Online file storage systems allows users to store files in a safe and easily accessible location. Online file storage systems are also known as '*the cloud*'.

Access files from any device

Use your phone, tablet, or computer to continue what you started — wherever you happen to be. Any changes you make will be updated on all your devices.

Offline access

Stay productive when you're off the grid. You can access your files without being online, which means you can always have your most important files with you.

Keep your files safe

If something happens to your device, you don't have to worry about losing your files or photos – they're in your OneDrive. And OneDrive is encrypted using SSL.

Microsoft's cloud system is called *OneDrive*, Google's is *Drive,* Apple's is *iCloud,* and there are many others*.* You have already been allocated a Microsoft OneDrive account that is associated with your school email.

The following worksheet guides you through the process of setting up Microsoft OneDrive on your laptop. You can also follow the same process to set this up on your home computer.
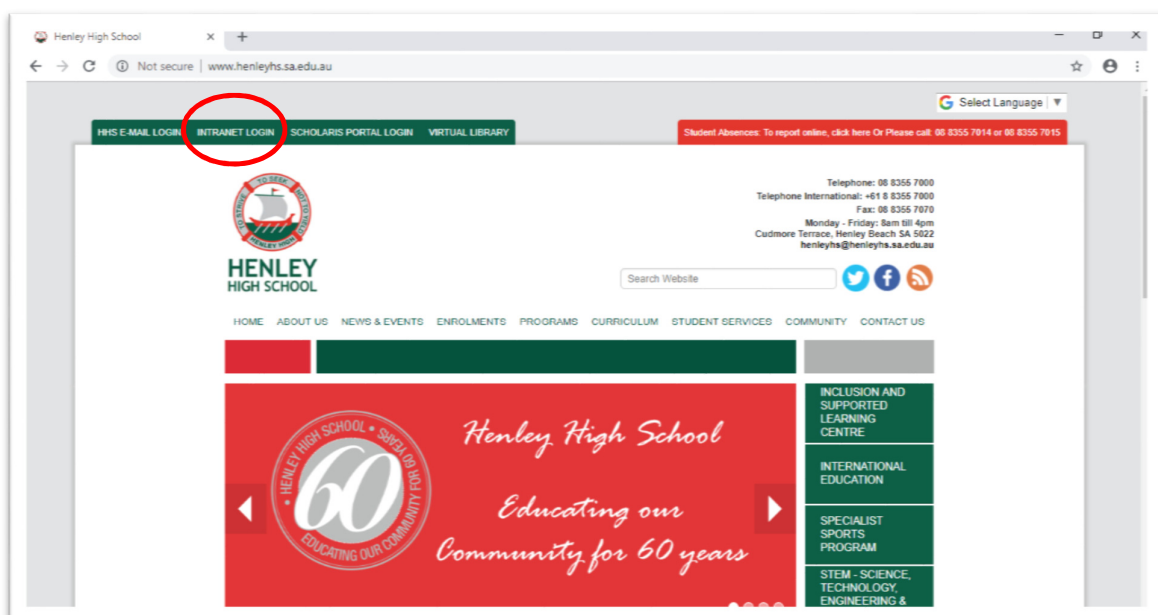
Accessing OneDrive

The following steps guide you through accessing your OneDrive account via an internet browser. This is the first step in accessing OneDrive on your device.

Step 1: Head to the Henley High School internet page using an internet browser (Explorer, Chrome or Firefox).

