



Microsoft Outlook

OneDrive

Section Aims

- # Be able to log in
- # Upload / Download documents
- # Share documents via e-mail

Key Learning Points

- # What OneDrive is
- # Log into Outlook account
- # Go into OneDrive
- # Upload documents to share / send
- # Locate file to share / send
- # Enter e-mail address of recipient
- # Add note for recipient
- # Sign out of account

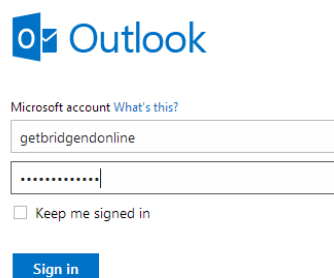
1. What is OneDrive?

OneDrive is an **online storage** place. This means you can save documents and files in the 'air'.

The advantages of online storage are that it is very quick and accessible on any device with internet connection. Also, it makes it easy to find files when you are sending an e-mail.

2. Log into Outlook account

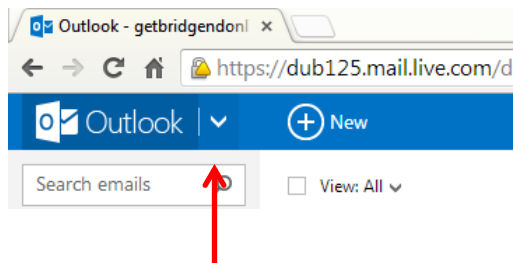
Go to www.outlook.com and log into your account by typing in your e-mail address and password



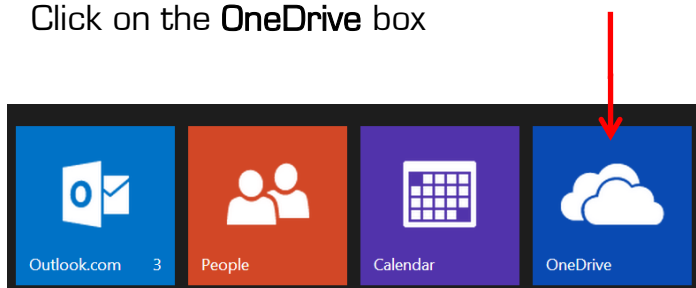
The image shows the Outlook login interface. At the top is the Outlook logo. Below it, the text "Microsoft account What's this?" is followed by two input fields: one for the email address "getbridgendonline" and another for the password, represented by dots. Below the password field is a checkbox labeled "Keep me signed in". At the bottom is a blue "Sign in" button.

