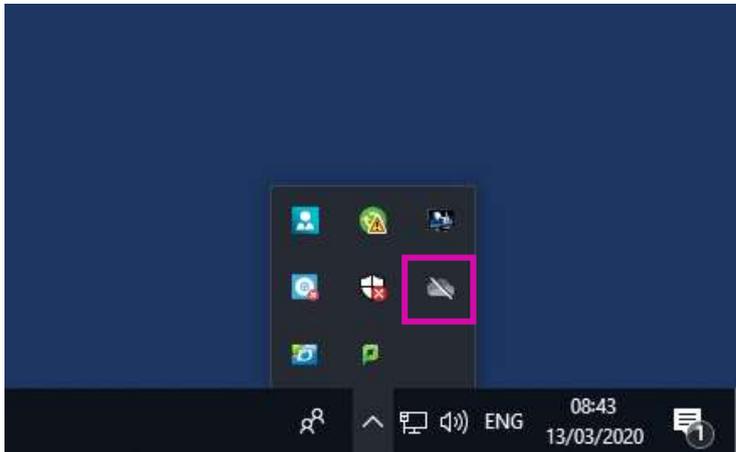


## Using OneDrive to access your files anywhere

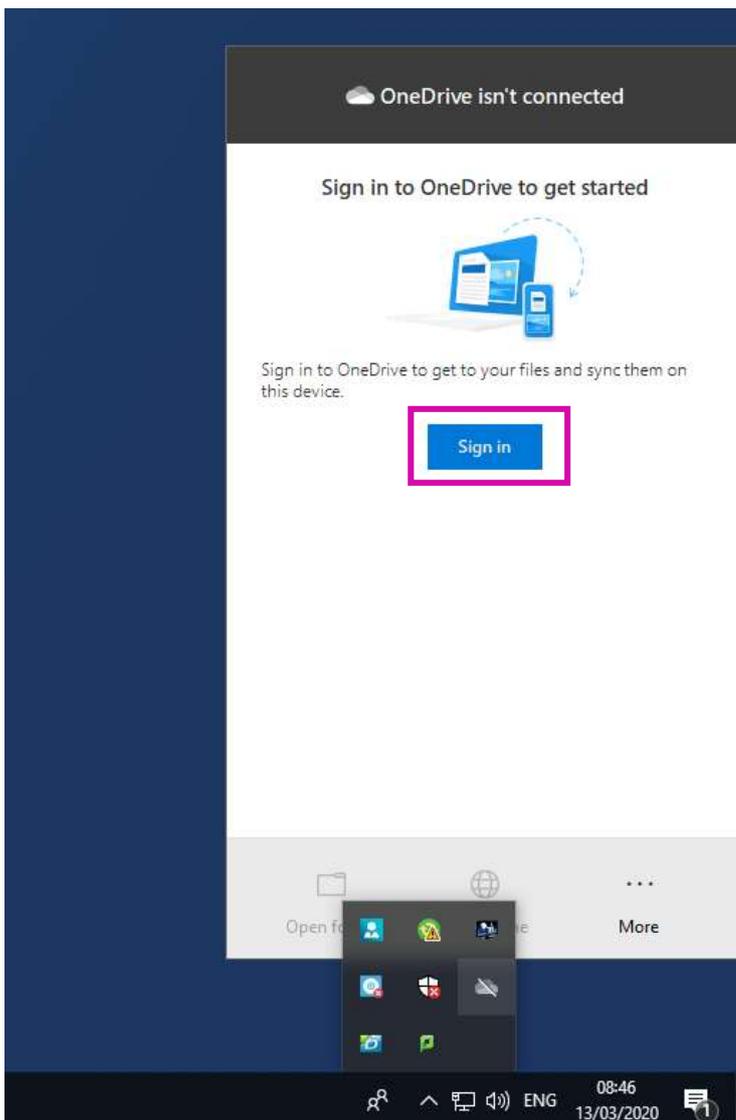
You can use OneDrive, a part of the MAT's Office 365 system, to store files in the cloud and access them anywhere. This guide will show you how to sign into the OneDrive app on a Windows 10 device. You can also sign into OneDrive on MacOS, tablets and mobile phones. Please see your device's app store to get the app. The signing in process is the same as the example below.



