Microsoft's OneDrive

Quick start guide

for students

Contents

About this guide

This guide will help you use Microsoft's OneDrive, a Queensland Department of Education managed and supported cloud storage solution available to staff and students at Queensland state schools.

This guide includes important considerations that must be read by students prior to using OneDrive, set up instructions, best practice advice, and links to additional information.

What is OneDrive?

OneDrive is an integral part of Microsoft Office 365 and provides a place in the cloud for you to store, share and sync your work files.

The table below outlines the features available for students through OneDrive.

• One terabyte of storage	✓
• Word Online	✓
• Excel Online	✓
• PowerPoint Online	✓
• OneNote	✓
• OneNote Class Notebook	Students can access Class Notebooks shared with them by a teacher.

Important considerations

Review the considerations below prior to using OneDrive.

Bandwidth best practice

The use of OneDrive at home will have an impact on your personal bandwidth utilisation and internet speed. This will also have a direct impact on your data usage. Be mindful when storing files on the OneDrive site as download and upload may count towards your data. If you do not have unlimited data, avoid uploading files that are large in size.

There are a number of ways you can help to reduce negative impacts to internet speed and data at home while using OneDrive:

- Avoid uploading large files, or large numbers of files to your OneDrive library.

- Avoid inserting large images or attachments directly into your Notebooks. When a Notebook is first opened by a user within the OneNote desktop application, all data within the Notebook is synced locally to the OneNote cache.

- Avoid embedding large audio or video files in OneNote. If possible, insert a hyperlink to the online version rather than embedding in OneNote. This will ensure large files are not automatically downloaded to the local device during sync activities.

Getting started

Prior to using OneDrive please refer to the tutorial provided on the Microsoft Website.

- [What is OneDrive?](#)
- [Managing your files and folders](#)

Technical support

Students to contact their teacher or [Student IT](#) if you require technical support or are experiencing an issue with OneDrive.

Appropriate Use

Sharing files

You can only share files with people who have an @eq.edu.au email address. This includes staff and students. To share a file, students will need to type the user's full @eq.edu.au email address

With regards to file sharing, students should:

- only share files with people that they know;
- edit the sharing permissions to 'Specific People', so only people with whom the link is shared can access the file;
- check they have entered the email address accurately before sharing;
- only open files that have been shared with them by someone they know; and
- alert their teacher if they think someone has accidently shared a file with them, or someone has shared files that are not appropriate.

School vs Personal files

Only use OneDrive to share school related files.

School related files include those that are created for the purpose of completing a class activity or an assignment.

You should ask yourself, 'would I get in trouble or be embarrassed if my teacher saw this file?' If the answer is 'yes', then it is likely that the file should not be stored in the student's OneDrive.

Examples of files that would not be appropriate to store in OneDrive, include:

- your personal journal or diary (excluding one written as part of a class activity or assignment)

- your contact list (e.g., yours or your friends' addresses, emails, phone numbers, photos etc.)

- account credentials (e.g., social media user names and passwords)

- personal photos and media (e.g., video or sounds files of you, your family and friends).

- Games (excluding assignment related projects)

- Your personal movie or television collection

Check with your teacher/s if you're not sure whether a file should be stored in OneDrive for Business.

Enrolment status

When your enrolment status changes (e.g., following move to non-state school, Year 12 graduation), you will no longer be able to access your @eq.edu.au email or OneDrive library. Please back up any files/emails you wish to keep prior to their enrolment status changing.

General advice

Proactively encourage students to exhibit safe online behaviours and protect themselves and their information. Some safe online behaviours include keeping passwords private, thinking before sharing information, seeking permission if unsure, locking devices when not in use, and logging out when finished.

