



**The John Roan School**

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**OneDrive for Business**



## What is OneDrive for Business?

OneDrive is the Microsoft cloud service that connects you to all your files. It lets you store and protect your files, share them with others, and get to them from anywhere on all your devices

## How to sign in to Office 365 (O365)

1. Open an internet browser and navigate to <https://www.office.com/>
2. Click "Sign In"
3. Enter your school email address

Microsoft  
**Sign in**  
Email address, phone number or Skype  
No account? [Create one!](#)  
Can't access your account?  
[Sign-in options](#)  
Next

4. Click "Next"
5. Enter your network password (this is used to login to computers at school and your email)

The John Roan School  
The best in everyone™  
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← iain.phillips@thejohnroanschool.org.uk  
**Enter password**  
Password  
[Forgotten my password](#)  
Sign in  
Welcome to The John Roan School's Office 365



6. If you are on a secure computer (ie at school or at home), tick "Don't show this again" and click "Yes"  
If you are on an unsecure computer (ie at a library or café), leave "Don't show this again" unticked and click "No"

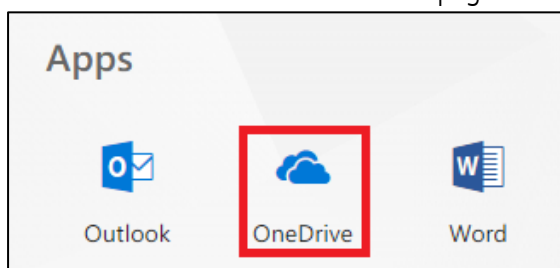



## Uploading Files in OneDrive for Business (O365)

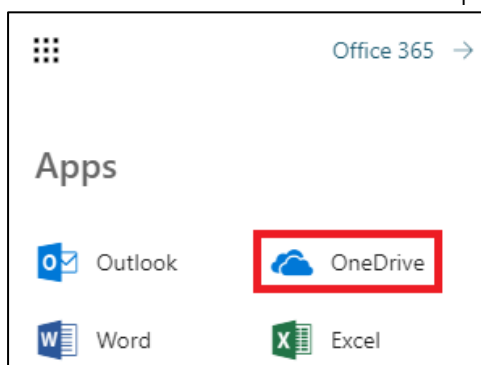
You can upload files to OneDrive for Business using a traditional upload window or by dragging-and-dropping; both methods are explained below.

Follow these steps to upload files to OneDrive for Business using a traditional upload window.

1. Login in to Office 365 (O365)
2.
  - a. Either click on OneDrive on the homepage under "Apps"

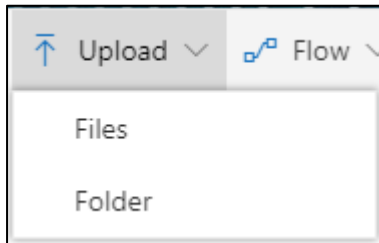


- b. Or click on the "Waffle"  in the top left corner, and then click on OneDrive

