

## OFFICE 365 – ONEDRIVE FOR BUSINESS

FS70-508

Version: 1.0

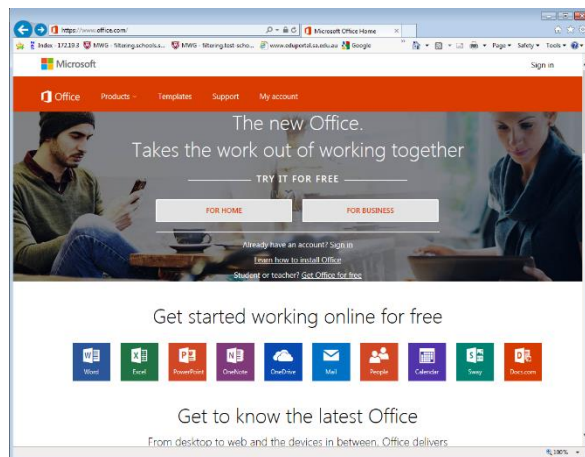
Last Modified: September 2016

**ONEDRIVE FOR BUSINESS IS AVAILABLE TO STAFF AND STUDENTS** where the risk assessment for use of O365 additional services option has been accepted and the option enabled for the user by the local site ICT administrators.

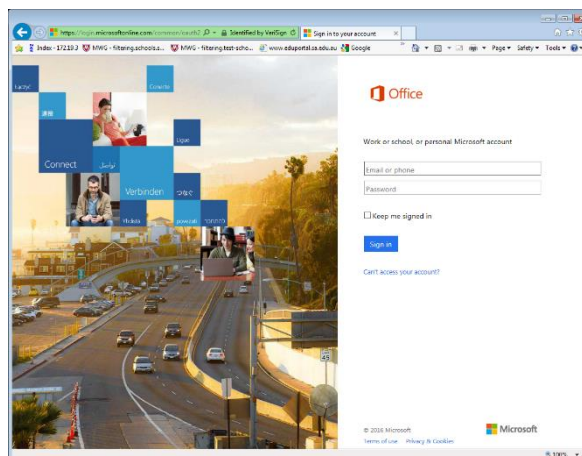
OneDrive for Business is Microsoft's cloud storage solution, providing users with 1Terabyte of storage and the ability to sync files between multiple devices, including PC, Mac, tablet and smartphone.

**OneDrive should only be used to store data classified as 'Public' and should therefore not contain any confidential or sensitive information.**

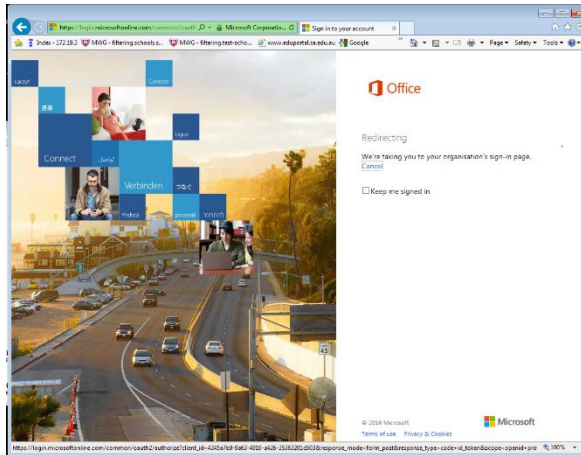
1. Open a web browser and visit <http://www.office.com>



2. Click Sign In (top right corner) and enter your full email address (e.g. [John.Smith123@schools.sa.edu.au](mailto:John.Smith123@schools.sa.edu.au)) to login to the Office 365 portal.



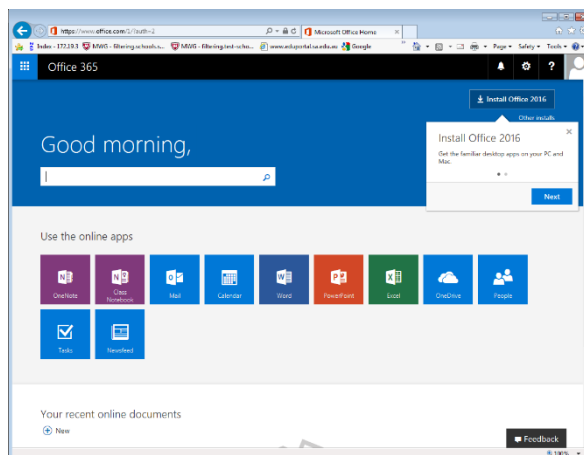
3. If you have not already been authenticated, you will be redirected to the LearnLink Login Page.



