ACCESSING YOUR ONE DRIVE

One Drive is an essential cloud based storage system that relates to your suite of Microsoft products available to you as a student. This is a place for you to store your documents while you are working online as a student from home and will help you back up your work regularly in the event of a loss or damaged laptop.

This can be accessed on any device including your school computer, home PC, Laptop or tablet.

To access these please follow the directions below.

1. Open your preferred web browser and type mis.eq.edu.au into the address bar.
   i. Google Chrome is the recommended browser for best results

2. This will bring you to the Education Queensland Sign in page, here you will login using your normal school login details.
    Your username will be your school email address without the @eq.edu.au at the end.
   for example if your email address is doej123@eq.edu.au you will login as follows:
    Username: doej123
   **Password: This will be your normal password.**
    You MUST tick "**I agree to the conditions of use and privacy statements**"
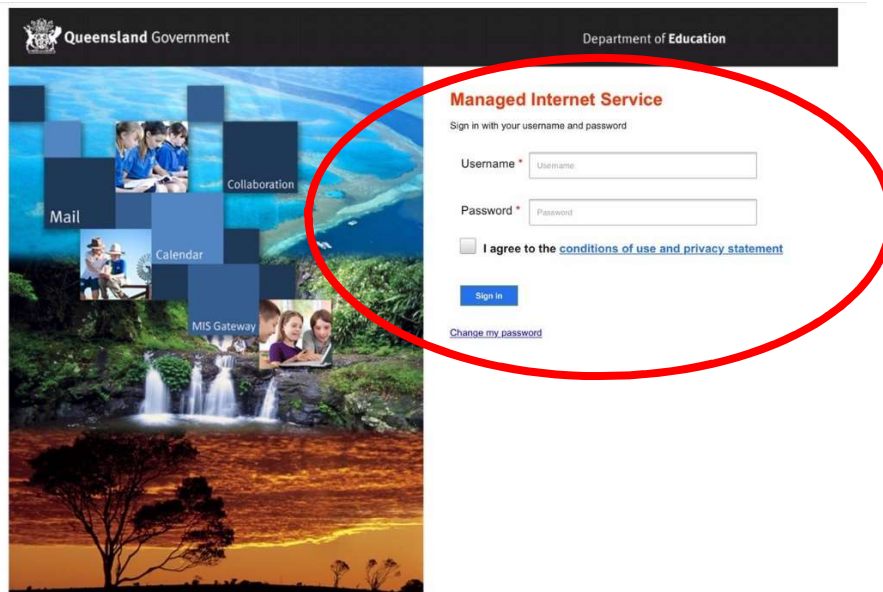
3. From here, depending on your browser there may be two different options to access the apps you require.
    Some Browsers will display the apps across the top of your page for easy access as below
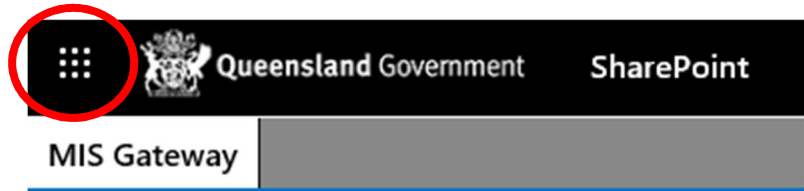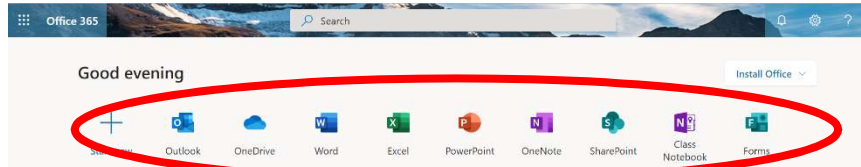
Other browsers may require you to click on the "Waffle" on the top left hand corner. This is the square with 9 dots. Clicking will produce the drop down menu with the programs you will require.
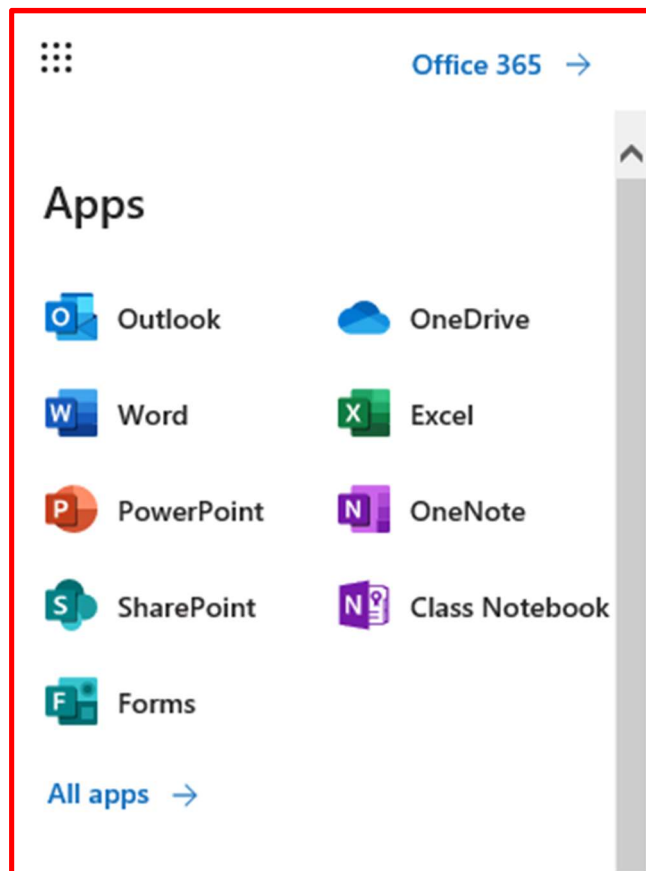
ONE DRIVE: STORING YOUR DOCUMENTS ONLINE

