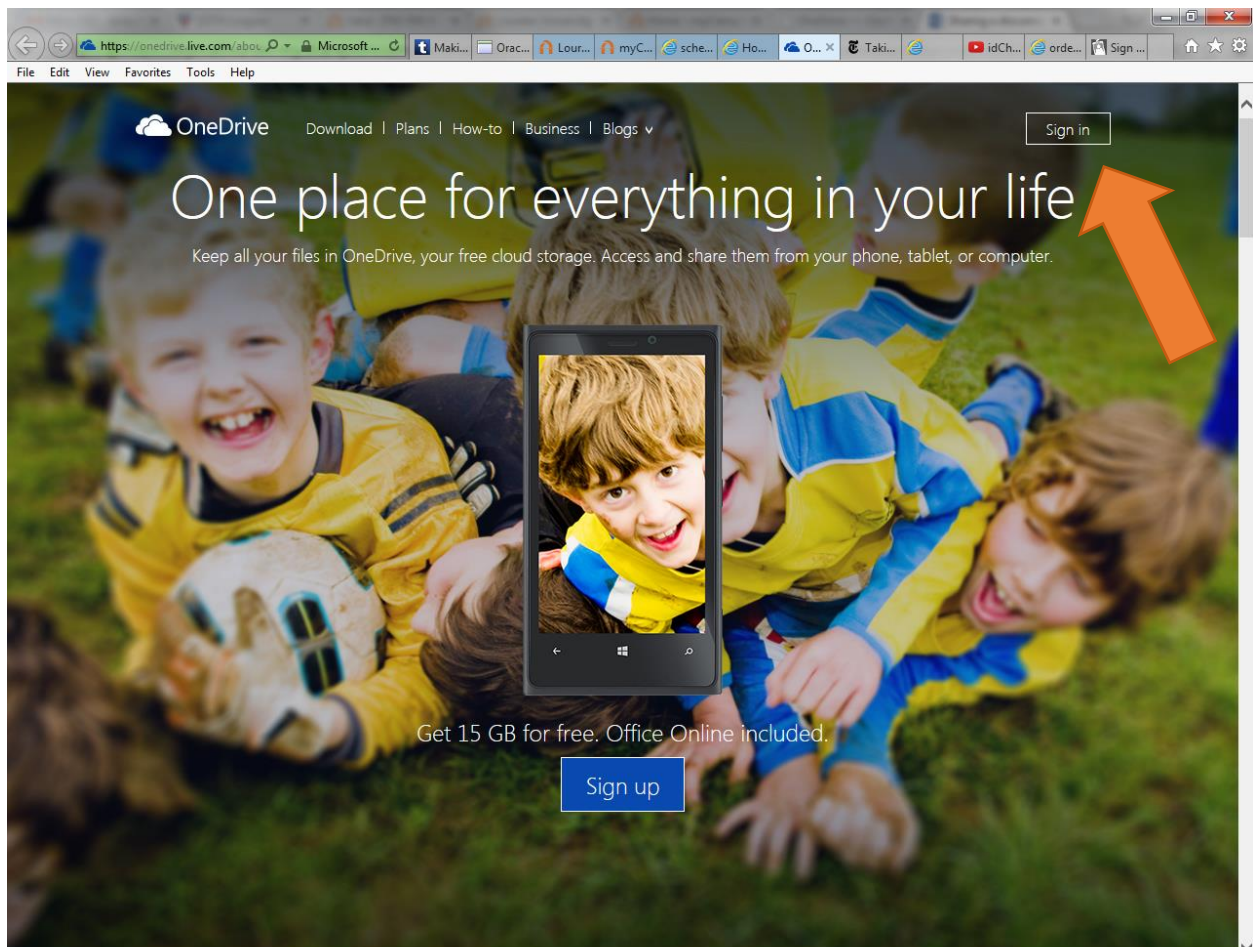


Using your OneDrive and Saving Files

The OneDrive is a place where as a Lourdes student you are able to access the Microsoft Office suite and also store your files. You are able to access the OneDrive through the portal.



