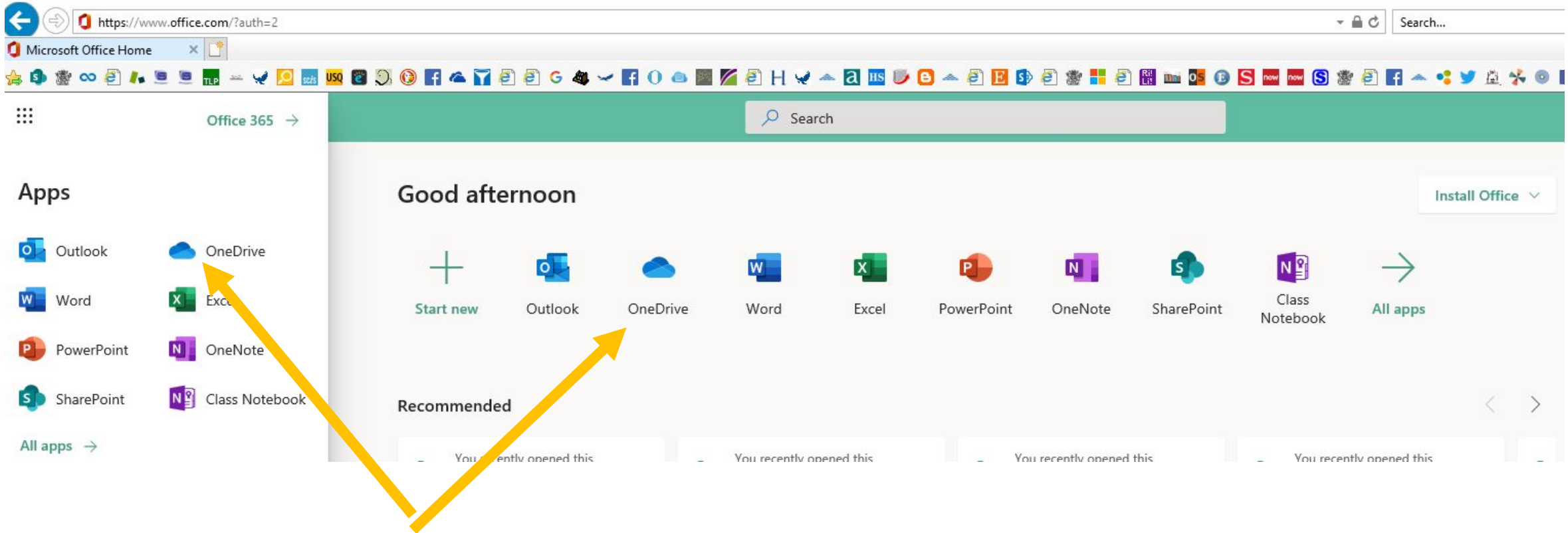Saving and managing your files is important so you don't lose all your hard work

ONEDRIVE AND FILE MANAGEMENT

Open OneDrive from the Office 365 App Launcher

OneDrive: Upload your files

Create new files from Word, Excel, etc

Download the OneDrive app on your personal device too!
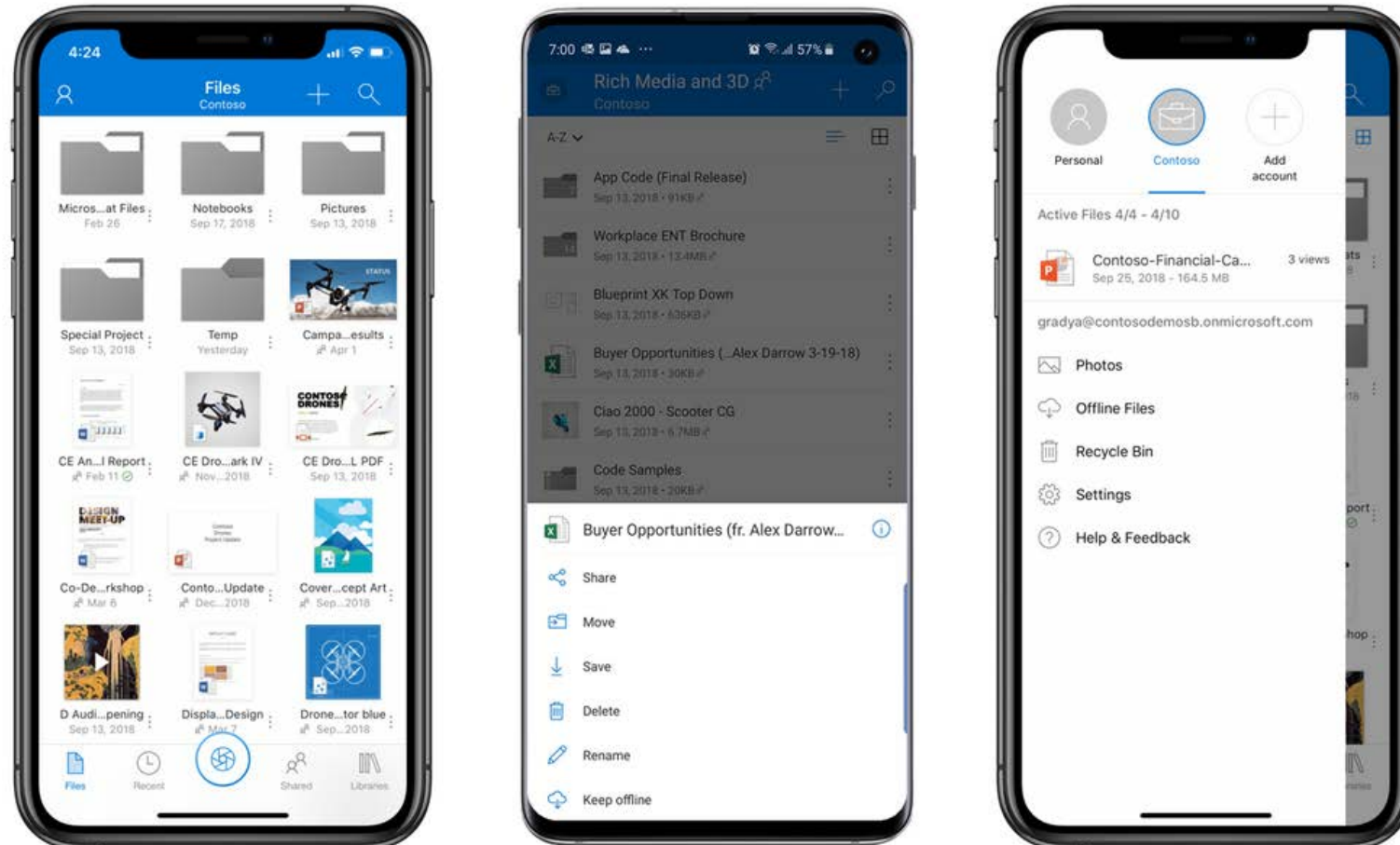
Save your documents

