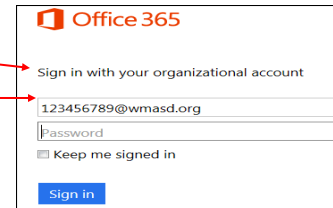


# Using Your OneDrive Account

1 From the library web site ([www.wmasd.org/hslibrary](http://www.wmasd.org/hslibrary)), click the Office365/OneDrive Login link.

2 Username = student#@wmasd.org  
 For example, 123456789@wmasd.org  
 \*Leave the password blank!

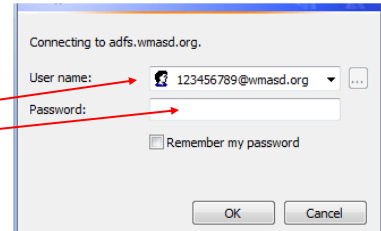


3 When you are at home or on a laptop, you will get a second log in screen.

\*This will not happen on all school computers!

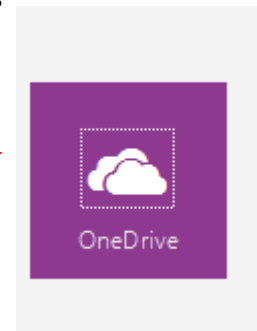
Put in your username again -Your student#@wmasd.org  
 and your WM school network password.

\*TYPE CAREFULLY! If you mistype, your account may not be accessible. If that happens, go to the library home page and print the directions for "Fixing Your Broken Skydrive."



\*\*The first time you load your account, it will take 5 to 7 minutes for it to be set up.

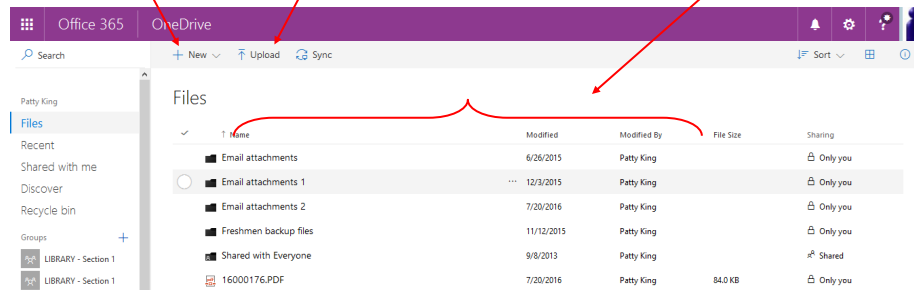
4 Click the link to your OneDrive account to locate your saved documents and upload new documents.



Need to use the online Office365 tools (Word, PowerPoint, Excel, etc.) to create a new document? Click the "New" link to see the programs that are available.

Need to upload a file from your computer to store or edit it later... Click the "Upload" link to get to the main menu of OneDrive options.

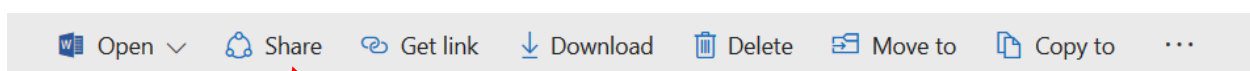
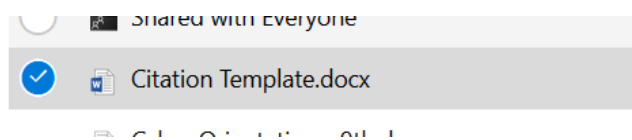
YOUR saved documents should be listed.



## Working with files...

- Avoid creating and editing documents using the *Office 365* versions of the software.
- The tools in *Office 365* are VERY limited.
- Use *Office 365* tools on *OneDrive* only as a last resort.
- **If you do use *Office 365*, your documents must have been created using *Office 2007* or newer.**
- **The file name should have the extension that ends in x. (For example: .docx, pptx, or xlsx).**

Select a file to work with and the list of available tools will appear in the top tool bar.



When opening a file, choose to edit it using the regular version of *Office* NOT the *Online* version if possible.  
\*Remember to enable editing!

Use the “Share” command to allow other students and teachers access to your document.

\*Use the “Download” command to save a copy of your document back down from your OneDrive to the computer you are working on or your flash drive.  
\*Remember that once you download it, edit the one from the location that you saved it to and re-upload after changes are made, if necessary.  
\*Downloaded documents do not save to OneDrive after downloading.

- You can use your OneDrive to store all types of documents, not just those created using Microsoft Office products.
- You do need to keep track of what products you used to create the documents, so that you can download them and open them using the correct editing software.
- Here is a quick list of file types to help you keep track...

Software Used:	File Extensions:
Microsoft Office (Word, Powerpoint, Excel)	.doc, docx, .ppt, .pptx, .xls, .xlsx
Microsoft Works (Not an <i>Office</i> Product)	.wps
Open Office	.odt, .odp, .ods
Adobe Acrobat Reader	.pdf