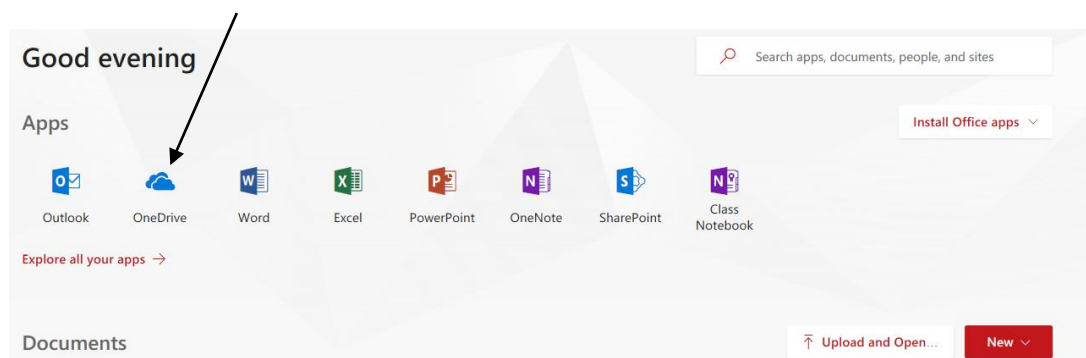


## Accessing OneDrive

Students at Murrumba State Secondary College now have access to **OneDrive for Business** which is a part of Microsoft Office 365 and provides **5 Terabytes of storage** in the cloud for students to store, share and sync their **school** files that can be accessed anywhere, anytime.

### To access OneDrive

Go to [www.office.com](http://www.office.com) and login with your school username and password. To access OneDrive click on the OneDrive app.



If you have a BYOD laptop, you can also download the [OneDrive Sync Client](#) which allows you to save files in a OneDrive folder on your laptop and it will automatically sync with the cloud.

It is recommended that you do not sync your OneDrive library to your local computer during school hours.

**Watch the following videos for further information:**

[Video 1 - Getting Started with OneDrive](#)

[Video 2 – OneDrive Basics](#)

[Video 3 - Uploading Files to Onedrive](#)

[Video 4 - Sharing Files in Onedrive](#)

[Video 5– Syncing files between your BYO laptop and the cloud](#)

### Sharing files

Onedrive allows you to share files with people who have an @eq.edu.au email address. This includes staff and students. To share a file, you will need to type your full @eq.edu.au email address.

With regards to file sharing, you should:

- only share files with people that you know;

- edit the sharing permissions to 'Specific People', so only people with whom the link is shared can access the file.
- check that you entered the email address accurately before sharing;
- only open files that have been shared with you by someone you know; and
- alert your teacher if you think someone has accidentally shared a file with you, or someone has shared files that are not appropriate.

### ***School vs Personal files***

You should only use OneDrive for Business to share **school related files**.

School related files include those that are created for the purpose of completing a class activity or an assignment. – **not personal movies or games**.

**Do not save personal information** such as passwords in your Onedrive.

You should ask yourself, '*would I get in trouble or be embarrassed if my teacher saw this file?*' If the answer is 'yes', then it is likely that the file should not be stored in your OneDrive.

### **Review the considerations below prior to using OneDrive for Business.**

#### ***Enrolment status***

If your enrolment status changes (e.g., following move to non-state school, Year 12 graduation), you will no longer be able to access your @eq.edu.au email or OneDrive library. Back up any files/emails you wish to keep prior to your enrolment status changing.