### Open the OneDrive app by clicking on the Cloud Icon

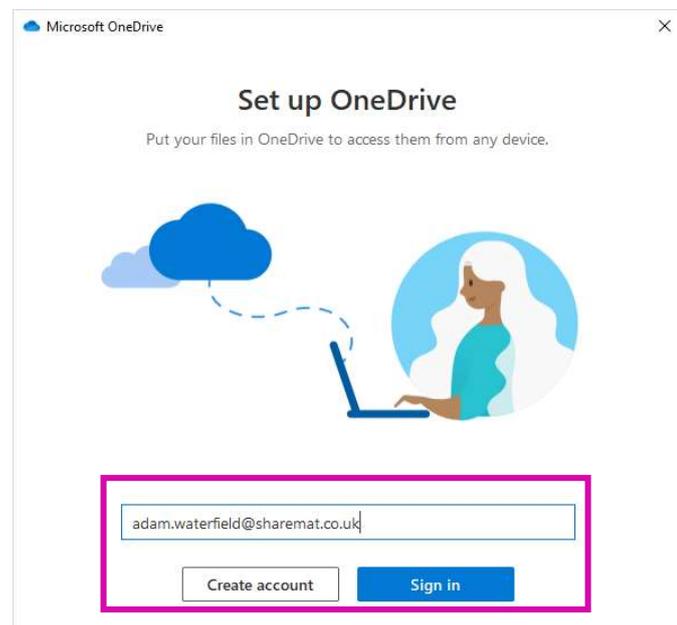
The cloud icon can be found down in the bottom right corner near the clock. It may be hidden in the ^ menu.

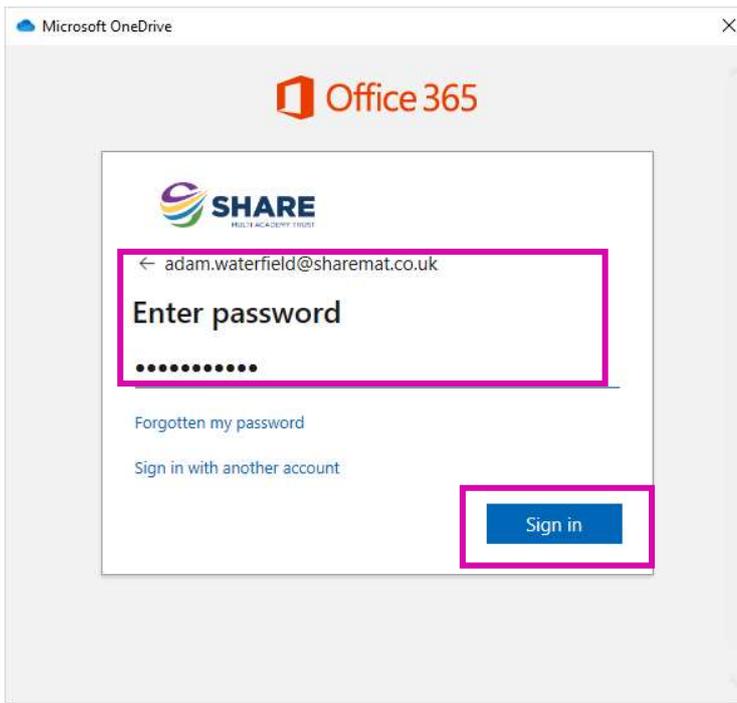
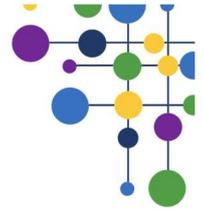
If your version of Windows 10 doesn't have the app pre-installed, you will need to download it from: <https://onedrive.live.com/about/en-gb/download/>



### Click the Sign In button

Enter your @sharemat.co.uk email address in the email address box and click Sign In.





