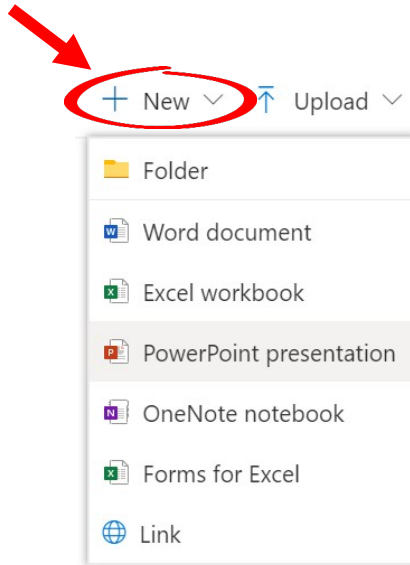# OneDrive
Student Guide

Accessing Your Files

1. Go to ECASD Start Page
2. Select OneDrive
3. Sign in using ECASD email and password

OneDrive

OneDrive

Creating Documents

1. Select New
2. Select File Type:
   - *Folder*
   - Word
   - Excel
   - PowerPoint
   - OneNote
   - Forms

+ New ∨   ↑ Upload ∨

- 📁 Folder
- 📄 Word document
- 📊 Excel workbook
- 📊 PowerPoint presentation
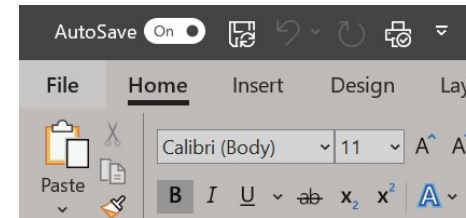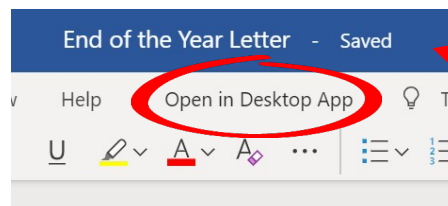- 📓 OneNote notebook
- 📊 Forms for Excel
- 🌐 Link

Open & Edit Files

1. Left-click to open in browser or right-click to select Open in browser or Open in app
   - In the browser version, select Open in Desktop App to edit the file in the desktop app.

Saving Files

1. Files are automatically saved:
   - In the web-version
   - If the AutoSave button is toggled On in the desktop app

End of the Year Letter - Saved

Help   Open in Desktop App

Files Automatically Saved

AutoSave On

File   Home   Insert   Design   Lay

Calibri (Body)   11

Paste

B I U ab x₂ x²

Upload Downloaded Files

1. Download the file
2. In OneDrive, select Upload
   - Files
   - Folder
3. Locate and select the downloaded file in the Downloads folder via Windows File Explorer
4. Select Open

↑ Upload ∨

⬇ Downloads
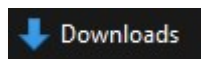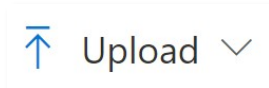
Sharing Files

1. Select the file/folder you want to share or have it open
2. Select the Share button
3. Enter the email address of those you are sharing it with
4. Select Send

↪ Share   Send

Submitting Canvas Assignments with OneDrive

1. Open the assignment you want to submit work for
2. Select Submit Assignment
3. Select Office 365 tab
4. Locate and select the file in OneDrive
5. Select Attach File
6. Confirm the file and select Submit Assignment
7. Confirm Submission

Assignments

Submit Assignment

Office 365

Attach File

Submit Assignment

Submission
✓ Submitted!
May 1 at 4:11pm
Submission Details
Download Assignment-1.pdf

Comments:
No Comments