

OneDrive is Microsoft's version of Dropbox with MUCH more storage for your files!



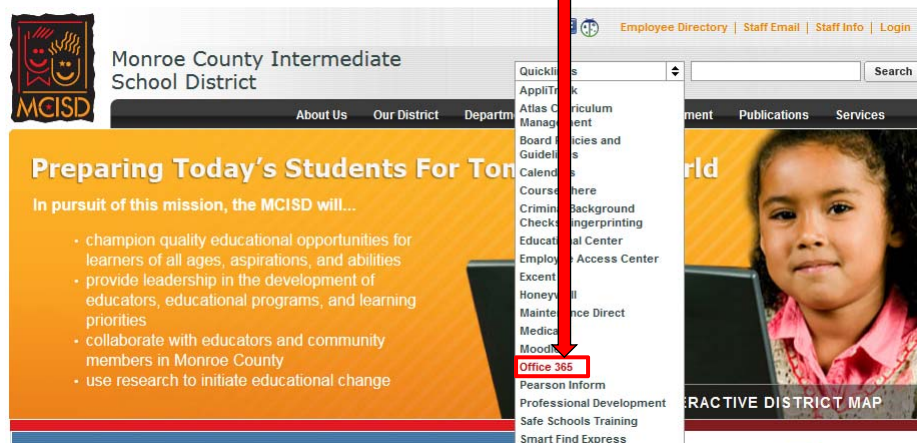
2 GB free cloud storage
Sync files to all devices
Share files & folders

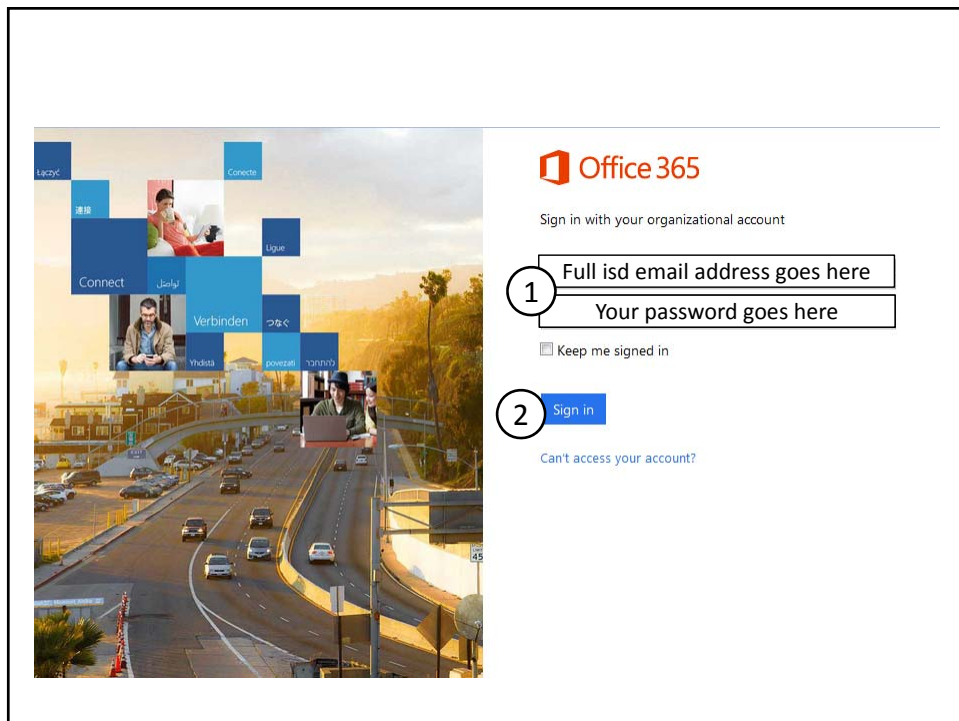
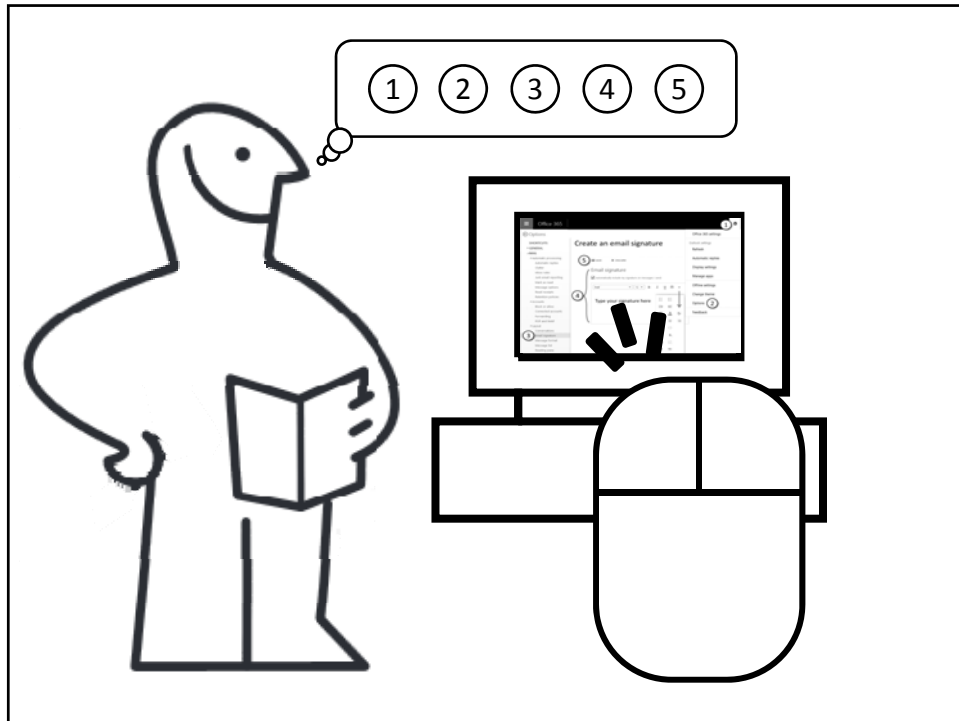