**If prompted, enter your email address password and click Sign In**

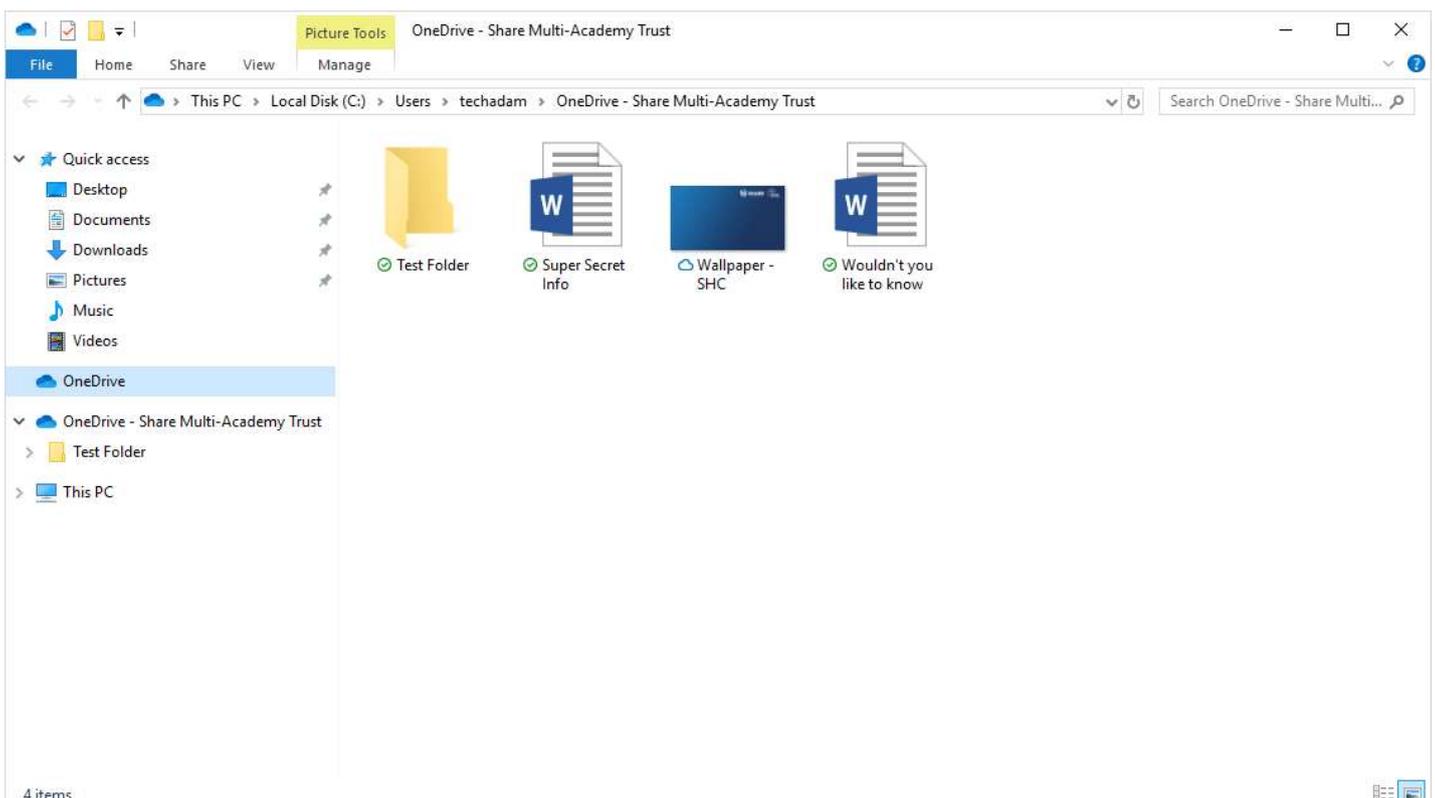
You may be asked to enter your password depending where you are. In school, you may not be asked for it, so don't be alarmed if it doesn't request it.

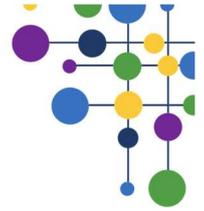
**Complete the rest of the on-screen instructions**

Simply accept all the defaults, they are all fine. This will complete setup.

