How to use Microsoft OneDrive

Instructions for Saint Paul College Students

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What is OneDrive?

OneDrive is your personal file storage in the "cloud" (part of Office 365). It allows you to store files and access them from virtually any device with internet access.
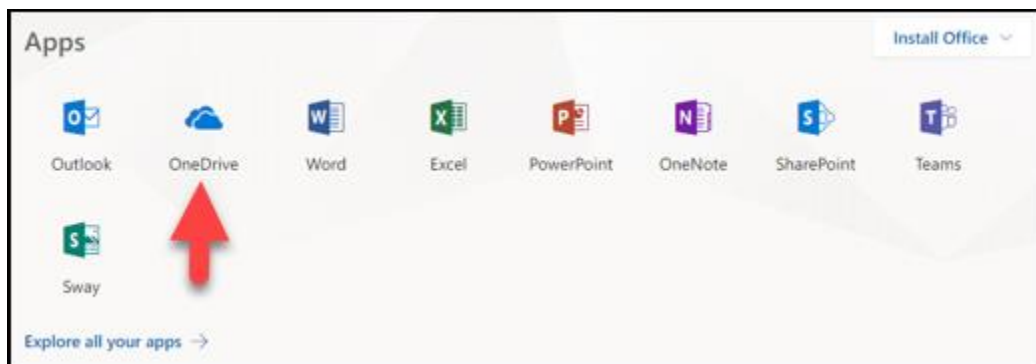
How do I access OneDrive?

Access OneDrive by logging into your Saint Paul College email account. From the Saint Paul College website (https://www.saintpaul.edu), click the **Student Email Login** using the "Student Login" drop down arrow located on the top menu.
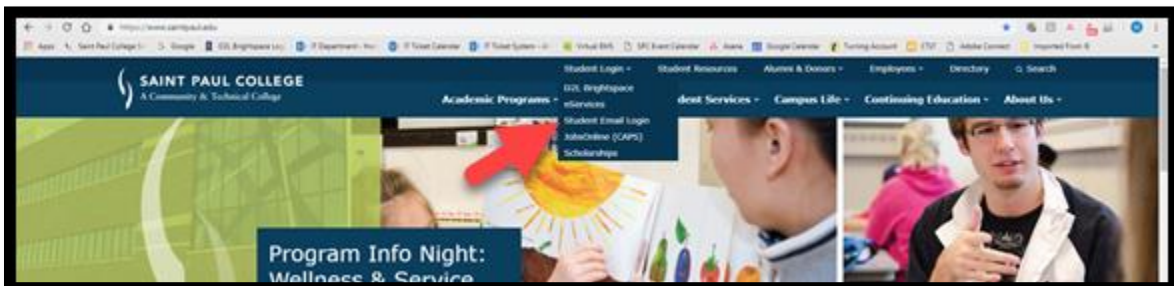
1. Type your StarID@go.minnstate.edu and click **Next**.
2. Type your StarID password, then click **Sign in**.
3. Optional: Check "Don't show this again and click **Yes**.
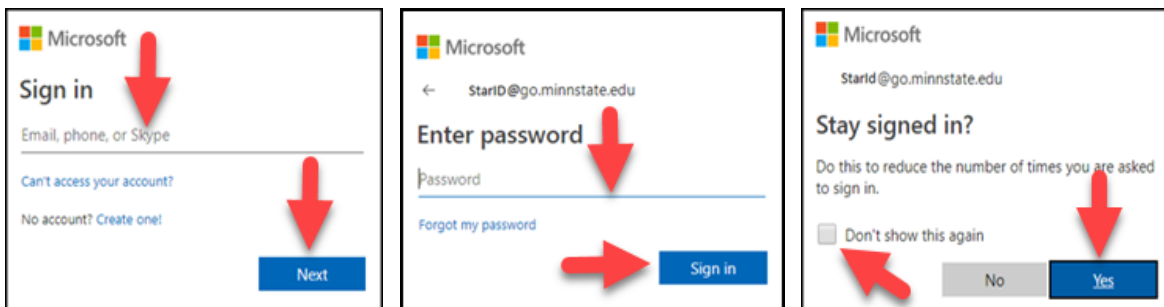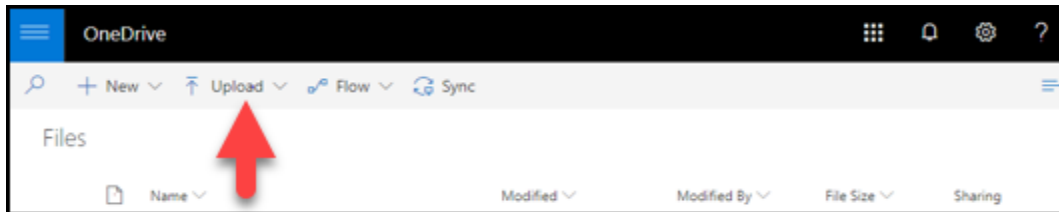

4. Once you are logged in the Office 365 App Launcher will be launched. Click on **OneDrive**.
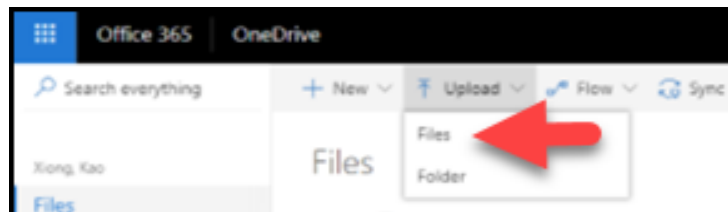
How do I upload documents to OneDrive?

1. Once you have accessed your OneDrive, click on **Upload** on the "Documents" page. You can also drag your file and place it in the "Files" page.

2. Select Files or Folder from the dropdown menu.

3. Now select the drive where your files currently are located. For example, if you are transferring files from your USB drive, select your USB Drive (E:) from the left column under "This PC".