1 TB* free cloud storage
Sync files to all devices
Share files & folders

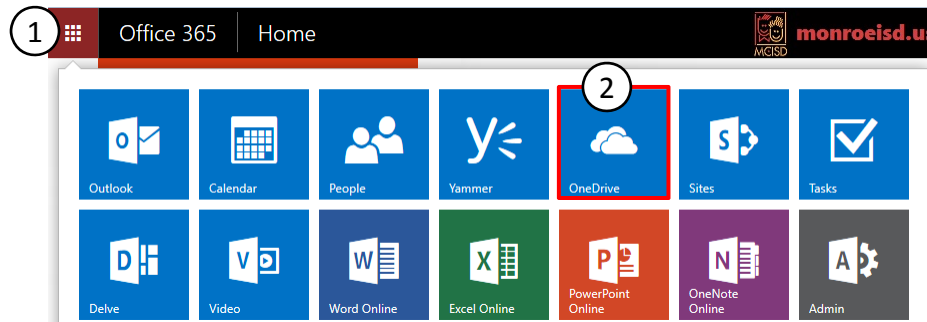
*That's ONE THOUSAND GB!

Link to Office 365 log in page is
found under Quicklinks

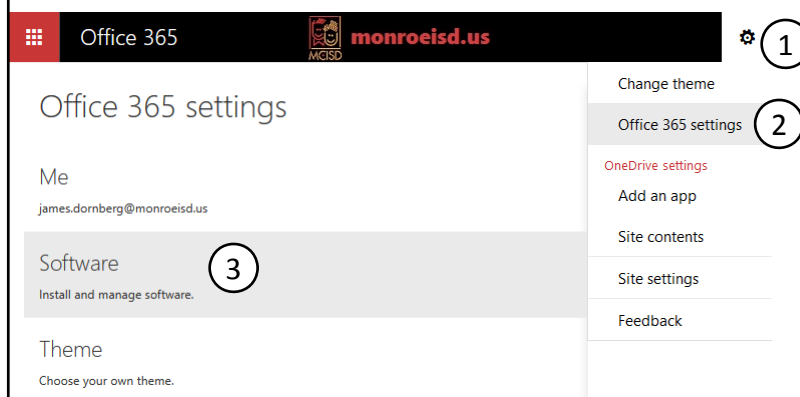




