

Saving lab folders and files to Microsoft OneDrive

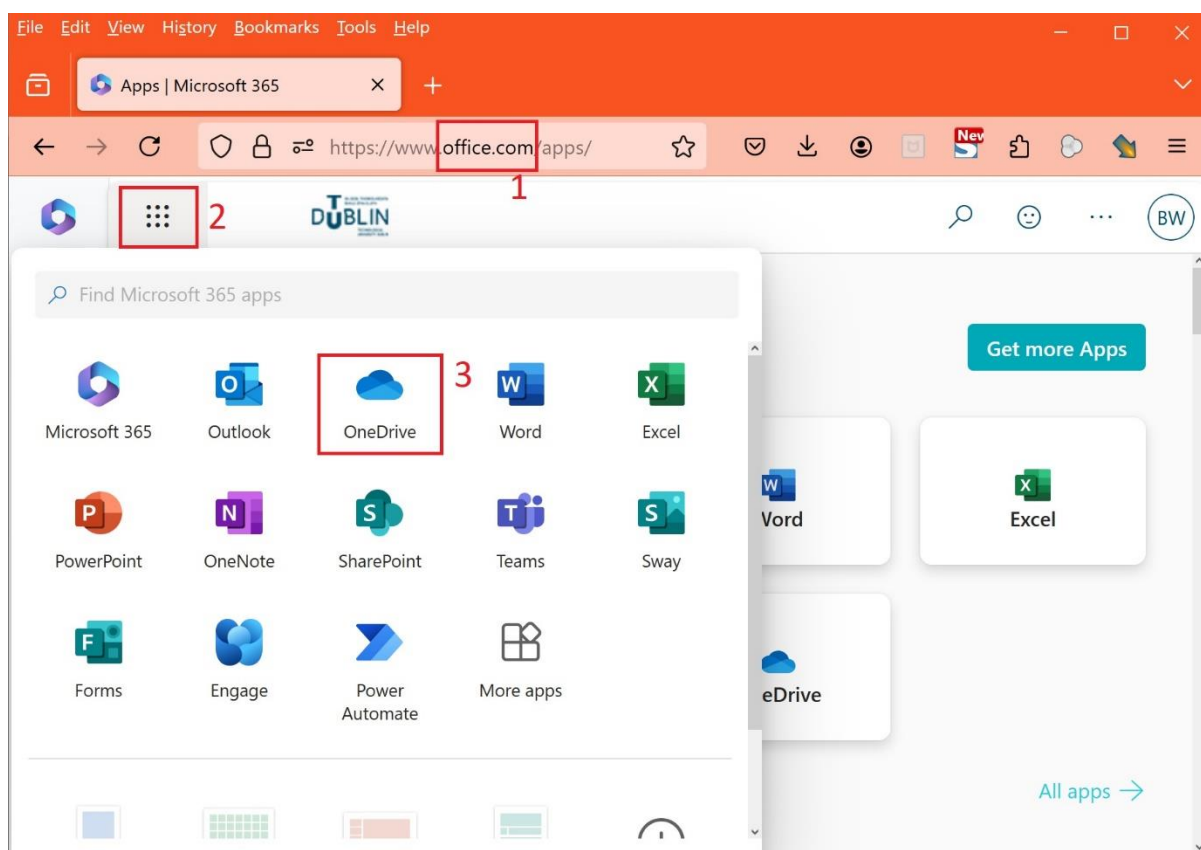
If you are using a lab computer (as opposed to a personal laptop), your lab files need to be saved to the cloud. This will allow you to retrieve your files whenever needed (e.g. for the next lab or for your end of semester web project).

Along with other Microsoft Office products, TU Dublin provides each student with 200GB online cloud storage. You can access OneDrive, your email and many other Microsoft products and services by going to Office.com.

For more information, please visit:

<https://www.tudublin.ie/connect/technology-services/guides/one-drive/>

Follow these screenshots to access OneDrive in the cloud and save your lab files there.



File Edit View History Bookmarks Tools Help

Apps | Microsoft 365 My files - OneDrive

https://tudublin-my.sharepoint.com/ 70%

OneDrive Search

+ Add new

My files

Brian Webberley

Home

My files 4

Shared

Favorites My files

Recycle bin

Browse files by

People

Meetings

Media New

Name	Modified	Modified By	File size	Share
.Business Information Systems	January 23, 2023	Brian Webberley	27 items	Pri
.Information Management	January 25, 2023	Brian Webberley	22 items	Pri
.Lab Schedules	January 26, 2023	Brian Webberley	11 items	Pri
.TimeTables	January 21, 2023	Brian Webberley	12 items	83
Admin Office Files	September 19, ...	Brian Webberley	4 items	Pri
Attachments	February 14	Brian Webberley	1 items	Pri
BrightSpace	5 days ago	Brian Webberley	1 items	Pri