4. Click to highlight and select the files located on the right side of the screen that you wish to upload.

5. Click the **Open** button. The upload process will begin.
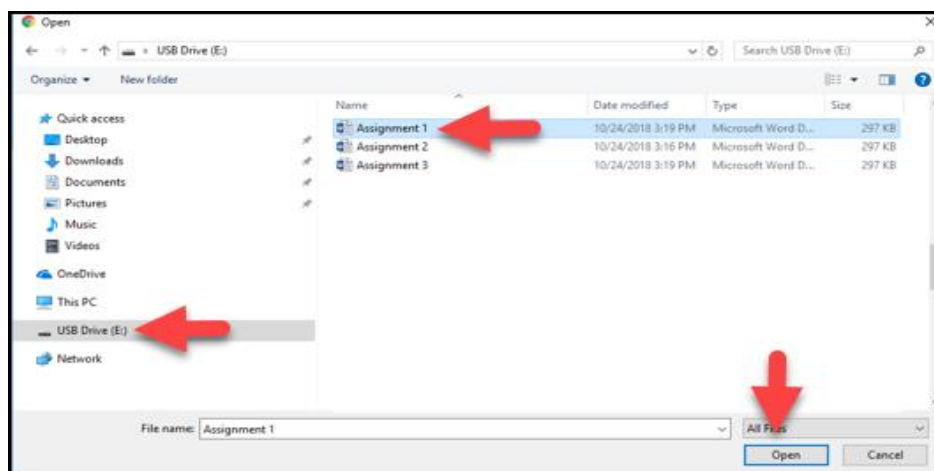
HELPFUL HINT: To upload multiple files, hold down the Control (Ctrl) key and click with your mouse to select multiple files at the same time.

6. The amount of time the upload will take depends on how many files you have, how large the files are, and the speed of internet connection you are using.
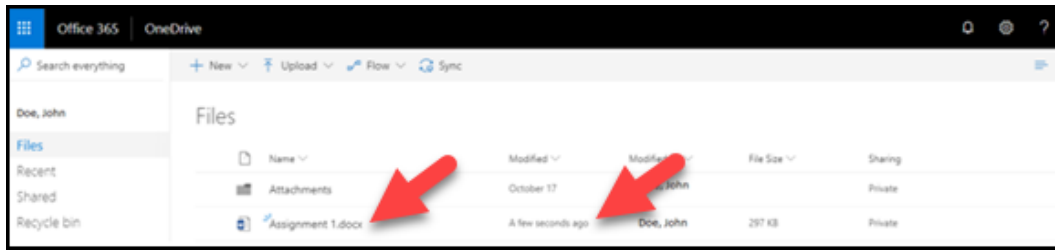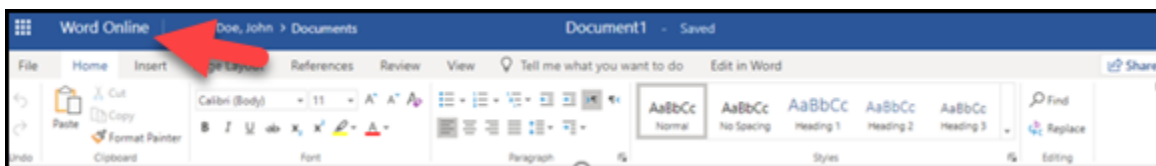

How do I create new documents directly within OneDrive?

You can use Microsoft Office Web Applications directly from within OneDrive.

1. Select **New** from the OneDrive "Documents" page.
2. Select the document type you wish to create, such as a Word, Excel or PowerPoint document.
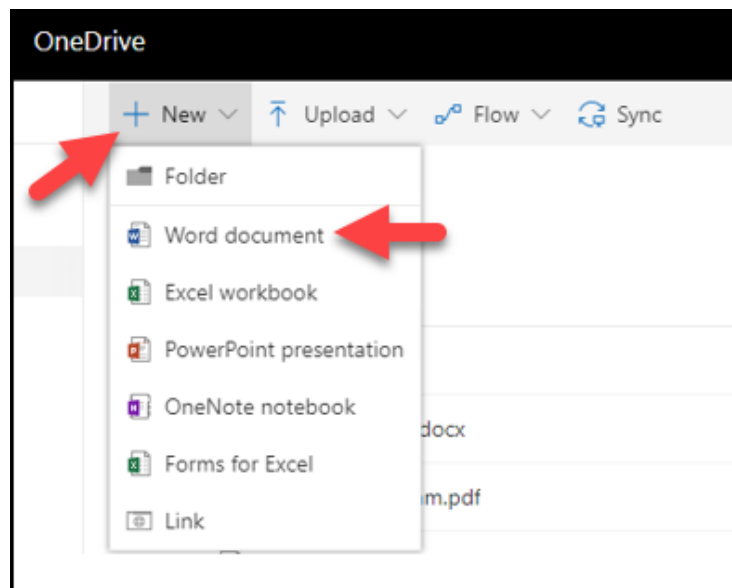

3. The application will open and you may start creating your new document.

How do I upload files from my OneDrive into D2L Brightspace?

You can upload directly from OneDrive to D2L Brightspace. An example would be uploading your assignment file from OneDrive to your Assignment folder.

1. Start by logging into D2L Brightspace. From the College website, select **Student Login,** then **D2L Brightspace**.
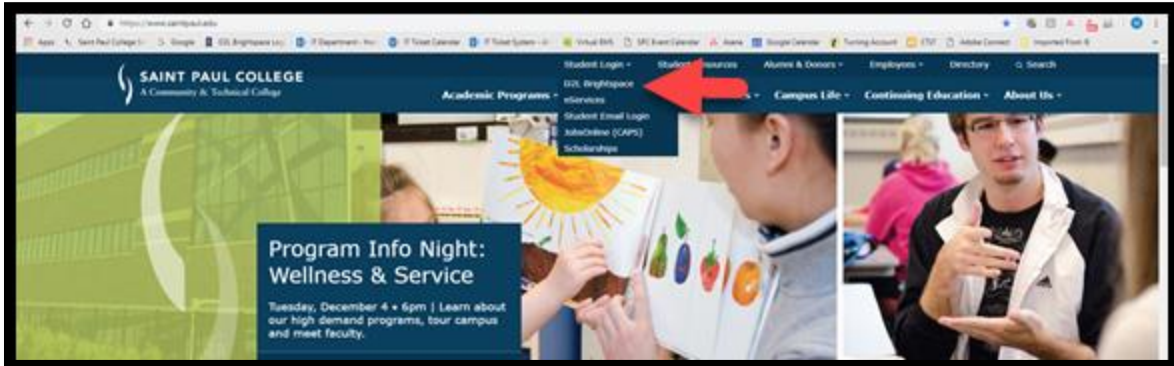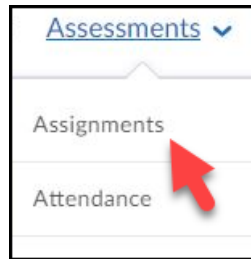

