

## What is OneDrive?

- OneDrive is a departmentally managed and supported cloud storage solution available to staff and students at Queensland state schools.

And what does that mean? Basically, it is EQ's version of Dropbox, Google Drive and iCloud.

## What can I do with OneDrive?

- Create or upload documents to OneDrive.
- Share documents with EQ email address users (students, teachers, staff etc)
- Backup of school documents and assessments.
- Easy sharing of send in sheets and assessment pieces!

## Important information

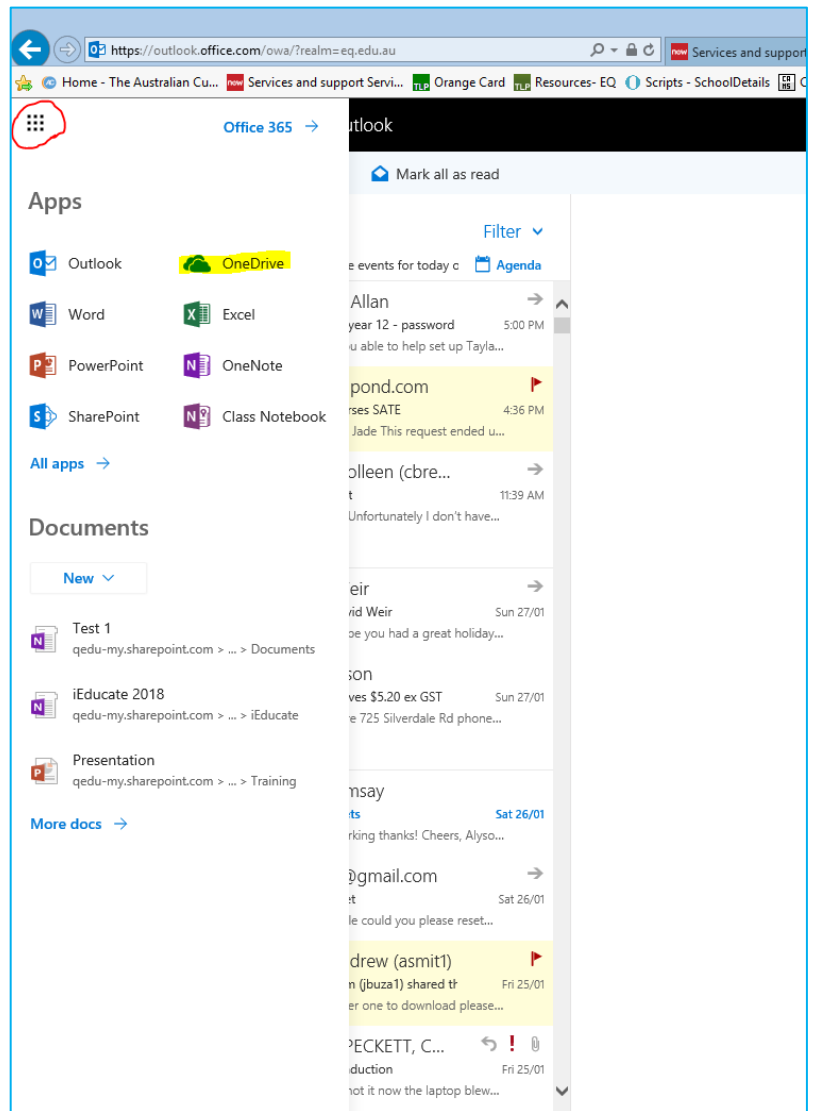
- Staff have 5TB of storage allocated.
- Should only be used for SCHOOL related documents.
- You can only share files with people with an EQ address.

# How do I access OneDrive?

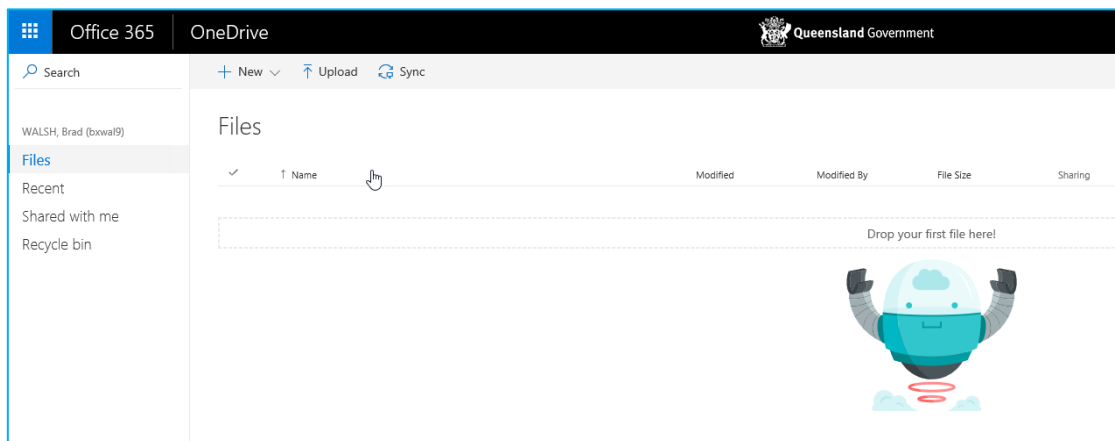
Open your online emails:

