Getting Started with Microsoft OneDrive

Information and Communication Technology Department

Introduction to OneDrive

OneDrive is Microsoft's cloud storage service that allows you to **securely store** all of your important files in one locations and access them virtually from **wherever** you are or from **whatever device**. Think of OneDrive as a computer hard drive that you store all of your files to.

Each LPU user has up to **5000 GB** storage capacity in OneDrive.

Accessing OneDrive from your Browser

Browser Instructions

Since OneDrive is a cloud-based file storage and sharing tool, you are able to access it from anywhere that you have an internet connection.

1. Using your M365 **username** and **password**, login to LPU's Microsoft Outlook Web Application at http://mail.lpu.edu.ph.

2. Click the **App Launcher** icon in the top left corner.
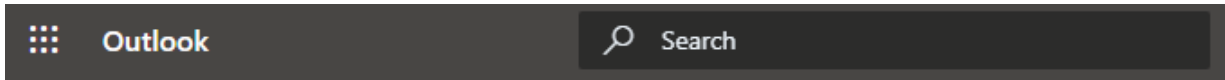
3. A dropdown will appear. Click the **OneDrive icon** to launch OneDrive in your browser.
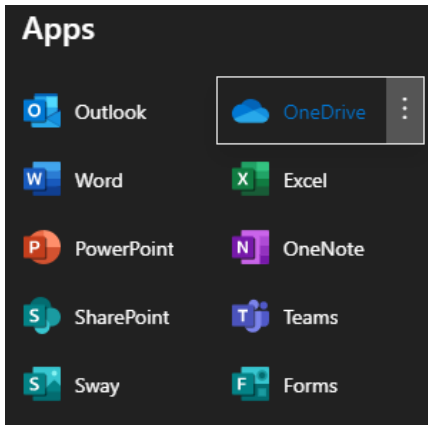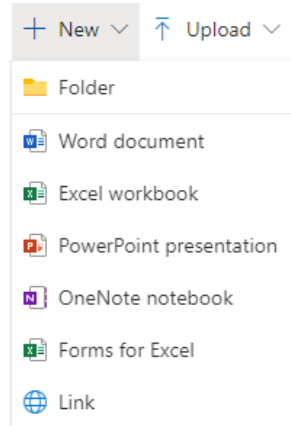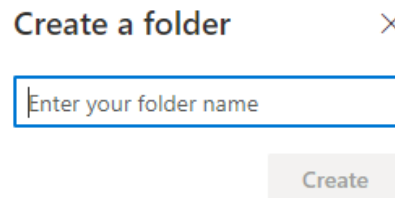
Storing Files in OneDrive

Create A Folder to upload Files to

1. On the **Menu** at the top of your screen, click **New**. A drop-down list will appear.

2. Click on the **Folder** option.

3. Give your folder a **name** and click **Create**.

Storing Files in OneDrive

Uploading a File or Folder

You can upload a file or a whole folder from your device into OneDrive

1. Click the **Upload** option at the top of your screen,

2. You have the option to upload a File or Folder. **Choose the option** that you would like (the corresponding process is the same for both options).

3. Select the **file(s)** or **folder(s)** from the location they are stored in your device.

4. Click **Upload**. Your files are now stored in OneDrive.

Open or View Files in OneDrive

1. Navigate to the **location** of the file you want to open in OneDrive.

2. Click on the **name** of the file. If the file is compatible with OneDrive, it will open for you to view.
    - ❏ If your file cannot be previewed in OneDrive, a message will be displayed on your screen which says " This file cannot be opened". It this happens, you will have to download the file to view it.

Storing Files in OneDrive

Share a File with Someone

1. Hover your mouse over the file or folder you would like to share.

2. Right click or click on the **ellipses** at the right side of the file or folder.

3. Select **Share** and enter the person's email address.

4. Click **Anyone with the link can edit** to change the permission level you want to give to the individual. You have the following options:

5. Once you have chose the Permission setting you prefer, Click **Apply** button.
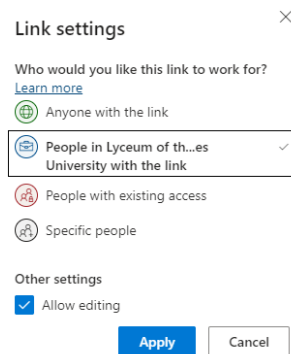
6. Click **Send** button to share the file with the selected individual.