This is the screen that appears when you launch OneDrive. Click on "**Sign in**".



Enter your **student email address** (firstname.lastname@mymail.lourdes.edu) at the following screen.



Sign in with your work or school account

Email or phone

Password



Keep me signed in

[Sign in](#) [Cancel](#)

[Can't access your account?](#)

Don't have an account assigned by your work or school?

[Sign in with a Microsoft account](#)

You will be redirected to the following page. Click on "**Work or school account**".

 **Work or school account**
Assigned by your work or school



 **Microsoft account**
Personal account

[Cancel](#)

Don't have an account assigned by your work or school?

[Sign in with a Microsoft account](#)

When the following page launches, enter your **student email address** and **password**.


Sign In

fs.lourdes.edu


Type your user name and password.

User name: Example: Domain\username

Password:



Once logged in, you will have access to your **OneDrive** and **Office365**.



Office 365 OneDrive

LOURDES UNIVERSITY

search OneDrive

Documents

Recent
Shared with me
Followed
Site folders
Recycle bin

Groups

OneDrive for Business

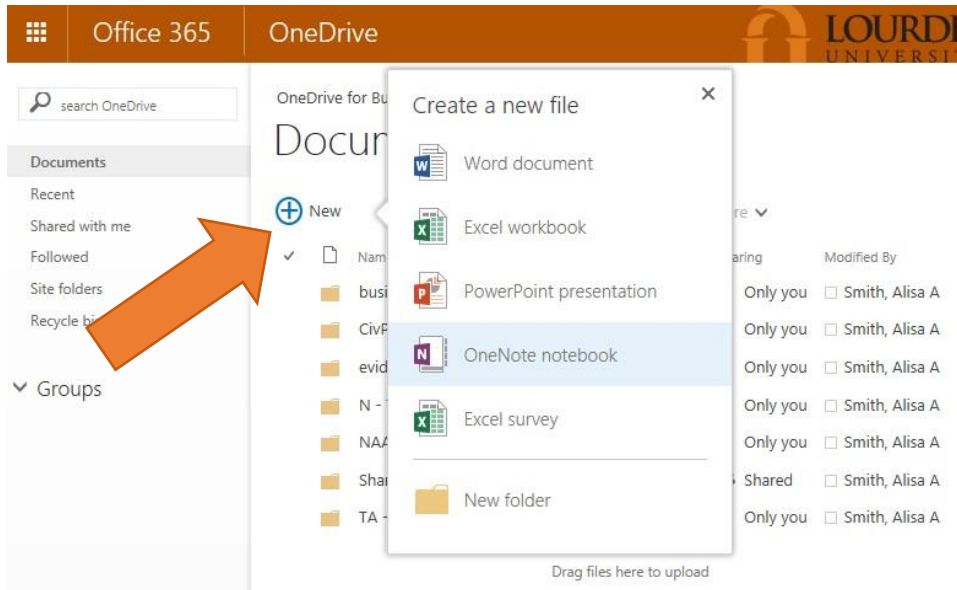
Documents

+ New ↑ Upload ↻ Sync ↻ Share More ▾

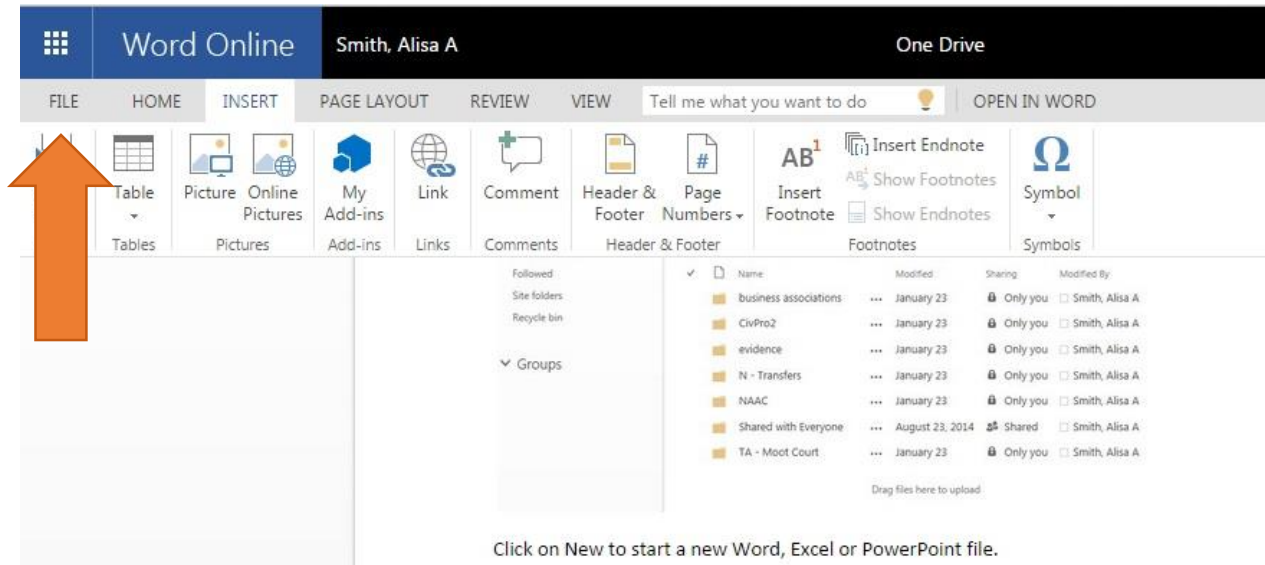
| ✓ | Name | Modified | Sharing | Modified By |
|---|-----------------------|---------------------|------------|------------------|
| | business associations | ... January 23 | 🔒 Only you | ☐ Smith, Alisa A |
| | CivPro2 | ... January 23 | 🔒 Only you | ☐ Smith, Alisa A |
| | evidence | ... January 23 | 🔒 Only you | ☐ Smith, Alisa A |
| | N - Transfers | ... January 23 | 🔒 Only you | ☐ Smith, Alisa A |
| | NAAC | ... January 23 | 🔒 Only you | ☐ Smith, Alisa A |
| | Shared with Everyone | ... August 23, 2014 | 👥 Shared | ☐ Smith, Alisa A |
| | TA - Moot Court | ... January 23 | 🔒 Only you | ☐ Smith, Alisa A |

Drag files here to upload

Click on **“New”** to start a new Word, Excel or PowerPoint file.