Getting started with OneDrive

Provision your OneDrive library

To access your OneDrive library, simply click on the OneDrive tile from within the Office 365 app launcher or Portal homepage.
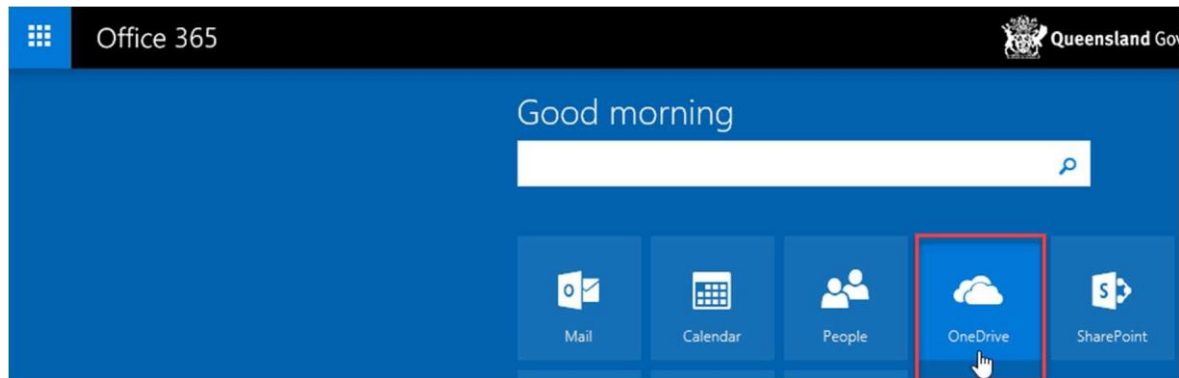
Your OneDrive library is automatically configured the first time it is launched. This may take up to 10 minutes to finalise. Once configuration is complete, you will be presented with your empty OneDrive library.

Please note: If configuration takes longer than 10 minutes, click on another Office 365 application (e.g., Mail), then click on the OneDrive tile again.
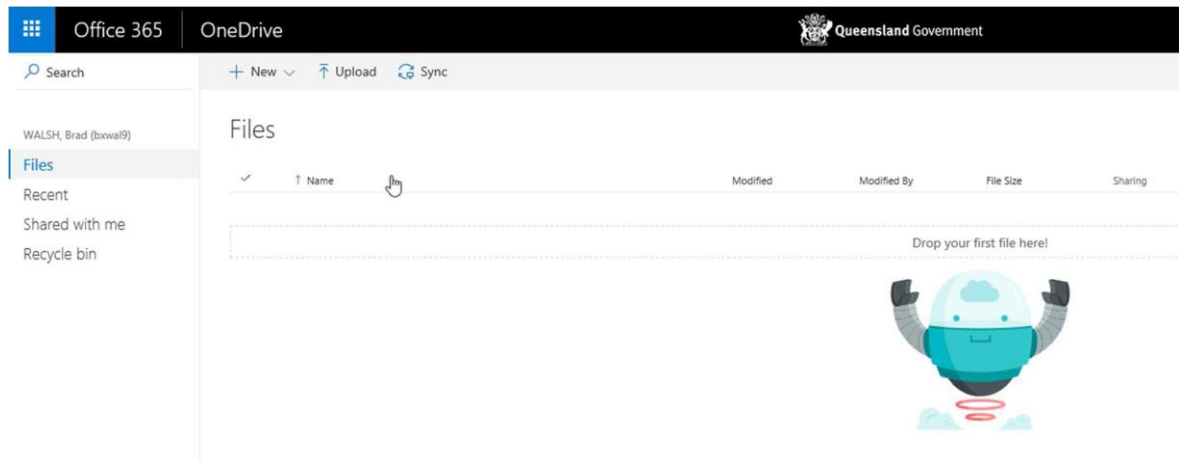
Create and upload documents

New documents can be created directly within OneDrive or you can upload existing documents from your local machine.

To create a new document, click on the New button and select the type of document you wish to create.
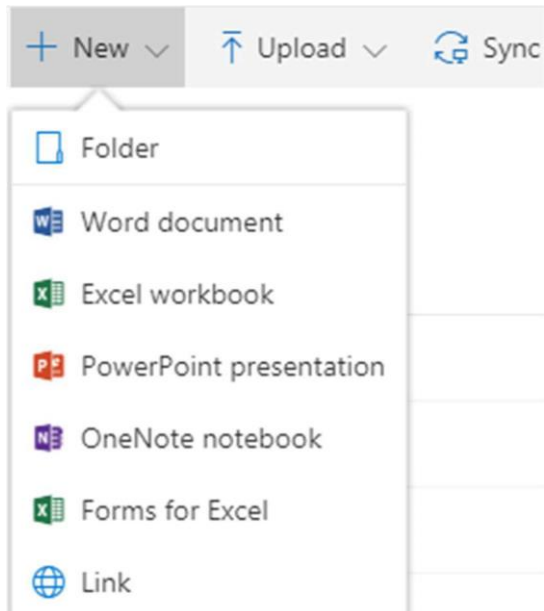

To upload a document, either click on the Upload button or drag and drop a document from your local machine into the OneDrive application window.

