

# How to use OneDrive

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Yamanashi Gakuin Information Technology Center

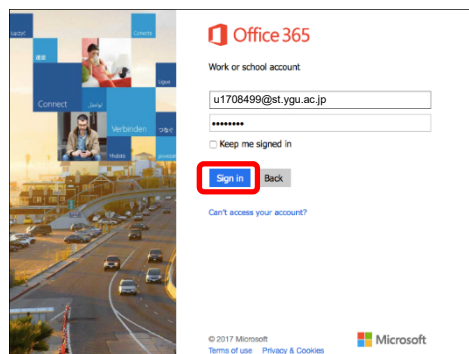
I will explain how to use OneDrive which is one of Office 365 services.


## What is the OneDrive?

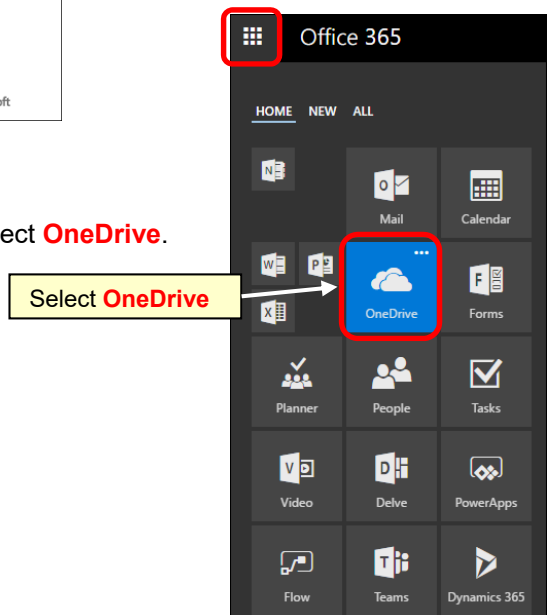
OneDrive is a Microsoft online store service. You can save files until 5 TB per person. It is a convenient file preservation service that allows you to save and open files via the internet from PCs, Tablets, Smartphones, etc.

## How to open OneDrive

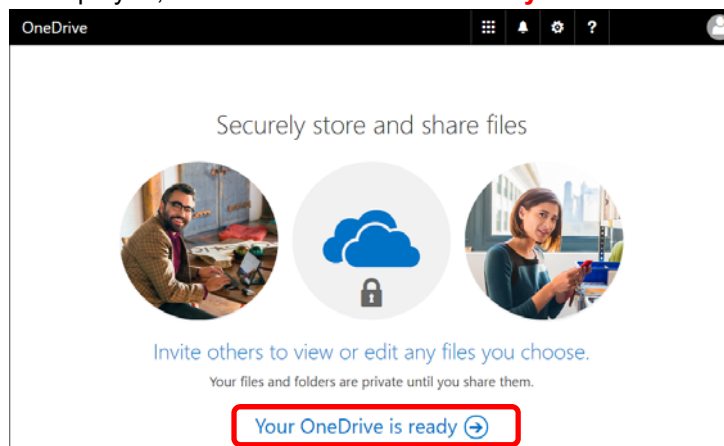
1. Sign in to Office 365.



2. click the  mark on the upper right of the screen and select **OneDrive**.