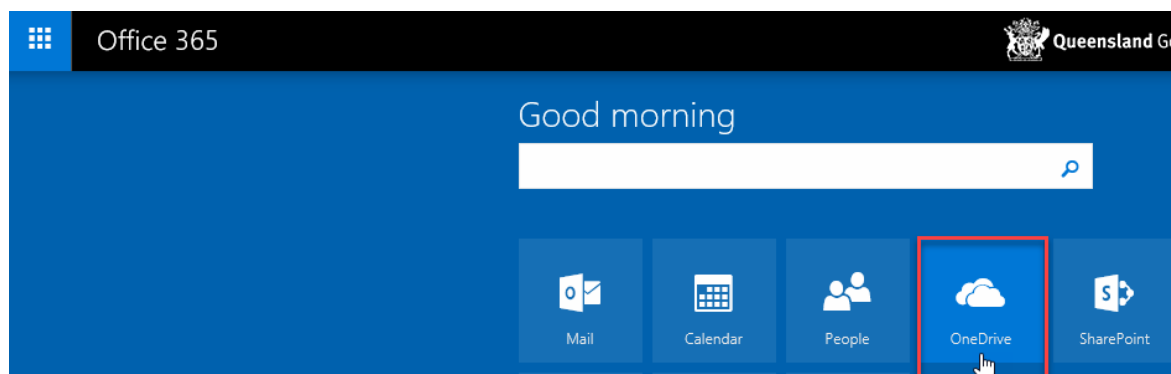
#### ***General advice***

Always exhibit safe online behaviours and protect yourself and your information. Some safe online behaviours include keeping passwords private, thinking before sharing information, seeking permission if unsure, locking devices when not in use, and logging out when finished.

## Getting started with OneDrive

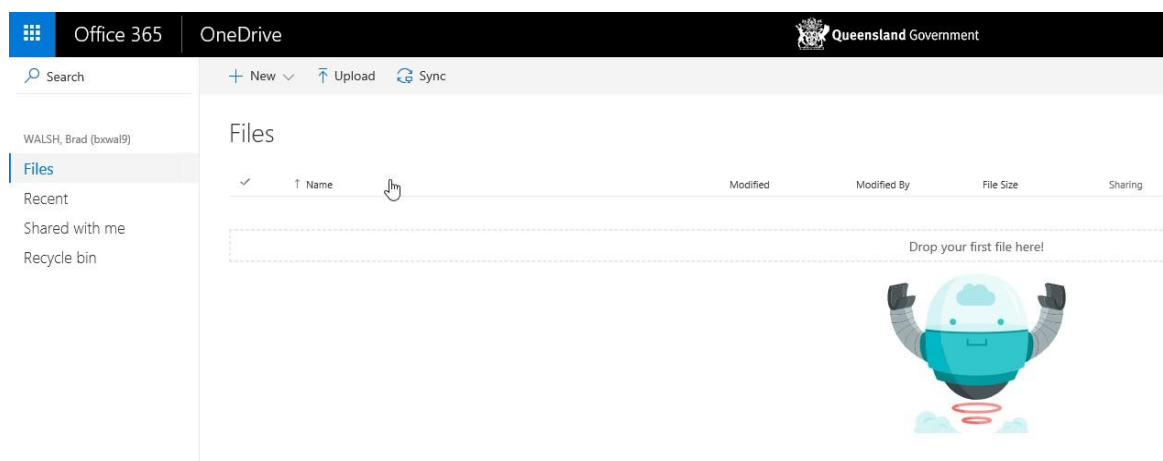
### Provision your OneDrive library

To access your OneDrive for Business library, simply click on the *OneDrive* tile from within the Office 365 app launcher or Portal homepage.



Your OneDrive for Business library is automatically configured the first time it is launched. This may take up to 10 minutes to finalise. Once configuration is complete, you will be presented with your empty OneDrive for Business library.

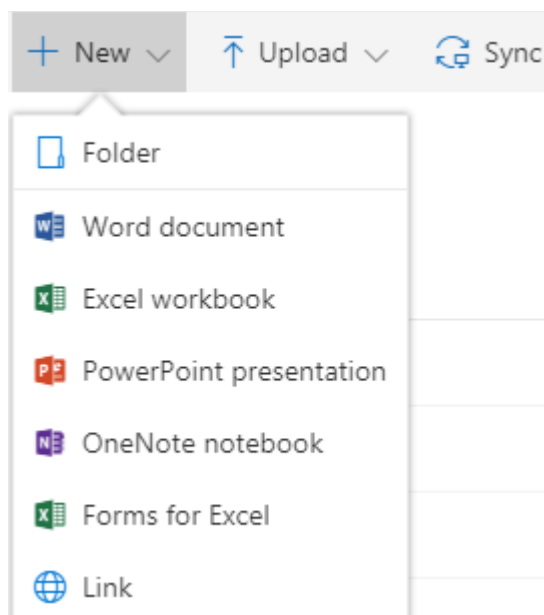
*Note:* If configuration takes longer than 10 minutes, click on another Office 365 application (e.g., Mail), then click on the OneDrive tile again.



