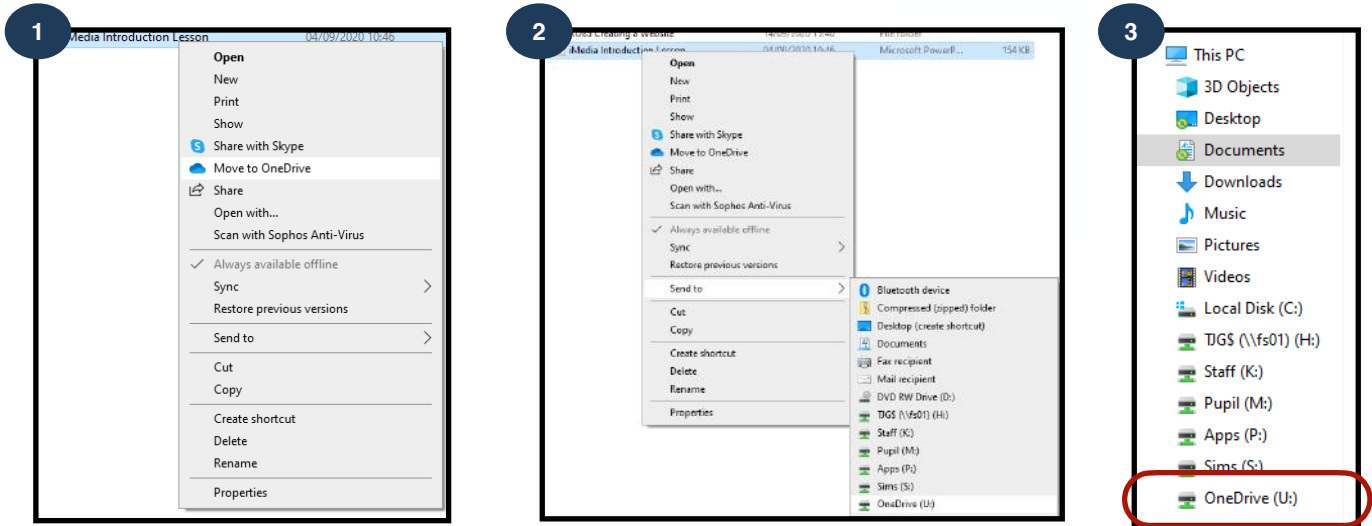


Using OneDrive - A Pupil Guide

If you are working on a document in school, there are a few ways to upload your work to OneDrive:

1. Right click on the document and select 'Move to OneDrive'
2. Right click the document and select 'Send To' - 'OneDrive.'
3. Alternatively, you can drag and drop documents into the OneDrive folder here.



To access your OneDrive files outside of school:

1. Go to Office365.com, click the account button (circled) & sign in with your school email address. e.g. bobsmith@lhs.lancs.sch.uk
2. Click the OneDrive icon on the left side menu to access your files/folders.
3. Alternatively, you can download the OneDrive App to your phone/tablet/laptop.

