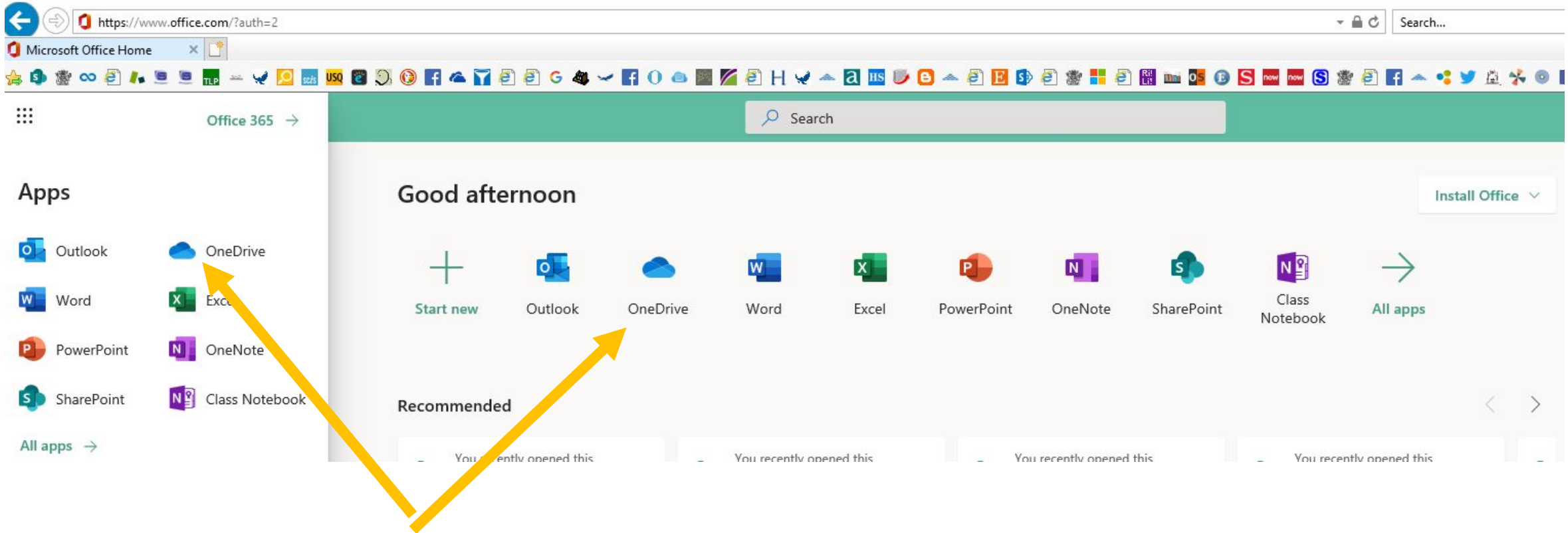


Saving and managing your files is important so you don't lose all your hard work

# ONEDRIVE AND FILE MANAGEMENT



Office 365 →

Search

Good afternoon

Install Office ▾

Start new Outlook OneDrive Word Excel PowerPoint OneNote SharePoint Class Notebook All apps

Recommended

You recently opened this

You recently opened this

You recently opened this

You recently opened this

Apps

- Outlook
- Word
- PowerPoint
- SharePoint
- OneDrive
- Excel
- OneNote
- Class Notebook

**Open OneDrive from the Office 365 App Launcher**

# OneDrive: Upload your files



Browser tabs: [https://qedu-my.sharepoint.com/personal/hhawk1\\_eq\\_edu\\_au/\\_layouts/15/onedrive.aspx](https://qedu-my.sharepoint.com/personal/hhawk1_eq_edu_au/_layouts/15/onedrive.aspx) | HSHS Student Central - Home | Files - OneDrive | Mail - hhawk1@eq.edu.au

Navigation: Queensland Government | OneDrive

Search: Search everything

Actions: + New | **Upload** | Flow | Sync

Left sidebar: Your Name (username) | Files | Recent | Shared | Recycle bin | Department of Education and Tra | HSHS Student Central

Hero banner: Complete your OneDrive mission: Upload your first file

Buttons: Sign in | **Upload** | Mobile | Desktop | Share

Text: Upload your files and photos to OneDrive so you can get to them from any device. Select Upload near the top of the page, or just drag and drop your files.

