# Getting Started with OneDrive

As a student, you receive 1000GB of cloud storage as part of your Office 365 subscription. You can upload and download files onto OneDrive on any computer with an internet connection.

Accessing OneDrive via Office 365

1. You can to sign into your Office 365 account by navigating to Office 365 in My Ara at https://myara.ara.ac.nz/

2. If prompted, sign in with your Ara email address which is your username@arastudent.ac.nz e.g. abc123@arastudent.ac.nz and use your student password.
3. Once signed in, click on the OneDrive icon.

## Uploading Files and Folders

1. Click on Upload then select if you wish to upload a specific file or a folder of files.
2. Use the dialog box that appears to navigate to the location on the computer containing the item you wish to upload
3. Click on the item to select it, then click open.
4. Your file or folder should then appear on OneDrive
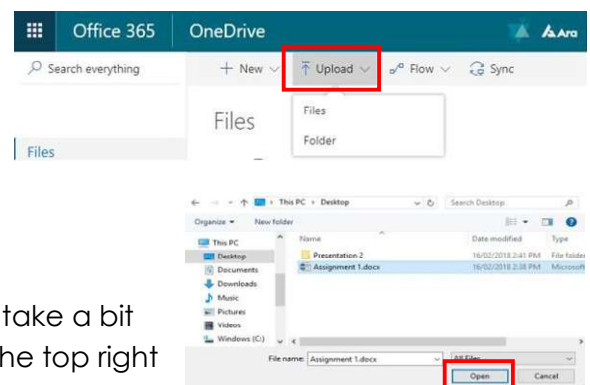
If uploading a large file or a folder with many files, this may take a bit of time to upload. You will see a uploading indicator near the top right of the page

Downloading Files and Folders

1. Click on the file or folder to select it
2. Then click the Download option on the ribbon. This option only appears if you have a file or folder selected.
3. By default, most computers download files automatically to the Downloads folder.
4. To access your downloaded file, click on the file explorer icon
5. Then click on Downloads in the navigation pane on the left
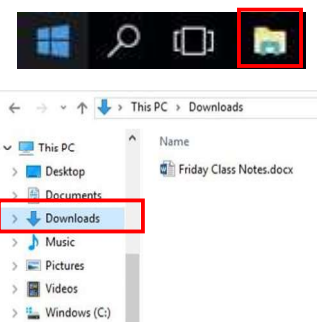
You should see your downloaded file. From here, you can open it or store it in a more suitable location

Creating Folders in OneDrive

Sometimes you may want to organise your OneDrive by creating new folders for storing items.

1. Click on New, then click Folder from the drop down list.
2. Type the name of the folder when the dialog box appears and click Create.

Your folder should then appear. You can click on the folder name to open it.

Saving Files directly to OneDrive

Some applications such as Microsoft Word and PowerPoint allow you to save files directly to your OneDrive account. This requires Office to be signed into your Ara account.

It is recommended to double check that the file has been successfully saved to OneDrive prior to closing your work.

1. Click File
2. Click Save As
3. Select OneDrive-Ara Institutre of Canterbury: Important, you should see your Ara email address appear below for the file to be stored in your Ara OneDrive account.
4. Check the file has been saved by accessing OneDrive via the web browser.
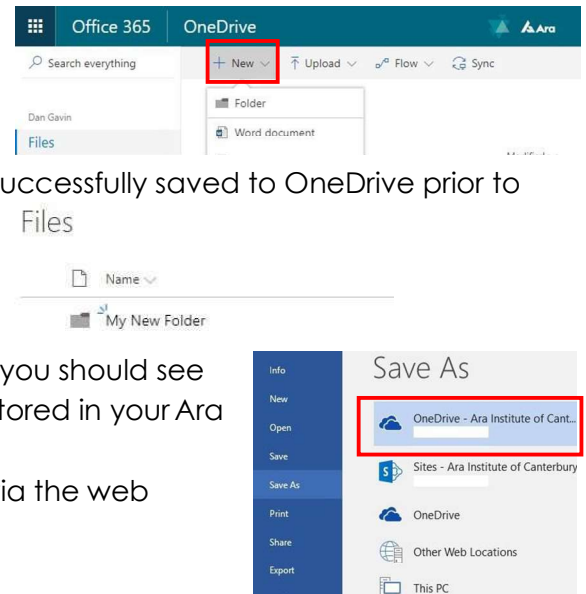
Note: We recommend that you access OneDrive via the Web Browser. When using the OneDrive desktop application, it will require you to sign in and sync your OneDrive each time you use a different computer.