# Accessing your College OneDrive

Through your College **Microsoft Office 365** account you have access to a OneDrive cloud storage area where you can save and access your work safely and securely. To access this, you should:

1. Go to www.office.com in your web browser

2. You will be asked to sign into Office

3. Your username is your email address which is your student number followed by @student.hopwood.ac.uk, for example, if your student number is: 654321, your email address would be: 654321@student.hopwood.ac.uk

4. Your password for this is the password you use to log into the college computers. *(If you have any trouble with this you should contact vle@hopwood.ac.uk or ask one of your tutors)*

5. When you have logged into Office through your web browser you have access to a wide range of apps and tools including the OneDrive app where you access your OneDrive cloud storage
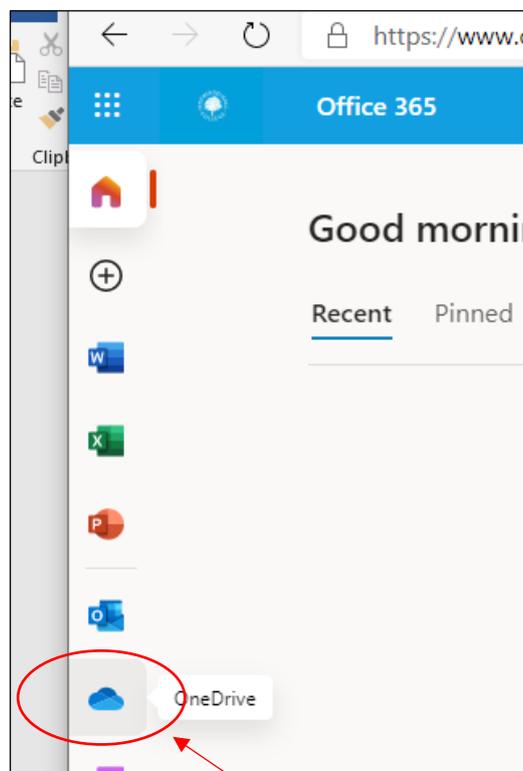
Click here to access OneDrive

6. When you have clicked into OneDrive you will see a screen that looks like this:
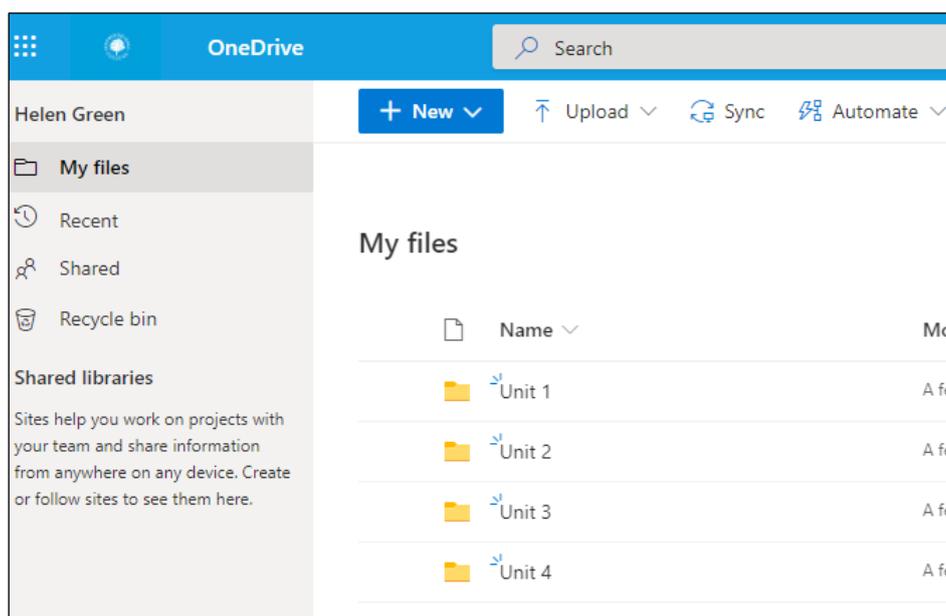
7. Some of the main things you can do in OneDrive:

- View your files in 'My files', set up folders for your work so they are organised. Access easily at college and at home

- View the files you have most recently viewed through 'Recent'

- View any files that have been shared with you through OneDrive in the 'Shared' tab – you can share a document with someone else by highlighting the document you want to share by checking the tick box before the name of the document starts, then click share, then enter the email address of the person you wish to share the document with

- Create more folders, add new documents, such as word documents, through the 'New' button. Work on documents through the online versions of Microsoft software such as Word Online

- Upload documents from your device onto your OneDrive through 'Upload'

- When you are submitting an assignment on ItsLearning you can choose to select files straight from your college OneDrive