



Using the OneDrive

Department of Technology

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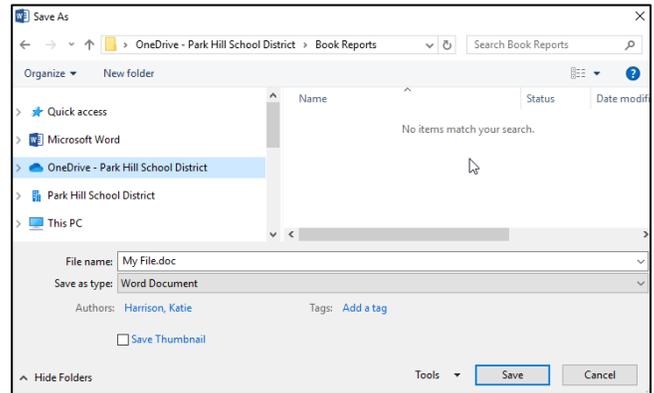
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Park Hill School District is now using the Microsoft OneDrive cloud for all staff and student file storage.

Saving and Viewing Files

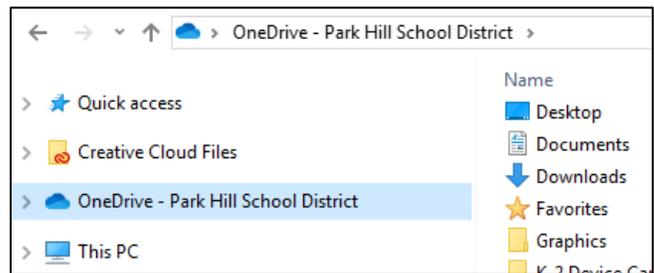
You can still save and store files on your Desktop, Documents folder, Pictures folder, etc. OneDrive will automatically synchronize these files to the cloud.

You can choose to save files directly to the OneDrive if you prefer – when saving a file, select OneDrive in the save window.



View your OneDrive files anytime by opening your File Explorer  and selecting **OneDrive – Park Hill School District**.

You may notice you have Desktop, Documents, Downloads, Favorites, and Pictures links – files you store in these locations will automatically synchronize.



You can also create your own folders directly in the OneDrive and save files to them.

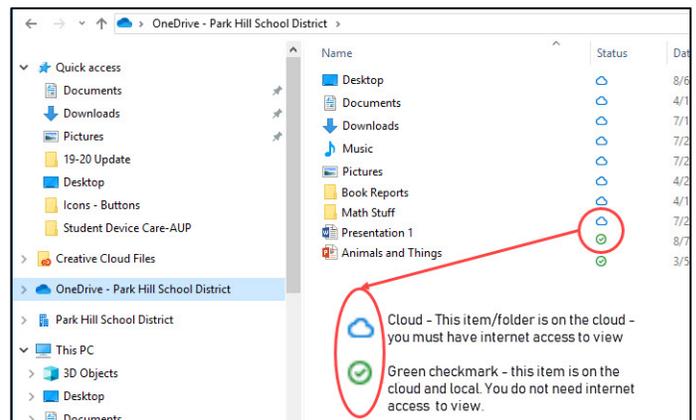
File/Folder Status

The OneDrive synchronizes to the cloud so you can access those files from anywhere. The **Status** indicates whether a file is available when you are not connected to the internet.

The cloud  means you must have internet access to view this file.

The checkmark  means the file is still on the cloud, but you don't need internet access to view.

The arrows  means the file is currently syncing to the cloud.

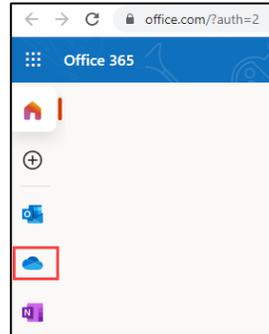


If you want a file with the blue cloud to be available when you are offline, make sure to open that file on the computer you will be using while you still have internet access. It will download a local copy of that file you can edit later while offline. When you go back online, the local file will upload and sync with the online version.

Viewing OneDrive Files Online

Your OneDrive files are available anywhere, from any device you have internet access through Office 365 in the Application Portal. To find your files:

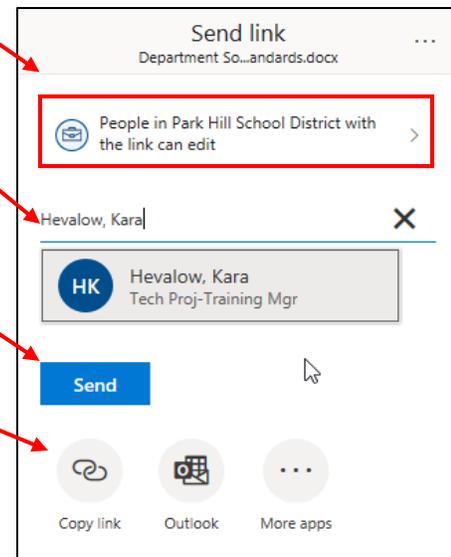
1. Log into the Park Hill Application Portal
2. Click the **Office 365** link
3. Select the OneDrive from the left-side toolbar.



Sharing OneDrive Files/Folders

OneDrive allows you to share files and folders with Park Hill staff and students.

1. Select the file or folder and **Right-click**, then select **Share**.
2. Click here to Change Editing/Viewing rights.
3. Type the name of the person (or persons) you want to share with and select them when they appear.
4. Click **Send**. They will receive an email inviting with a link to the file/folder. If you share a folder, they will have access to all files inside that folder.



You may also choose to copy the file/folder link and share it yourself.

When a OneDrive file/folder has been shared with you, you can access it either through the emailed link, or online through Office 365 in your **Shared** files.

