# OneDrive on a Mobile Device

Time required: 30 minutes

**NOTE:** Please follow all directions carefully and accurately.

**How to Create Screenshots:** Please use the Windows Snip and Sketch Tool or the Snipping Tool. Paste a screenshot of just the program you are working on. If you are snipping a virtual machine, make sure your focus is outside the virtual machine before you snip.

1. Press and hold down the **Windows key** & **Shift**, then type **S.** This brings up the on-screen snipping tool.
2. Click and Drag your mouse around whatever you want to snip.
3. Release the mouse button. This places the snip into the Windows Clipboard.
4. Go into Word or wherever you want to paste the snip. Hold down **CTRL**, then type **V** to paste the snip.

# Lab Description

There are many free cloud file storage and synchronization sites, DropBox, Google Drive, Box, just to name a few. OneDrive is a free cloud storage service from Microsoft that integrates with Windows and Office. You can easily synchronize documents between your computer and OneDrive. It can serve as a backup or a way to access your files remotely.

You can use your WNCC email address (which is a business account) to access the OneDrive through the college or use a personal OneDrive/Microsoft account.

# OneDrive on a Mobile Device

On your mobile device, perform the following steps.

1. Using Google Play, or the App Store, download and install Microsoft OneDrive, Word, Excel, PowerPoint, and OneNote.
2. Setup the OneDrive app to connect with the OneDrive account you used in an earlier lab.
3. Research how to take a screenshot on your mobile device.
4. **Insert a screenshot showing OneDrive and your documents on your mobile device:**

Click or tap here to enter text.

1. Open a Word document from OneDrive on your mobile device.
2. **Insert a screenshot:**

Click or tap here to enter text.

1. Open OneNote on your mobile device. Use the same account used earlier to setup OneNote.
2. Create a note on OneNote on your mobile device.
3. **Insert a screenshot of that note:**

Click or tap here to enter text.

1. Open OneNote on your computer. Use the same account used earlier. Open the note that you created on your mobile device.
2. **Insert a screenshot of that note on your computer:**

Click or tap here to enter text.

1. **Do you think you will start using OneDrive on your mobile device or a similar solution?**

Click or tap here to enter text.

1. **How might you start using it?**

Click or tap here to enter text.

## Assignment Submission

1. Attach this completed document to the assignment in Blackboard.