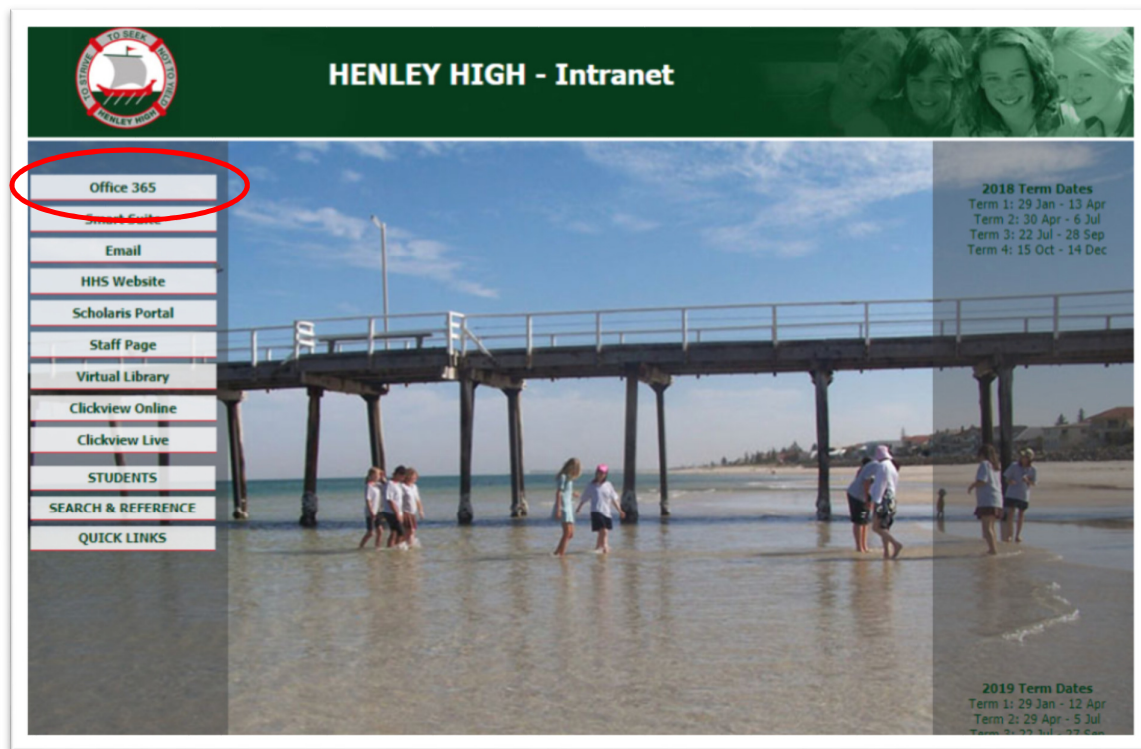➢ Visit http://www.henleyhs.sa.edu.au/ then click **Intranet Login**.

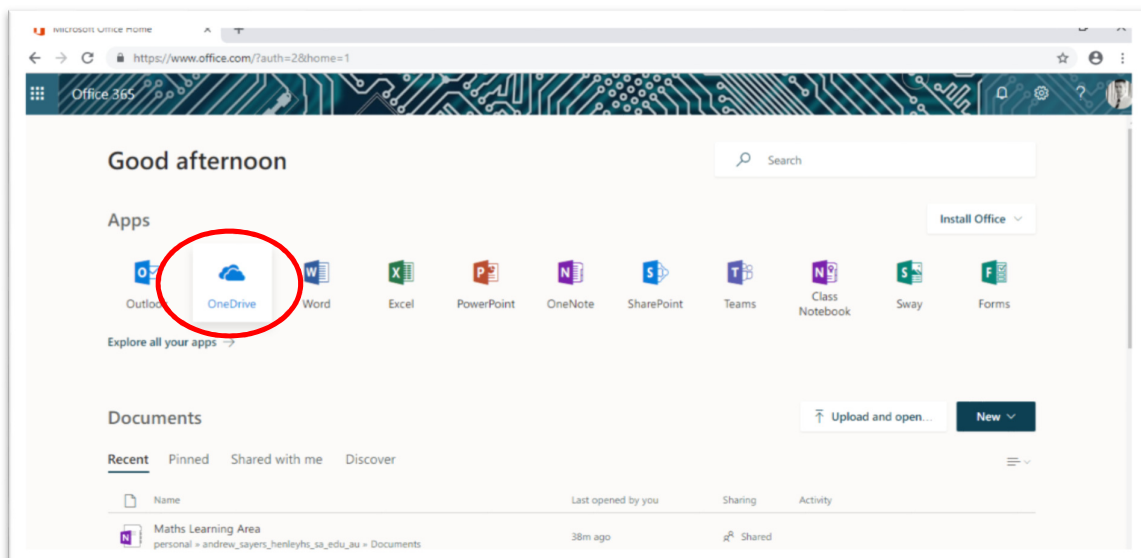You will need to log in using your student credentials for this.

Step 2: Access your Office 365 Account. Again, you will need to login using your student details. In this location, you have access to much of the Microsoft software suite including OneDrive, OneNote and Outlook.