One drive is a very useful tool for the storage of your work, we strongly encourage you use it as a backup for your important documents regularly. One Drive is the same as "My Documents" on your computer or "H Drive" at school, but is a separate place for you to store and share documents. **Remember you will NOT have access to your H Drive from home.**
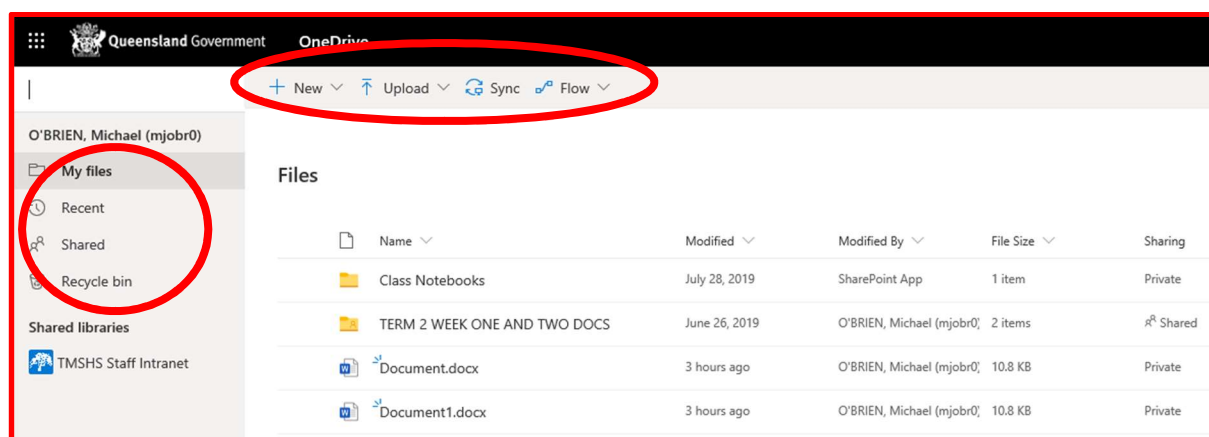
To access your One Drive chose this option from the selection which will then present you with the following display.
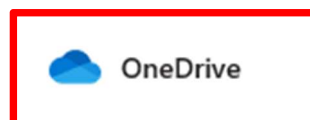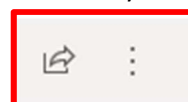

To your left is: **My Files, Recent, Shared & Recycle Bin.**
Above: **New, Upload, Sync, Flow.**

MY FILES: This is where your files can be stored in the same way you save them to your computer.

Simply click on the 3 dots to the right of any file and click either:
 "Open" to open online and edit in your browser or in app to open in word on your computer.
"Open in Browser" **is an option that will allow you to open the document and continue working on it in Chrome, Internet Explorer, Safari, Firefox etc. This is an important option if you find your laptop broken and need to work from another device you will be able to do so using this option.**
For more assistance with accessing and editing your work online please see the related How To sheet in our help section.
"Download" will save a copy to your computer or "share" to send a copy of your document to a teacher to view/edit. You can also delete or rename your files here.

