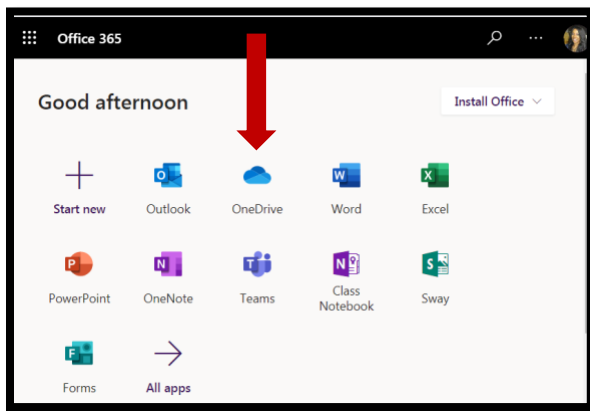


## Microsoft One Drive

Microsoft One Drive allows you to store and share your files and folders with others.

### **Sign-In**

1. Go to office.com and click **Sign In**.
2. Enter your MC Username@montgomerycollege.edu and MC password.
3. The two-step verification screen opens. Select an option for MC to verify your account.
4. The Office 365 home page appears. Select **One Drive**.



5. A list of your folders and file will appear.

### **To Upload Files**

1. On the One Drive menu bar, select **Upload** and then click either **Files** or **Folder** to be uploaded.
2. The explorer window opens. Select the files or folder that you want to be uploaded.
3. Select **Open**.

With other browsers:

- On the One Drive menu bar, select **Upload**. Then select the files you want to upload and select **Open**.
- If you don't see **Upload** and **Folder**, create a folder, and then upload the files to that folder.

### **Create a File in OneDrive**

OneDrive allows you to create files within the Office online app.

1. Select **New** and choose the type of file you want to create.
2. The file application will open, and you can begin typing.
3. To rename the file, click the file name in the title bar, for example, **Document** (that is the default file name for Word), once the current file name is highlighted, then type a new name. It will automatically save the new file name.

Note: All changes are automatically saved in the Office online apps, so when you go back to OneDrive, your new file is already saved.

### **Create a Folder in OneDrive**

1. Select **New** and then choose **Folder**.
2. Type a name for the folder and select **Create**.
3. Select the files you want and drag them into the folder.

### **To Download a File to your Computer**

There are several ways to download a file from OneDrive.

1. Select the file to be downloaded.
2. On the toolbar, select **Download**.
3. The file will save in the download folder on your device. It may also be at the bottom of the OneDrive window.

Another option:

1. Select the file (using the checkmark) or click the three dots after the file name.



2. A menu will appear, and you will select **Download**.
3. The file will save in the download folder on your device. It may also be at the bottom of the OneDrive window.

### **Sharing a File**

OneDrive allows you to share a file or folder within and outside of your organization. There are multiple ways to share your files and folders.

- Right-click on the file/folder.
  - Highlight the file/folder and then click the three dots beside the file/folder name.
  - Click the bubble beside the file/folder name to highlight the file and then click **Share** on the toolbar.
1. After clicking Share, click **Who would you like the link to work for?** You can also change the settings to allow editing, set expiration date, set a password, and block download.
  2. After making your selections, click **Apply** to save the settings.
  3. Enter a name or email address for the recipient you are sharing your file/folder.
  4. Adding a message is optional.
  5. Click **Send**.

Note: You have the option to copy the link or create a sharable link in Outlook.