4. Enter your LearnLink user account credentials and click Log On

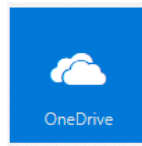


5. Once authenticated, you will be logged into the Office 365 Portal

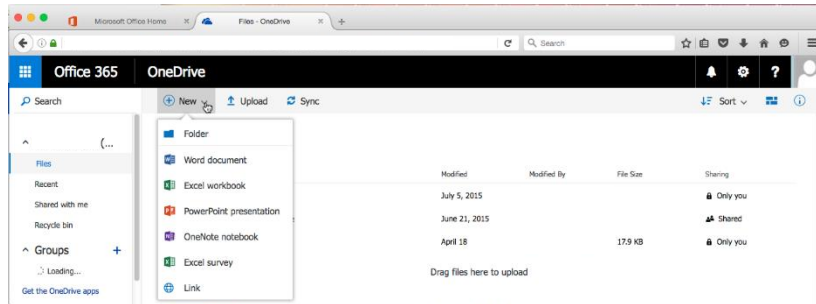


Note: Available online apps icons will vary depending on the licence available for the user

- 6. Click the OneDrive tile



- 7. To create a new folder or file, click New and select a new folder, document, spreadsheet, etc.



- 8. Files can also be uploaded to OneDrive by clicking Upload or Drag files to the page

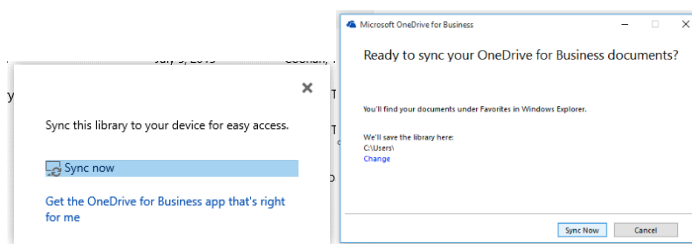
### SYNC LIBRARY TO WINDOWS DEVICE

OneDrive for Business can sync across multiple devices including PC, Mac, tablets and smartphones.

- 9. Click Sync



- 10. Click Sync Now and follow the wizard to setup a local directory on the device



## SYNC LIBRARY TO IOS DEVICE

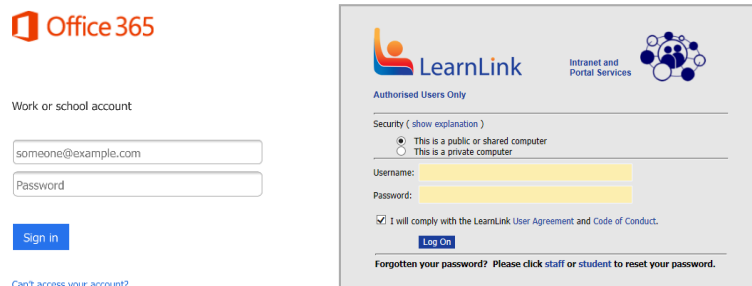
11. Open the App Store, search for the OneDrive app and install



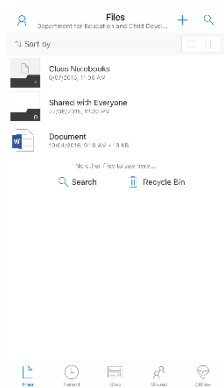
12. Open the App and enter your full email address (e.g. [John.Smith123@schools.sa.edu.au](mailto:John.Smith123@schools.sa.edu.au))



13. Enter your full email address again, and you will be redirected to the LearnLink login page to authenticate.



14. Once authenticated, OneDrive will display files and folders in the account



## SYNC LIBRARY TO ANDROID DEVICE

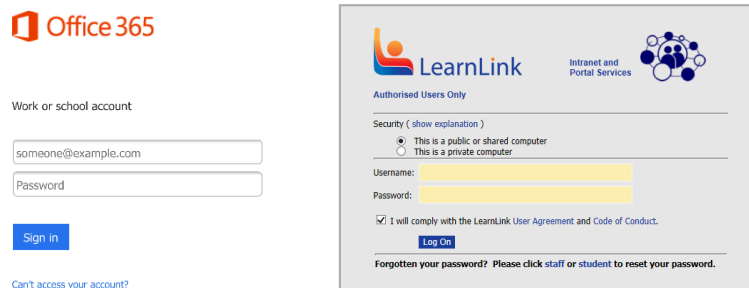
15. Open the Play Store, search for the OneDrive app and install



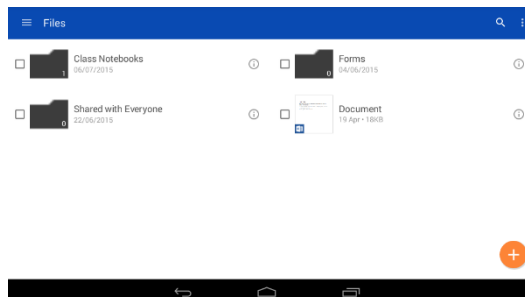
16. Open the App, select sign in and enter your full email address (e.g. [John.Smith123@schools.sa.edu.au](mailto:John.Smith123@schools.sa.edu.au))



17. Enter your full email address again, and you will be redirected to the LearnLink login page to authenticate.



18. Once authenticated, OneDrive will display files and folders in the account



## OFFICE HELP AND TRAINING

For further information, help and training visit <http://support.office.com>