Share a document or folder

Documents or folders within OneDrive can be shared with your teachers.

Please note that sharing external to the EQ network (i.e., any email address other than @eq.edu.au) is not supported.

You can share a document from OneDrive in a number of ways:
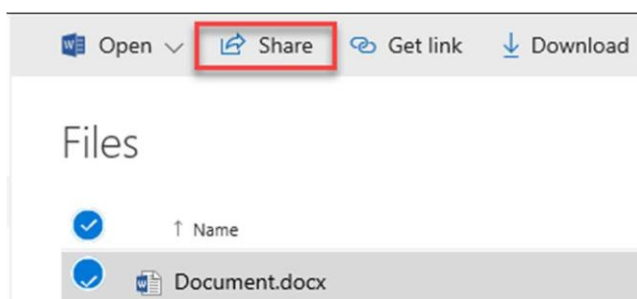
1. Select the checkbox next to the document you would like to share, then click on the 'Share' button in the toolbar, fill in the options and click Share

2. Open the document in Edit mode, click on the Share button, fill in the options and click 'Share'.
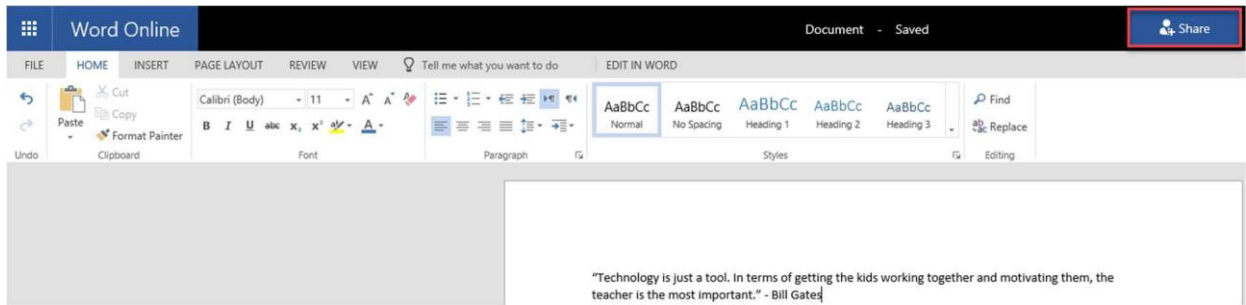
When using either of these options, a Share options dialog is displayed that allows you to send a link to whomever you wish to share it with.

Files and folders can be shared with either Edit or View access - Edit access is the default option. To change the level of access to View, select the Briefcase dropdown menu to access Link Settings and then deselect Allow editing under the other settings heading.
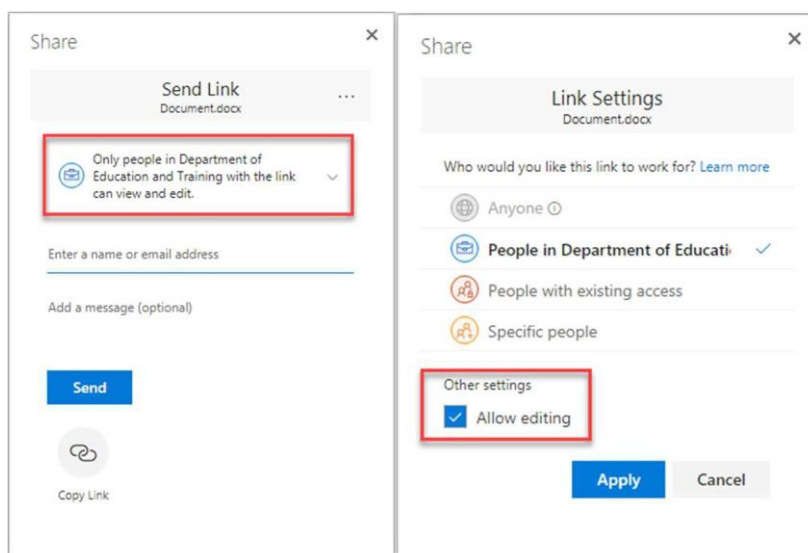
Please note: that when using sharing links, users with whom you have shared a file or folder cannot on-share that file or folder to other users.

