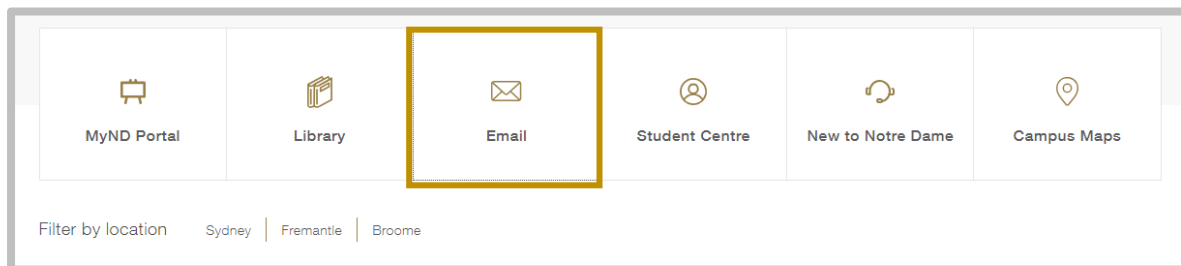


O365: OneDrive

Please note students are encouraged to access their emails through their online portal Office365. IT Services does NOT support customisations to your mailbox as it may affect the delivery of mail. IT Services may remove customisations or ask you to re-create your local mailbox when troubleshooting issues.

Please ensure you are connected to the internet before completing these steps.

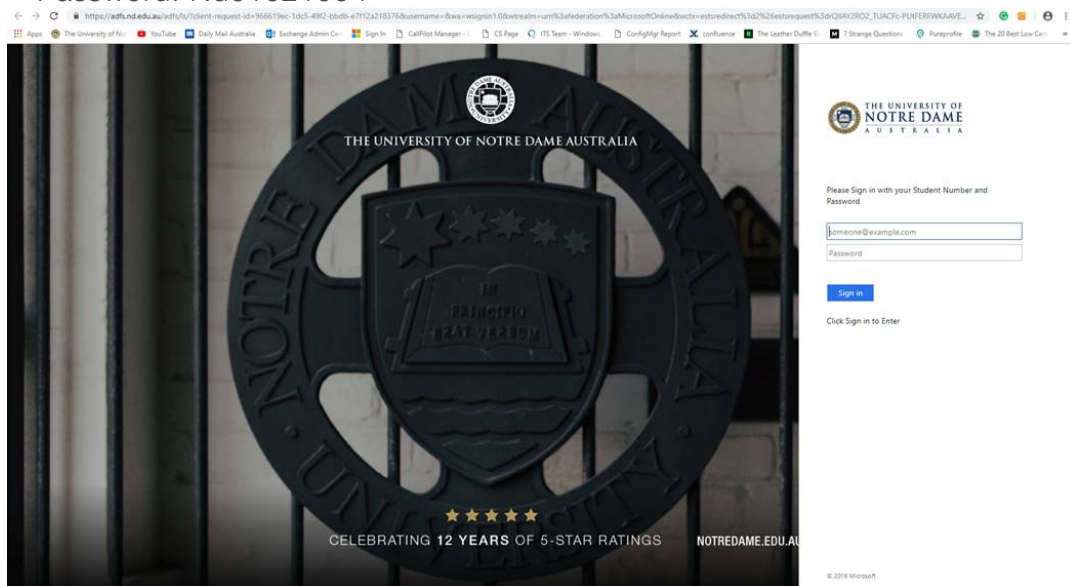
1. Access the **Students** page on the ND website:
<https://www.notredame.edu.au/current-students>
2. Click on **Email** under Quick Links



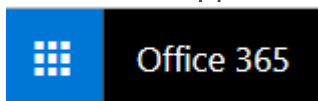
3. Enter your **Student ID** and **password** to access the portal.