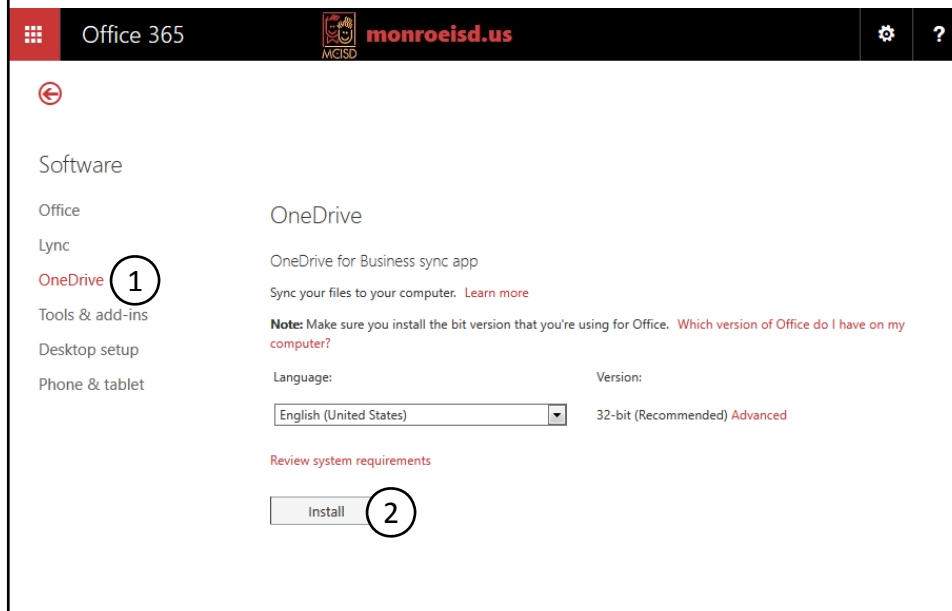
Click the “waffle” in the upper left corner to select the Office 365 web app you wish to use



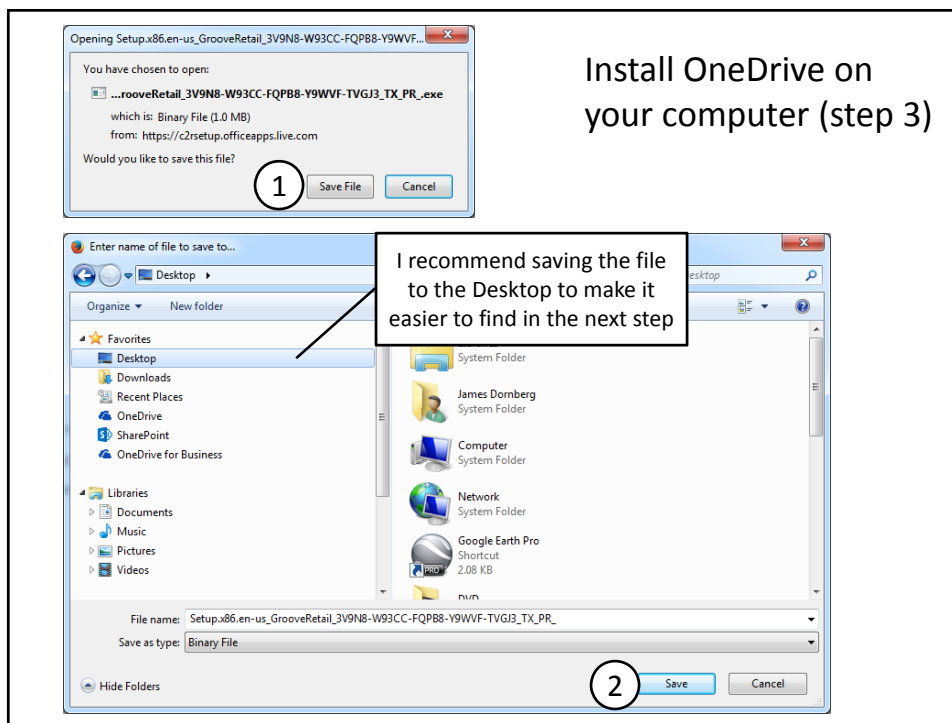
Install OneDrive on your computer (step 1)