You can view who your documents are shared with and remove or modify their level of access at any time. Selecting a document within OneDrive will open the Information pane which contains specific data about the selected file, including Sharing information. Select Advanced to view sharing and permission settings for the document.

Folders within OneDrive can be shared with teachers using the same process as documents. Sharing a folder with other users allows them to create, edit and delete documents in the folder, as well as view any new documents that you create or upload to the folder. Sharing a folder with colleagues is generally not recommended as it requires constant management of documents within the folder.

Document collaboration

Documents within OneDrive support real-time collaboration with multiple simultaneous users. Changes made by each user will be displayed in real-time to the other users who are working on the document.

Search for documents

You can search for documents within OneDrive using the Search field located directly beneath the app launcher. You can search by file name or content within a file. The search results will display all documents that match the search criteria in your OneDrive library, including any documents that have been shared with you.

Deleting and restoring files and folders

When you delete files and folders from OneDrive, they are moved to the Recycle Bin for 93 days. During this time, deleted documents and folders can be restored by opening the Recycle Bin, selecting the file or folder and clicking Restore.
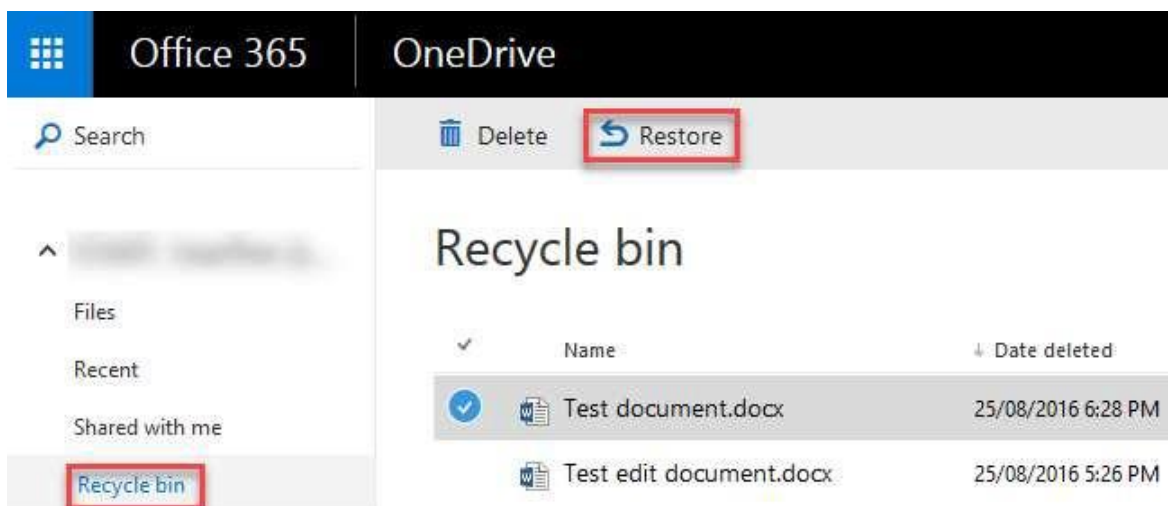

Syncing your OneDrive library

The OneDrive Sync Client allows you to synchronise your OneDrive library to your local computer. You can configure the Sync Client to synchronise all files in your OneDrive library, or you can select specific files and folders to sync.
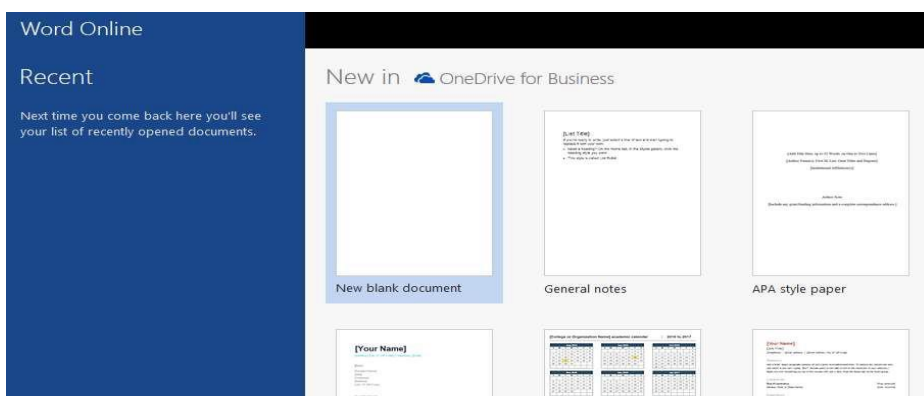
Office Online applications

