

Accessing OneDrive from home

Purpose of documentation

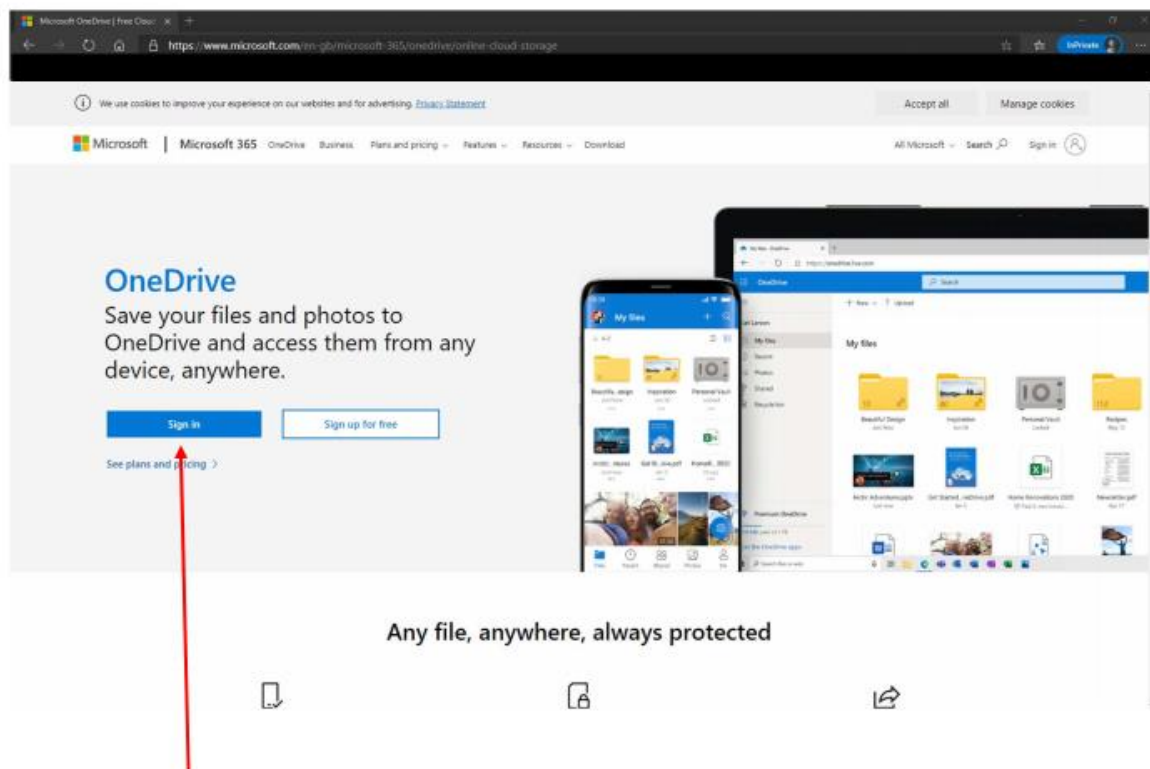
This documentation's purpose is to assist the user with signing into OneDrive with their account to access schoolwork from home.

This documentation will show the user how to sign into OneDrive on both the Web version (accessible on <https://www.onedrive.com/>) and OneDrive for Windows 10, which can be downloaded from the same website.

Onedrive OWA

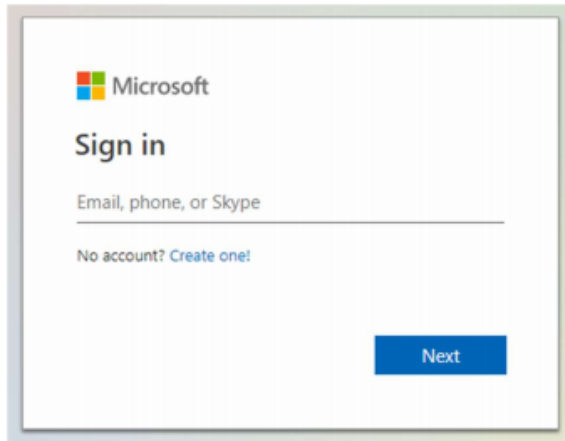
Logging in

On a web browser such as Google Chrome (It is recommended that a recently-updated browser such as Google Chrome or Microsoft Edge is used), go to <https://www.onedrive.com/>. You will be shown the following screen:

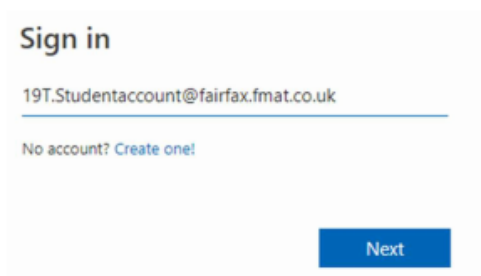


Press the blue "Sign in" button when the website has loaded. This will take you to the sign-in page for Microsoft.