2. Click on **Sign on with StarID**.
3. Type in your StarID.
4. Type your StarID password.
5. Click on **Sign On**.
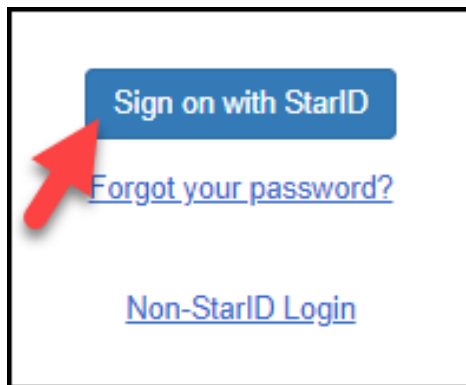
6. Once you are logged in, click on the Course Selector and select the course you want to upload your file to.
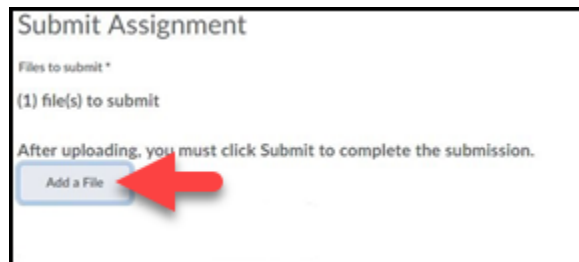

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7. Once you have accessed your course, you can click on **Assignments** found under "Assessments".
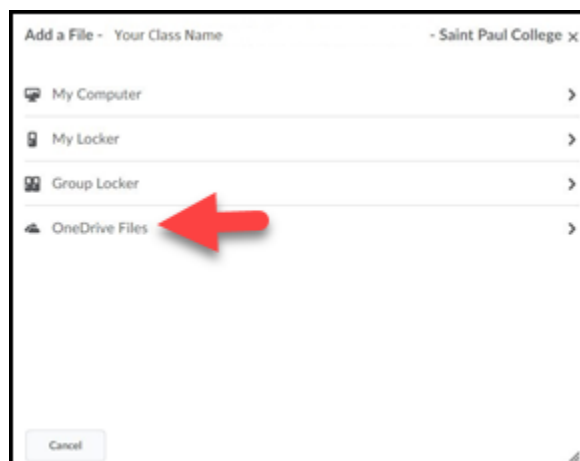

8. Click on the "Assignment folder" you wish to upload your file to.

9. Now click on **Add a File**.
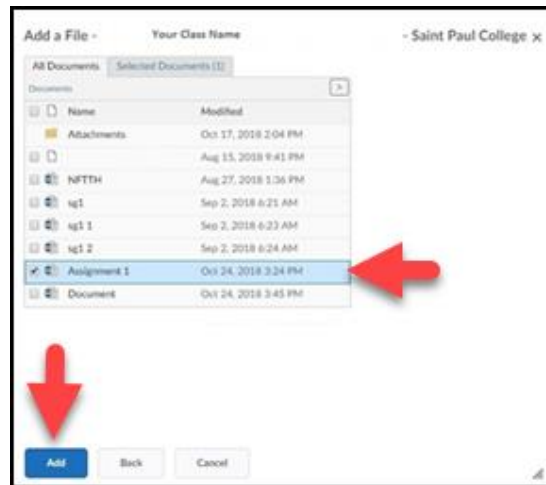

10. Click on **OneDrive Files**.

11. You may need to sign into your Office365 account. If so, click on **Sign in to your Office365 account**.

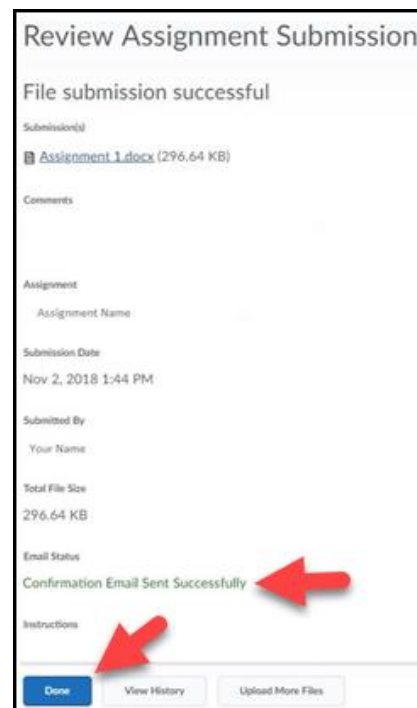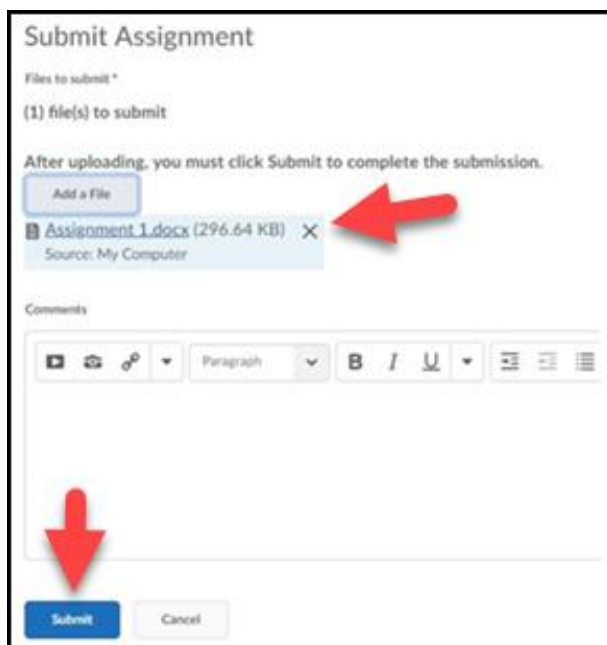12. A new window will open where you can type your StarID@go.minnstate.edu.