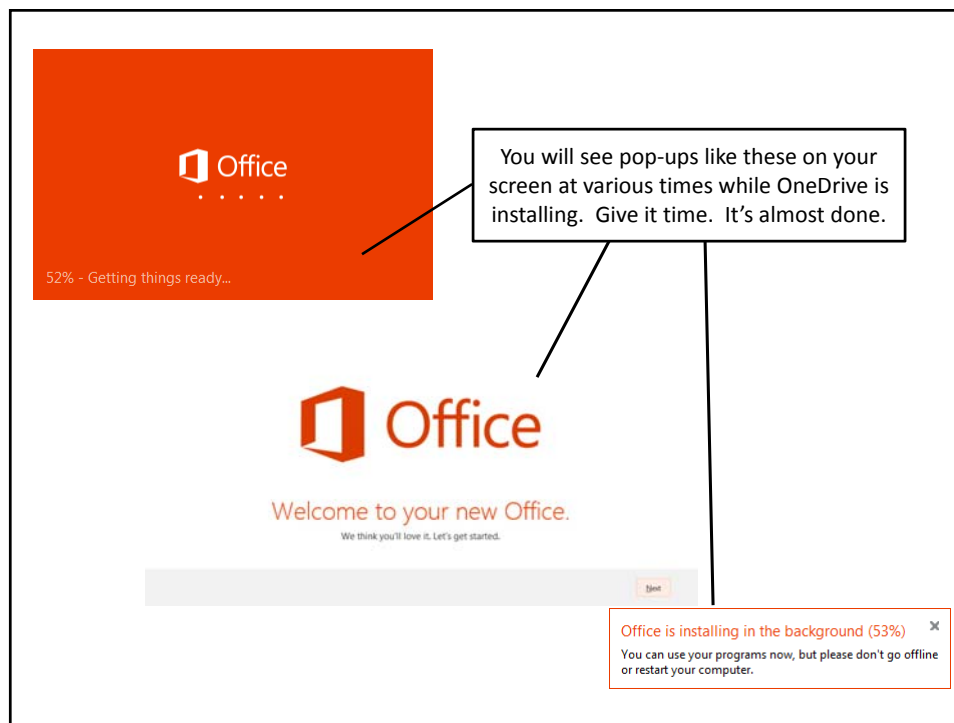
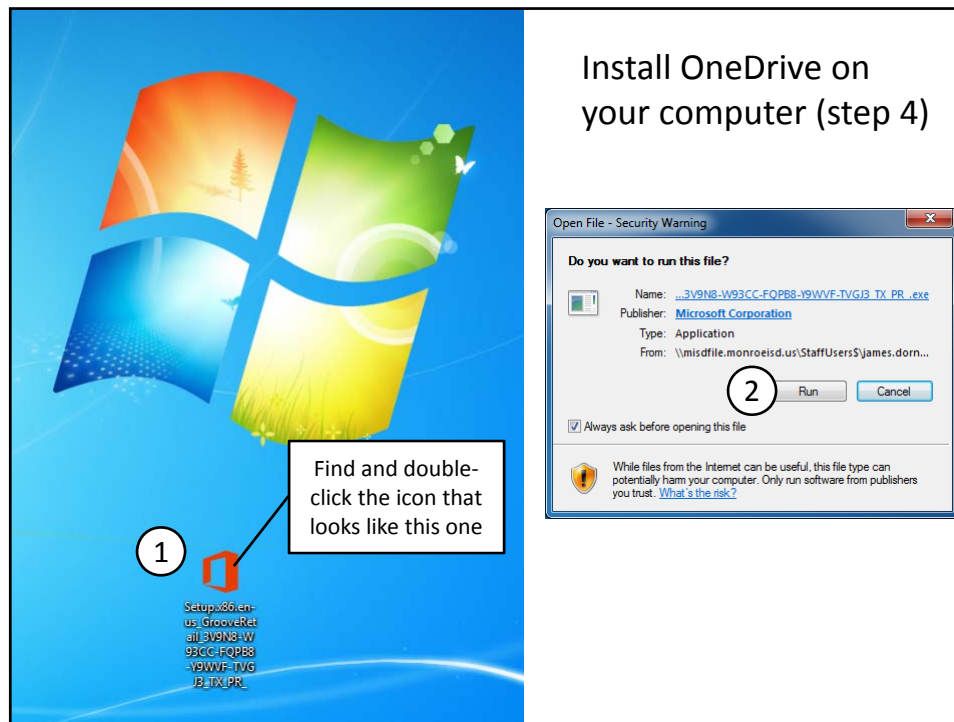