<https://owa.eq.edu.au>

Select the OneDrive tile

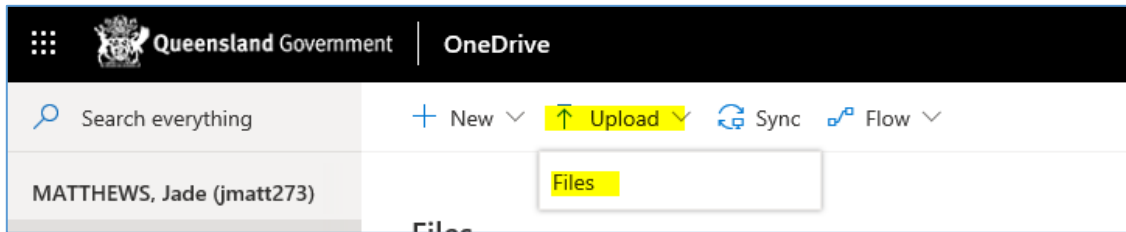


Your OneDrive library will automatically be configured the first time it is launched and may take up to 10 minutes to finalise



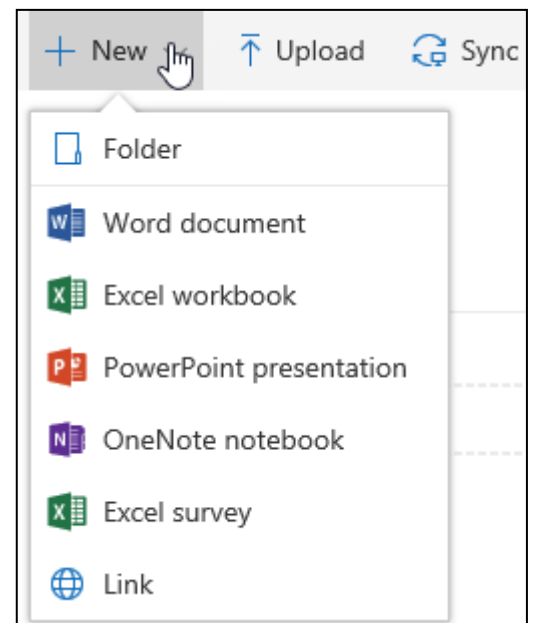
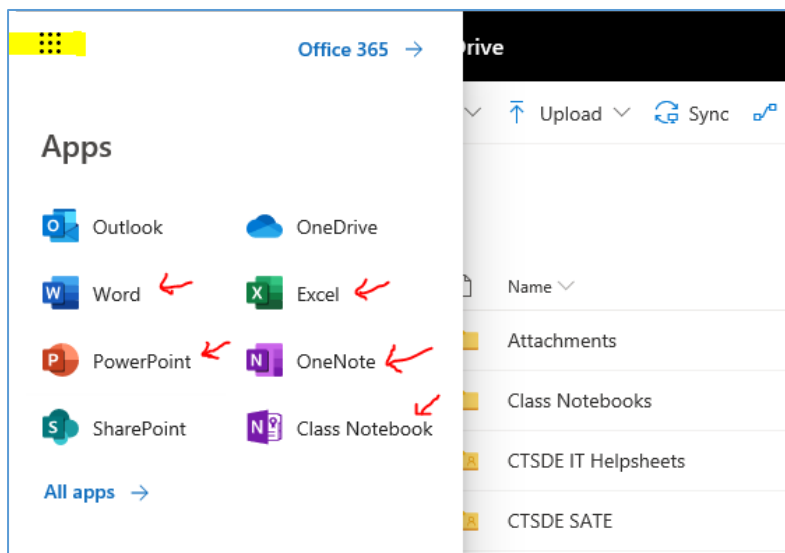
# How to Upload Documents

- To upload a document, either click on the *Upload* button or drag and drop a document from your local machine into the OneDrive application window.