➢ Click Office 365

Step 3: Open Microsoft OneDrive.

➢ Click OneDrive.

The location you have just opened in your Microsoft OneDrive storage location. You can use this to store all files related to your school work. By saving documents directly to the cloud, you will never lose documents, and will have access to them on any device!

Step 4: At the moment you probably don't have any files in here, but you can start by setting up a folder called 2019.

  ➤ Click the **+ New** button, followed by **Folder**.

Within this folder you may want to set up folders for your subjects too. This will make it easy to find any documents you are looking for, especially if you are a hard worker! There is no doubt that by the time you get to year 12, you will have a lot of documents created where easy navigation will be required.

Setting up OneDrive on you laptop

Now, it may be time consuming accessing the online version of Microsoft OneDrive every time you want to use it. Thankfully, there is an easier way!

The following steps guide you through setting up OneDrive on your laptop or PC at home.

Step 5: Copy the website location of your Microsoft OneDrive account.

 ➤ Click within the address bar and copy the URL of the website.
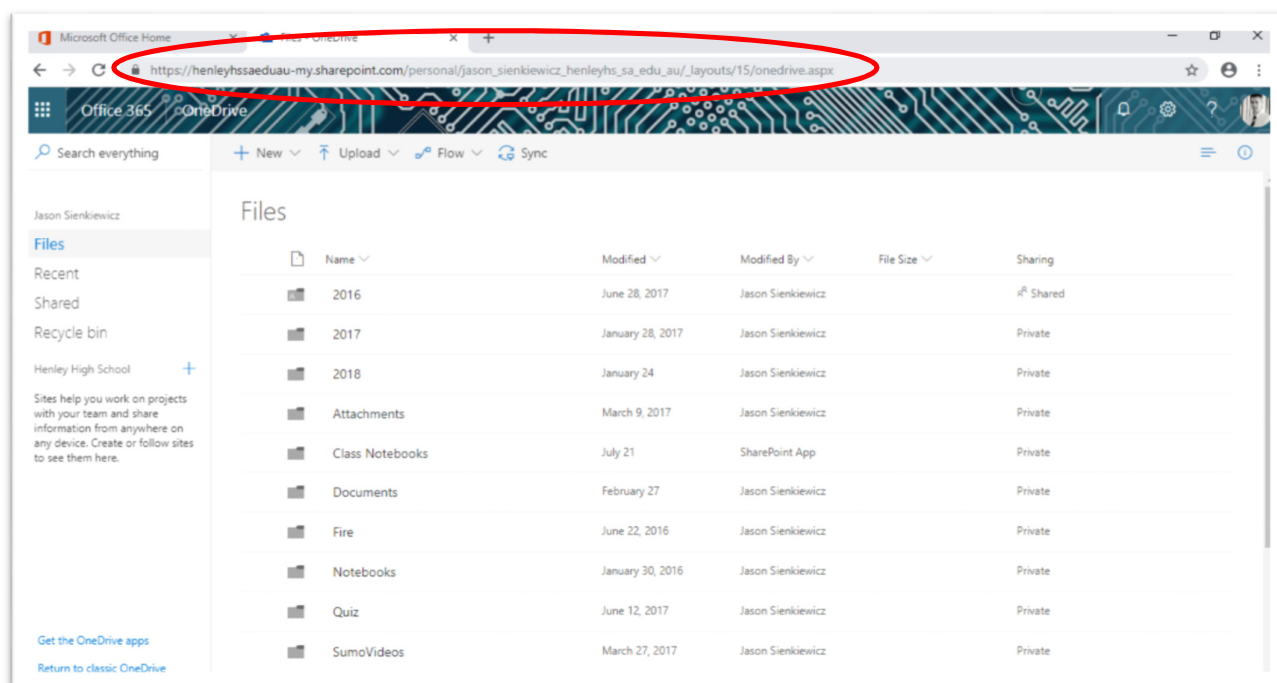
Step 6: Open up OneDrive for Business on your laptop. If you are on your home computer, this should be the same. If you can't find OneDrive for Business, it is a free download with your student Office 365 account. Try this link to start with: https://onedrive.live.com/about/en-au/download/

