

# OneDrive

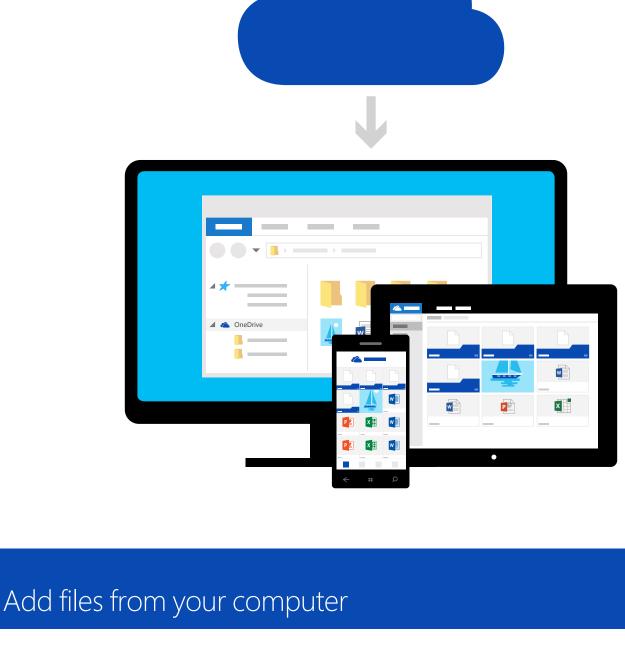
Get started with

## documents and other files to the cloud so you can access them from any device. With OneDrive, you can share documents, photos, and more without sending bulky email

What's OneDrive?

attachments. You can also easily work with OneDrive files right in Windows or Mac.

OneDrive is online file storage you can get to from anywhere. It makes it easy to save Office

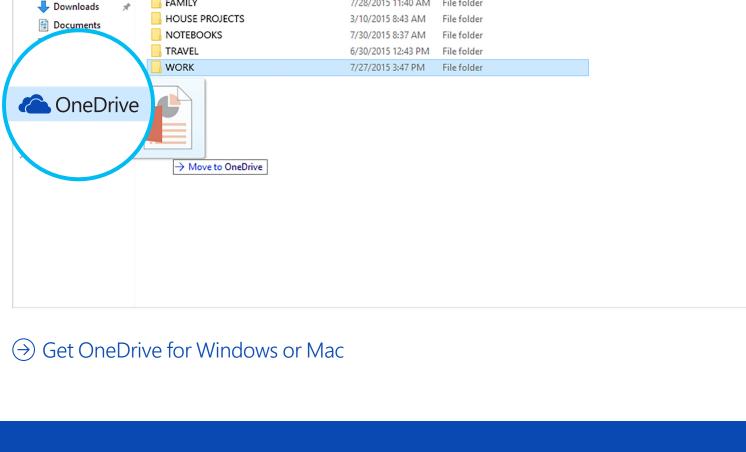


☐ ▼ | OneDrive

View Share ∨ ひ Search ↑ 🌥 > OneDrive Date modified Size Name Type Quick access BUDGET 7/13/2015 8:42 AM File folder Desktop **FAMILY** 7/28/2015 11:40 AM

The first step is to add files to your OneDrive. The best way to do this from your PC or Mac is to download OneDrive and drag the files into the OneDrive folder. Say you created a PowerPoint presentation on your

laptop—you can drag it to your OneDrive folder to access it from your phone.



Just go to OneDrive.com, sign in, and then select "Upload."