As soon as you have pressed “Sign in” you should be prompted to enter an e-mail address:

A screenshot of the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is a link that says "No account? Create one!". At the bottom right is a blue button labeled "Next".

Your school e-mail address follows a specific format.

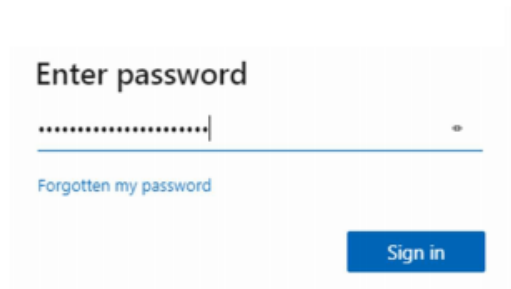
A screenshot of the Microsoft sign-in interface, similar to the one above, but with the school email address entered in the input field. The text "Sign in" is at the top. The input field contains the email address "19T.Studentaccount@fairfax.fmat.co.uk". Below the input field is a link that says "No account? Create one!". At the bottom right is a blue button labeled "Next".

After you have entered your username, and ensured that it is following the format (It is recommended, but not necessary, to use capitalisation to ensure that you are typing the correct username), press “Next”.

You will then be prompted to enter your password. Your password is synced from the Fairfax computer network – this means that **your password for your e-mail account is the same as your password for your computer.**

If you have forgotten your password, get in touch with a teacher or speak to IT Services.

Enter your password, then click “Sign in”.



Enter password

.....|

[Forgotten my password](#)

Sign in

You may be prompted to “stay signed in”:



Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No

Yes

Click “No” if you are signed in on a shared computer which is used by other people.

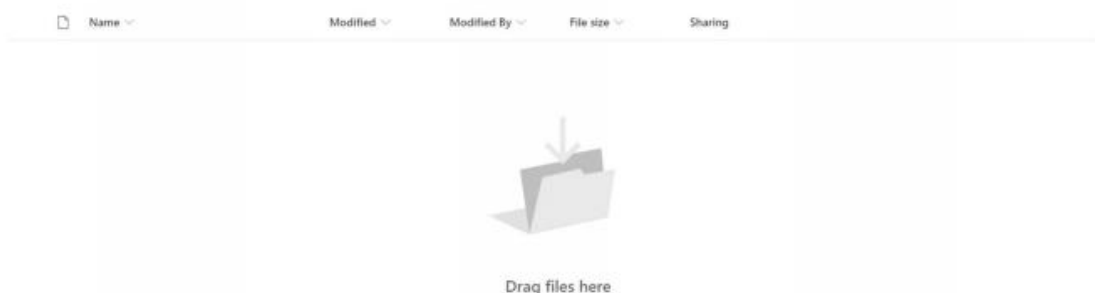
Click “Yes” if this is a personal device which only you have access to.

Uploading files to OneDrive

Now that you are signed in, if you haven't used OneDrive before, it will show up as "Empty":

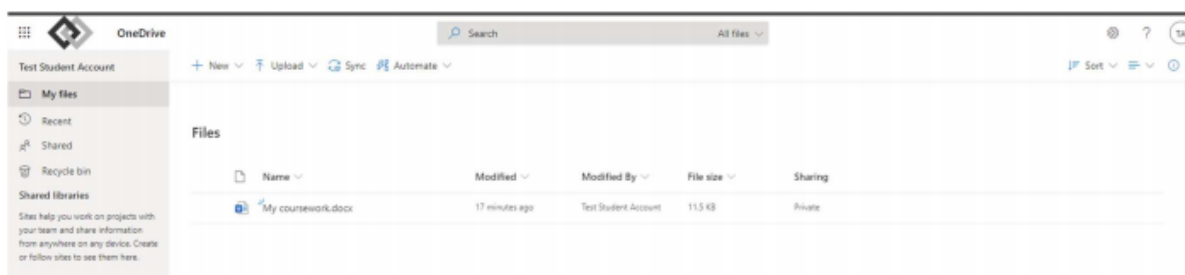


Files



You can drag and drop files in Windows 7/10 File explorer to upload to sync to OneDrive.