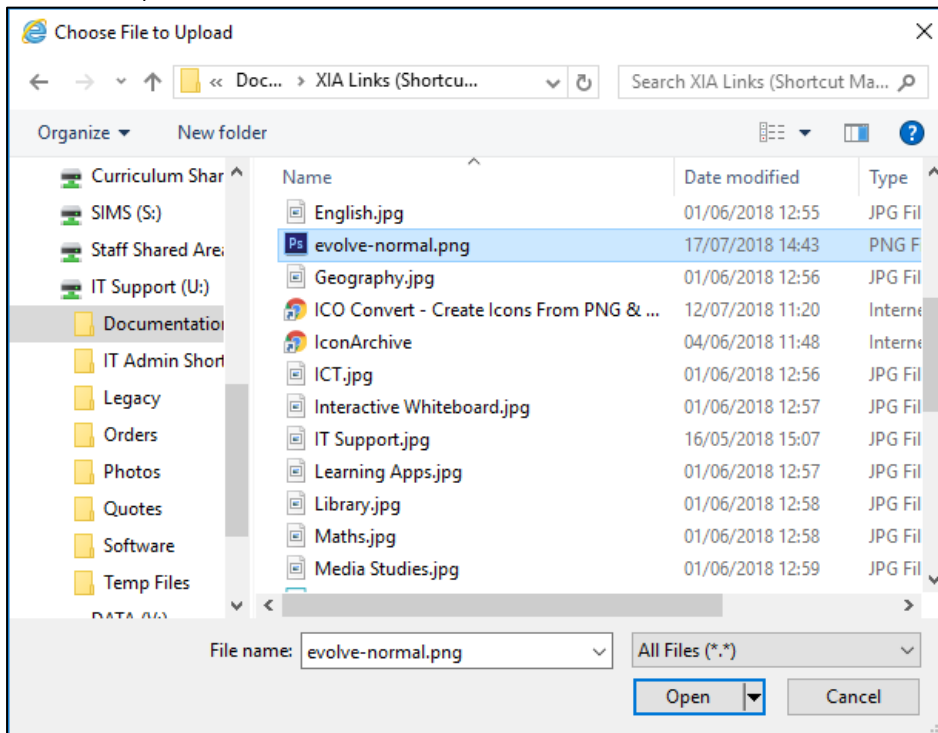




3. Click the "Upload" button in the toolbar. Then, select either "Files" to upload a file or files or "Folder" to upload a folder from your computer\*:



4. If you chose to upload a file or multiple files from your computer, select them in the Open window and then click the "Open" button:



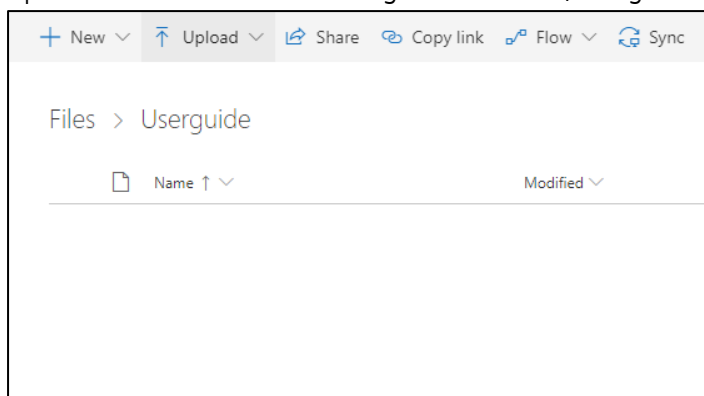
\* NOTE: Internet Explorer only allows you to upload individual files.  
Please use Google Chrome to upload multiple folders or folders within folders.



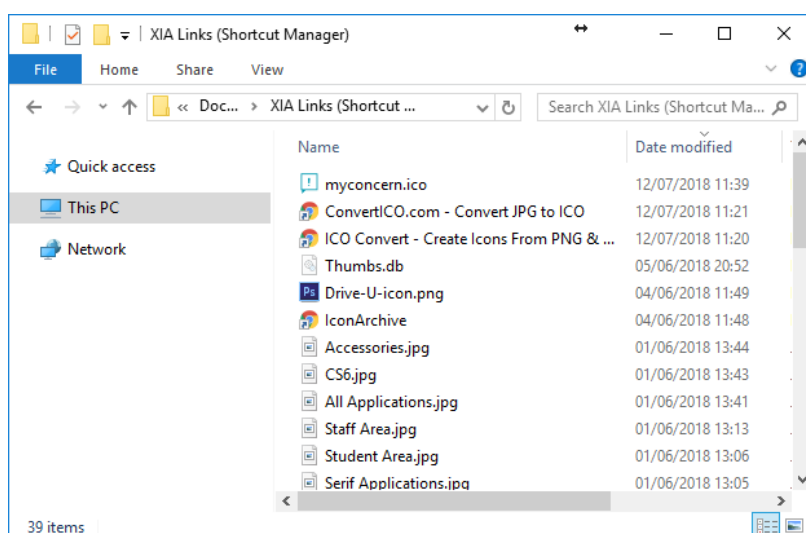
## Uploading Using Drag-and-Drop

Follow these steps to upload files to OneDrive for Business using drag-and-drop.