Button: Drag and drop to upload

Files table:

Name	Modified	Modified By	File Size	Sharing
Drag files here to upload				

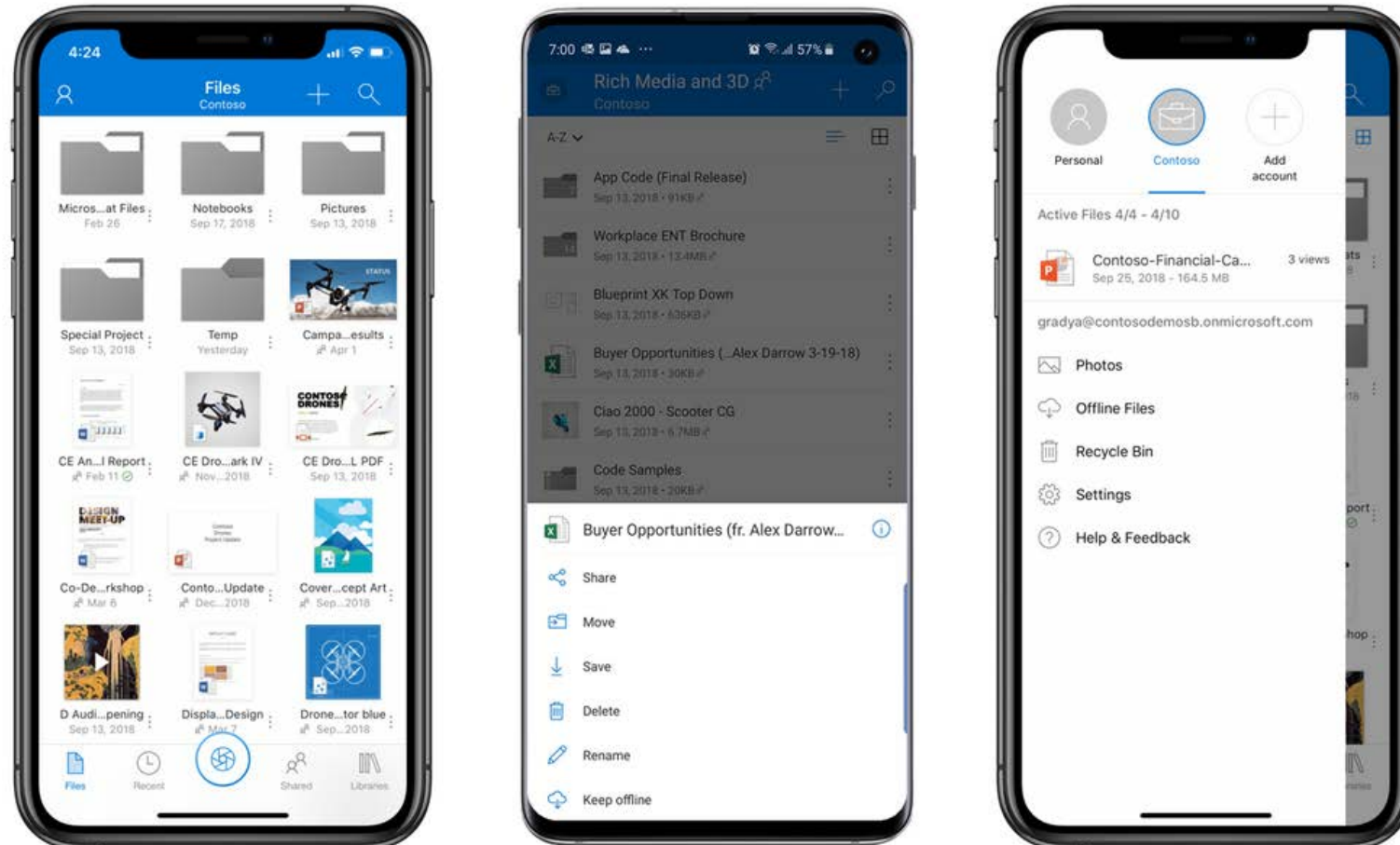
Footer: Get the OneDrive apps | Return to classic OneDrive