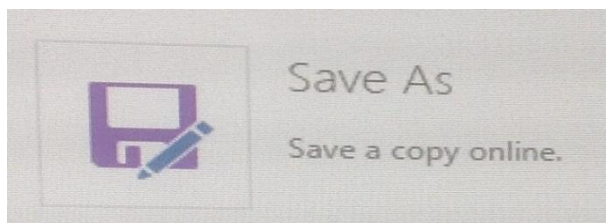
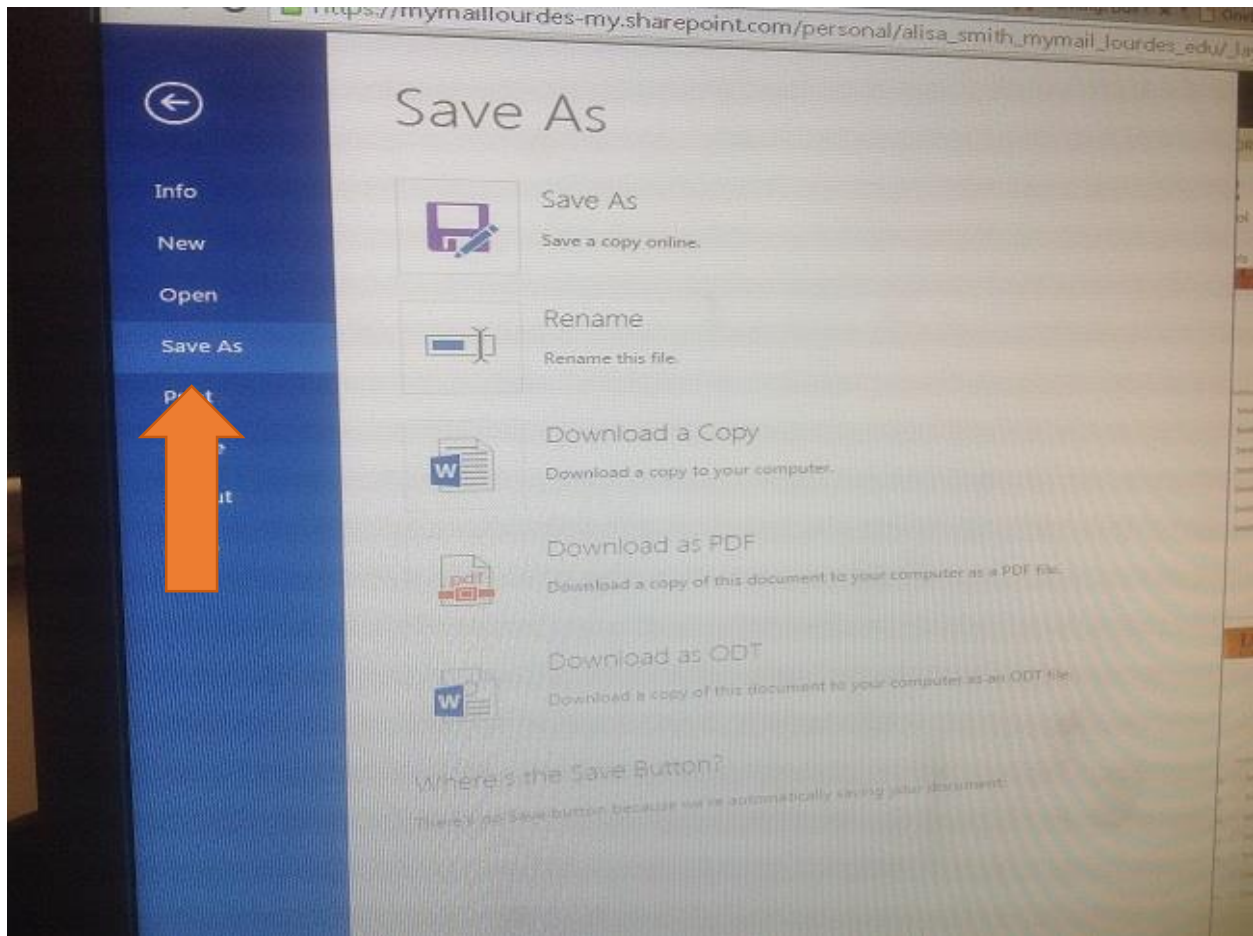
Create your document. When it is time to save your file, click on **“File”**.



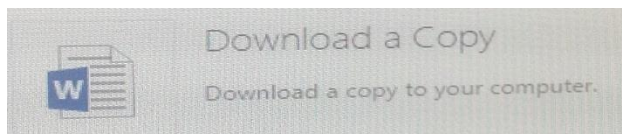
Click on New to start a new Word, Excel or PowerPoint file.



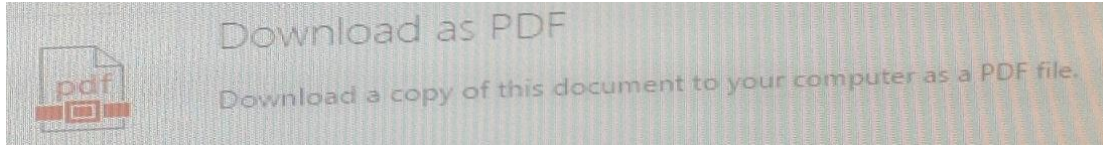
Click on "Save As". You have several options.



This saves a copy of file to the OneDrive



This allows you save a copy of Word document to the computer you are logged onto.



This allows you to save a PDF file to the computer you are logged into.

NOTE: In order to send the file to someone (Ex. Sending an assignment to an instructor, you will **NEED** to download it to your local computer and then attach the file you saved to your local computer. You can use this document to upload in Sakai, or attach in email.)