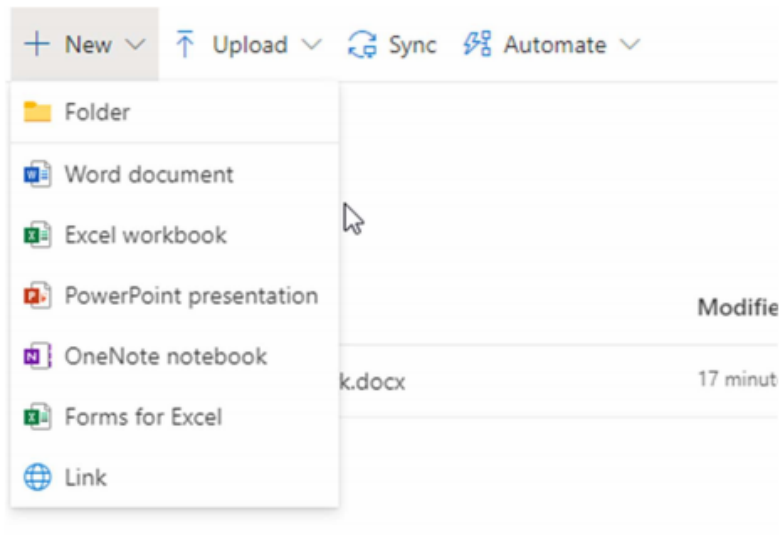
After you have uploaded a file, OneDrive will look similar to this:



Creating files within OneDrive

OneDrive online has the functionality to create Office files – such as Word documents, Excel spreadsheets and PowerPoints. This is useful in the event that you need to work online and you do not have access to full versions of Microsoft Office.

To create a file, simply press “New”, and then select the type of file (or folder) you require:



As soon as you have created the file, it should launch the corresponding Web application.

OneDrive application

Logging into the application

The OneDrive application is pre-installed on Windows 10, and is useful for offline-working.



On the Windows 10 start menu, press "OneDrive". If you have not used this application before, you will receive a similar screen for setting up OneDrive:



Set up OneDrive

Put your files in OneDrive to get them from any device.



Create account

Sign in

You will then be prompted to enter your password.



Your password is synced from the Fairfax computer network – this means that **your password for your e-mail account is the same as your password for your computer.**

If you have forgotten your password, get in touch with a teacher or speak to IT Services.

Enter your password, then click “Sign in”.

As soon as you have signed in, you will be asked for a location. It is advised that you move – where possible – the OneDrive location to the root of C:\.

Your OneDrive folder is here

C:\OneDrive\OneDrive - Fairfax Multi-Academy Trust

[Change location](#)

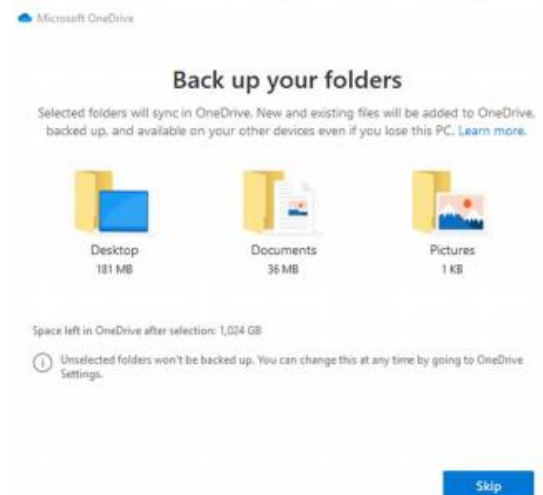
Next

You can change location by pressing “Change location” and then traversing with File Explorer to the correct location.

After you have selected the appropriate location, press the blue “Next” button.

You may be prompted to back up folders; you may wish to select the Documents folder if you have only school or coursework related documents in the Documents folder.

