

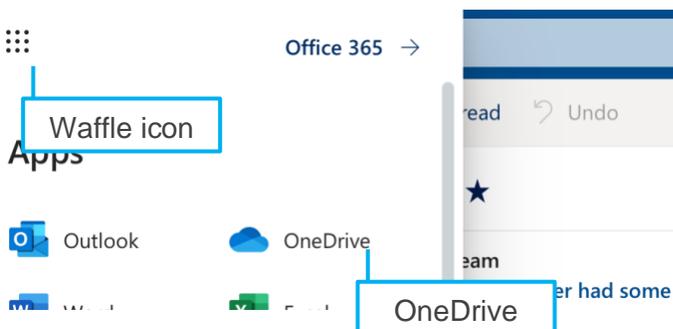
Welcome to OneDrive

How to get started on your computer or mobile device

On your computer or laptop

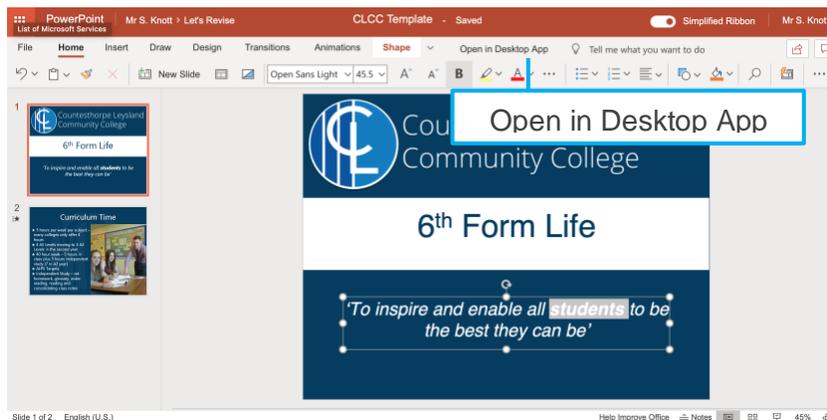
To access your OneDrive and all the files stored in it simply sign into your College email at <https://outlook.com/countesthorpe.cc> using your College username and password (the ones you would use to log onto the computers with). If you don't know these please get in touch and we can help you get this reset.

Once you've signed into your College email (Office365) you can access your OneDrive by clicking on the **Waffle icon** and then selecting **OneDrive**

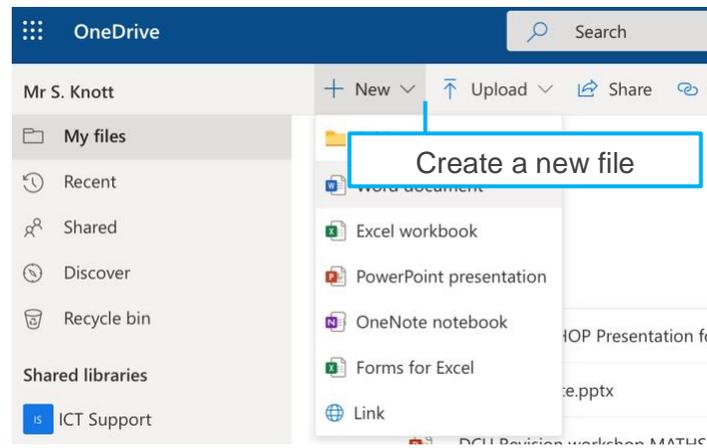


Once you've opened your OneDrive you can find your copied College Computer Network User Files (My Documents or N: Drive) in the folder **Network User Files**.

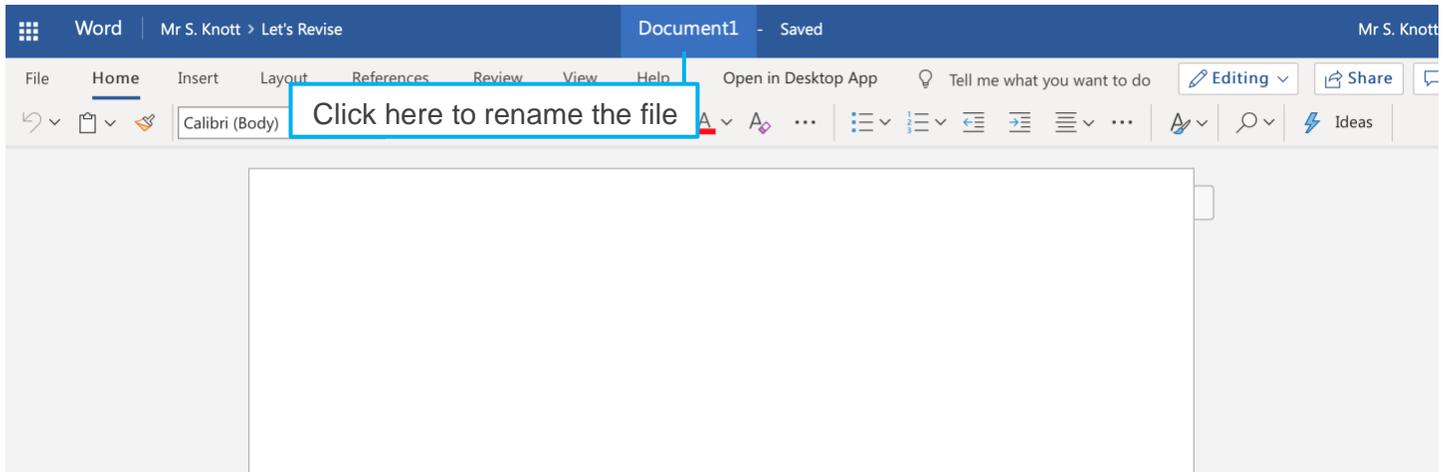
You can browse your OneDrive and click on Microsoft Office documents such as Word Documents, Excel files or PowerPoint files and open them directly in your web browser where you can work on them. You can even choose to open these files in the desktop app version of Word, Excel or PowerPoint (if you've installed these). And when you save, they'll save back into your OneDrive!