Username: 32001234

Password: Nd01021994

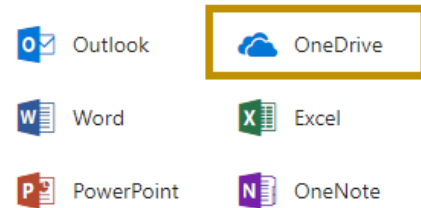


4. Click on the **Apps** menu

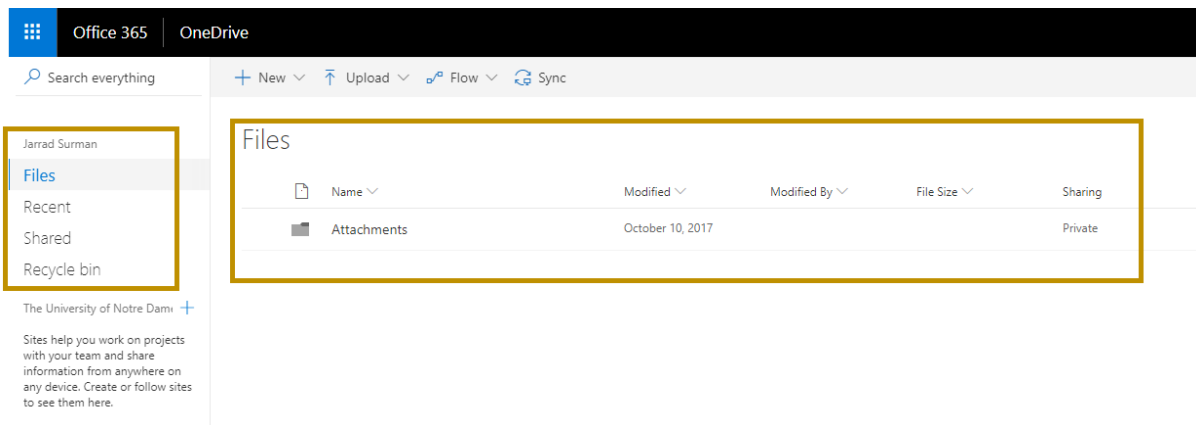


5. Select **One Drive** from the list

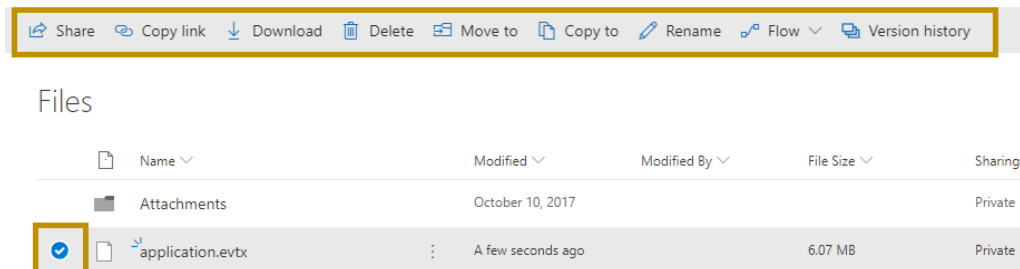
Apps



One Drive loads to the main menu screen. All online files and folder are listed under the **File** menu.



To modify a document, select the item from the main screen. The menu options show at the top of the screen.

