

OneDrive

Installation

- Login your Office 365 account at <http://portal.office.com>
- Click OneDrive
 - if it is the first time you use it, please wait for the setup until you see “Your OneDrive is ready”.
- Click the link at bottom-left to download the “OneDrive App” on your computer

Add new file

- Click “New” and choose format (e.g. word, excel etc) from dropdown
- For example: create a word document and type the content
- It is automatically saved in OneDrive by closing the document

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