## Browse your OneDrive

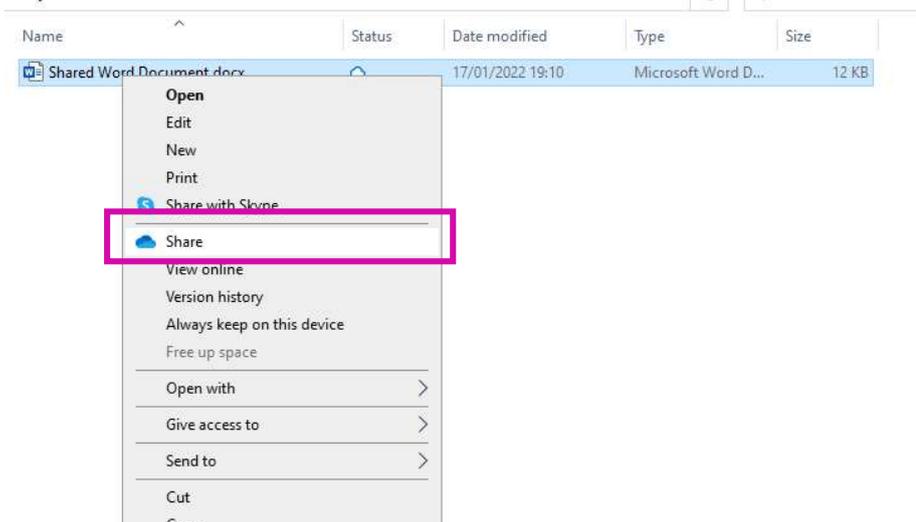
After setup is complete, you will find an option has appeared in File Explorer called **OneDrive – Share Multi-Academy Trust**. This is your personal 1TB of cloud storage. You can simply drop, copy, cut, paste and save files into this folder as you desire and they will be synced to Office 365. Anything you save in here is then available via office.com or anywhere you install and sign into the OneDrive app.