### Create and upload documents

New documents can be created directly within OneDrive for Business or you can upload existing documents from your local machine.

To create a new document, click on the *New* button and select the type of document you wish to create.



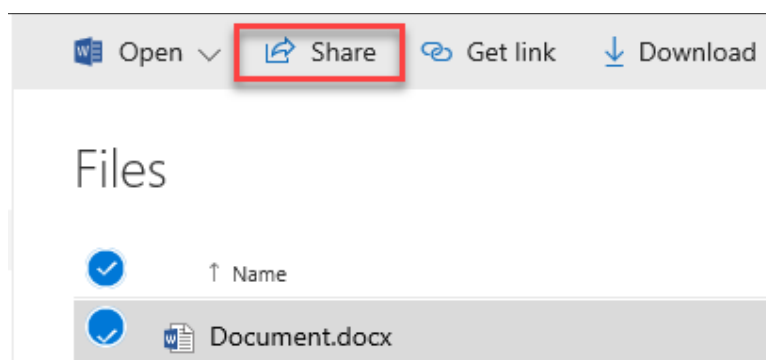
To upload a document, either click on the *Upload* button or drag and drop a document from your local machine into the OneDrive application window.

### Share a document or folder

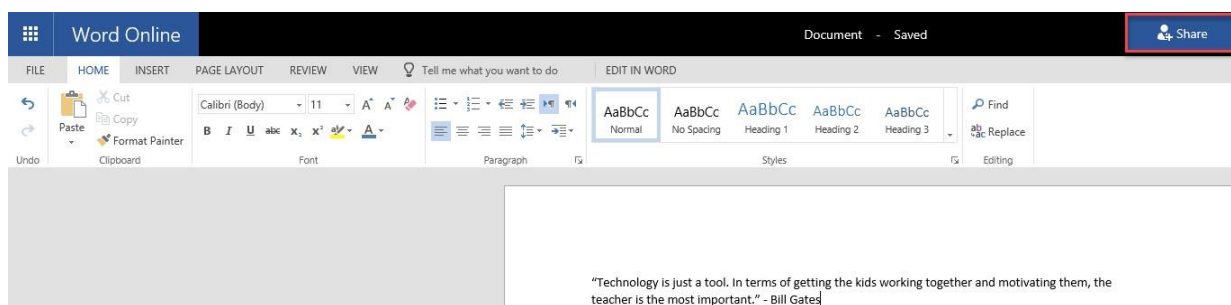
Documents or folders within OneDrive for Business can be shared with your peers within the EQ network. To share a document simply search by first name or surname.

You can share a document from OneDrive for Business in a number of ways:

1. Select the checkbox next to the document you would like to share, then click on the *Share* button in the toolbar, fill in the options and click *Share*.

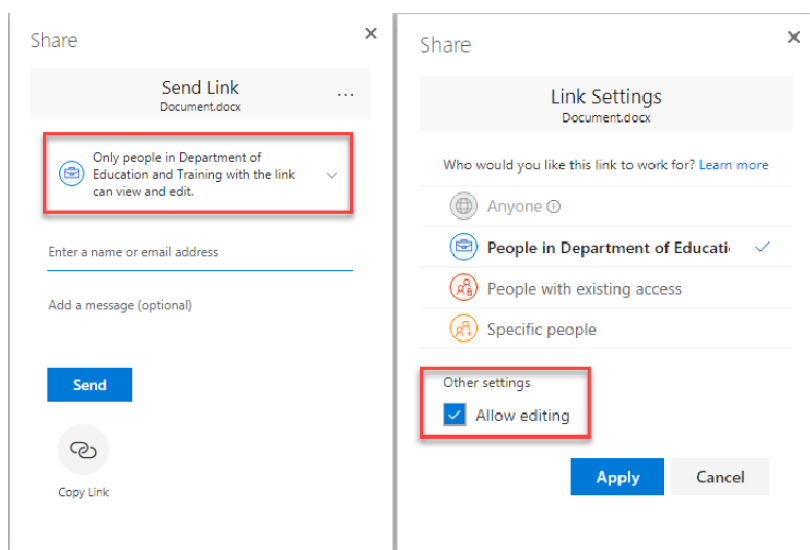


- Open the document in Edit mode, click on the *Share* button, fill in the options and click *Share*.