Recent: This will show any documents you have recently accessed or uploaded.
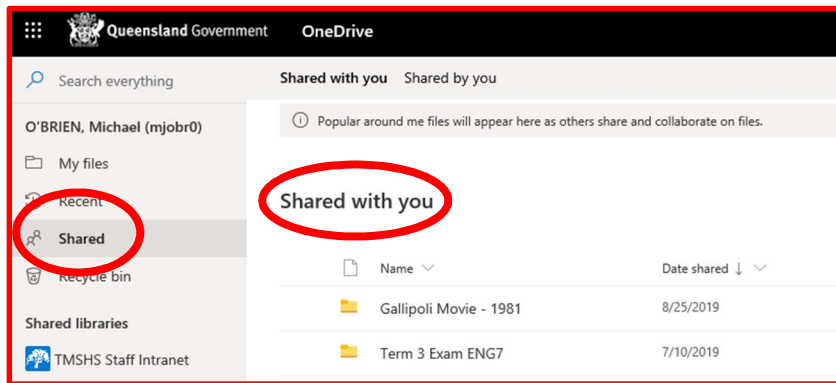
Shared: If a teacher or student has shared a file with you this will appear here. Sharing files is an option that some teachers may choose to use. If a teacher has shared a file to you an email will usually appear in your inbox to alert you, this can be an easy option for online classwork at times particularly if they need you to access a file too large for email.

ADDING FILES TO YOUR ONE DRIVE
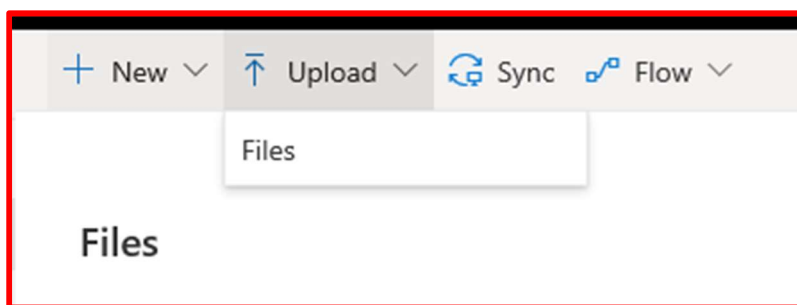
To add a file to your drive simply click **UPLOAD** then **FILES** and select the files to upload from your computer.

If you are completing school work for an extended period of time from home we strongly recommend that at the end of each day any important files that you will need to work on or submit are uploaded to your one drive as a backup. It is your responsibility to ensure that your work is backed up to your One Drive regularly.

This will ensure that in the event of loss or damage to your computer you will still be able to access and send your files from another device.

If you do not see the files you are expecting in your One Drive pressing **"Sync"** will update the folders.

You will not need to use the "Flow" function.

CREATING NEW FILES ON YOUR ONE DRIVE
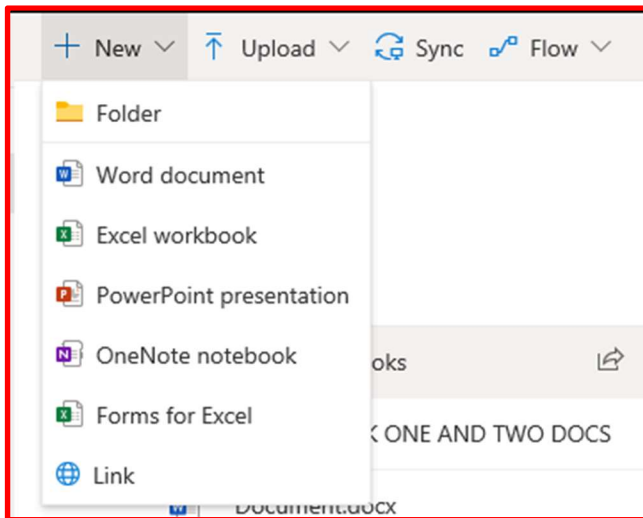
By selecting + NEW at the top of your One Drive folder you can create new documents or folders that will save directly into your drive.

In the same way that you create a new folder on your computer, you can arrange your one drive into different folders for different subjects to better organise your information.

By selecting Word, Excel etc the online version of these programs will open for you to create new documents. These will then save straight into your one drive for you to access again. Ensure you chose to save and label the files when you finish.