

Students using OneDrive@Unitec NZ

Students are provided with 1TB of storage, while they study. This is in Office 365 which enables you to access content saved here from anywhere where you have Internet access. For full computer guide for students on Unitec systems, refer to latest copy of [IMS Student Handbook](#).

Once you have enrolled at Unitec and paid your fees, you will be allocated storage space in **Office 365** in **OneDrive@Unitec NZ**. Currently this is 1TB. This can be used for storing your course related work.

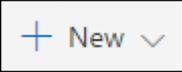
Note: Access is **only** available while you have current enrolments (now and future), so we recommend saving to a personal computer or USB, when you finish studying.

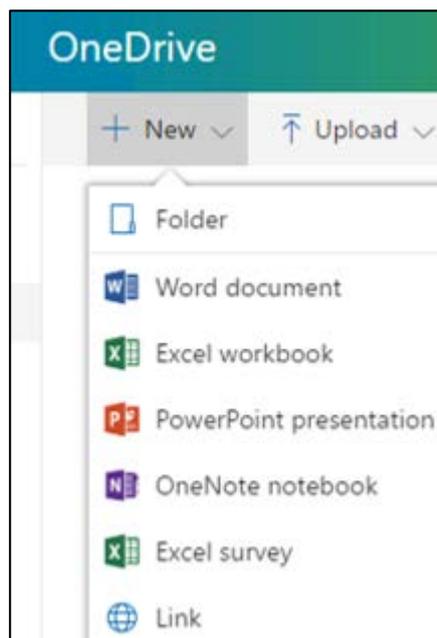
See [pages 4 and 5](#) of this guide for how to log in the first time and installing at home.

You can add content to OneDrive@Unitec NZ in OneDrive by:

- Start a new document by using the **New** icon.
- Use **Upload** icon to locate a file on computer or USB.
- Select and drag closed files you see on desktop or in File Explorer.

Starting a New File or Folder

1. In **Office 365**, use the **Grid** (top left) and select **OneDrive**.
2. Click the  **New** icon and select an option from the drop down list.

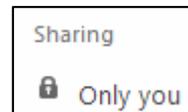


Note: In Office Online there is no Save button. Saving is automatic.

Sharing in OneDrive@Unitec NZ

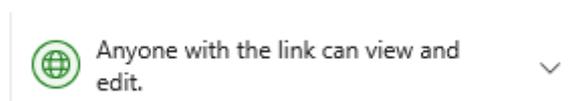
By default any new or uploaded document is labelled '**Only you**', this means you are the only person able to see this file. **Note:** Treat your login like a bank account and ensure it is safe.

As part of group work or showing files to your lecturer, you can share files saved in OneDrive. Anyone part of the Unitec network can collaborate using Office Online (Word Online, Excel Online etc) at the same time by sharing files.



To share a file or folder

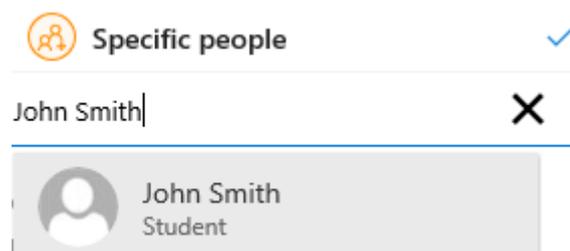
1. Click on Share within an open document (or right click on the file name in OneDrive and select Share).
2. Click on **Anyone with the link can view and edit.**



3. Select Specific people.



4. Enter first name / last name of a Unitec student or staff member or email address instead. Select the person from the list that appears.



5. The default sharing right is **Can Edit**, but you can change to **Can View** by deselecting the tick beside Allow editing. Allow editing Or leave ticked if you want them to be able to edit.

6. Click **Apply**. Optional: Write a message.

7. Click **Send**. 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.

Note: You can share and collaborate at the same time in most Microsoft applications online or desktop version, except Excel full version (2016). Stay online if you are sharing an Excel file.

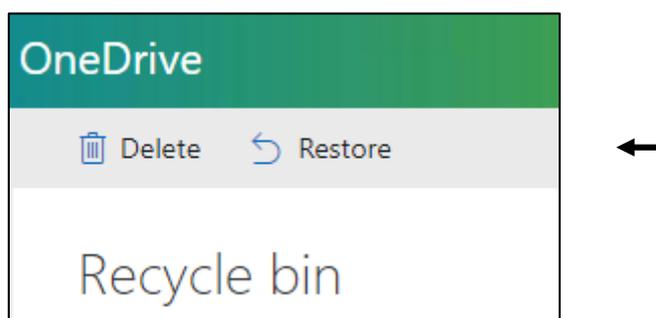
Recovering Deleted Files and Folders from OneDrive@Unitec NZ

If you have deleted a file from your **OneDrive@Unitec NZ** and you need to restore it, you can. In **Office 365** in OneDrive.

Note: You can restore deleted files and deleted folders.

Steps to recover files in 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**.
4. To return to your documents, select **Files** on the left hand side.

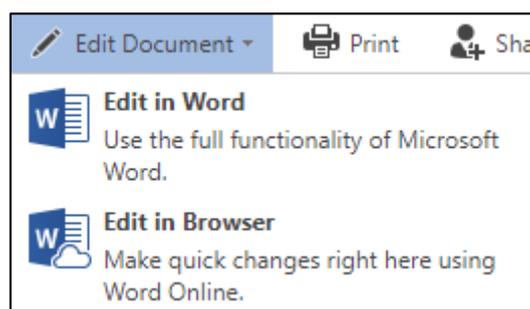


Editing Files saved in OneDrive@Unitec NZ

When you open an existing document either in your own OneDrive, you can click the **Edit Document** option, to make changes.