# Create new files from Word, Excel, etc



The screenshot shows the OneDrive web interface. The top navigation bar includes the Queensland Government logo, the user's name, and the OneDrive logo. The main toolbar contains 'New', 'Upload', 'Flow', and 'Sync' buttons. The 'New' button is highlighted with a yellow circle, and its dropdown menu is open, showing options: Folder, Word document, Excel workbook, PowerPoint presentation, OneNote notebook, Forms for Excel, and Link. A blue banner at the top right reads 'Complete your OneDrive mission: Upload your first file' with buttons for 'Sign in', 'Upload', 'Mobile', 'Desktop', and 'Share'. Below the banner, text encourages uploading files and photos, with a 'Drag and drop to upload' button. The main content area shows a table header for 'Files' with columns for Name, Modified, Modified By, File Size, and Sharing. A dashed box indicates the area for dragging files to upload, with a cartoon robot character below it.

# Download the OneDrive app on your personal device too!



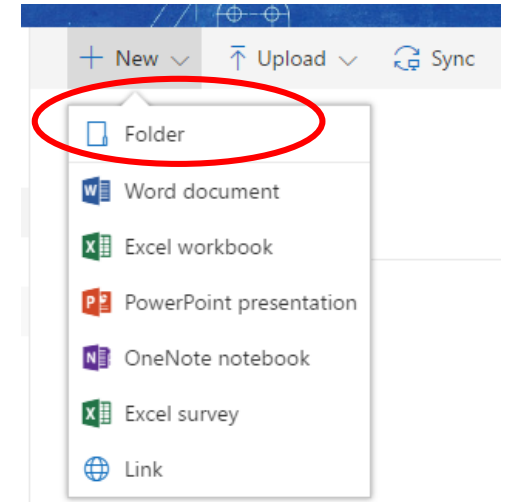
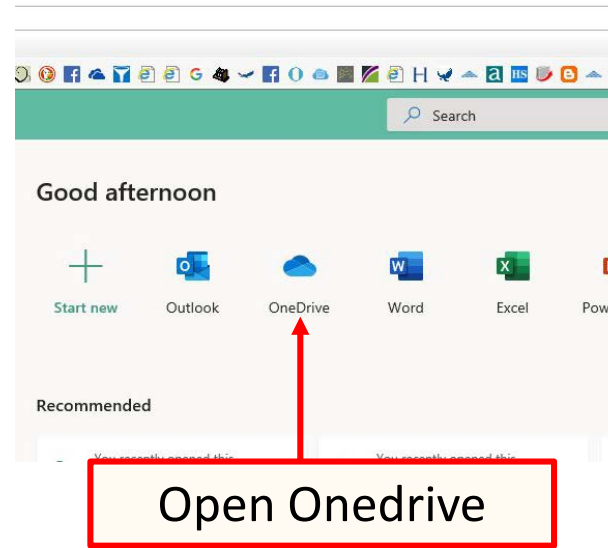
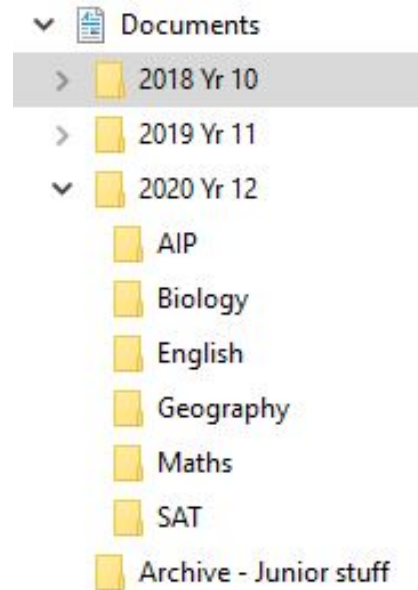
# Save your documents

- Save work in 2 places using a file name that identifies the content
  - Online: **OneDrive** - you have 500 GB storage.
  - at school: **My Documents (H drive)** –available only at school
- Back up your work to another location
  - **USB** - name your USB and check you have it before you log out of desktops or shut down your laptop.
  - **email** yourself a copy

# Manage your files

Use folders and sub-folders to keep your work organised when you save to H drive, USB or OneDrive.

A Year 12 student may have a folder system that looks like this on their H drive:



1. Create a new folder for each subject.
2. Within each subject add a new folder for the current term e.g. Term 1.
3. Store work from the previous year in a folder for that year.