# OneDrive Tutorial

- What is OneDrive? OneDrive is a Microsoft cloud service, similar to GoogleDocs. It allows users to upload, create, and share documents with other users.
- How do I access OneDrive? There are two ways to access OneDrive: Via OneLogin and through the OneDrive client that needs to be downloaded and installed on your computer.

## Accessing OneDrive Via OneLogin

1. Access OneLogin at https://clarksoncollege.onelogin.com/portal/. Then, click the OneDrive app from your dashboard.
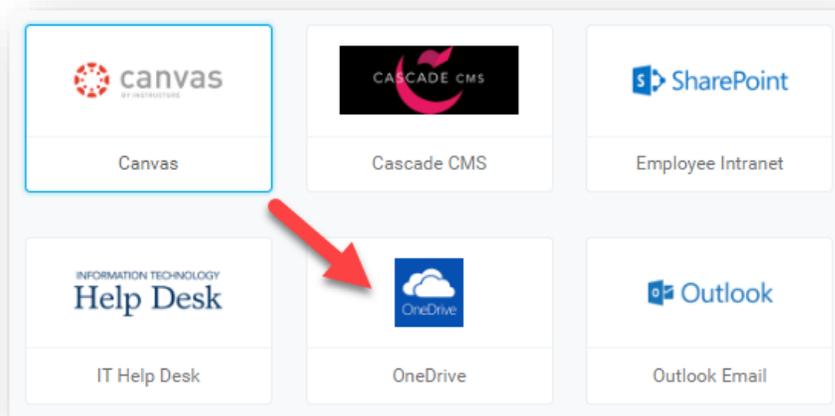


2. On the next screen, you will be able to see your OneDrive dashboard. The "**+ New**" button will allow you to create folders, as well as Microsoft documents such as Word, PowerPoint, and Excel. The "**+Upload**" button will allow you to upload files from your computer into your OneDrive account. You can also drag files from your computer into your OneDrive folders. Documents uploaded into OneDrive will be accessible to you from anywhere, as long as you are logged into your OneDrive account.
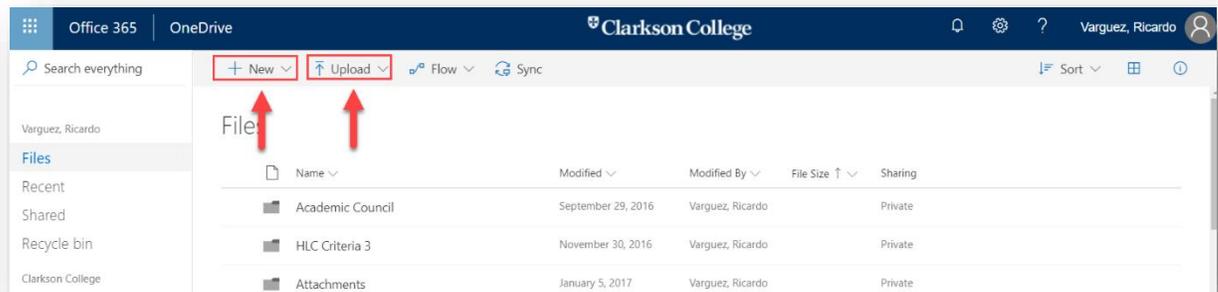
3. To share a document with others, select the document first and the click the "**Share**" button.
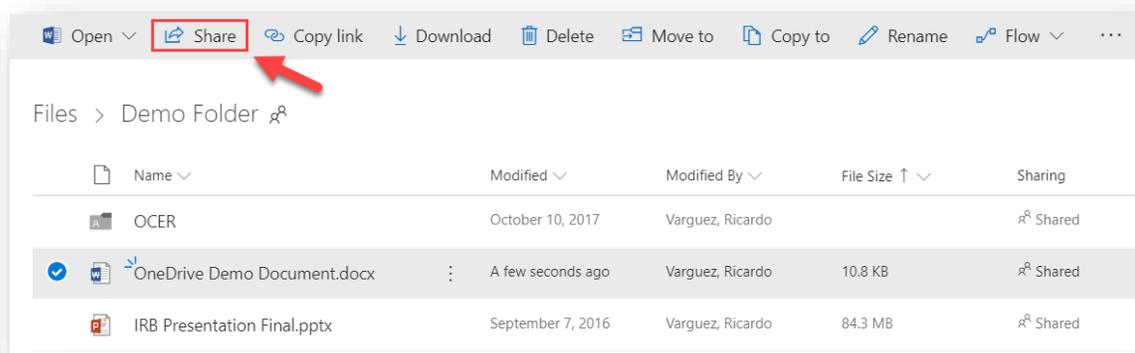