13. Now you can select the file you wish to upload and then click on **Add**.

14. Once you see that your file is added, you can click on **Submit**.

15. Click on **Done**. You will also see your "Confirmation Email Sent Successfully".

How do I save files to OneDrive using a locally-installed version of Microsoft Office on my computer?

You can connect your local Microsoft Office applications to your OneDrive. This will allow you to create documents using a locally installed, full version of Microsoft Office, and save them to your OneDrive cloud storage space.

1. To begin, open one of the Microsoft Office software applications installed on your computer, such as Microsoft Word. In the upper right hand corner, click to select the **Sign in** link. (If your name is not there)


2. At the "Sign In" window, enter your Saint Paul College student email address, using your StarID. For example, if your StarID is "ab1234cd", enter your email address as: ab1234cd@go.minnstate.edu.

3. Then click the blue **Next** button.
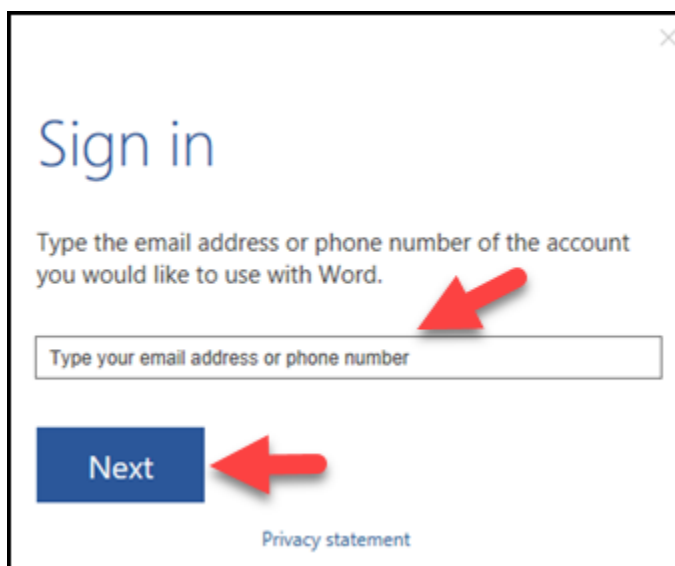
4. You will be prompted with the same login screen you use to access your email account. Type your StarID password.

5. Click on **Sign in**.
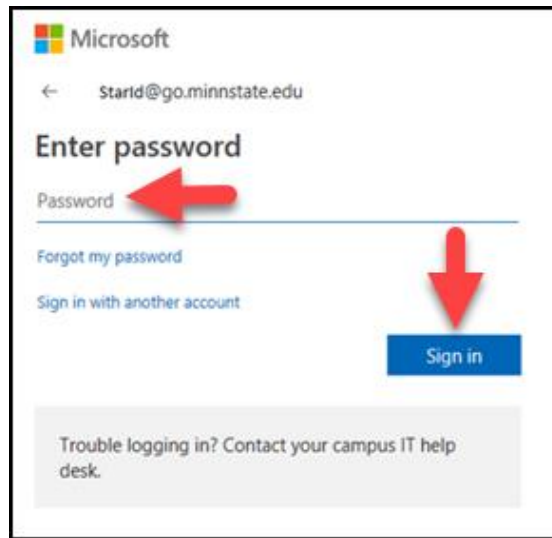
6. You will return to Microsoft Word (or application you opened earlier), which will now indicate that you are signed in to OneDrive (your name will be presented in the upper right-hand corner). Click on your name & verify it to be your StarID@go.minnstate.edu. If not, click **Switch Account** and sign in using StarID@go.minnstate.edu credentials.
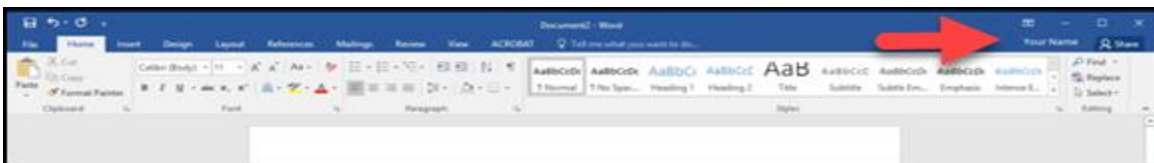
7. Type in your Word document and when ready to save your document to OneDrive you can click on **File**.
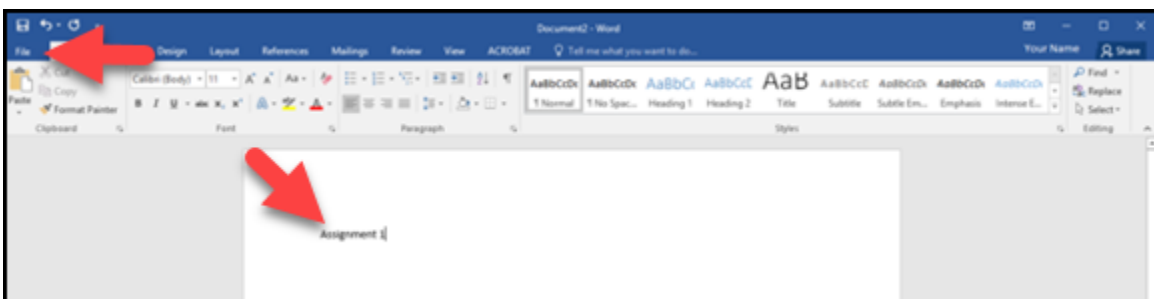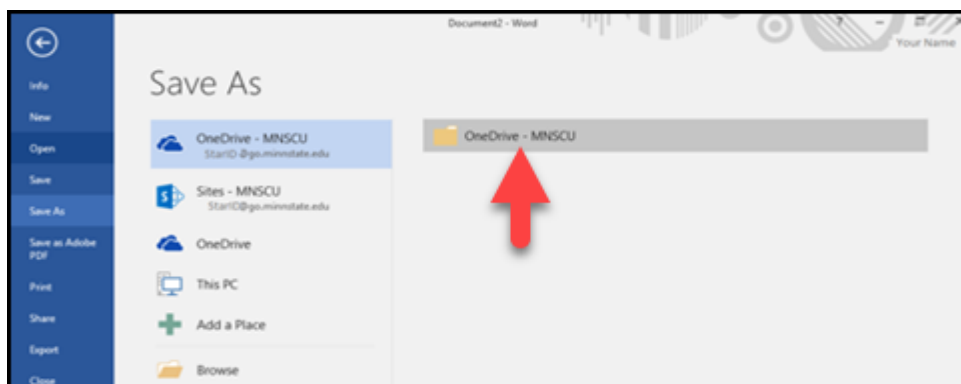
8. Click **Save As**.