OneDrive

### Files OneDrive Files

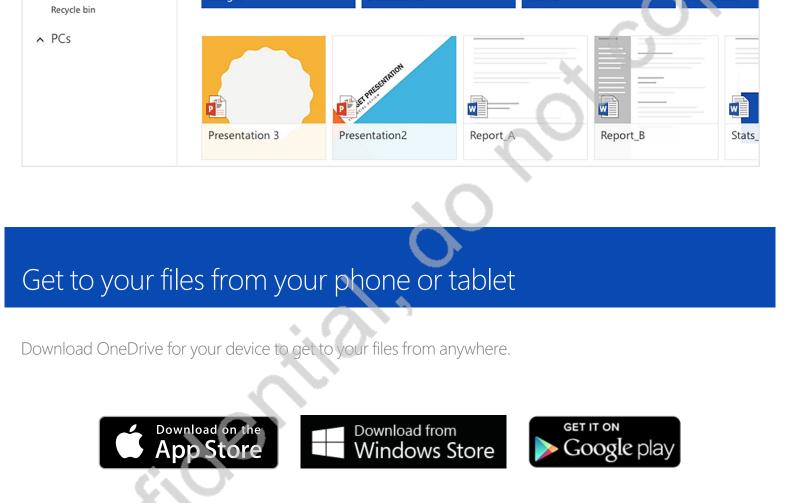
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Add files using the OneDrive website

Recent Photos Shared **Budget** Documents

Upload

You can also add files from any computer, tablet, or phone by using the OneDrive website.



→ For Android: Word | Excel | PowerPoint | OneNote

→ For iOS: Word | Excel | PowerPoint | OneNote

→ For Windows or Mac: Office 365

Create docs from anywhere

Use the Office apps to create and edit Office documents from anywhere.

Create, edit, and share Office docs

# You can create Word documents, Excel workbooks, PowerPoint presentations, and OneNote notebooks from the Office mobile apps or OneDrive.com for free. Just sign in and select "New."

OneDrive

Files

Shared

PCs

Recycle bin

Get the apps

Search ⊕ New ∨ **1** Upload Folder OneDrive Word document

Documents

Presentation2

OneDrive > Documents

When your Office documents are in OneDrive, you can open and edit them from the OneDrive mobile

apps or the OneDrive website. Say someone asks you to add a slide to your presentation—you can do it

Report\_A

Excel workbook

PowerPoint presentation

OneNote notebook

Plain text document

Excel survey

Presentation 3

Edit docs on the go

##

right from your phone or from any computer.

PowerPoint Online

Share and collaborate

OneDrive



Notebook

christopher wymer | Sign out

You can share files and even entire folders without attaching anything. Send a link to the PowerPoint

To share items from the OneDrive website, just select the item and select "Share."

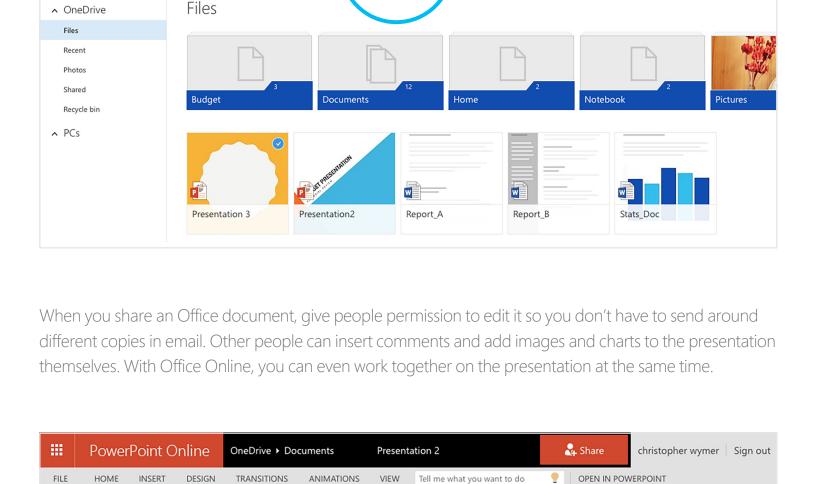
Open

presentation you're working on—and rest assured that everything else in your OneDrive will stay private.

🚺 Share

m Delete

Comments



\* NEW christopher wymer a few seconds ago Can we look at changing the third bullet



Where can I learn more?

For more info, check out → OneDrive.com/about