

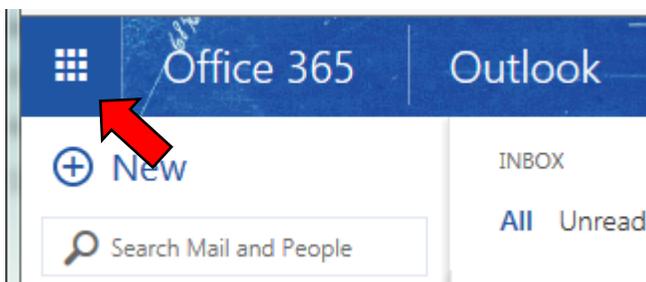
# USING ONEDRIVE TO CREATE AND STORE FILES

OneDrive is Microsoft's cloud storage platform. It is similar to Dropbox though it gives users the ability to create and edit files like Google Drive. The thing that sets it apart from other cloud storage solutions is its extremely large storage capacity. As a result of the college's Microsoft service agreement, faculty, staff and students all get a full terabyte (1024 Gigabytes) of cloud storage.

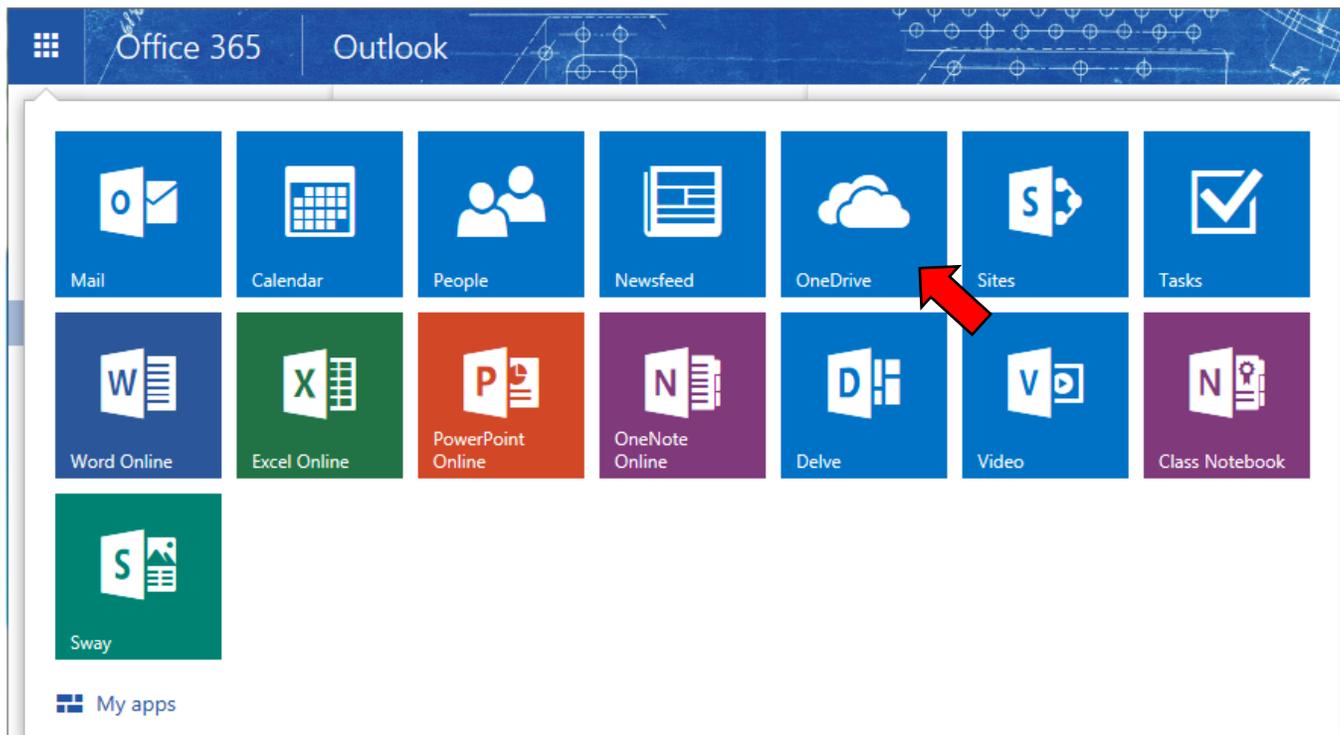
You can access your OneDrive directly at: [onedrive.jalc.edu](https://onedrive.jalc.edu)