The options are to Open in Browser or Open in Word (full version on the computer)



If someone has sent you an email giving your editing right, this will also be available. If it isn't shown, then it is not available.

Saving in Office (Word, Excel, PowerPoint etc) Online and **OneNote*** anywhere (great application for Student Notes) is automatic, but if you are using the full version on the computer, you will need to click the save/sync button to save.



* **OneNote** doesn't have a save button in any version of the application (Phone App, Computer or Online).

Office 365 for Home or Personal Devices and on Campus

On the Office 365 website, students can download Microsoft Office applications on up to 10 personal devices. This can include computers, laptops, phones or tablets. Depending on the device and the capability.

Here on campus, you can use Office Online to save content to OneDrive @ Unitec NZ.

Note: Access to Office 365 is valid **only** while currently enrolled at Unitec. Save any content that you want to keep on a personal device (home computer or USB).

Logging into Office 365

Use this [link](#) to access Office 365 or type this address into any web browser:

<https://login.microsoftonline.com/> or within My Portal (**Student Portal**) use Grid (top left) to open Mail first, then select Office 365 (top left).

Note: **Student Portal** is at the top right of any Unitec website, including Current Students and is also the top Quicklink.

Enter your [Unitec email address](#) (e.g. smithj01@myunitec.ac.nz) and **network password**.

On first login, Microsoft prompts you to select your settings. Under **Language** select **English (New Zealand)**. And **(UTC+12:00) Auckland, Wellington** for Time zone.



Outlook® Web App

Choose your preferred display language and home time zone below.

Language:
English (New Zealand)

Time zone:
(UTC+12:00) Auckland, Wellington

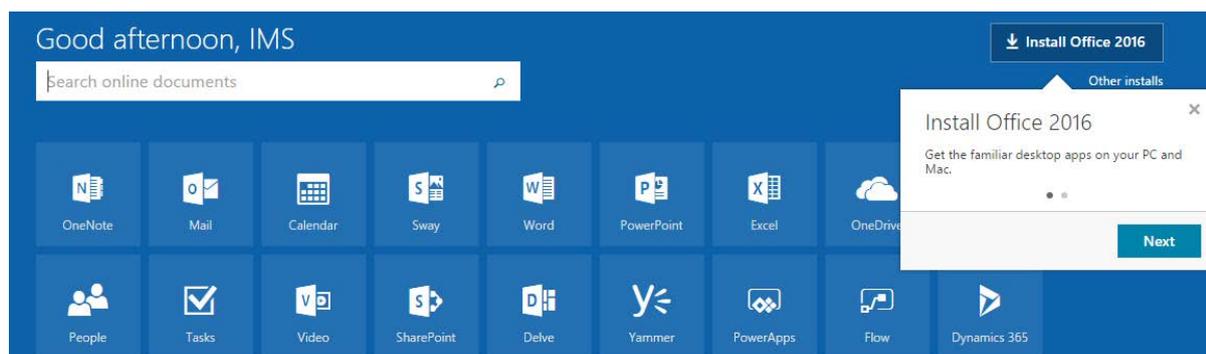
Note: Auckland, Wellington is about 6 from the bottom, so scroll down to locate.

Installing Office 365 on Personal Devices

Once you login the **Office 365** main page is shown, if this **does not** appear, click **Office 365** on the top left of the Nav Bar. Here you have the option to install Microsoft Office applications on up to 10 devices*.

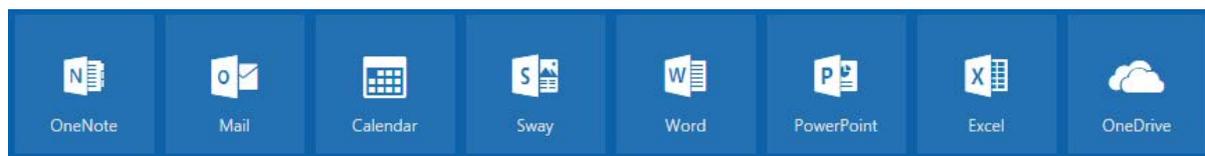
* This can include computers, laptops, phones or tablets (including Macs). Depending on the device and the capability. **Note:** Some devices ie; Vista, XP are not compatible. For those use the Collaborate with Office Online options or use the website.

Click **Install now** for PC or click the **Office on your devices** link for other devices.



Collaborate with Office Online on campus and anywhere with Internet

Also when you login the **Office 365** main page displays the following options:



Alternatively, you can access these choices on **the grid**  at the top left of any screen. To log out, click the *profile picture* top right and select **Sign Out**.

Helpful Tips for working with Office Online

- One feature of applications like **Word Online** is there is no **Save** button. Saving is automatic, however a weak or lost Internet connection can cause new content to **not be saved** or **retrievable**. **Note:** Automatic save only works while you update the file online or in a mobile app, if you open it in a computer application, then save to OneDrive@Unitec NZ in Office 365.
- Create new document or folder in OneDrive @ Unitec NZ, select OneDrive from **the grid** (see above). Using the **New** icon.
- Use **Upload** icon or drag things into OneDrive, from a computer or USB. Files need to be saved temporarily somewhere first.
- Use the phone apps for Android, Apple and Microsoft to add content to Office 365. We recommend the apps provided by Microsoft.
- The **Toolbar** in online applications is simplified, so all features are not available. For more functionality, you can use the option to use *your* computer version of the application. For Word this shows as: 
- Recover deleted items yourself inside **Office 365** in **OneDrive**. Items deleted are moved to the Recycle Bin folder on the left hand side, open the Recycle Bin, and tick the item/s you want to keep, then select **Restore**. To return to your documents, select **Files** on the left hand side.

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.