3. Go to Onedrive

Click on the arrow located next to the Outlook icon

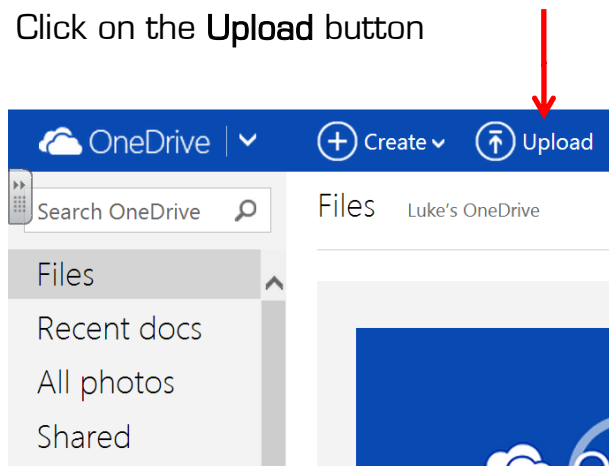


Click on the **OneDrive** box



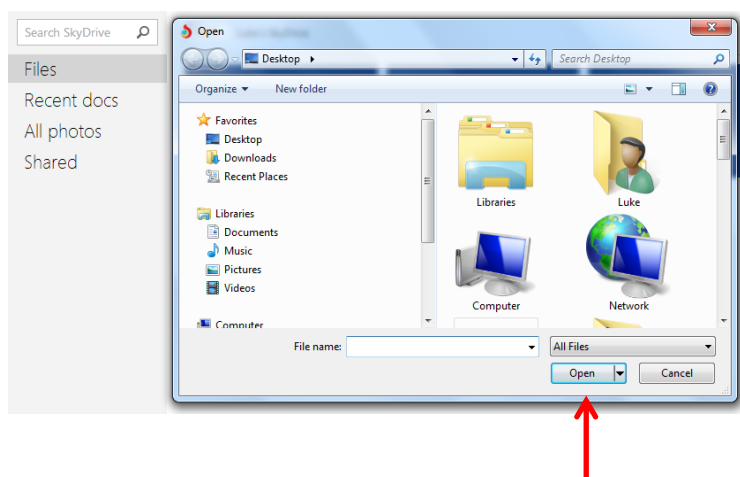
4. Upload documents to share

Click on the **Upload** button

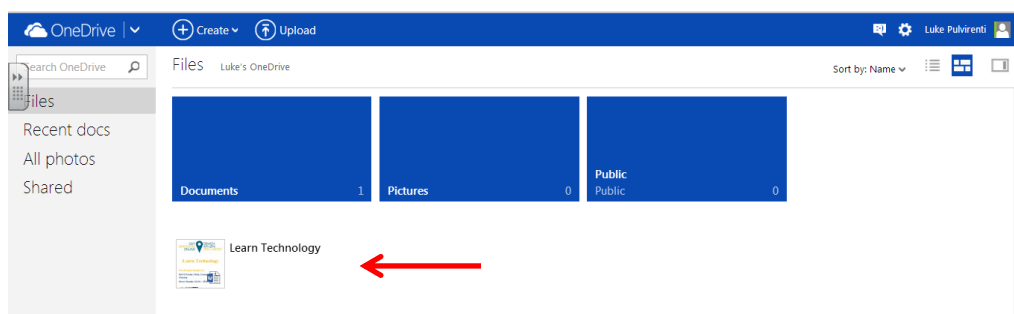


5. Locate the document you wish to upload to email

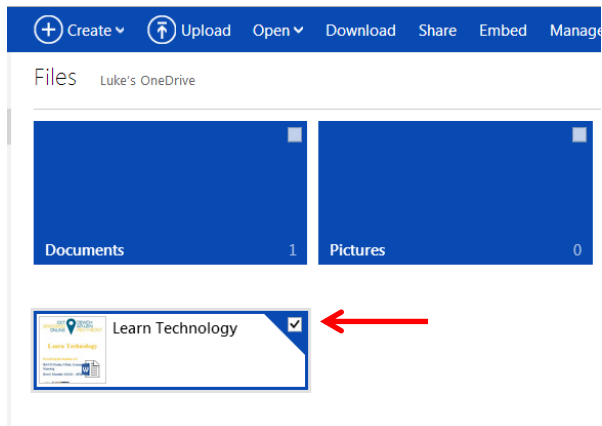
Find the document in your libraries and click **open**.



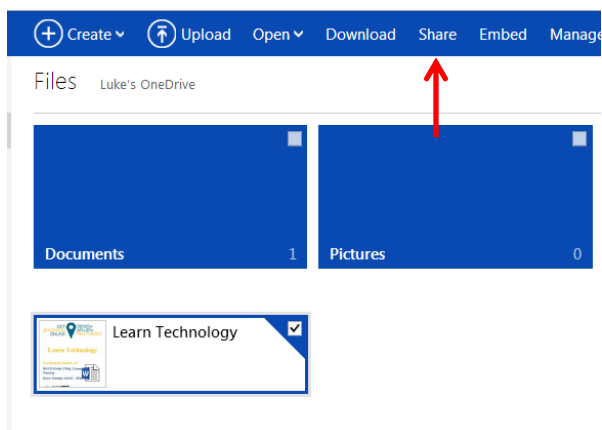
Once uploaded your file will appear in the OneDrive window, and will now be available to send / share