For this example, we will de-select all folders, it will look like this:

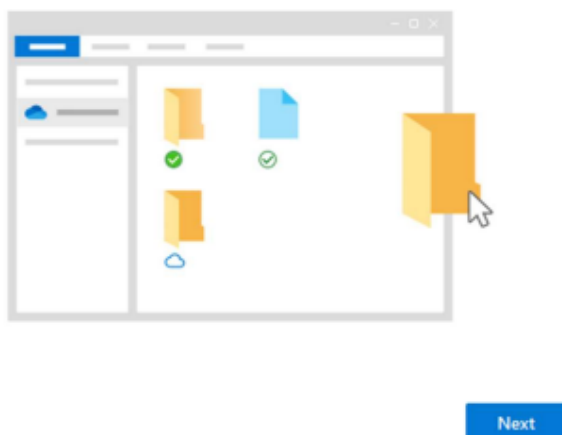


Press the “Next” or “Skip” button depending on your selection.

You will then receive a small tutorial on how to use OneDrive.

Get to know your OneDrive

To add items, drag or move them into the OneDrive folder.



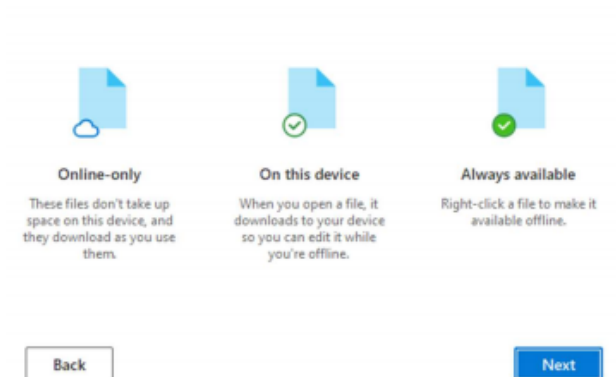
Cloud icon – this file is available online, but not downloaded locally to device. Internet access required to access.

Green tick (not solid) – this file is locally available as it was downloaded. You can make space by right clicking the file and pressing “Free up space”.

Green tick (solid) – this file is set to “always keep on device”. These files are always available on the local device and will be available offline.

All your files, ready and on-demand

With Files On Demand, you can browse everything in your OneDrive without taking up space on your device.



Online-only
These files don't take up space on this device, and they download as you use them.

On this device
When you open a file, it downloads to your device so you can edit it while you're offline.

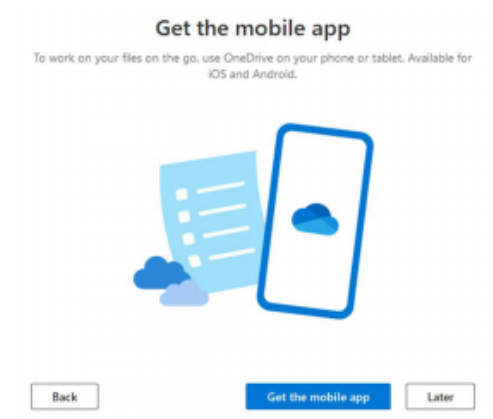
Always available
Right-click a file to make it available offline.

[Back](#) [Next](#)

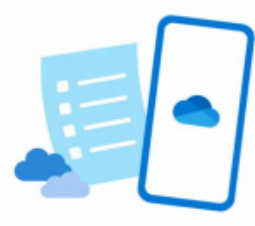
Continue pressing "Next".

You may be prompted to "Get the mobile app". This is optional.

If you proceed with the mobile app, you may be prompted to enter a phone number to receive a text message to install the application.



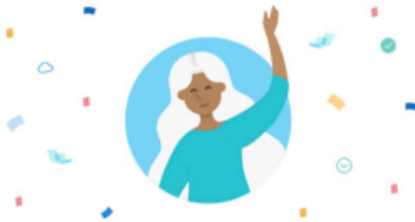
Get the mobile app
To work on your files on the go, use OneDrive on your phone or tablet. Available for iOS and Android.