https://tudublin-my.sharepoint.com/my

File Edit View History Bookmarks Tools Help

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OneDrive Search

+ Add new 5

Folder 6

Files upload

Folder upload Folder

Word document

Excel workbook

PowerPoint presentation

OneNote notebook

Forms for Excel

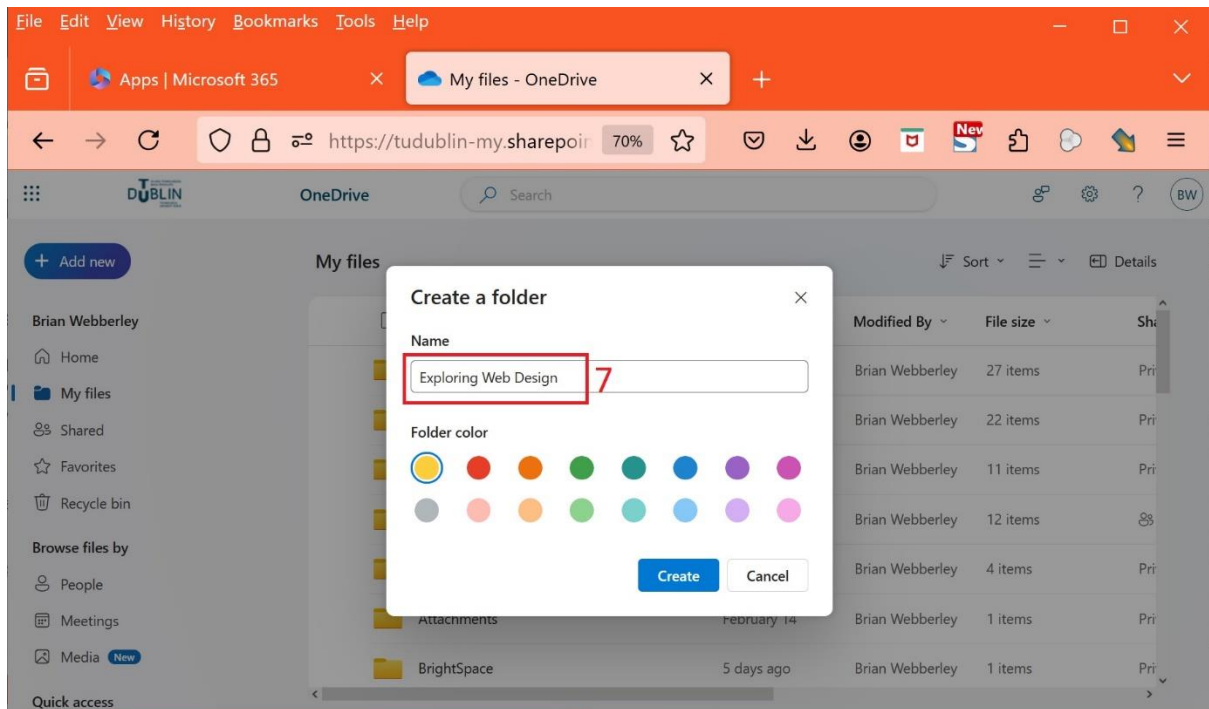
Visio drawing

Clipchamp video

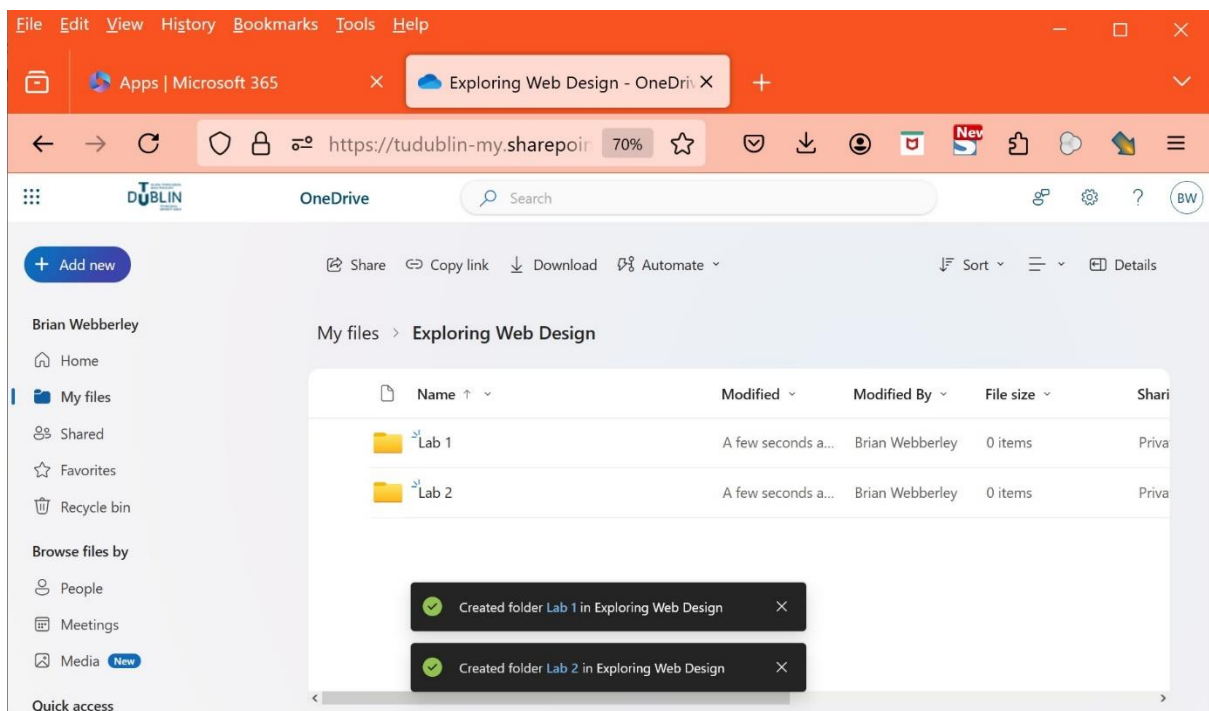
Link

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Quick access



Inside the newly created folder *Exploring Web Design*, create a folder for the lab you are working on or all future labs (there are at least 8 labs in total).



After each lab class, upload your files by dragging them from the campus computer to the corresponding OneDrive lab folder.