9. In the "Save As" screen, click on either **Add a Place and/or OneDrive – MNSCU** (from the left side of the screen).
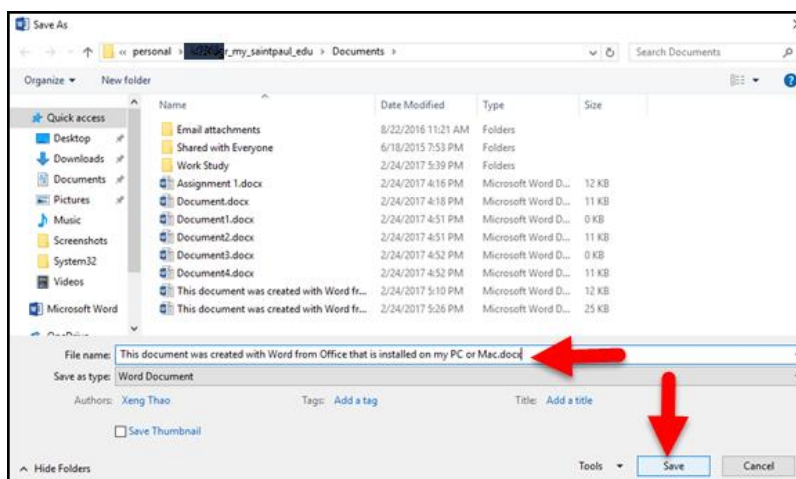

10. Select the folder or location on your OneDrive that you want to save the file. then choose **OneDrive – MNSCU** (from the right side of the screen).

11. In the "Save As" pop-up screen, give your file a name in the **File name:** box

12. Now click on **Save**.

How do I share my OneDrive files with others?

You can use OneDrive to share photos, Microsoft Office documents, other files, and entire folders with people. The files and folders you store in OneDrive are private until you decide to share them and you can stop sharing at any time.

1. Start by logging into your Saint Paul College student email. From the College website, select **Student Login,** then **Student Email Login**.
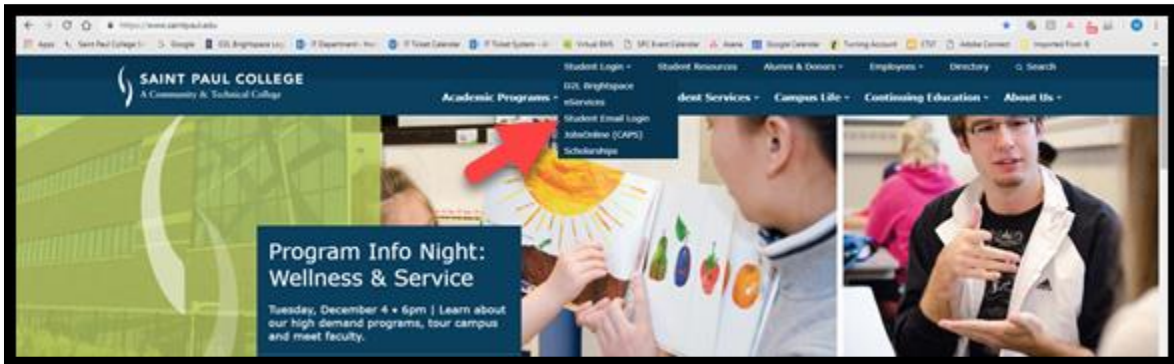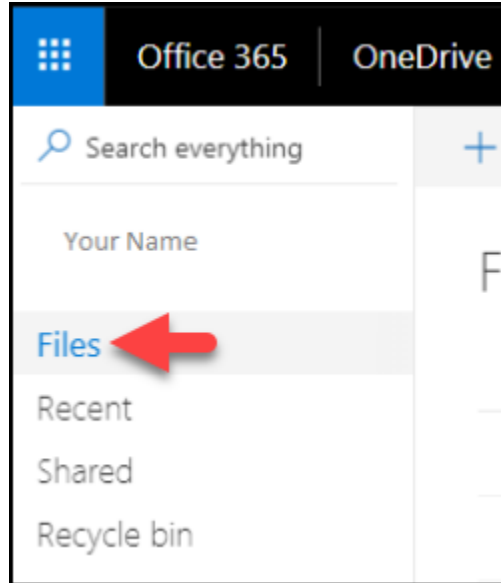

