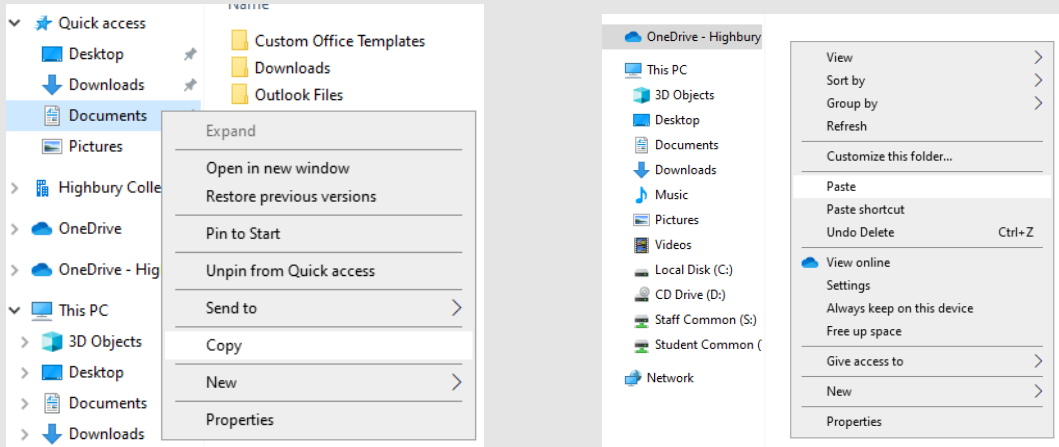


## Using OneDrive to access your College files at home

These instructions will work for any file you have read and write access to on the college drive, meaning any documents that are necessary to work from home can be saved to OneDrive using this method. In this example, we will be copying the “**My Documents**” folder, but you can do this with any other folders you require.

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

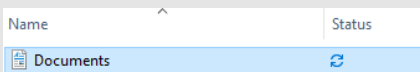
Click on the **OneDrive– Highbury** file, right click on an empty area inside this file and select **Paste**.



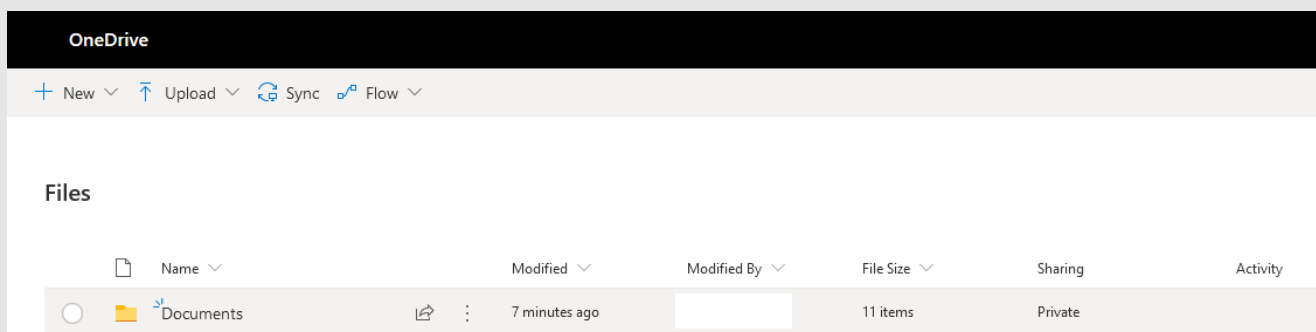
The Documents file should now appear, with this **blue** symbol (left) under status, this means it is Syncing your data to the Cloud.

It will then display this **green** symbol (right) under status when it is completed.

**DO NOT power off you machine until all files are marked with the green symbol, or they will not be Synced or saved to OneDrive.**



From any other device, you can sign into <https://www.office.com> using your **<Firstname.Lastname>@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.

**If any document is not synced using this method, you will be unable to access these files from home, and IT services will NOT be able to help you in relation to this.**