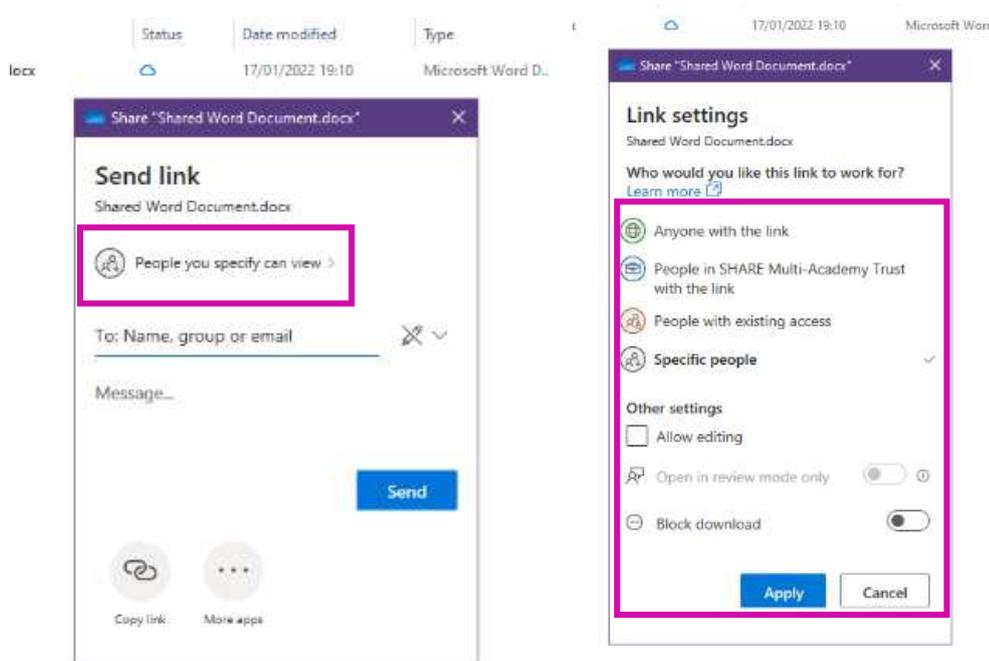


## Sharing Files via OneDrive

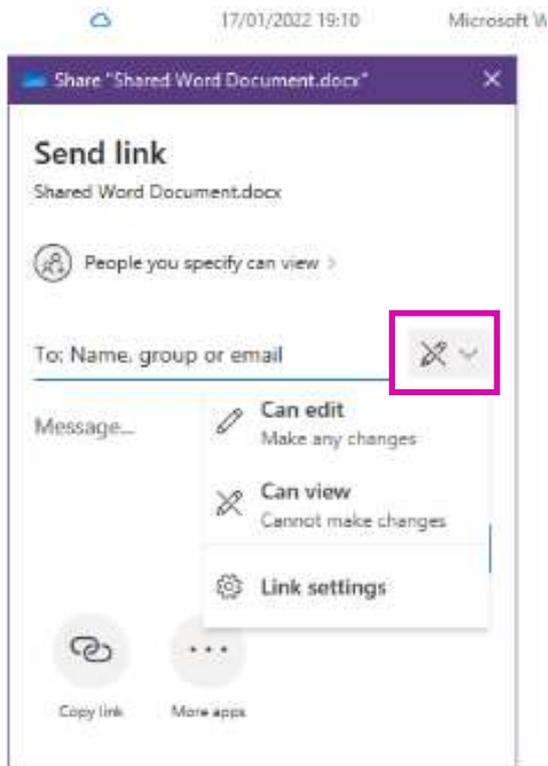
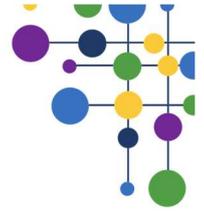
Sharing files is a simple process and can be done in the following ways below:



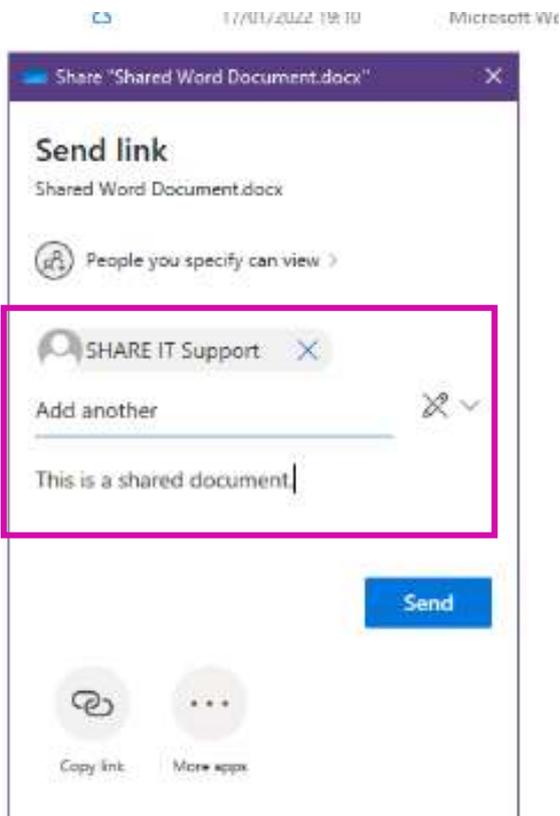
Right click on the folder or document you would like to share and click the “share” button with the cloud next to it.



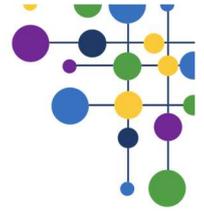
There are various preferences when sharing documents, it’s important to make sure you define how you’d like it to be shared. By default, it’s set to specific people.



By clicking the pencil, you can define whether you'd like the users to be able to edit or just view the shared files.

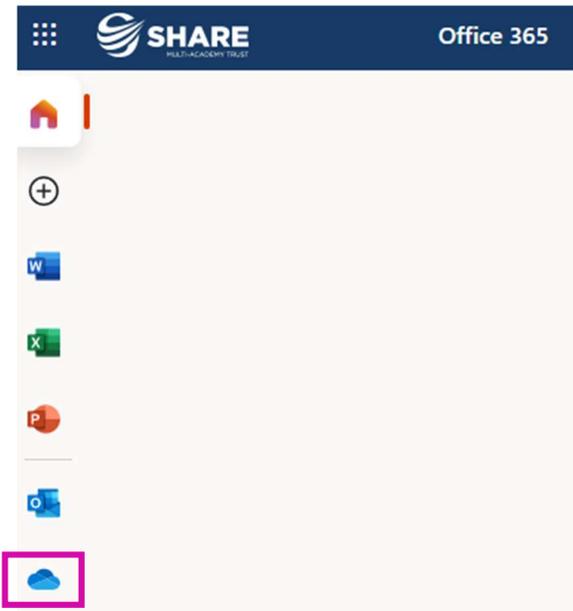


After selecting a user/email group, you can simply enter a message which will be sent directly to their email with a link to the file you have shared. Alternatively, you can click copy link and paste this into an email.

