Getting Started with Microsoft OneDrive

ⓘ **NOTE:** This service will be for early adopter personal file storage to assist those working remotely without access to the network, and is **not** a replacement for network shared drives.

In This Section:

- Open OneDrive in a Microsoft application (i.e. Word, Excel, etc)
- Open OneDrive in File Explorer
- Open OneDrive in Your Browser (Microsoft Edge or Google Chrome)
- Open and Save OneDrive Files in a MS Application (i.e. Word, Excel, etc)

Open OneDrive in a Microsoft application *(i.e. Word, Excel, etc)*
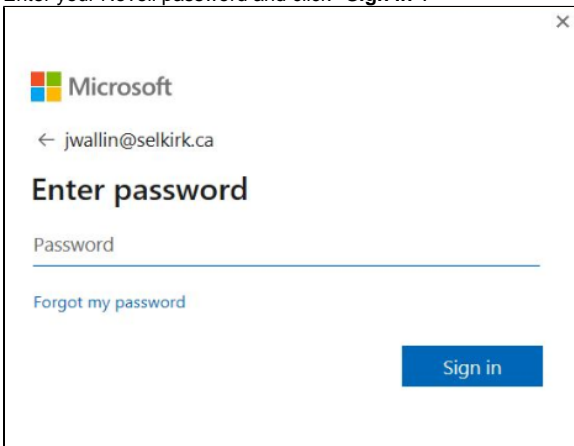
1. In the application, click **"Account"** then **"Sign On"**.
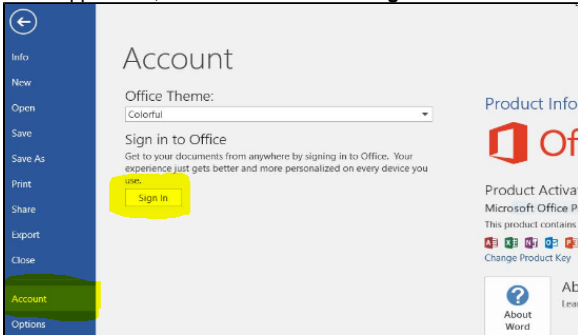
2. In the login window that opens, enter your Selkirk College email address and then click **"Next"** (if you hold multiple Microsoft accounts, you will be prompted to select which one you want)
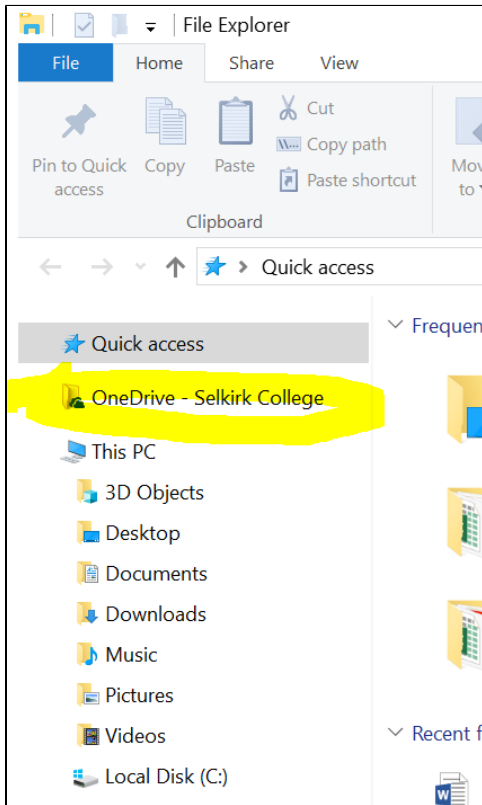

