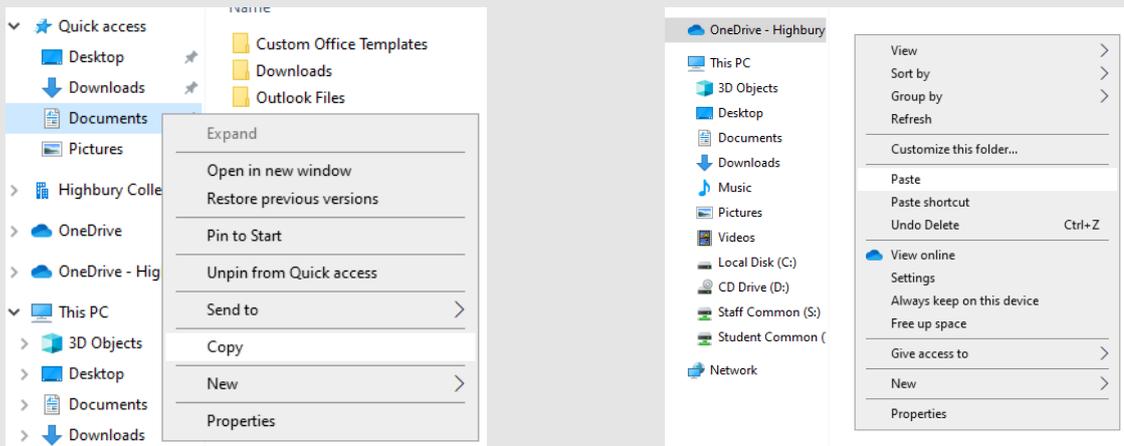# Using OneDrive to access your College files at home

Open your "**My Documents**" folder, right click the "**Documents**" file on the left hand side, and select **Copy.**

Click on the **OneDrive– Highbury** file, right click on an empty area inside this file and select **Paste.**



The Documents file should now appear, with this <span style="color:blue">blue</span> symbol (left) under status, this means it is Syncing your data to the Cloud.

It will then display this <span style="color:green">green</span> symbol (right) under status when it is completed.



From any other device, you can sign into https://www.office.com using your **<StudentNumber>@Students.Highbury.ac.uk** and your **Highbury password.**

Select the **OneDrive** App.

The **"Documents"** folder will now be displayed in your OneDrive, and can be accessed, edited and automatically saved to your Cloud storage. These files can be accessed at any computer using the above method.
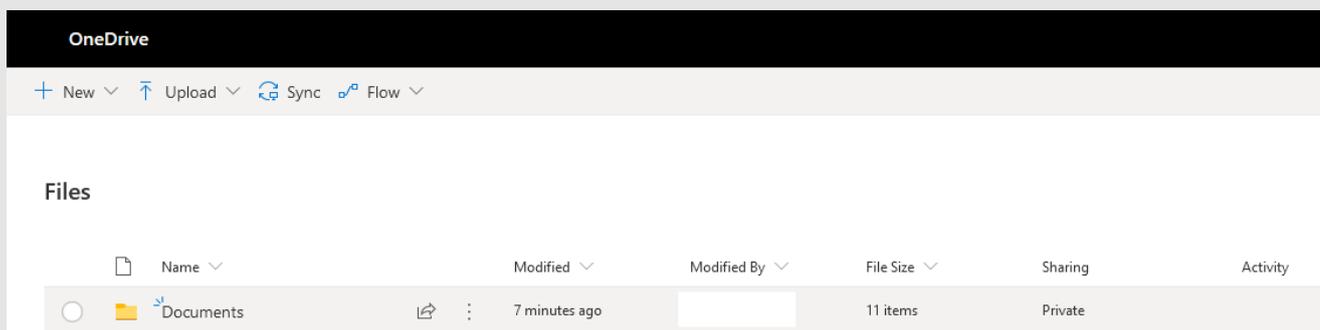


Be sure that **all** required files to work from home are synced using this method. Repeat the previous steps to sync any file you may have missed.

<span style="color:red">**If any document is not synced using this method, you will be unable to access these files from home, and IT services will <u>NOT</u> be able to help you in relation to this.**</span>