- 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
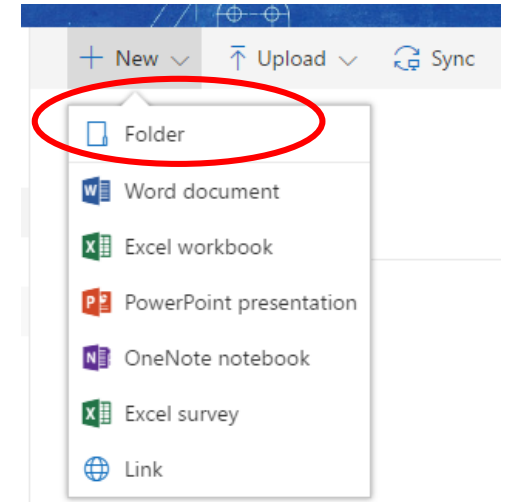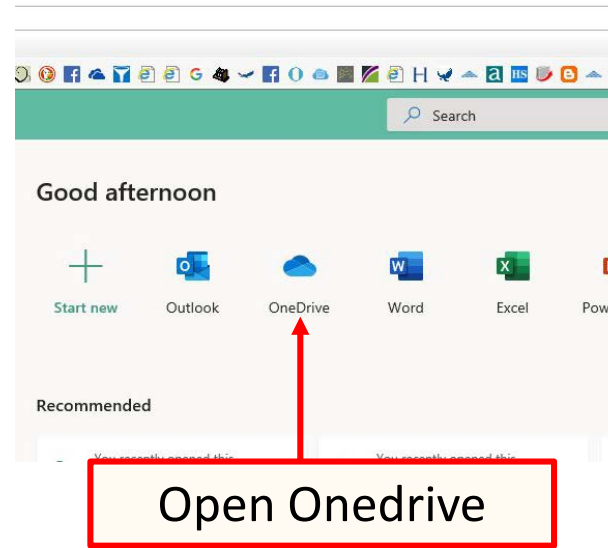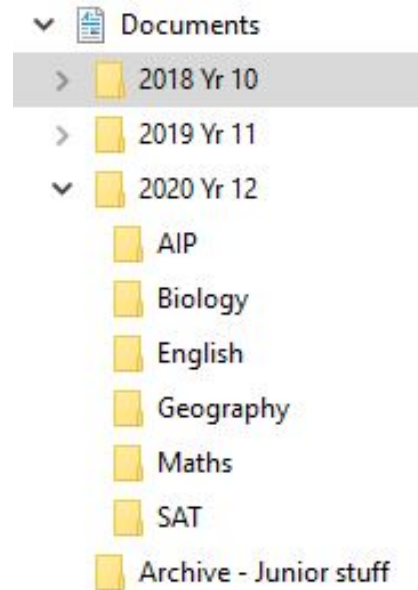 - **USB** - name your USB and check you have it before you log out of desktops or shut down your laptop.
  - **email** yourself a copy

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:

Documents
- 2018 Yr 10
- 2019 Yr 11
- 2020 Yr 12
  - AIP
  - Biology
  - English
  - Geography
  - Maths
  - SAT
- Archive - Junior stuff

Good afternoon

Start new | Outlook | OneDrive | Word | Excel | Powerl

Recommended

Open Onedrive

+ New   ↑ Upload   🔁 Sync

- Folder
- Word document
- Excel workbook
- PowerPoint presentation
- OneNote notebook
- Excel survey
- Link

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.