[Back](#) [Get the mobile app](#) [Later](#)

If you press “Later”, you can then open your OneDrive:

Your OneDrive is ready for you

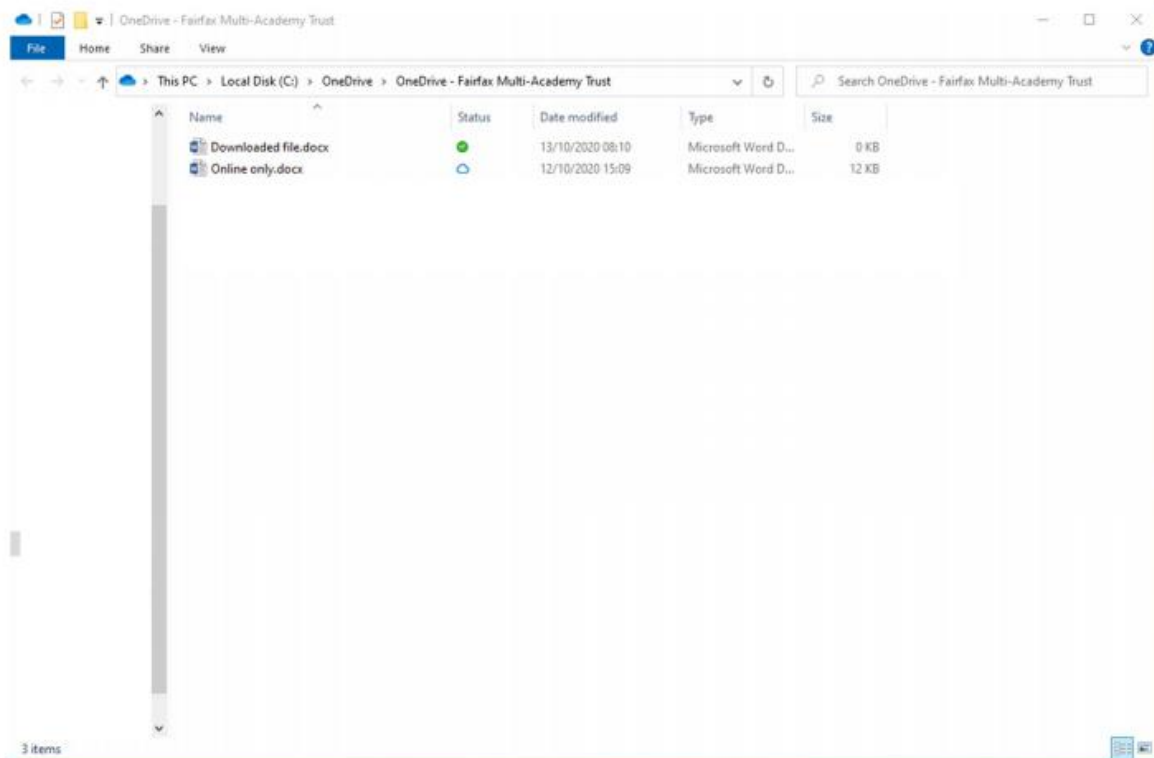


Back

Open my OneDrive folder

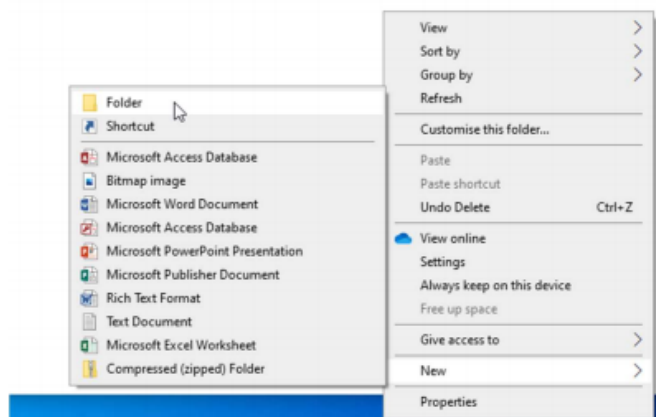
Using OneDrive

You will then be presented with a screen similar to below:



You may have files already available in your OneDrive; they will be available to use if you click to open the file.

You can create folders as you would normally for Windows 10; right click a blank space in File explorer, and press “New”, followed by “Folder”.



This will allow you to structure your folders, for example having an ICT folder for ICT-related coursework.

Name	Status	Date modified	Type	Size
ICT Work	✓	13/10/2020 08:15	File folder	
Downloaded file.docx	✓	13/10/2020 08:10	Microsoft Word D...	0 KB
Online only.docx	☁	12/10/2020 15:09	Microsoft Word D...	12 KB

You can upload files by dragging and dropping them into the folder; you can also copy folders if you wish to upload entire folders at a time.