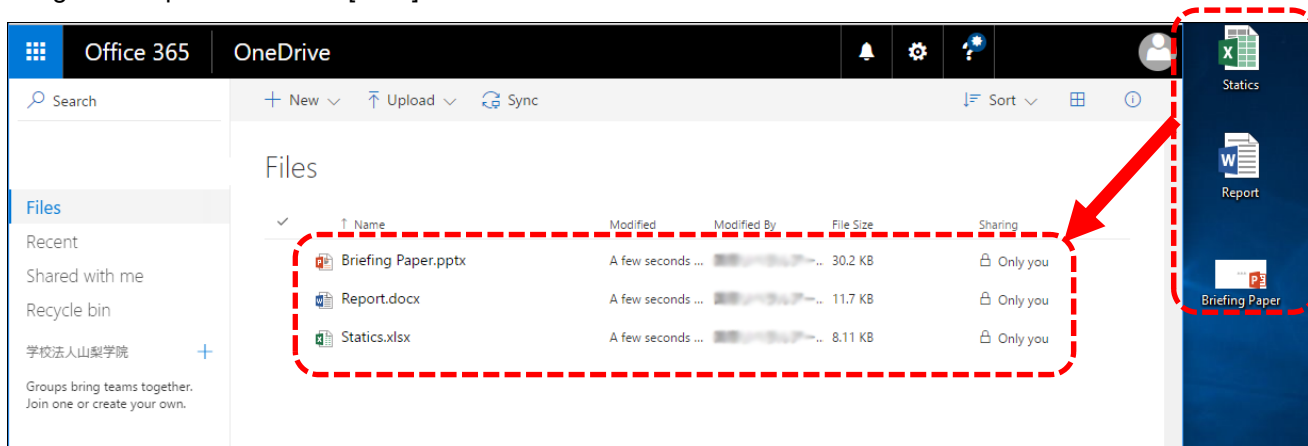


3. If the below window is displayed, click **"Your OneDrive is ready"**.



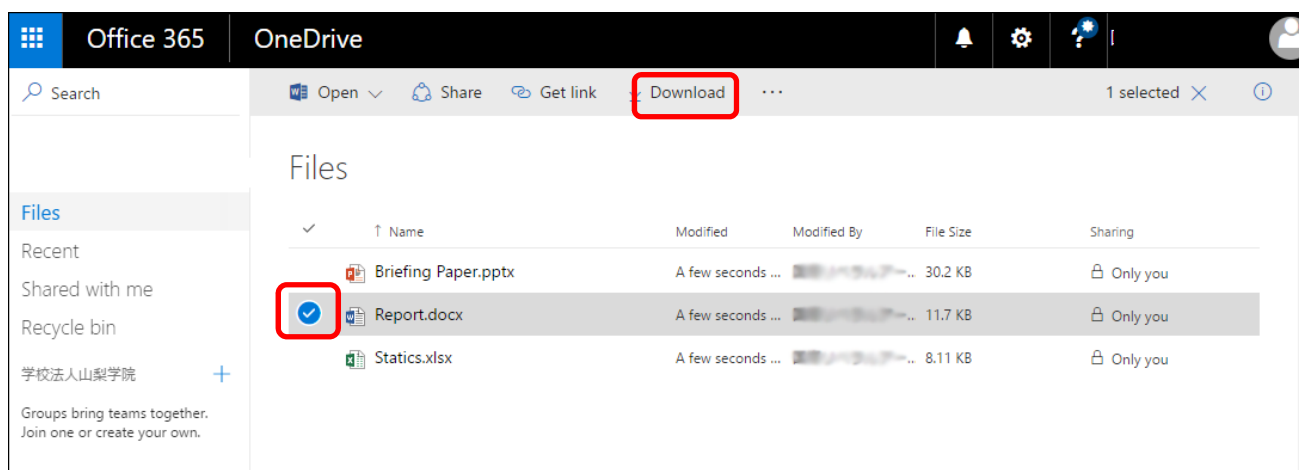
## How to save files to OneDrive

Drag and drop the file to the [Files] screen.



## How to save files from OneDrive to own devices

**Check on** a file to save, and click **[Download]**. It is saved in the download folder of own devices.



## About Office Online

OfficeOnline is useble Excel, Word, PowerPoint etc. on the cloud service. Specification differs from Office installed on devices.

- \* If you open Excel, Word, PowerPoint files on OneDrive, and select Office Online and change the data, it will be saved automatically in real time immediately.  
(If you want to return to the state before saving, you can select the corresponding file, right click and return from the version history.)
- \* You can share the file with another Microsoft account and edit it directly.

## Note

For security reasons, can not use synchronization software at computers of administrative officials and student computers on campus.