Install OneDrive on your computer (step 2)

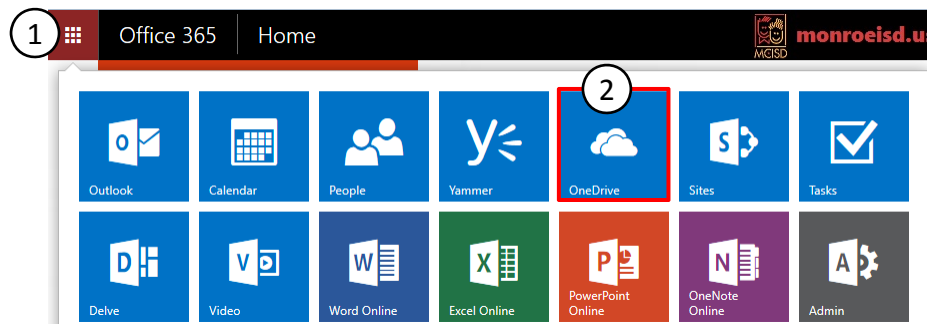


Install OneDrive on your computer (step 3)

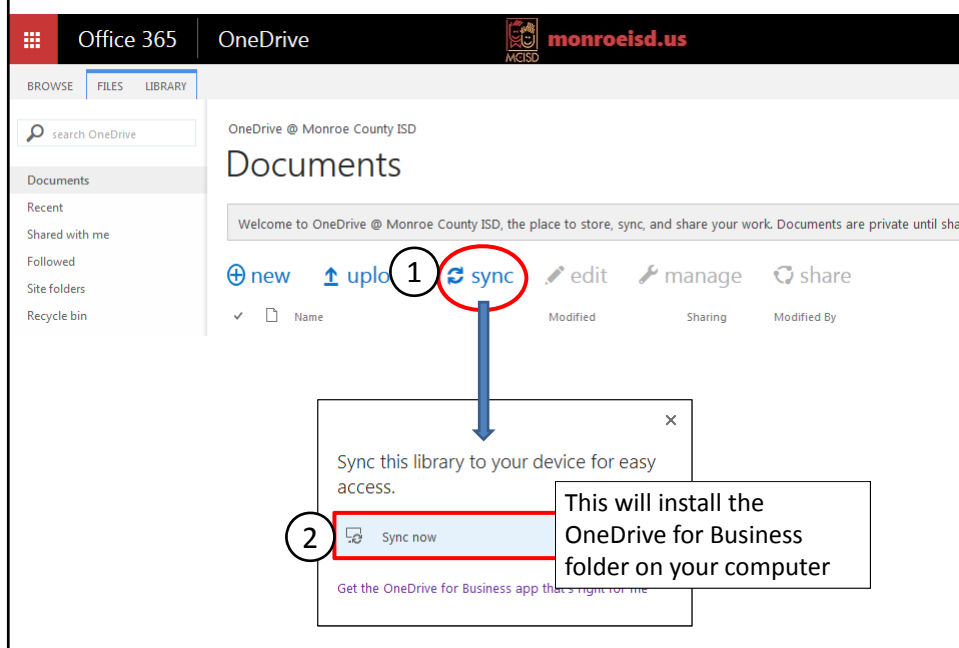




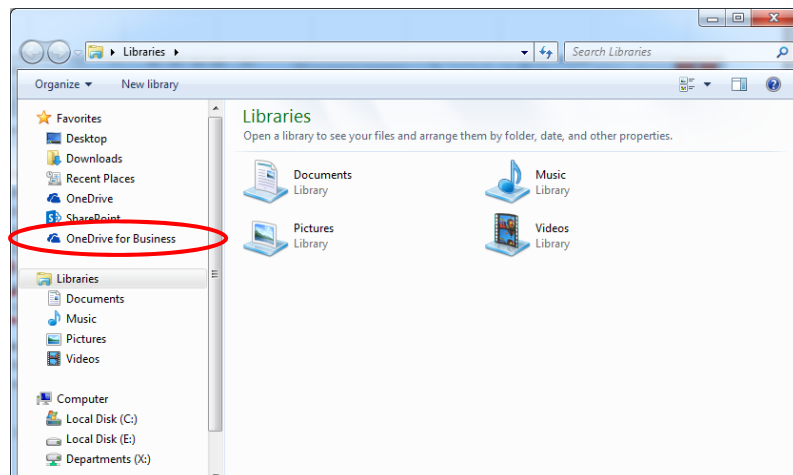
Return to your internet browser and go back to OneDrive



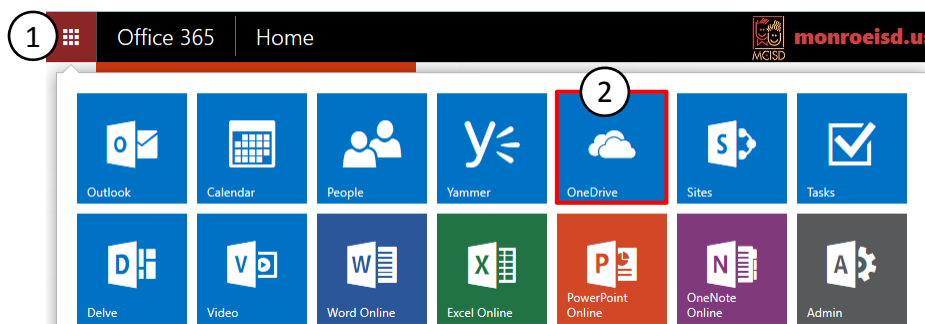