The Office Online applications are browser based, reduced functionality versions of the familiar Desktop Office applications. They can be used to view and edit documents within OneDrive on any device, in any browser, on any platform, without requiring Microsoft Office to be installed on the device itself.
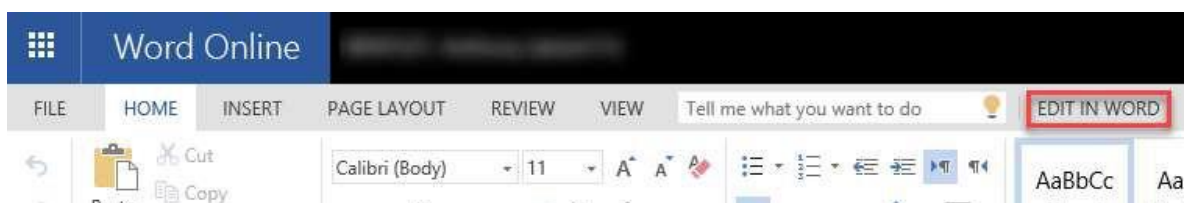
You can access the Office Online applications by selecting the relevant tile from within your app launcher.
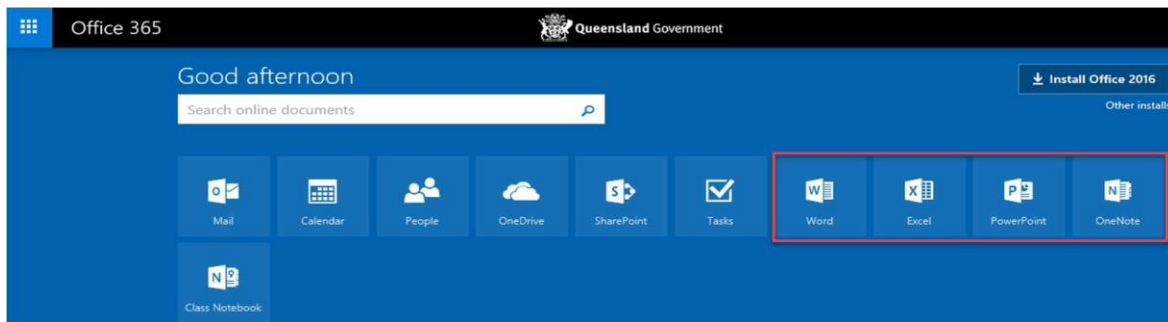

Using Word Online as an example, you can create a new document based on a set of pre- existing templates and save it directly to OneDrive.

When you create a new document from within OneDrive, the document will automatically open in Edit mode within the Office Online application. You can easily switch from the Office Online application to the Desktop Office applications by selecting the Edit in link from within the Office Online application.

When you open a document from within OneDrive, the document will open in a read only state in the Office Online version of the relevant application. With the document open you can select Edit Document and choose to edit directly in the browser using the Office Online application, or choose to edit in the Desktop Office application.
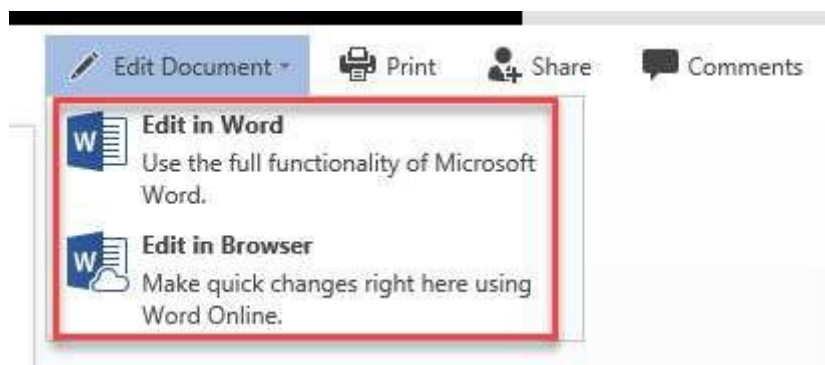
Additional Information

- [OneDrive](#) for Windows
- [OneDrive](#) for Mac
- [Office 365 Application](#)