2. Type your StarID@go.minnstate.edu and click **Next**.

3. Type your StarID password, then click **Sign in**.

4. Optional: Check "Don't show this again and click **Yes**.
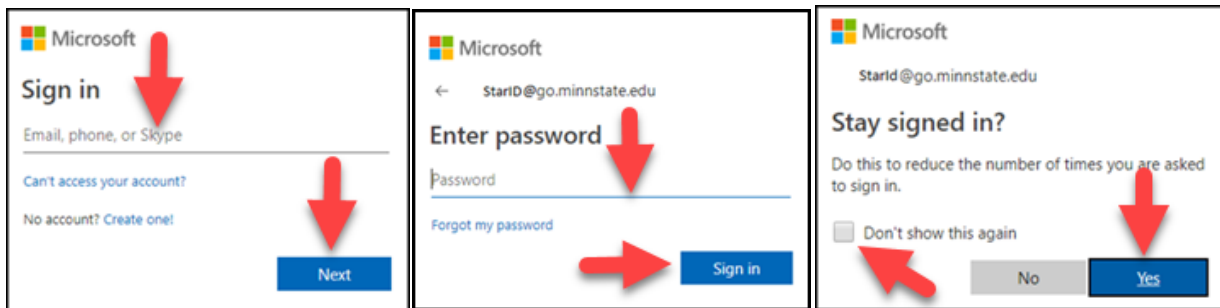
5. Once you are logged in the Office 365 App Launcher will be launched. Click on **OneDrive**.
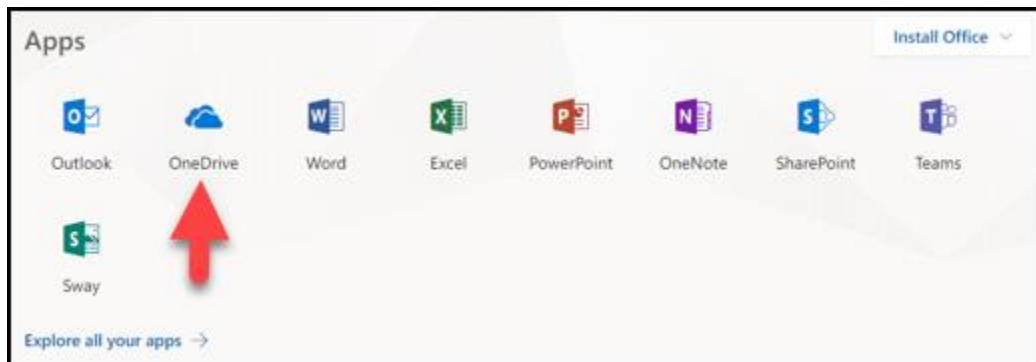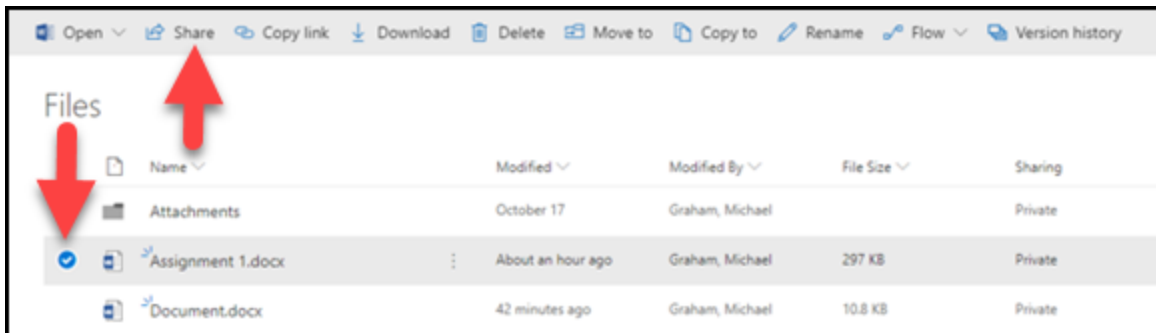
6. Click **Files** in the left window.

7. Place a checkmark next to the file or folder you want to share. Note that you may only select one file or folder at a time (you cannot select and share multiple files – they must be shared individually).

8. Click on **Share**.

9. Editing rights of shared files can be granted to "specific people" etc. You can also, enter the name (last name first) or email address of the user you want to share with in the designated field.

10. Click on **Only the people you specify who have this link can edit**.

11. Choose all your necessary privacy settings you wish to have applied.

12. Click **Apply**.

13. Optional: Enter text for the message the user will receive in a notification email message.

14. Click **Send**.

15. The user will receive an email regarding the shared folder. In addition, you will receive an email notification message when a file is shared with you.
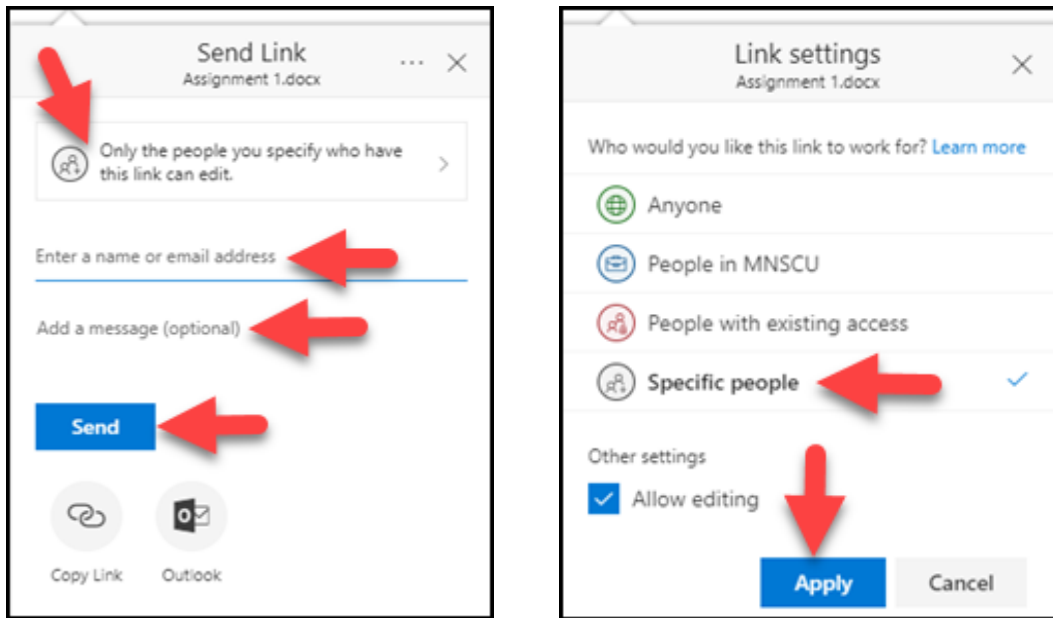

How do I attach files from OneDrive to an email message?

You can send a file as an attachment or as a link using OneDrive (Office 365).

