



MS ONEDRIVE



GUIDE TO BACKUP YOUR FILE

You are able to login to MS OneDrive to save/backup all your files in cloud.

Login ID and Password is the same with MS Teams Login.

ONEDRIVE

Use OneDrive in your browser

Sign in to office.com using your QTSS Account (Password same as your MS Teams)

Select the app launcher icon  App Launcher, and then select OneDrive.

Pick a file or folder by selecting the circle in the upper corner of the item, and then select a command at the top of the page.



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Save a file to OneDrive

Select File > Save a Copy > OneDrive - Personal.

Select Enter file name here and type a name.

If you want to save to another folder, select Browse, and select the folder you want.

Select Save.

The next time you open the Office app, you'll see your saved file in the Recent list.