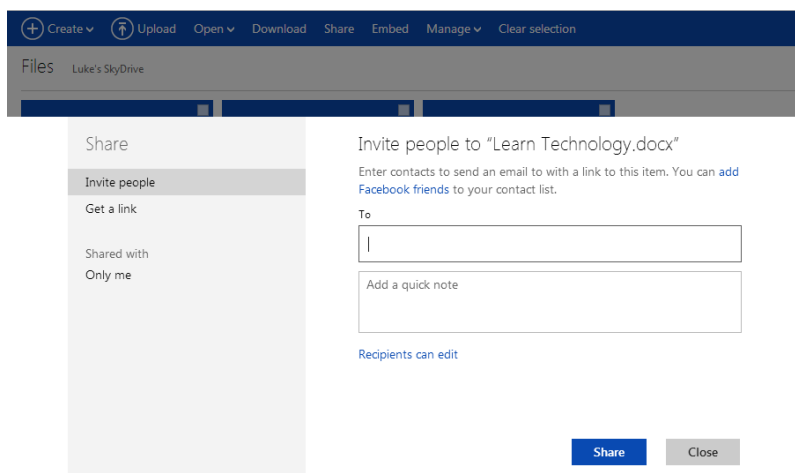
To share / send the file, hover your mouse over the document and **tick the box** next to the name of the file



Click **Share** once you have selected your file



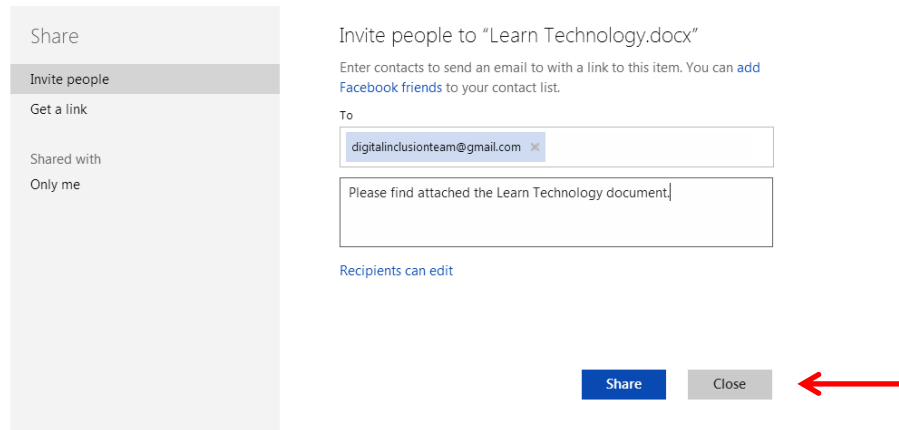
6. Type in the e-mail address of the recipient



7. Add a note for the recipient

You may also type a note into the box below stating the purpose of the document you are sending - e.g. "Please find my CV attached for the position of....."

Once the document has been sent, you can click **Close**



The screenshot shows a 'Share' dialog box for a document titled 'Learn Technology.docx'. On the left is a sidebar with options: 'Share', 'Invite people' (highlighted), 'Get a link', 'Shared with', and 'Only me'. The main area is titled 'Invite people to "Learn Technology.docx"' and contains instructions: 'Enter contacts to send an email to with a link to this item. You can [add Facebook friends](#) to your contact list.' Below this is a 'To' field with the email 'digitalinclusionteam@gmail.com' and a close icon. A text box below the email contains the note: 'Please find attached the Learn Technology document'. Below the text box is a link that says 'Recipients can edit'. At the bottom right are two buttons: 'Share' (blue) and 'Close' (grey). A red arrow points to the 'Close' button.

8. Sign out of the account

Once you have finished, you will need to log out by clicking **your name** located in the top right of the window and then click the **Sign out** button from the drop down menu.

