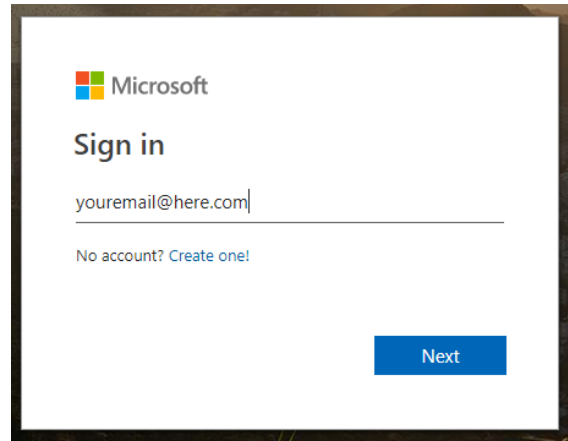


## Microsoft OneDrive – Online

### Introduction and Getting Started

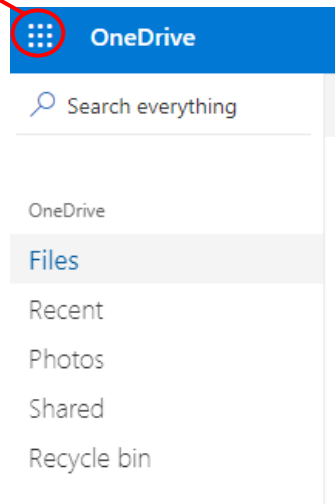
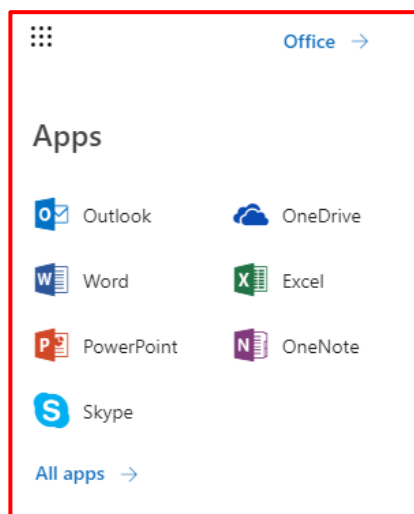
Microsoft Office allows access to one's OneDrive anywhere through an Internet web browser. To access Microsoft OneDrive, please log from any browser using the following link:

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



### Once logged in

The web page layout of OneDrive is similar to the layout of File Explorer on a desktop. The top left corner allows for navigation across files, documents, as well as across different Microsoft Office Suites. Most Microsoft Office Suites are accessible through an Internet browser.



Clicking on **Files** takes one to all of their files that are saved on OneDrive.

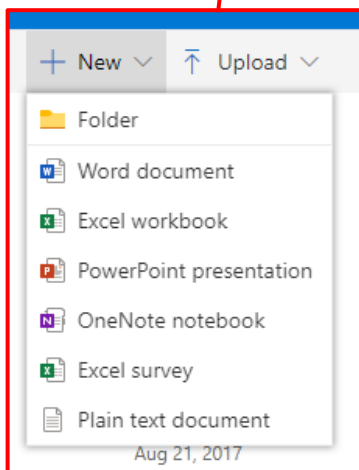
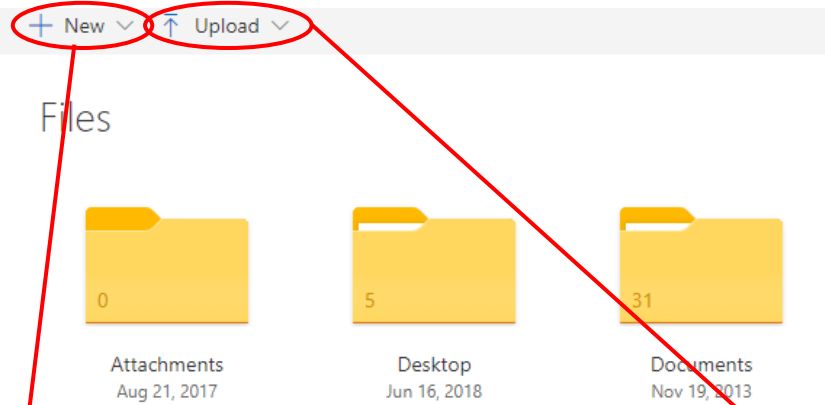
Clicking on **Recent** shows one all the files they have been working on recently.

Clicking on **Photos** takes one to the photos they have saved on OneDrive

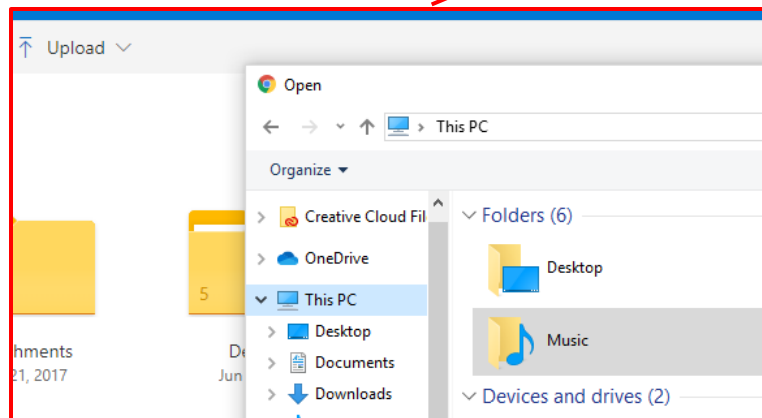
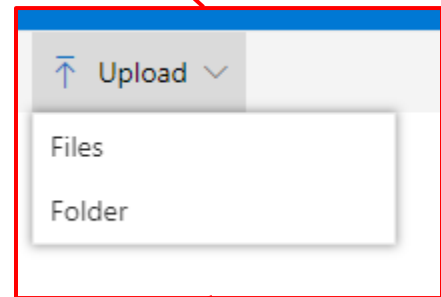
Clicking on **Shared** takes one to the documents they have shared.

Clicking on **Recycle bin** takes one to the documents they have disposed of *most recently*.

The web page of OneDrive also allows for quick access and management of documents by allowing for the middle section of the page to contain current folders/documents as well as a tool to create new documents or upload current documents to the OneDrive.



Whenever one wants to create something new, the new project will instantly open a new window, leaving a tab open to OneDrive and a new tab open to the new project.



Whenever one wants to upload a document from their computer to OneDrive, they simply need to select **Files** (uploading a few files) or **Folder** (uploading an entire folder of files), and this will open a separate window for the user to use File Explorer to search for the document on their computer and then upload to OneDrive.

## Other unique features of OneDrive online

The bottom left corner of Microsoft OneDrive online is that it shows how much space is left on the account.

16.8 GB used of 1.03 TB



Premium OneDrive

[Get the OneDrive apps](#)

The top right corner of Microsoft OneDrive online allows for one to sort the files that are in the middle of the page in different ways, similar to the File Explorer on a desktop. This top corner also allows for access to one's account details as well as access to help if it is needed.

### Settings

OneDrive settings

[Options](#)

[Upgrade](#)

[English \(United States\)](#)

Clicking on one's icon/picture allows for access to one's account details, profile, and where one can **sign out** of their account.

Opens the details pane