➢ In the search bar of windows, type **OneDrive for Business** and open the program.
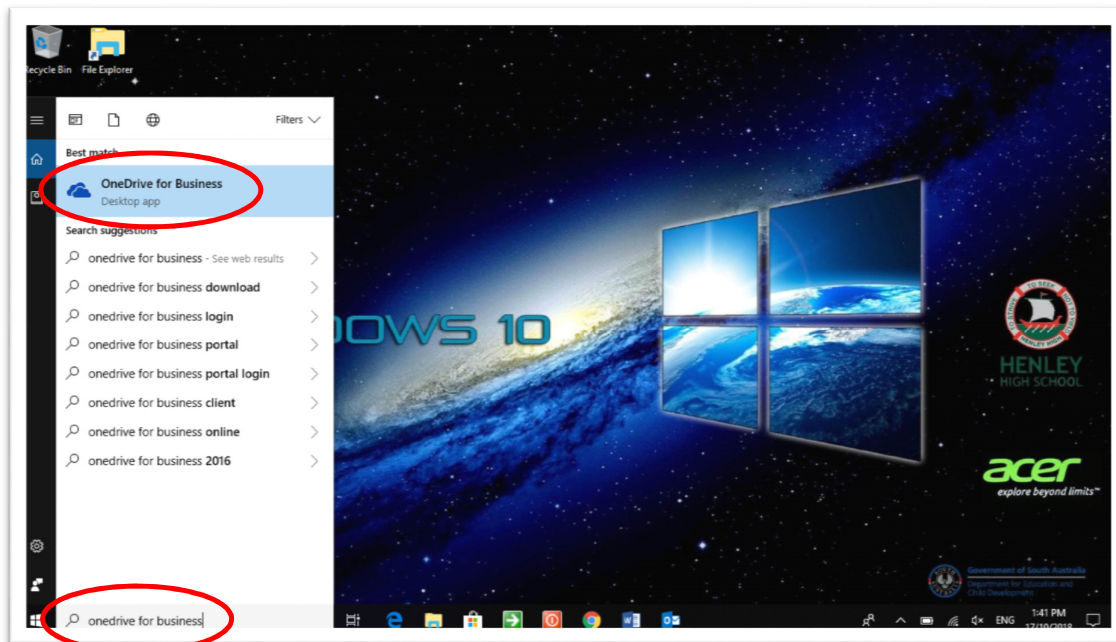
Step 7: Paste the location of your OneDrive account. This was obtained by copying the URL in Step 5.

➢ Paste the URL into the dialogue box and click **Sync Now**.
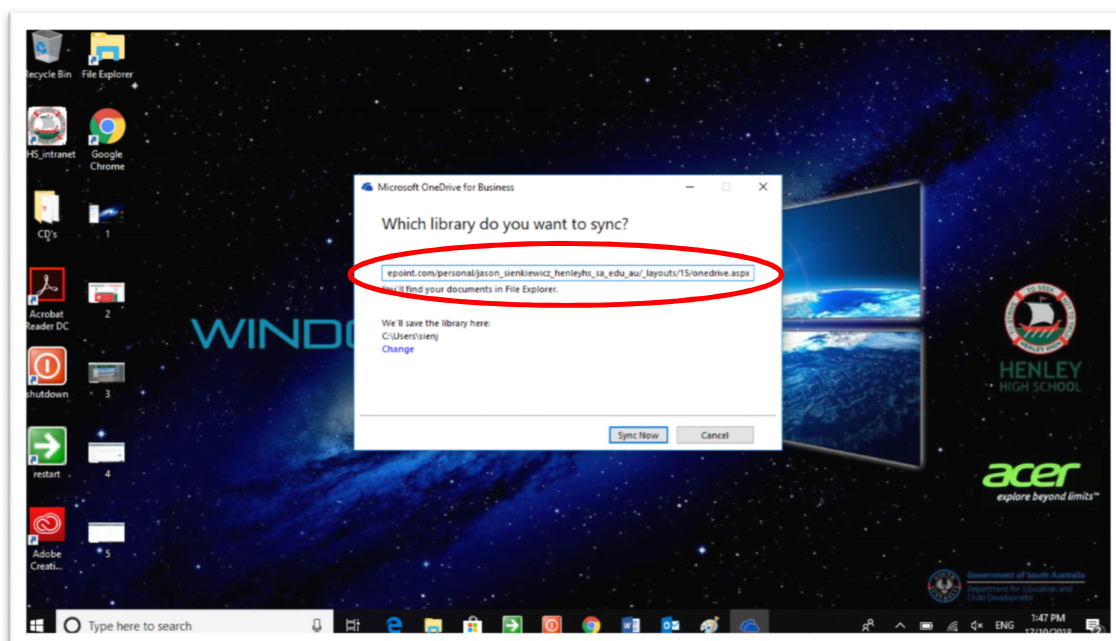
The sync may take a while, depending if you have any files in there already. Once synchronised, all files will be available on your laptop AND online. This means you will always have access to your files, even if you don't have internet access.