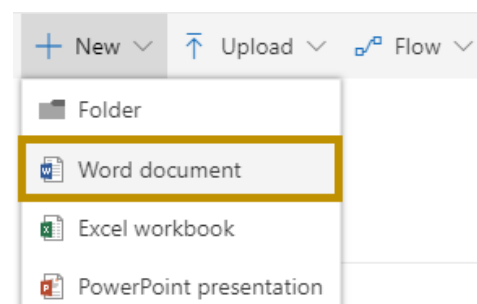


Create an online document

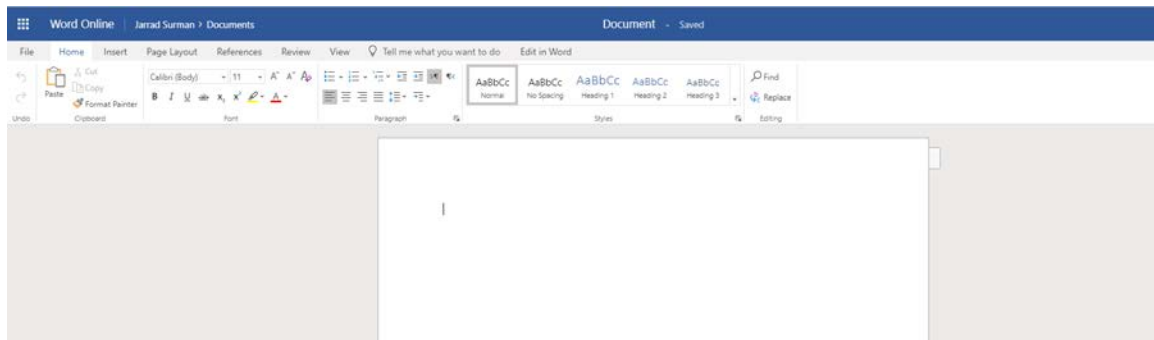
One Drive allows access to office online. Users can create, download and upload documents from Word, Excel, PowerPoint and OneNote.

To create a new file or folder

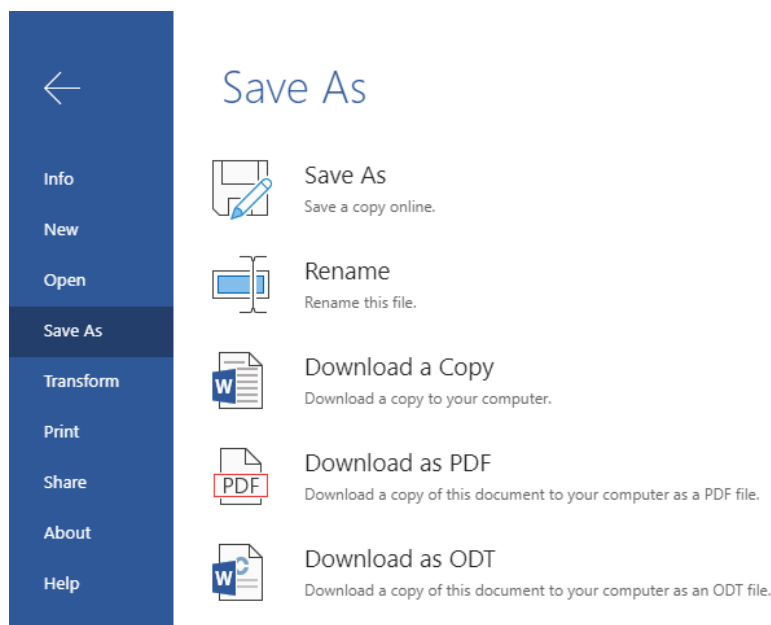
1. Click **New**
2. Select the file you wish to create



- The required application launches as an **online version**.
Please note online versions do not have the same functions as a local install.



- Save** your document to One Drive or a local drive
If the document is not saved to a local drive or One Drive, it is not available once closed.
- Click **Save** to **download** a local copy of your document