Install a OneDrive folder on your computer

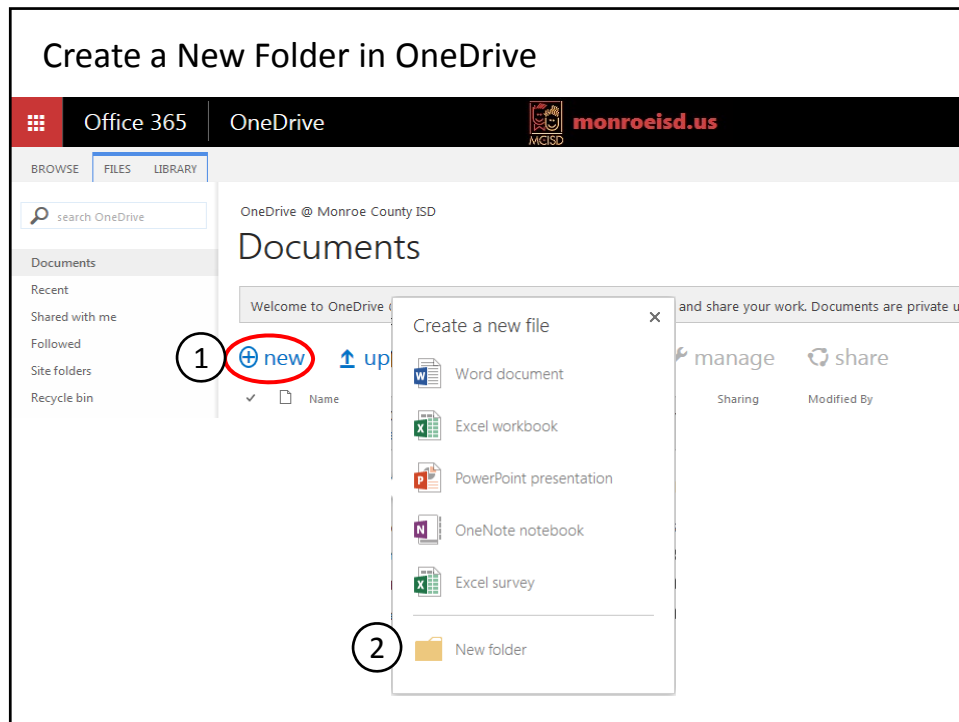


You should now have a **OneDrive for Business** folder inside your **"Favorites."** Save your files to this folder and they will automatically "sync" to Office 365 and be available to you on any of your internet connected computers and devices.