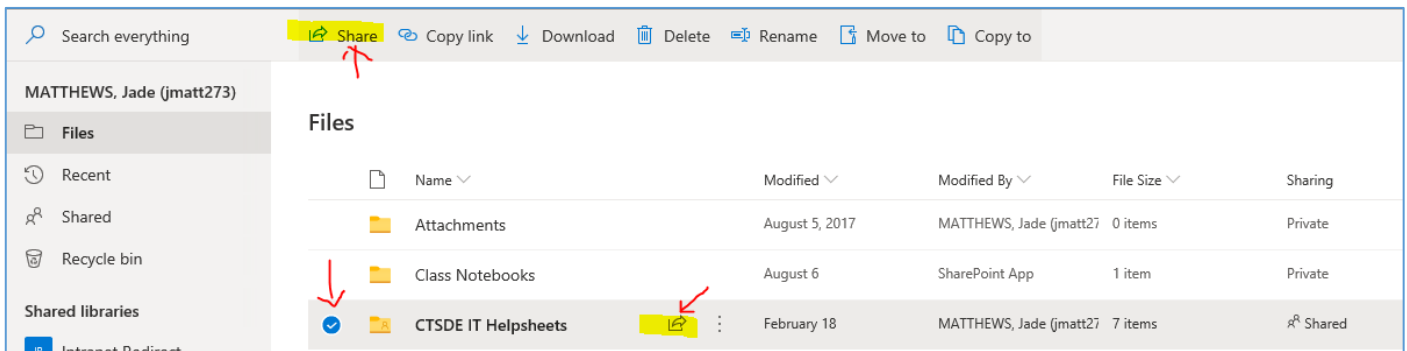
# How to Create Documents

- You can create a new document by clicking on the New button, then selecting the type of document you would like to create.
- You can also create a new document by clicking on the 9 squares in the top left of the screen (Waffle, Grid etc) and selecting any document type from there. Any documents created using Office Online are saved in your OneDrive.

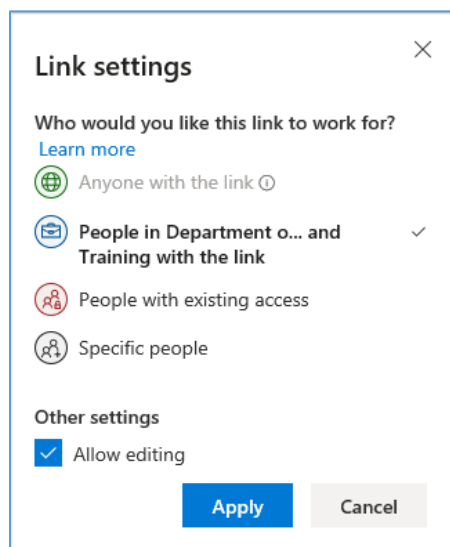
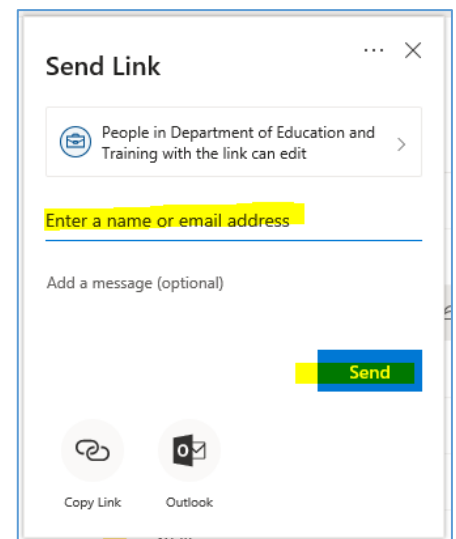


# How to Share a Document

- Select the checkbox next to the document or folder you would like to share, then click on the *Share* button in the toolbar or the icon.



- The most basic way to share a file or folder is to input the name or EQ email address of the person you would like to share with. This will send them an automatically generated email with a link. However, there are a lot more options available to you and you will find that there are multiple ways to get to the same destination.
- Clicking on the 'People in Department of Education and Training with the link can edit' will take you to the Link Settings page. Here, you can set additional permissions. Allowing only specific people to open the link (this ensures if the link is sent to someone else they cannot access the content), and disabling editing.



- There are also the Copy Link and Outlook buttons at the bottom of the Send Link box. This will either copy the link for you to use elsewhere, or if you select Outlook will open a blank email in Outlook with the link to your content in it. This can then be edited and sent.