-OR-

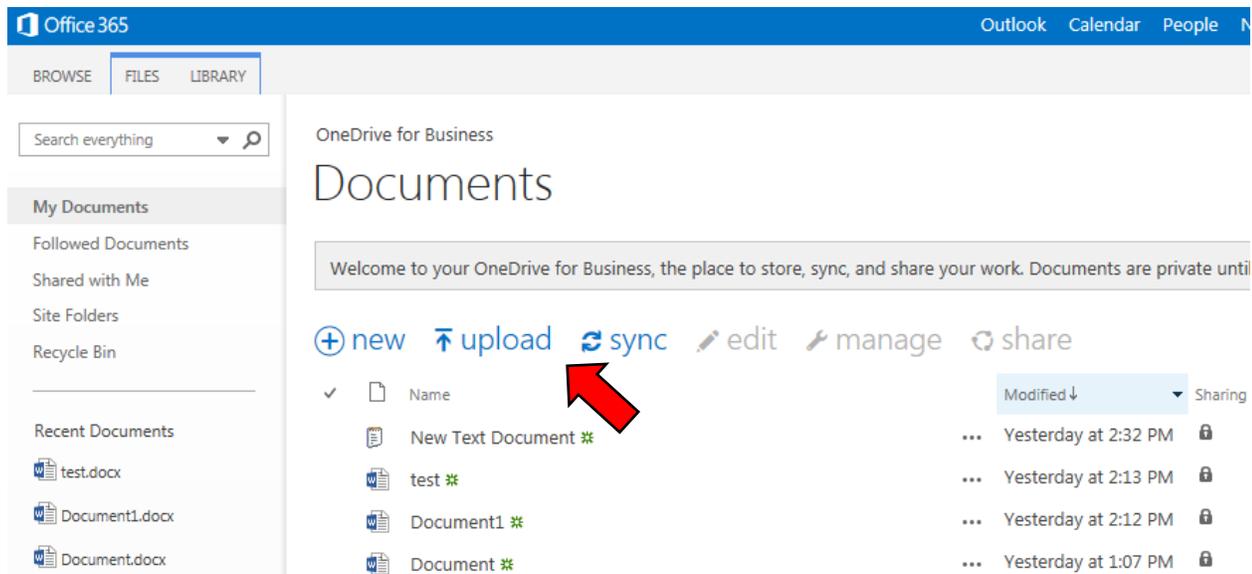
When you log into your Volmail account you'll see a tile button in the upper left hand corner of the page. Click on this button to bring up your app tiles.



Click on the OneDrive tile to create, view, edit, upload, share and sync files.

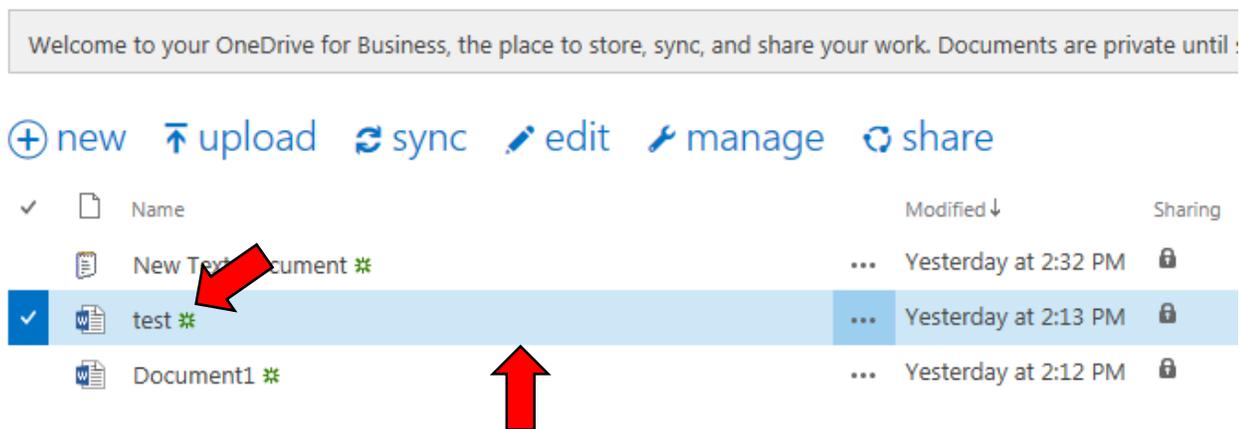


Once you open your OneDrive you have many options: you can create a new Microsoft Office document; upload files to OneDrive; and sync documents between computers.