1. Start by logging into your Saint Paul College student email. From the College website, select **Student Login,** then **Student Email Login**.
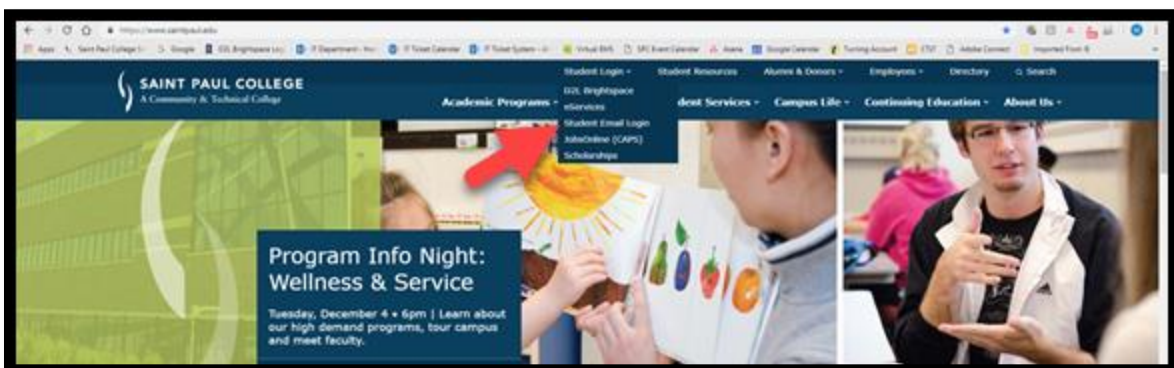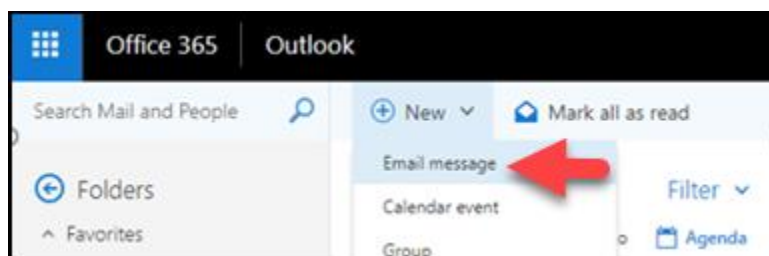
2. Type your StarID@go.minnstate.edu and click **Next**.

3. Type your StarID password, then click **Sign in**.

4. Optional: Check "Don't show this again and click **Yes**.
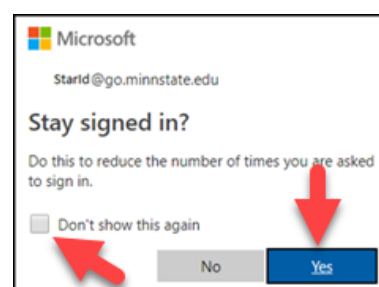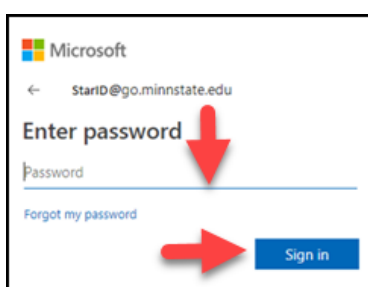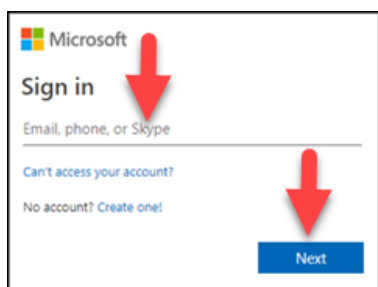
5. Once you are logged in the Office 365 App Launcher will be launched. Click on **Outlook**.
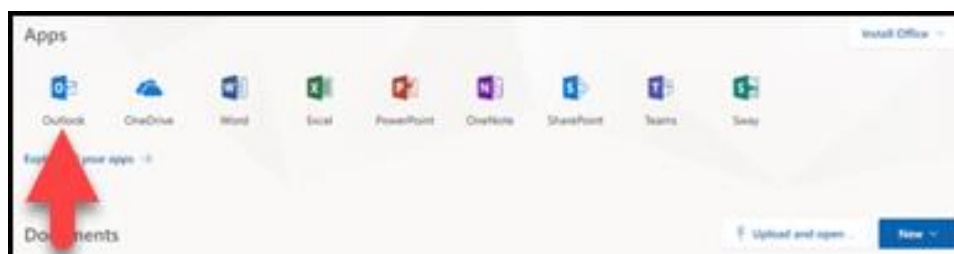
6. At the top of the screen click on "New dropdown arrow"**.**

7. Then click on **Email message**.

8. You should now see empty email text fields. Go ahead and fill out the necessary contact information needed to successfully send your file.

9. When you have your information complete, you can click on the Paperclip icon labeled "Attach" and then **Cloud locations**.
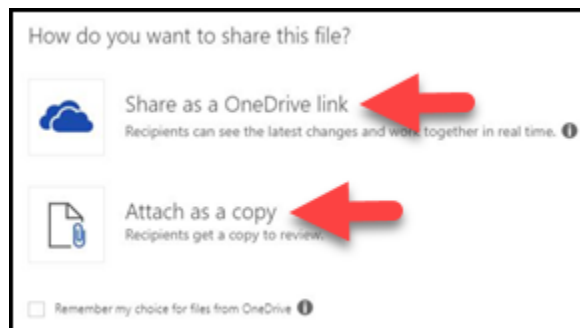

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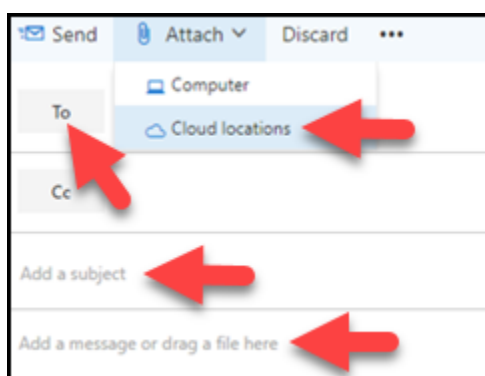
10. In the left pane you should see an OneDrive file directory and your computer's file directory. Your OneDrive files will be displayed to the right. Check off the files you would like to be sent.