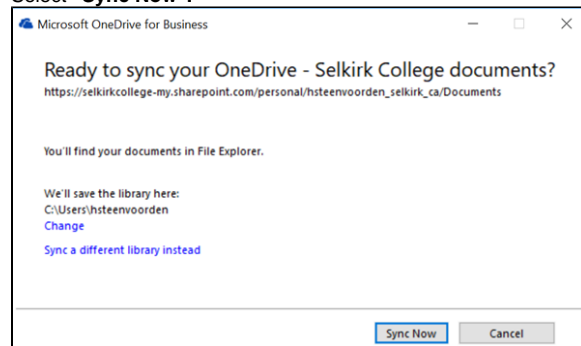3. Enter your Novell password and click **"Sign in"**.
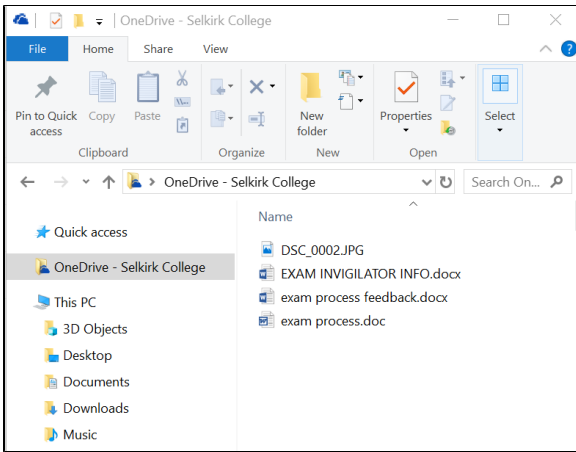
Open OneDrive in File Explorer

1. In File Explorer, select **"OneDrive - Selkirk College".**

   a. If you have previously used the web application, you will be asked to sync your saved documents to your desktop.

      i. Select **"Sync Now".**

2. Once synced, documents saved to your online OneDrive for Business account will appear under your **"OneDrive - Selkirk College"** File Drive.

Likewise, any documents that you save to the OneDrive - Selkirk College folder will be synced to your online OneDrive for Business account.
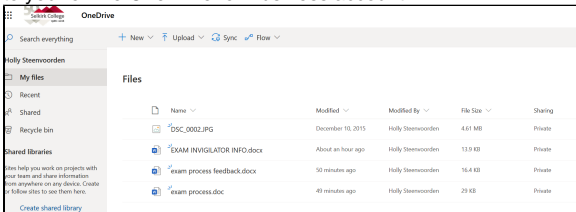
Open OneDrive in Your Browser (*Microsoft Edge* or *Google Chrome*)

1. Sign in to https://portal.office.com or through the Windows Explorer at the bottom left of your screen and typing "OneDrive" and selecting **"OneDrive for Business".**

    a. Login using your Selkirk email address and password.
2. Select **"OneDrive"**.
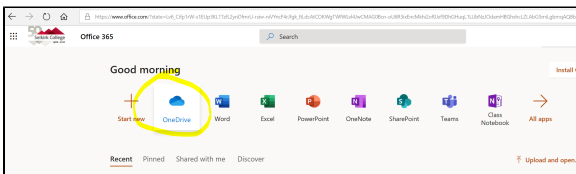
3. To upload files:

    a. Select **"Upload** > **Files"** or **"Upload** > **Folder"**.
    b. Select the files or folder you want to upload.

        i. Select **"Open"** or **"Select Folder",** *or*
   ii. Drag and drop from the file explorer to OneDrive.

    With other browsers:

    - Select **"Upload"**, select the files you want to upload, and select **"Open".**
    - If you don't see **"Upload** > **Folder"**, create a folder, and then upload the files to that folder.

Open and Save OneDrive Files in a MS Application *(i.e. Word, Excel, etc)*

1. To open existing documents saved to your OneDrive account:

- Select **File > Open** and then select **OneDrive**, to open a file saved to OneDrive.
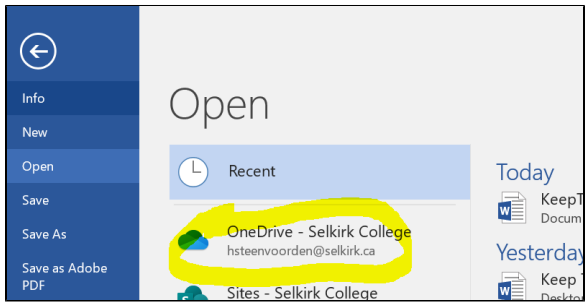
2. To save new documents to your OneDrive account:
   - Select **File > Save As > OneDrive - Selkirk College** to save a work file to OneDrive.