter the entire email address for you. Then click OK. Finally, click SHARE.



You may get a window that looks like this:



Just click NEXT.

This window will then come up. Just click DONE.