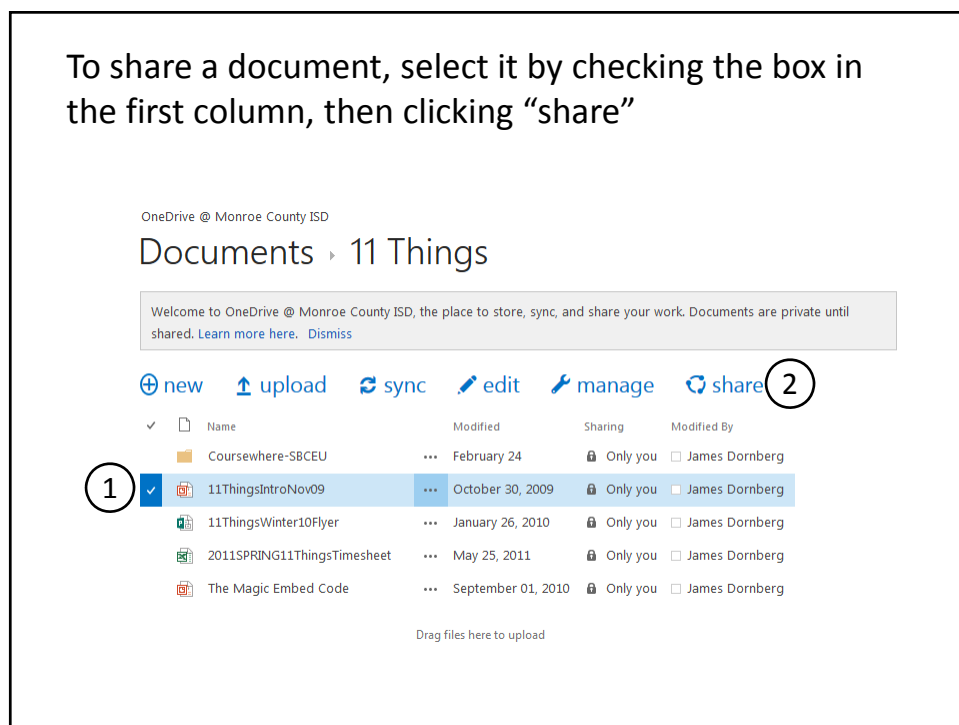


Return to your internet browser and go back to OneDrive





To share a document, select it by checking the box in the first column, then clicking “share”



Sharing a Document: Option 1

The screenshot shows the 'Share' dialog for a document titled 'Document'. The dialog has a left sidebar with 'Invite people' (1), 'Get a link', and 'Shared with'. The main area shows a search for 'janet' (2) with a dropdown list of results (3). A callout box (2) states: 'If sharing with an ISD employee, start typing their name here, otherwise start typing an email address'. A callout box (4) points to the permissions dropdown menu, which is open and shows 'Can edit' (selected), 'Can edit', and 'Can view'. A callout box (5) points to the 'Share' button. The dialog also includes a 'Require sign-in' checkbox, 'HIDE OPTIONS', and a 'Send an email invitation' checkbox.

Sharing a Document: Option 2

The screenshot shows the 'Share' dialog for a document titled '11ThingsIntroNov09'. The dialog has a left sidebar with 'Invite people', 'Get a link' (1), and 'Shared with'. The main area shows two options: 'View Only' (2) and 'Edit'. A callout box (2) states: 'Click either **View Only** or **Edit**, then copy the hyperlink in the box. Paste that link in an email to the people you'd like to share the document with.' The 'View Only' option shows a hyperlink: 'https://monroeisd-my.sharepoint.com/'. The 'Edit' option shows a hyperlink: 'https://monroeisd-my.sharepoint.com/personal/james_dornb ...' and a 'DISABLE' button. A callout box (3) points to the 'Close' button.