## 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.

<ul> <li>✓ A Quick access</li> <li>Desktop</li> <li>↓ Downloads</li> </ul>	Custom Office Templates	OneDrive - Highbury     View     This PC     Sort 1     J 3D Objects     Crant	by >
Documents	Expand	Desktop Refre	sh
<ul> <li>Highbury Colle</li> <li>OpeDrive</li> </ul>	Open in new window Restore previous versions	Downloads     Downloads     Paste     Pictures     Undx	e shortcut o Delete Ctrl+Z
>  OneDrive - Hig	Unpin from Quick access	View Local Disk (C:) CD Drive (D:)	online 1gs ys keep on this device
> 🗊 3D Objects	Сору	Tree Start Common (S:) Free G	access to >
<ul> <li>Desktop</li> <li>Documents</li> <li>Downloads</li> </ul>	New >	Vetwork New Prop.	erties

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.

Name	Status	Status	Name	Status
Documents	C		🖹 Documents	Ø

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.

C	DneDriv	re						
+ New $\checkmark$ $\uparrow$ Upload $\checkmark$ $\bigcirc$ Sync $\square'^{a}$ Flow $\checkmark$								
File	s							
	$\square$	Name $\checkmark$		Modified $\checkmark$	Modified By $ \smallsetminus $	File Size $\checkmark$	Sharing	Activity
C		Documents	¢ :	7 minutes ago		11 items	Private	

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 <u>NOT</u> be able to help you in relation to this.