When using either of these options, a Share options dialog is displayed that allows you to send a link to whomever you wish to share it with.

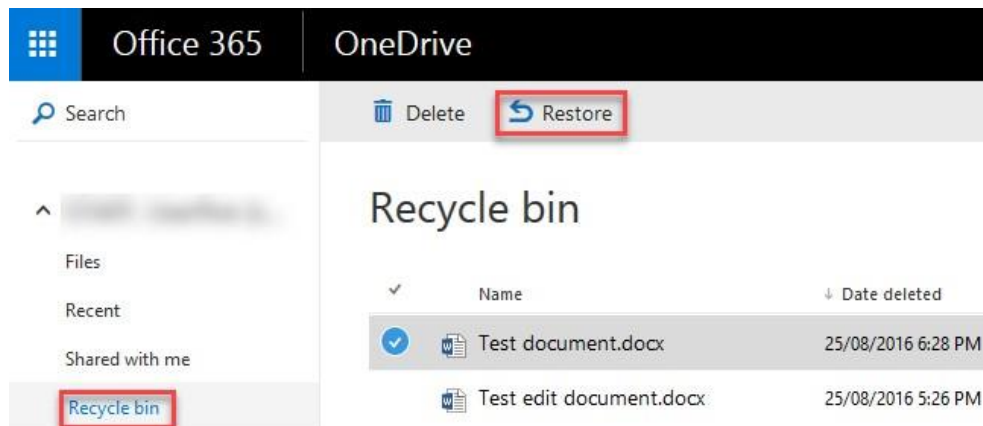
Files and folders can be shared with either *Edit* or *View* access - *Edit* access is the default option. To change the level of access to *View*, select the *Briefcase* dropdown menu to access *Link Settings* and then deselect *Allow editing* under the *Other settings* heading.



Note that when using sharing links, users with whom you have shared a file or folder cannot on-share that file or folder to other users.

## Deleting and restoring files and folders

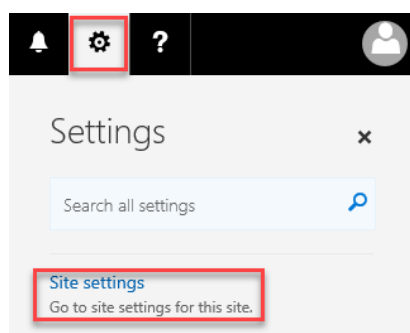
When you delete files and folders from OneDrive for Business, they are moved to the *Recycle Bin* for 93 days. During this time, deleted documents and folders can be restored by opening the *Recycle Bin*, selecting the file or folder and clicking *Restore*.



## Check your OneDrive for Business storage usage

Your OneDrive for Business library includes five Terabytes of storage. You can check your OneDrive for Business usage at any time by following the process below:

1. Browse to your OneDrive for Business library using the OneDrive tile in the app launcher
2. Click on the *Settings* cog in the top right of the screen, then select *Site settings*



3. Click on *Storage Metrics* (under the *Site Collection Administration* section)

Site Collection Administration

[Recycle bin](#)

[Search Result Sources](#)

[Search Result Types](#)

[Search Query Rules](#)

[Search Schema](#)

[Search Settings](#)

[Search Configuration Import](#)

[Search Configuration Export](#)

[Site collection features](#)

[Site hierarchy](#)

[Site collection audit settings](#)

[Portal site connection](#)

[Storage Metrics](#)

[Site collection app permissions](#)

[Content type publishing](#)

[Site collection health checks](#)

[Site collection upgrade](#)

4. Your storage usage and availability will be displayed in the top right corner of the screen, along with detailed storage metrics on each file and folder within your OneDrive for Business library.

5119.31 GB free of 5120.00 GB