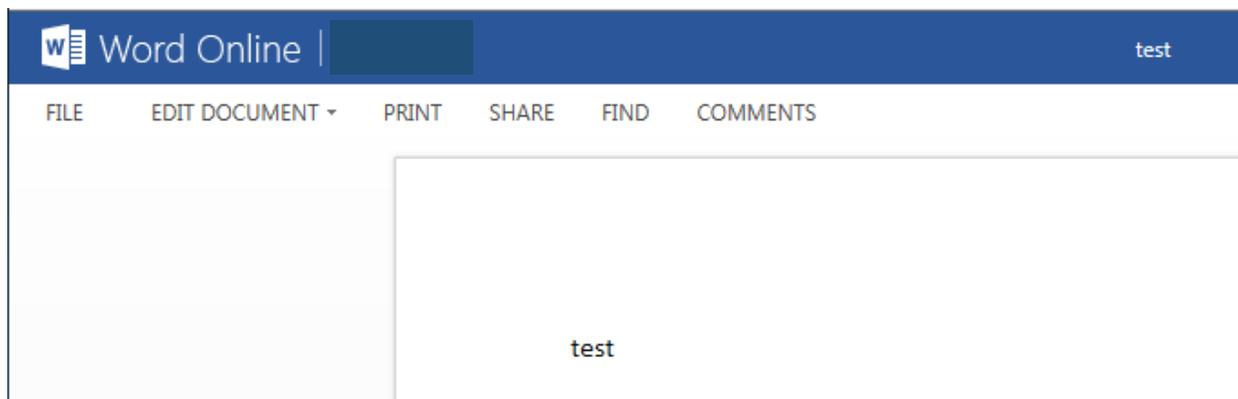
To upload documents you can either use the upload link, or simply drag and drop files from your desktop or file explorer to the active portion of the OneDrive screen.

## Documents

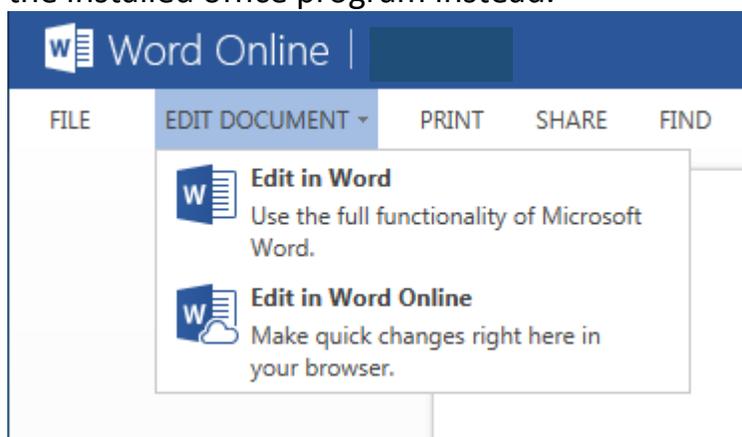


Clicking on an empty space between the file name and the ellipsis (the 3 dots), selects the file so you can sync, edit, manage or share it. Clicking on the file name, opens that file in Office 365, the online version of Microsoft Office.

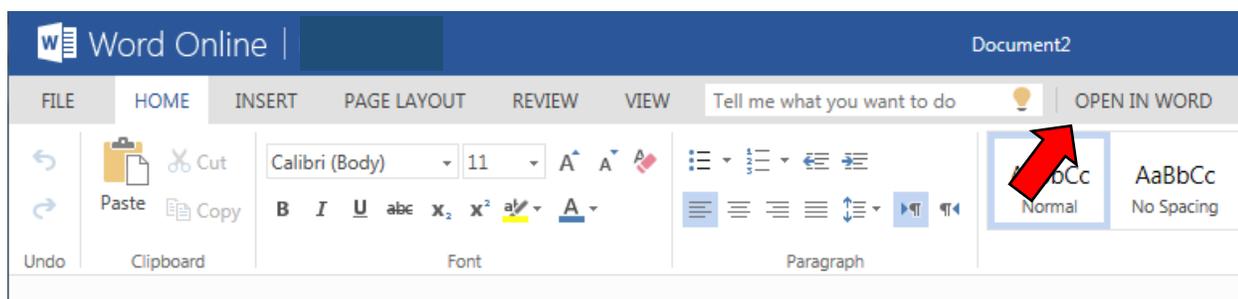
Once you open a Microsoft Office file you can perform several different actions.



As shown below, if you have the full version of Microsoft Office installed on the computer you're working on, when you click on edit, you'll have the choice to edit online or to use the installed office program instead.



Similarly, when creating a new Microsoft Office document from OneDrive, if you have the full version of the software installed on that computer, it will give you the option to use the full featured version.





When you're done creating and editing your Microsoft Office document you can share it with others, or sync it with another computer if you'd like. In fact you can sync and share any file, it doesn't have to be a Microsoft Office document. Syncing allows you to copy the file(s) to any computer you'd like. A copy of your file will still remain in your OneDrive.

With a full Terabyte (1,024 Gigabytes) of data storage, most students will never run out of room in their OneDrive!