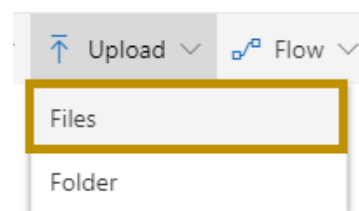


Upload a Document

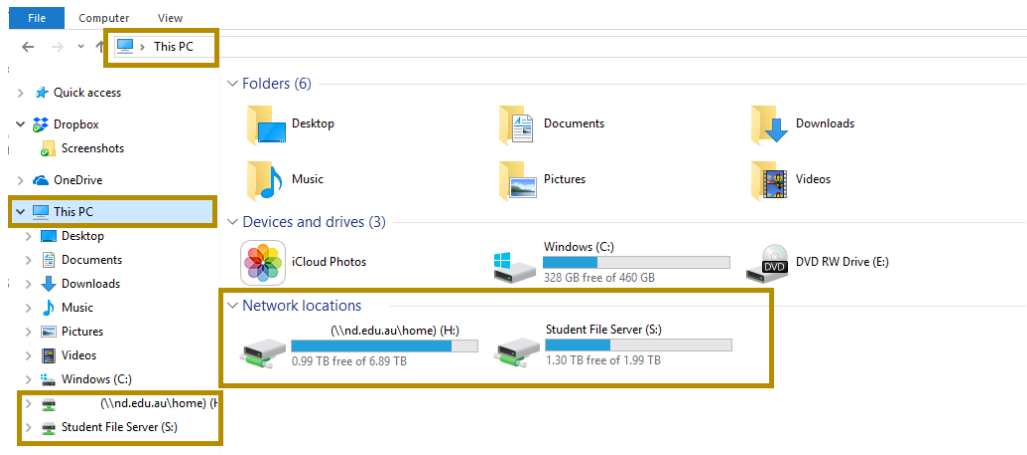
"H: Drive "is designed for a temporary location for you to save files and documents before you upload them to OneDrive or an external storage device (USB). Space allocated for this drive is strictly limited to 250MB only.

To upload a document to One Drive

- Click **Upload**
- Select File or Folder

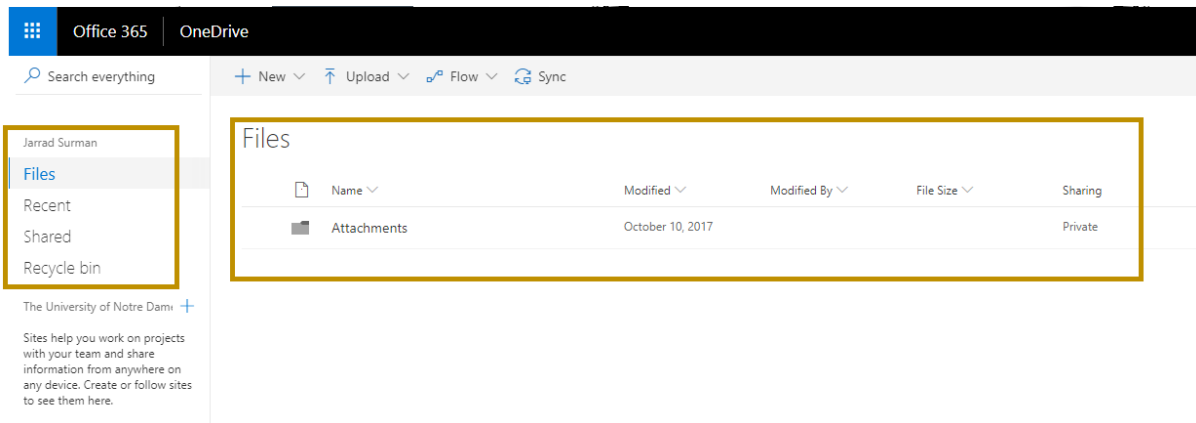


- Select the File or Folder you would like to upload from your local machine.



4. Click Open

The select file saves under the Files menu on the main screen.



Please remember to save your file before exiting the One Drive portal. Lost or corrupt files cannot be retrieved by the IT Support Staff.

Please kindly contact your campus Service Desk if you require assistance.

Fremantle

08 9433 0999
8am – 5pm WAST

fremantle.it@nd.edu.au

Sydney

02 8204 4444
8am – 5pm AEST

sydney.it@nd.edu.au

Broome

08 9192 0632
8am – 4:30pm WAST

broome.it@nd.edu.au