

OneDrive for Students

Once you have enrolled at Unitec and paid your fees, you will be allocated 1TB storage space in OneDrive via **Office 365**. This can be used for saving all files and makes them accessible where ever you have a computer with Internet access.

Important: Access is **only** available while you have current enrolments (now and future), so we recommend saving to a personal computer or USB, when you finish studying.

1 ACCESSING ONEDRIVE

1.1 FROM ANY COMPUTER:

- Open a web-browser and navigate to www.office.com/signin
- Sign in with your Unitec email address (username@myunitec.ac.nz) and password



- Click on **OneDrive** Tile

1.2 FROM THE STUDENT PORTAL:

- Click the **Grid** (top left)  and select **OneDrive** Tile

1.3 FROM MOBILE APPS

- Tap the OneDrive app
- Signin with Unitec email address and password

2 NAVIGATION AND FEATURES WITHIN ONEDRIVE

Click the **New** icon from within OneDrive and select an option from the drop down list.

You can create a new folder or start a new document.

Note: This last option makes use of Office Online applications that allows you to create a new document with one click. Also, there is no Save button. Saving is automatic!

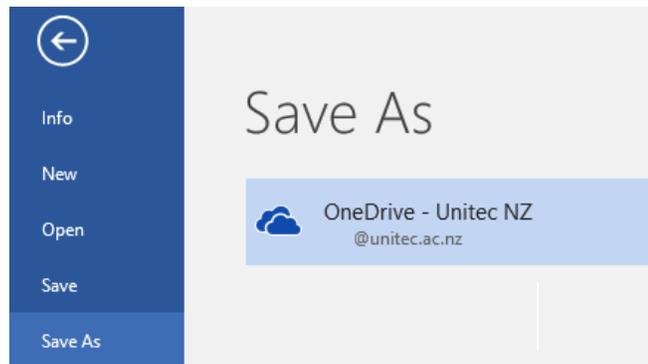
3 ADDING FILES TO ONEDRIVE

Once you have signed into your OneDrive account there are various ways to upload files.

You can add content to OneDrive by:

- Use **Upload** icon in OneDrive to upload an existing file from a computer or USB drive.
- Use **Drag and Drop** to move a file from your computer onto OneDrive

- **Save** a Microsoft document to the location shown at the top OneDrive – Unitec NZ (for example in Word 2016 as shown below)



4 SHARING FILES FROM ONEDRIVE - UNITEC NZ

By default, any new or uploaded document is private and the sharing column shows the file as **'Only you'**, this means you are the only person able to see this file. Sharing access to these files makes it possible for other people to work on these files at the same time as you are.

You can easily share files saved in OneDrive with any tutors or students at Unitec.

1. Click the padlock beside the file in OneDrive  Only you

This will open a panel on the right where you can change access to the file.

Has Access



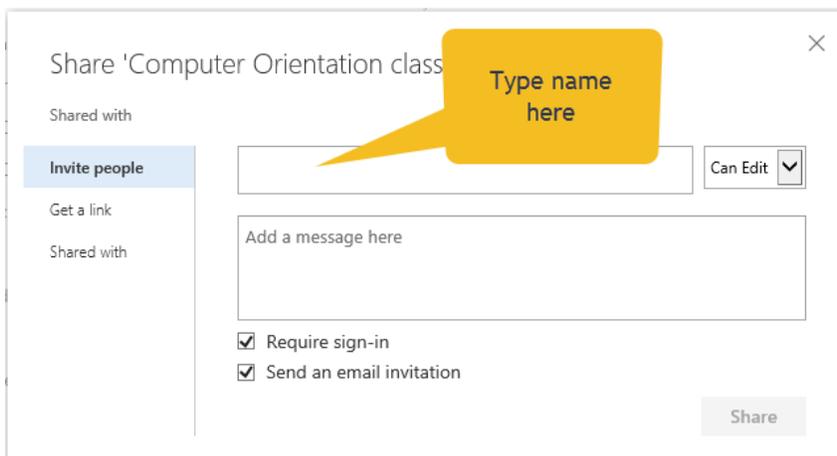
 This item is not shared

[Manage access](#)

2. Click on **Manage access**
3. Click on **Grant Access**  Grant Access from top of panel

This will open a new window where you can begin to **Invite people**

4. Enter first name / last name of a Unitec student or staff member or email address instead.



5. The default sharing right is **Can Edit**, but you can change to **Can View** using the drop down arrow, beside Can edit.
6. Optional: Write a message.
7. Click **Share**. This sends an email to those you have shared the file with. They receive a link to click for access to the file and the padlock changes, to show you have shared the file.

5 COPY OR MOVE FILES

You can organise your documents from within OneDrive.

For instance, you can move Files to Folders or create copies.

6 DOWNLOAD FILES

Important: Access is **only** available while you have current enrolments (now and future), so we recommend saving to a personal computer or USB, when you finish studying.

Select files or folders and click on **Download** option. You may see a pop up message. If so, respond accordingly and then click Save.

7 RECOVERING DELETED FILES

You can easily restore deleted files and folders that you have deleted from your **OneDrive**.

1. Open the **Recycle Bin**, by selecting it on the left hand menu.
2. Tick the item/s you want to keep.
3. Click **Restore Selection**.
4. To return to your documents, select **Documents** on the left hand side.

8 MORE HELP

See [OneDrive for Business Help](#)