

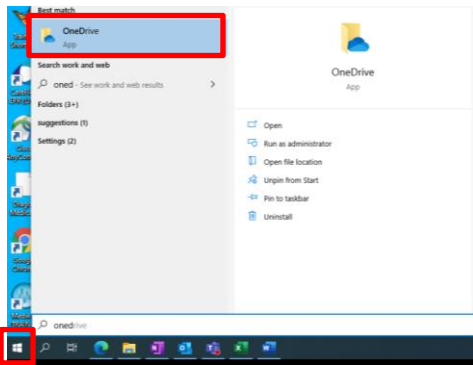
SETTING UP ONEDRIVE QUICK REFERENCE GUIDE V1

OneDrive is a cloud-based document storage area, similar to a Home (H) drive. Everyone with an Office 365 account can have their own OneDrive to store documents.

OneDrive is accessible through the Desktop or Web Application.

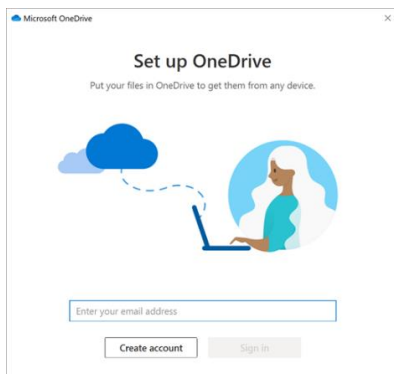
OPEN ONEDRIVE USING THE DESKTOP APP

From the start menu, open **OneDrive**.

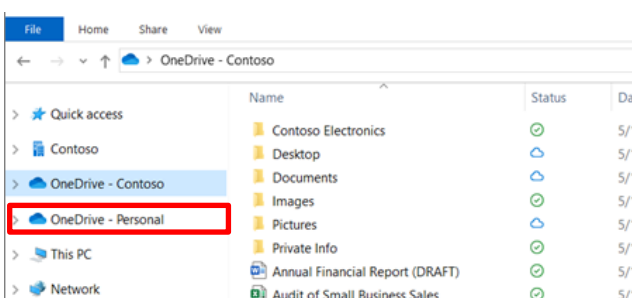


The first time you access OneDrive you must log in.

Enter your NHS.NET email address and password to log in.



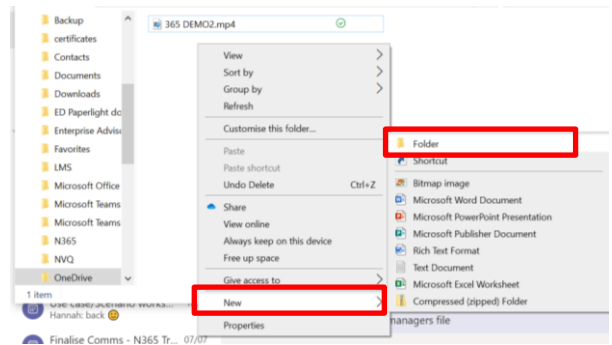
Your OneDrive is opened in the file explorer. Once logged in, your OneDrive folder is available down the left of the file explorer.



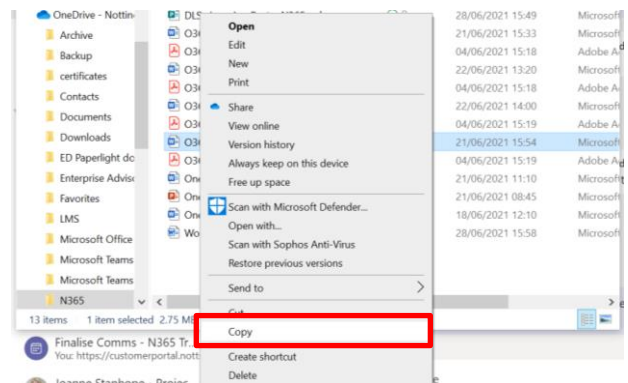
MOVE FILES TO ONEDRIVE

Once OneDrive is set up, you can move documents into the folder.

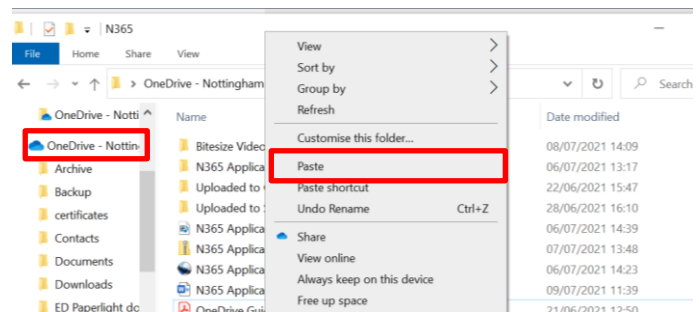
To create a new folder in OneDrive, right click and choose **New > Folder**



You can copy and paste files from one folder to another. Right-click the document and choose **Copy**.



Go to OneDrive, right-click and choose **Paste**.

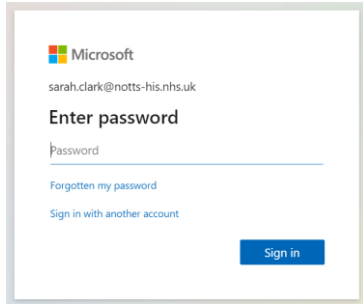


You can also drag and drop files into OneDrive.

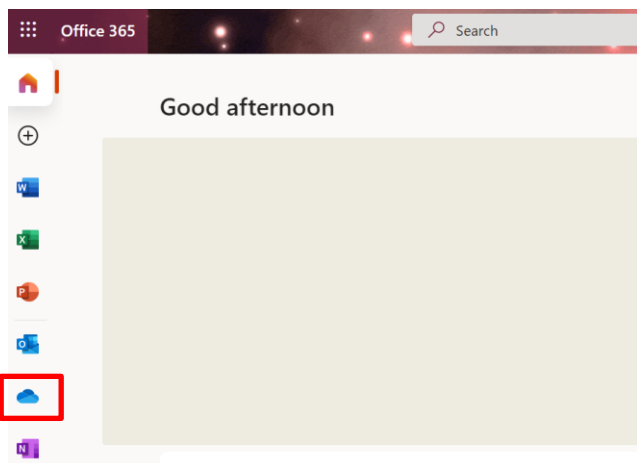
OPEN ONEDRIVE USING THE WEB APP

Launch your web browser and log in to <https://www.office.com>

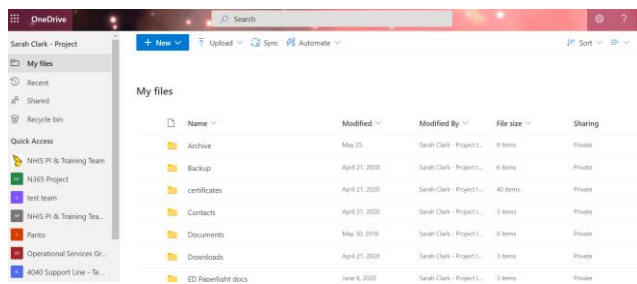
The first time you access Office 365 online you will be asked to log in. Enter your NHS.NET email address, followed by your windows password.



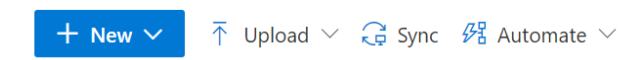
Applications are listed down the left of the screen. Choose **OneDrive**.



OneDrive is opened.



You can manage files in the same way as the desktop app using the controls at the top of the screen.



SUPPORT CONTACT
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