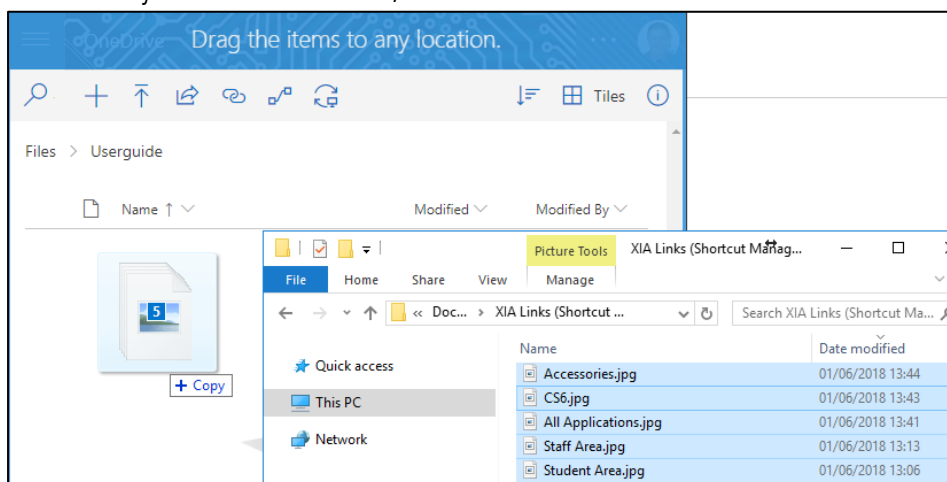
1. Open an internet browser and login to OneDrive, navigate to the folder to which you would like to upload files:



2. Open the folder on your computer that contains the files you wish to upload to OneDrive for Business in a separate window.

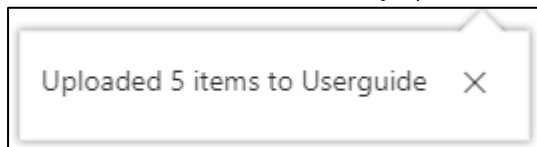


3. Select the file(s) on your computer you wish to upload to OneDrive for Business, drag them to OneDrive for Business in your browser window, and release the mouse in the files list area:



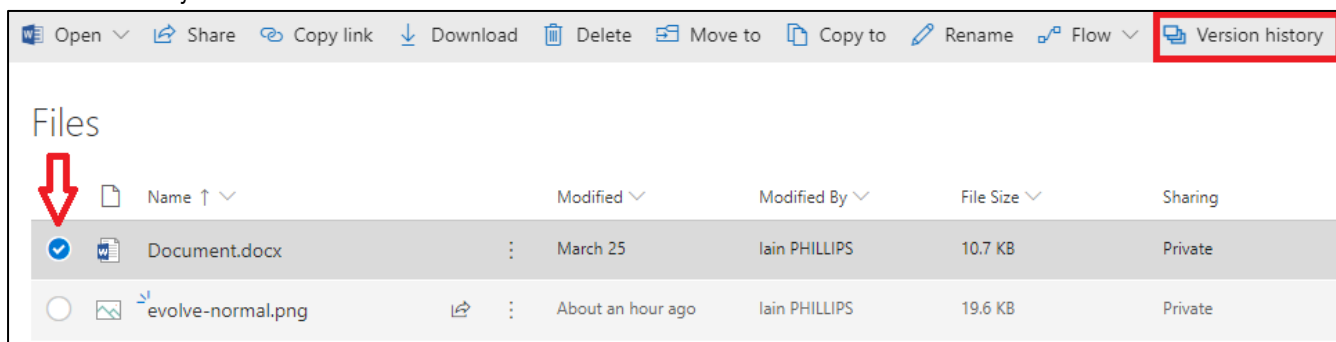


4. Confirm that the files successfully uploaded to the folder:



## Previous File versions

1. You can see a file's version history by selecting it in the Files view of OneDrive for Business, and then selecting "Version history":



2. Once the "Version History" screen opens, you can click the corresponding date and time of a file's version to open it:

