

Saving to OneDrive

OneDrive is a cloud storage option from Microsoft and works in the same way as other popular cloud storage programs such as Dropbox.

OneDrive is available to all Gordon students for storage of files and documents and includes up to 1TB of storage.

When logging on to a Gordon computer, all students will have access to OneDrive in Windows File Explorer.

It takes about a minute after log on to the computer before 'OneDrive (O:)' will appear as a network location.



OneDrive is mapped as a Network Location in Windows File Explorer

This 'O Drive' (OneDrive) location will be available from all programs (Photoshop, AutoCAD, Inventor, MYOB, etc) when choosing the Open or Save options.



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Organize 🔻 New folder	r			811 •	
Documents ^	Name	Date modified	Туре	Size	
J Music	Forms	1/10/2015 2:07 AM	File folder		
Pictures	📕 test folder	2/03/2016 3:45 PM	File folder		
Videos	Capture.PNG	8/10/2015 4:36 PM	PNG File	6 KB	
	Document.docx	15/10/2015 11:15	Microsoft Wo	ord D 22 KB	
Computer	JOPRACTICEDOXXXXXXXXX.docx	15/10/2015 11:15	Microsoft Wo	ord D 22 KB	
Local Disk (C:)	Presentation1.pptx	20/10/2015 10:58	Microsoft Po	werP 1,441 KB	
90000003 (\\fenfi	RV2016.log	10/02/2016 2:36 PM	Text Docume	ent 0 KB	
StudentShare (L:)	Test from Windows 10.docx	24/02/2016 3:57 PM	Microsoft Wo	ord D 12 KB	
Chebrive (0:)	test.05.02.16.txt	5/02/2016 3:21 PM	Text Docume	ent 1 KB	
Applications (5:)	test.docx	2/03/2016 3:44 PM	Microsoft Wo	ord D 12 KB	
A300 Drive	This is a sync test.docx	8/10/2015 3:38 PM	Microsoft Wo	ord D 12 KB	
🗣 Network	Main Xfgzfrgnzxfgnzxnfg.docx	4/11/2015 11:35 AM	Microsoft Wo	ord D 17 KB	
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OneDrive appearing in the 'Open' dialog box in Photoshop

All Microsoft Office Programs (such as Word, Excel, PowerPoint) have OneDrive access built in.

When opening or saving documents from an Office program 'OneDrive – The Gordon' appears as one of the default options.

©		
Info	Save As	
New	Sites - The Gordon	🐔 OneDrive - The Gordon
Open Save		Recent Folders
Save As	ConeDrive - The Gordon	GoneDrive - The Gordon
Save as Adobe PDF	Computer	
Print	Add a Place	Browse
Share		

'OneDrive – The Gordon' in Microsoft Word 'Save As' dialog box

Make sure all of your work is saved to OneDrive so you can access the files from any computer at The Gordon and from home.

OneDrive can be accessed from anywhere by logging onto the Office 365 portal at https://portal.office.com/



Log in using your Gordon email address (e.g. StudentID@gordontafe.edu.au) as the username and your Gordon password. You will be presented with your personal Office 365 page.



OneDrive icon in the Office365 portal home page

To access your files, simply click on the OneDrive Icon.

Once connected to OneDrive all of the files that you saved will be available.

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Files	4	Name		Modified	Modified By	File Size	Sharing
Recent Shared with me Recycle bin Groups + Groups bring teams together, Join one or create your own. Prowse Groups + Create Groups		test folder Capture.PNG Document.docx JOPRACTICEDOXXXXXXXXXXX.docx Presentation1.pptx Test from Windows 10.docx test.05.02.16.txt test.docx This is a sync test.docx		 14 minutes ago October 7, 2015 October 14, 2015 October 14, 2015 October 19, 2015 February 23 February 4 15 minutes ago October 7, 2015	Shudent Shudent Text2 Shudent Shudent Text3 Shudent Shudent Text3	5.72 K0 21.23 K8 21.23 K8 141 M8 11.26 K8 1 byte 11.44 K8 11.18 K8	Only you Only you
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OneDrive content via the Office365 Portal