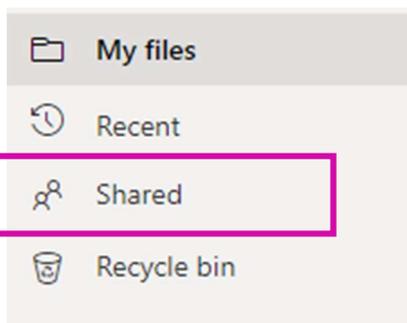


## Using a shared document

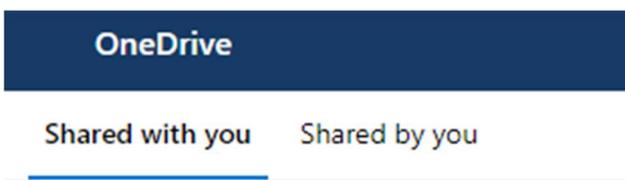
We recommend opening shared files via your Microsoft Edge web browser, this is in case the shared file is open by another user. This will stop a conflicting issue and “multiple versions”



Access OneDrive from the start portal and sign into Office 365. Click the OneDrive cloud on the left-hand side.



Click shared on the left-hand side.

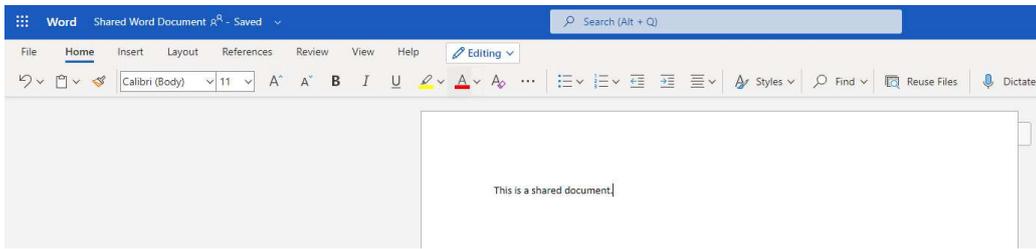
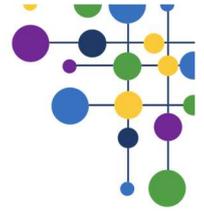


There are two tabs, “Shared with you” & “Shared by you”

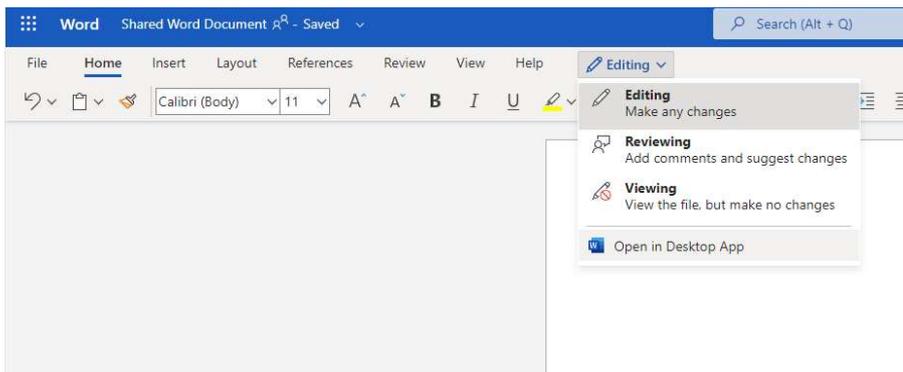


Shared Word Document.docx  
personal > ... > Documents > Shared Files

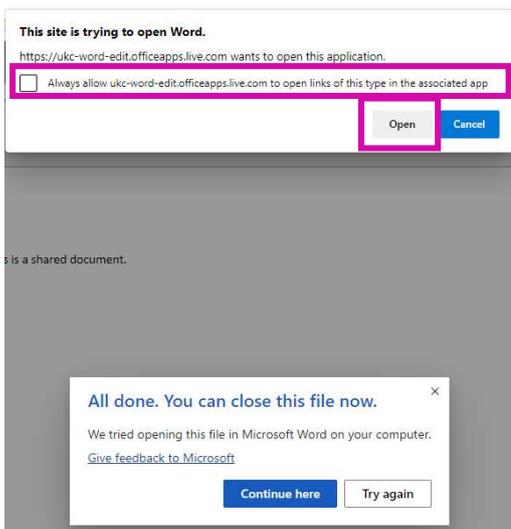
In the “Shared by you” tab, you will see a list of files you have shared.