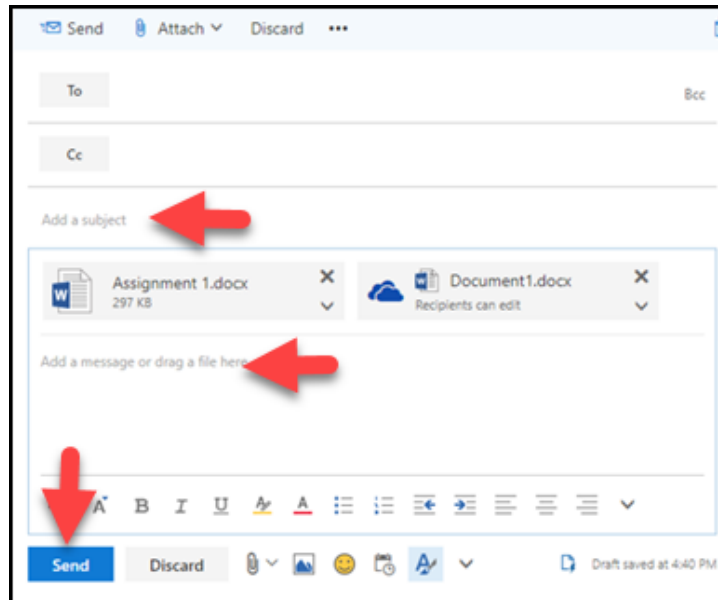11. Now click on **Next**.
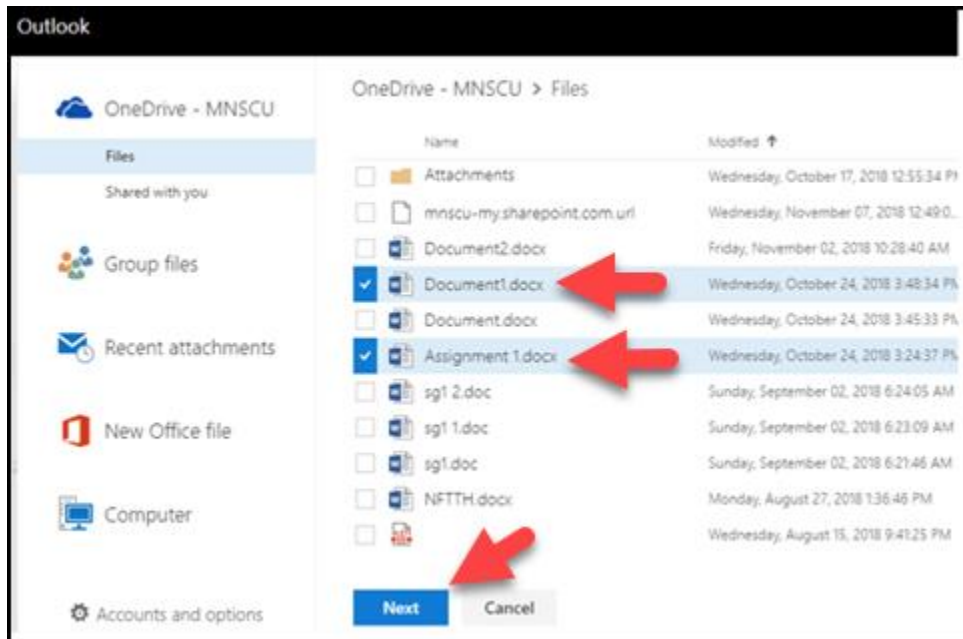
12. You will need to select **Share as a OneDrive link** or **Attach as a copy**.

13. You have the option to "Change permissions" allows people to alter the original document and others are able to see the changes and work together in real-time or you can choose "Attach as a copy" which is the standard basic emailing attachment option where you just send out a copy of the document to the recipients. (see next page)
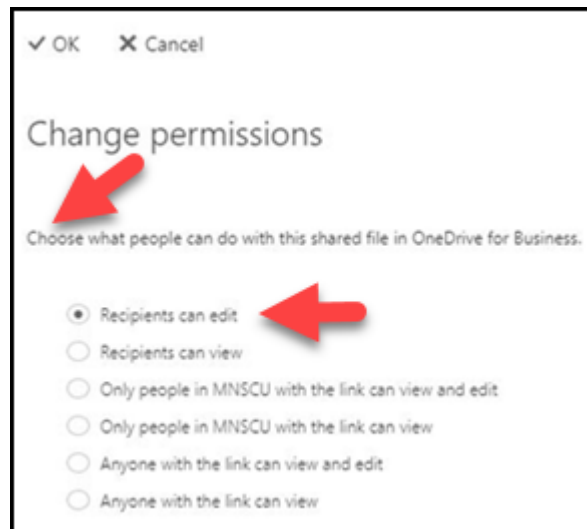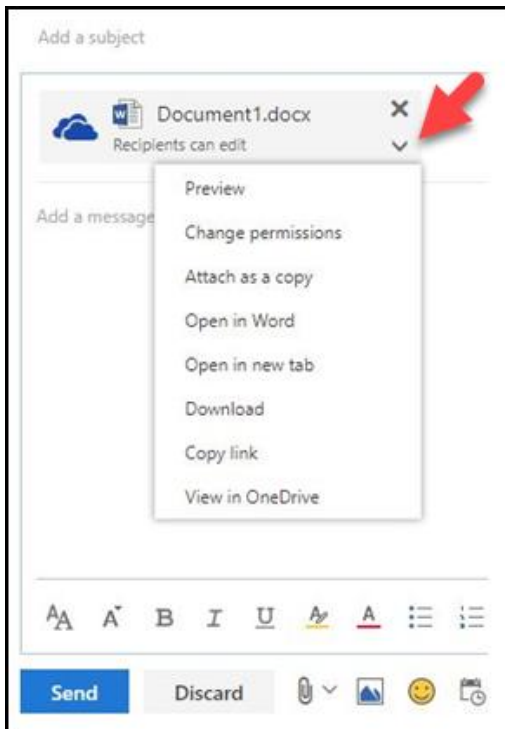
14. When you have chosen your option go ahead and fill out "Add a subject".

15. Also you can "Add a message or drag a file here".

16. Now click on **Send**.