



# Microsoft OneDrive

(part of the Office365 suite)

C2K has provided our students / staff with access to Microsoft OneDrive through the Office 365 suite of applications. Access to these Apps / services is provided for by use of the C2K Log in, followed by the @c2ken.net extension. For example, jbloggs\*\*\*@c2ken.net

OneDrive is great for working on documents from home without the need of using memory pens (which are very prone to failure / file corruption / viruses). You can upload a file/s/folder/s from your school document work area to OneDrive to work on anywhere! Alternately, when in school you can now save a document that you're working on directly to OneDrive (File / Save As... or by turning on autosave temporarily to upload it to OneDrive). (NB- This option is not really recommended as it may cause confusion as to where the latest changes to a document have been saved to, if this option is used, the local copy of the document on your PC will not be updated, only the OneDrive copy will update for the current editing session).

With Office365 Online (from home) it's easy to open a document and work on it directly from within OneDrive and it will auto save, for example, edit a Word document using the Online / Web version of Office365, work on group tasks as you can send links to folders / documents instead of sending file attachments. That saves on e-mail storage and prevents you from having to update multiple versions of the same document.

You can also download a local copy of your OneDrive document/s at any time to whatever PC/Laptop etc. that you are using, should you wish to do so. Likewise, you can upload files / folders from your locally saved files & folders on your PC/Laptop etc. up to OneDrive. If nothing else, OneDrive gives you an additional cloud back up of your important files.

## Logging into OneDrive

**In School** – Click 'Office 365' on the MySchool Home Page (www.c2kschools.net).