So the files are synchronised, but where are they?

Step 8: To have quick access to your files, open up File Explorer. In the navigation pane on the left hand side, you can see a location called OneDrive for Business. Any folders you created in Step 4 can be found here. Make sure you regularly save your documents in this location.

 ➢ Click the **folder icon** in your task bar. One the left hand side of the window click a location called **OneDrive for Business**.
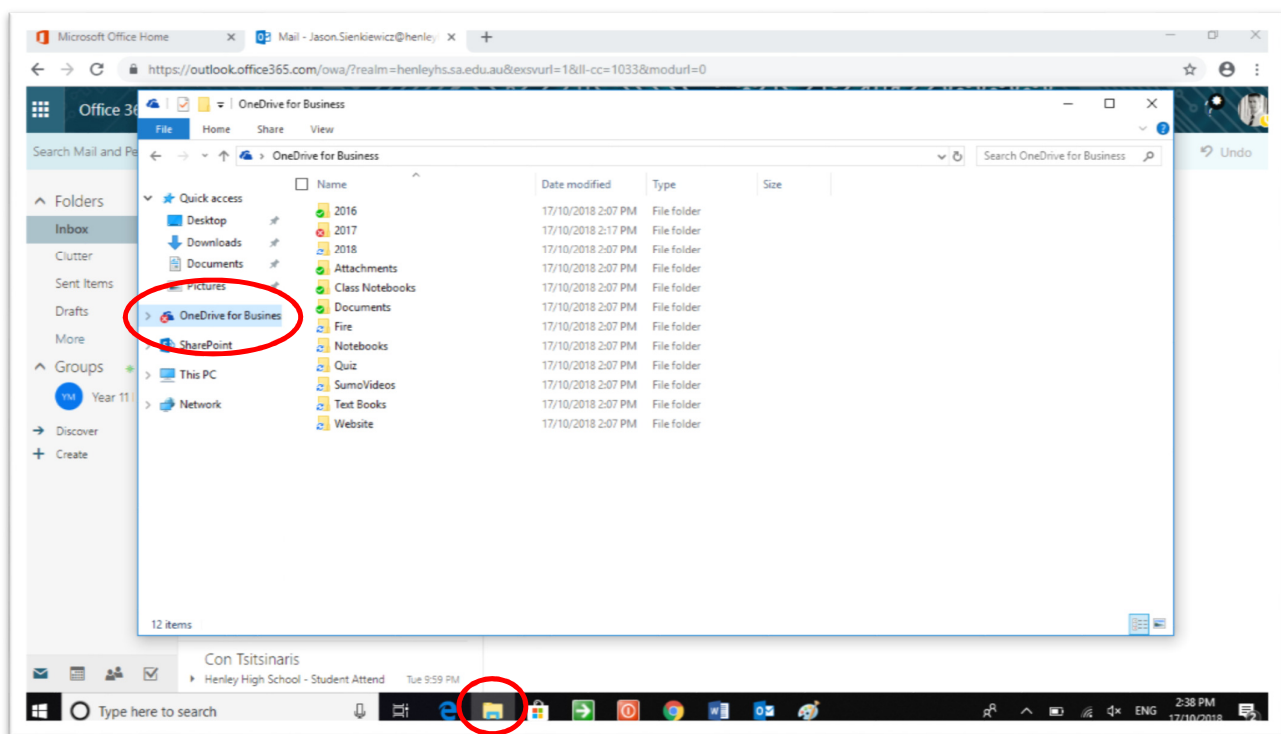
You are now set up. Make sure you have internet access to your device regularly so your files stay up-to-date. The synchronisation successful icon appears green with a tick on folder icons, otherwise it is a red cross.