

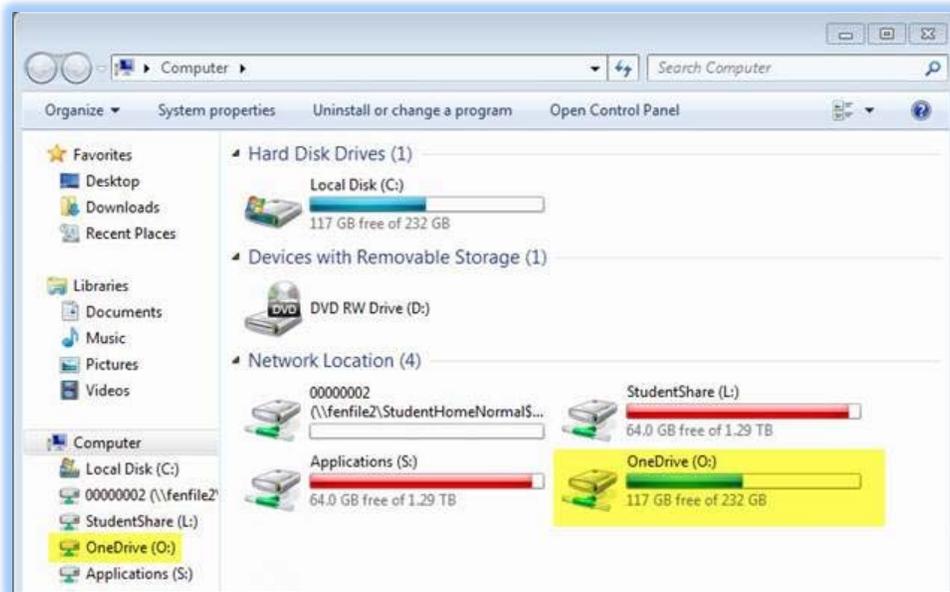
Saving to OneDrive

OneDrive is a cloud storage option from Microsoft and works in the same way as other popular cloud storage programs such as Dropbox.

OneDrive is available to all Gordon students for storage of files and documents and includes up to 1TB of storage.

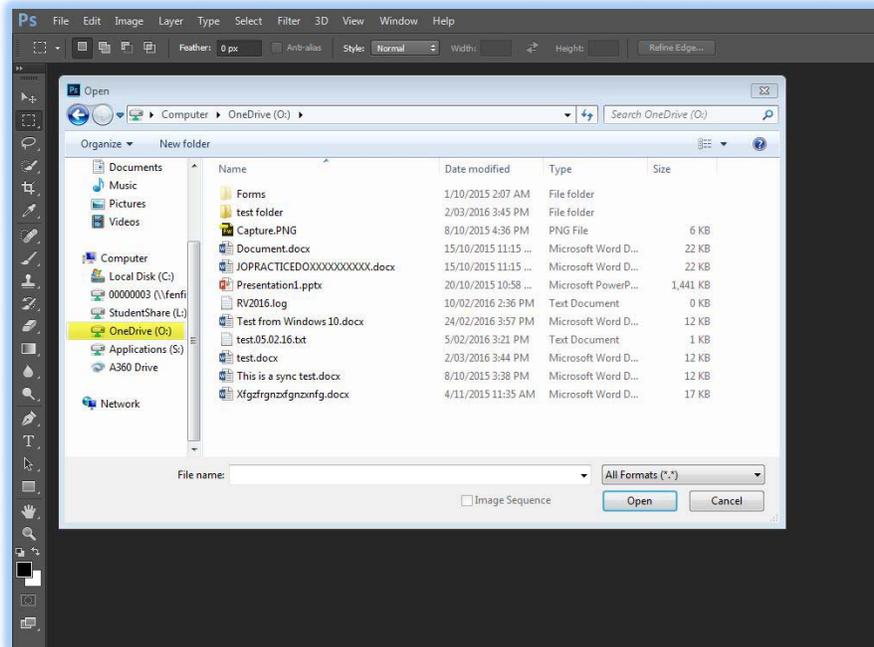
When logging on to a Gordon computer, all students will have access to OneDrive in Windows File Explorer.

It takes about a minute after log on to the computer before 'OneDrive (O:)' will appear as a network location.



OneDrive is mapped as a Network Location in Windows File Explorer

This 'O Drive' (OneDrive) location will be available from all programs (Photoshop, AutoCAD, Inventor, MYOB, etc) when choosing the Open or Save options.



OneDrive appearing in the 'Open' dialog box in Photoshop

All Microsoft Office Programs (such as Word, Excel, PowerPoint) have OneDrive access built in.

When opening or saving documents from an Office program 'OneDrive – The Gordon' appears as one of the default options.



'OneDrive – The Gordon' in Microsoft Word 'Save As' dialog box

Make sure all of your work is saved to OneDrive so you can access the files from any computer at The Gordon and from home.

OneDrive can be accessed from anywhere by logging onto the Office 365 portal at <https://portal.office.com/>

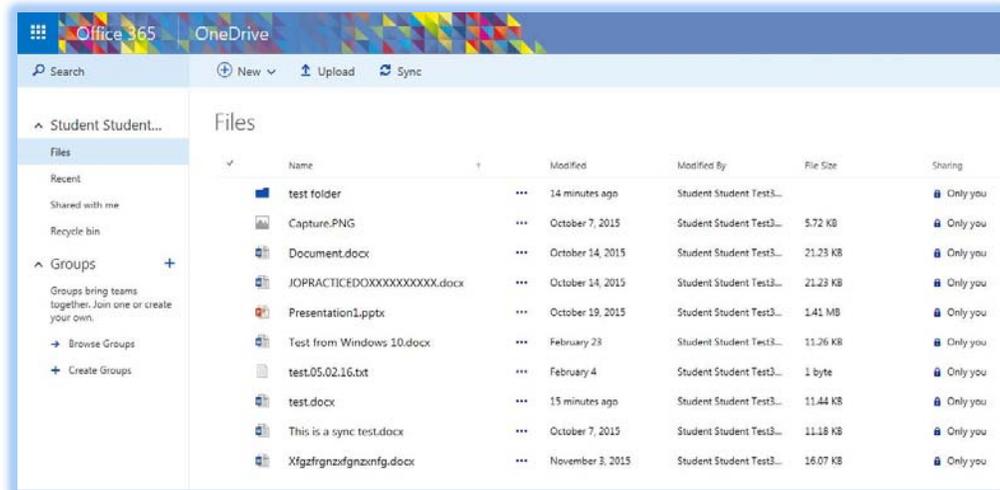
Log in using your Gordon email address (e.g. StudentID@gordontafe.edu.au) as the username and your Gordon password. You will be presented with your personal Office 365 page.



OneDrive icon in the Office365 portal home page

To access your files, simply click on the OneDrive Icon.

Once connected to OneDrive all of the files that you saved will be available.



OneDrive content via the Office365 Portal