4. Next, expand the menu to view all the sharing options. Once you decide your sharing settings, you can type the email addresses of the individuals you would like to share the document with. If you are sharing a document through the "**Anyone**" option, you can click the "**Copy Link**" button and distribute that link with others via email.
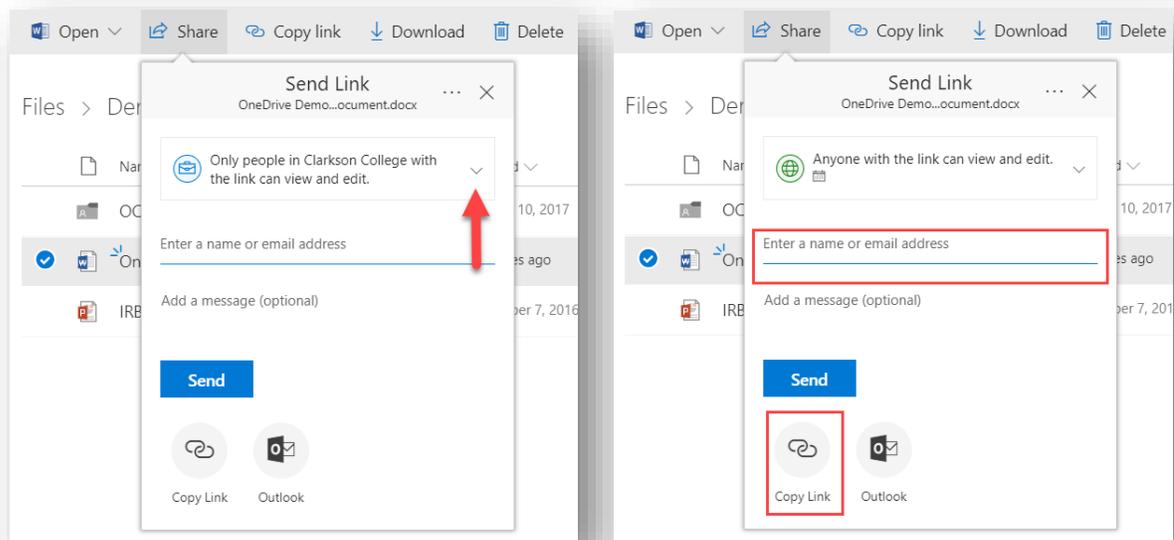
## Accessing OneDrive Via the Desktop Application

1. Download and Install the OneDrive application from: https://onedrive.live.com/about/en-us/download/
2. Follow the prompts until installation is complete.
3. You should now be able to see the OneDrive application when you open File Explorer.
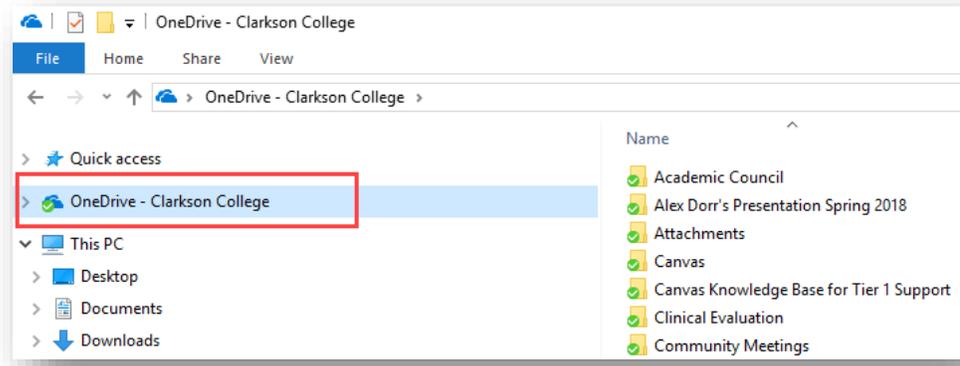


4. You can create folders and organize your files into this new drive. All of the documents added into OneDrive will be accessible to you from other computers as long as you are logged into your OneDrive account. The green button on each folder indicates that all the documents stored inside those folders are synced between your computer client and OneDrive online.

   **NOTE:** Only install the OneDrive application on your personal work computer!

5. Open a document whenever you need to edit it. Then, click **File** > **Save**.

6. You can also share documents from within your Microsoft applications, as long as you have saved the document(s) on OneDrive. To access the sharing options, click the "**+Share**" button from the upper-right corner of your document.
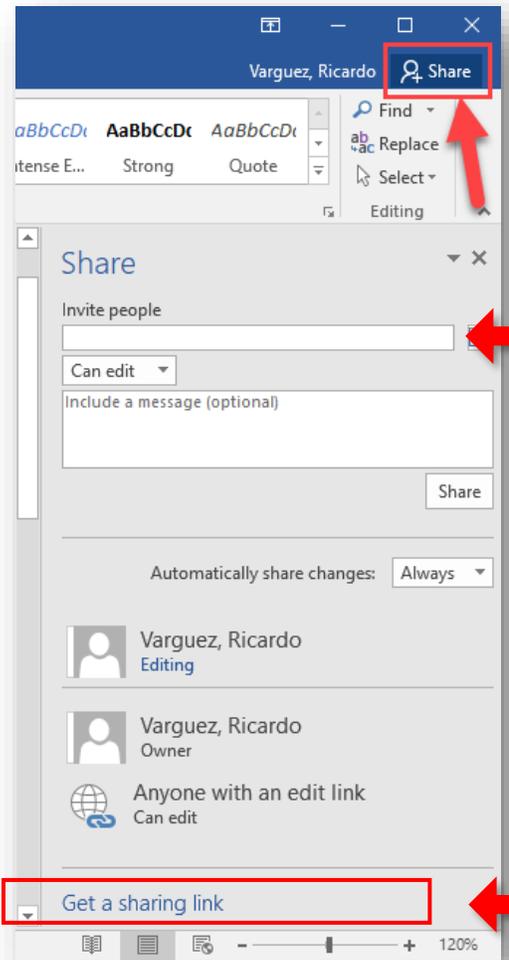


This way of sharing a document is not recommended, especially when sharing multiple documents. It generates an automatic email for each individual document that gets shared.

The "**Get a sharing link**" is recommended when sharing documents. This way, the author can compile the links from multiple documents and share them all at once via email.