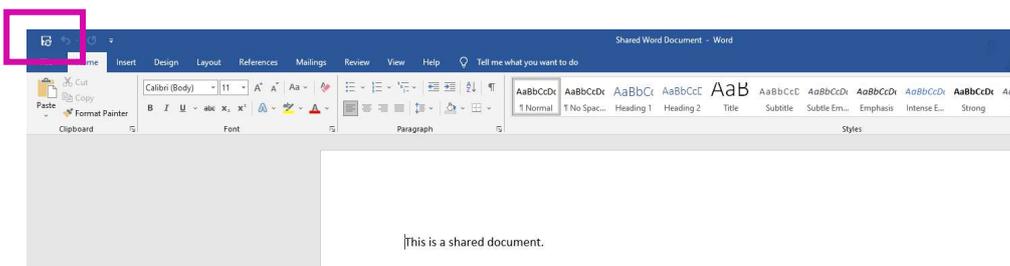
Clicking on the file will open your document within the online version of MS Office.



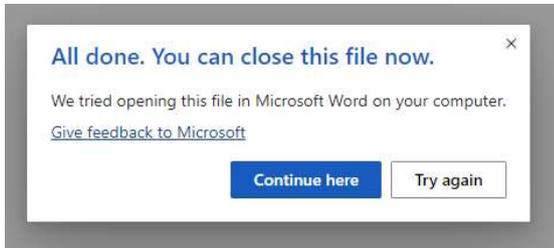
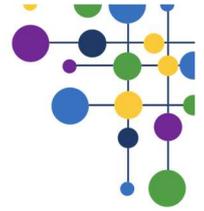
By Clicking the “Editing” button, you can select to open in the desktop App which will open the full version of the MS office application.



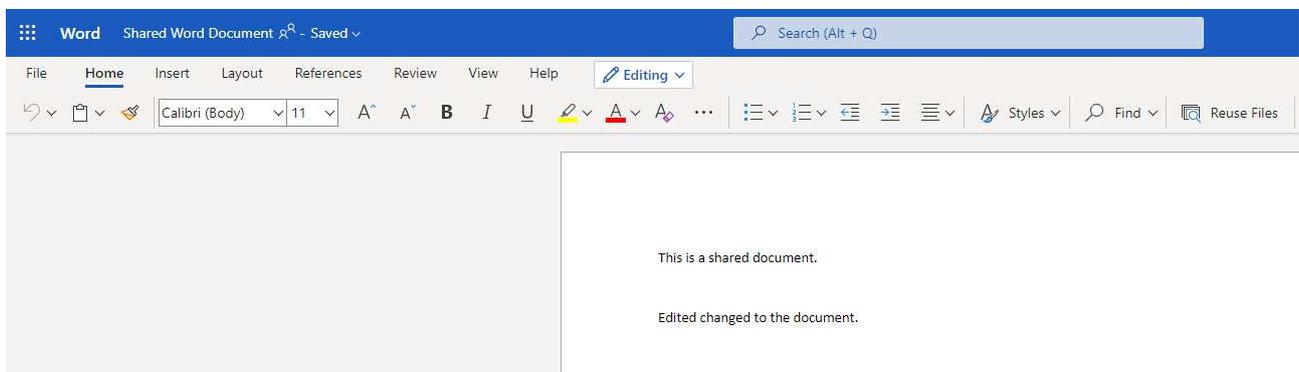
If you are prompted with this message, tick the check box to prevent it asking you again and click open.



To Save, click the save icon at the top and this will save back to OneDrive. Proceed to close the document.



After closing your document, if you go back to your web browser, click continue here and your changes will be shown.



If you have any questions, please email [itsupport@sharemat.co.uk](mailto:itsupport@sharemat.co.uk)