To create new Word, Excel or PowerPoint files, simply choose the + **New** option along the menu bar in OneDrive and then choose what type of file you want to create



As you work on the file in your browser it will automatically save – to change the name of the file simply click on the name of it at the top



On your mobile device

If you have a mobile phone or tablet you can install the OneDrive app from either the Apple App Store or the Google Play store. We would recommend that you also install the Microsoft Word app, Microsoft Excel app and the Microsoft PowerPoint app on your device.

We would recommend that you use a larger screen device such as a tablet or iPad as this will provide you with more options and a more useful experience, however if you need to you, can use these apps on a mobile phone.



OneDrive app for iOS devices

<https://apple.co/2yytqAt>



Word app for iOS devices

<https://apple.co/2R4wf2f>



Excel app for iOS devices

<https://apple.co/3aD6huM>



PowerPoint app for iOS devices

<https://apple.co/2wX1t4A>



Outlook app for iOS devices

<https://apple.co/39DIPMB>



OneDrive app for Android devices

<https://bit.ly/2JCWyst>



Word app for Android devices

<https://bit.ly/2JCm7tK>



Excel app for Android devices

<https://bit.ly/3bOdjgl>



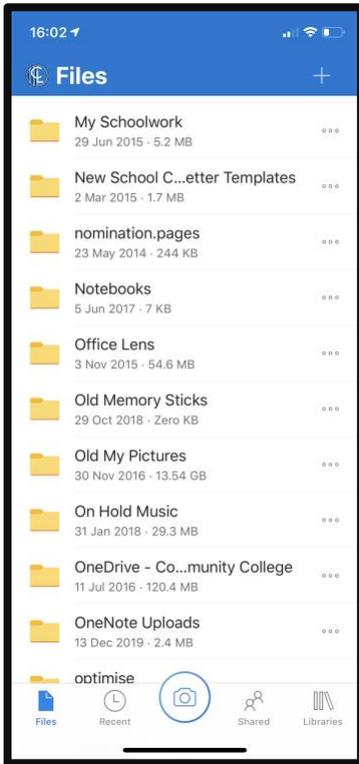
PowerPoint app for Android devices

<https://bit.ly/2UCdLZI>



Outlook app for Android devices

<https://bit.ly/2X0OhXc>



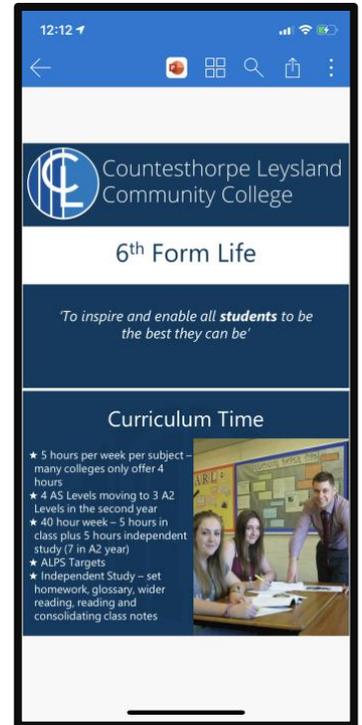
The first time you load the **OneDrive** app it will ask you to sign in – log in using your College email address (this is your College network username followed by @clcc.college) and password (the one you use to log onto the computers). If you have forgotten this get in touch and we'll help you get it reset.

<- Once signed into **OneDrive** the app will look something like this.

You can browse through your **OneDrive** and you will find a folder called **Network User Files** – this is where we've copied all your College Computer Network user files (N: Drive or My Documents) into.

Tap on a file to open a preview of it like in this example ->

If you installed the Word, Excel and PowerPoint apps you can then tap on the app icon at the top to open the file for editing. Any changes you make will automatically be saved back into your OneDrive.



Example 1 - A file opened from OneDrive in the PowerPoint app