# One Drive

* One drive is a place where you can store your work (documents, files, folders) on the cloud.
* You can then access it all through the internet from anywhere.
* It is a secure reliable place to store your work.
* It saves as you go (and lets you access previous versions of your work)
* It lets you share a document online with someone else (e.g your dyslexia/SpLD tutor) so that you can work on it together in real time.

## Accessing One drive

Go to your Bangor email via the internet <https://outlook.office365.com/mail/inbox>

At the top of the page there is a ‘waffle icon’





Click the waffle to access the Office 365 ‘app launcher’.

Select OneDrive.



You can add documents or folders to from your desktop or laptop computer by clicking on the upload menu. OR you can move them using drag and drop

## To share a document

Select the document you want to share

Click on Share.

You will then get a window that allows you to email a link to the document, so other people

can access this document on your One drive





You can give permission for other people to edit your document.

If you click on the ‘specific people’ option and then enter your tutors email address they will be able to work on your document with you.

Make sure the ‘allow editing’ option is ticked

Then click apply

Then you can send the link