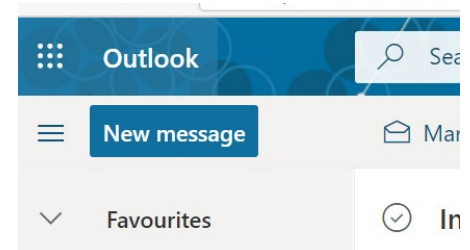


## How To Use OneDrive To Store School Work [On Computer]

If you save any pieces of school work to **OneDrive** you will be able to access it in future from ANY computer, table or smartphone that can access your school email. This means if your device breaks your work is not lost. It has been saved.

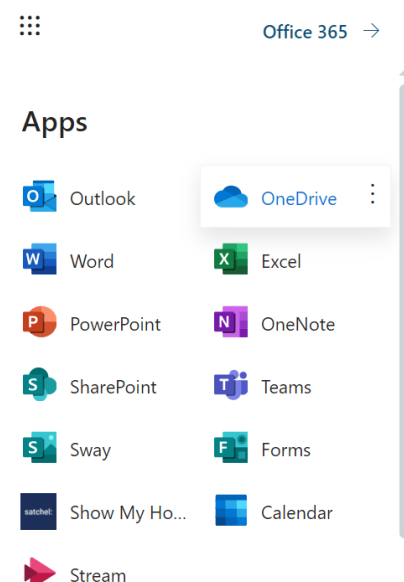
To find your One Drive, go the **9 dots** at the top left of your **school email**.



Click on the 9 dots and you will see all the other Microsoft apps that are available.

(Note this is also how you can access MS Word and other online versions of apps you might use in school)

Click on the **OneDrive** cloud icon.



Here you'll find your OneDrive Files.

You can **create new files and folders** by clicking **+ New** at the top of the page or **upload files and folders** by clicking **Upload** next to + New.

You can also drag & drop files from your computer

