

## OneDrive Cloud Storage Introduction

Access your OneDrive – usd489.com account from any browser (Google Chrome, Mozilla Firefox, Internet Explorer or Microsoft Edge) at <https://portal.office.com>

1. Enter your district email address

Your district email address takes the form:  
gradyear+firstinitial+lastname@usd489.com

Grad Years:  
Freshmen: 22  
Sophomores: 21  
Juniors: 20  
Seniors: 19

Example for John Doe who is sophomore (10<sup>th</sup> grade):  
21jdoe@usd489.com



### Sign in

someone@example.com

[Can't access your account?](#)

Back

Next

2. Click "Next"

3. Enter your district password – the same one you use to login to your laptop or to access your district email account

4. Click "Sign in"



← 21jdoe@usd489.com

### Enter password

.....

[Forgot my password](#)

Sign in

5. Click on the OneDrive icon to access your cloud storage

USD 489 Office 365

Good morning, John

Apps

OneDrive Word Excel PowerPoint OneNote


Explore all your apps →

6. Along the left side of the screen, the menu available has the following options – click on the ones listed here as you’ll use those the most

Files – click here to get back to the main OneDrive screen at any time or to get out of folders inside of folders that you’ve created

Recent – click here to find the files (Word documents, PowerPoints, Excel spreadsheets, PDFs) you’ve created or edited recently

Shared – click here to find files or folders that teachers or other students have shared with you – you can also find what you’ve shared out to other people

 Search everything

Files

Recent

Shared

Discover

Recycle bin




7. Along the top of the screen, the menu available has the following options – try each out to see how they work

New – click here to create a new Folder, Word document, PowerPoint presentation, Excel workbook, or OneNote notebook

Upload – click here to upload a single File or entire Folder (full of files) that is currently saved to your Desktop, Documents, or external drive

Note: Please use the Flow and Sync options here alone as they are not features we’re currently supporting in the district

8. New files generated in OneDrive are automatically saved to OneDrive. If you continue to work on in the file in the browser or open it in the desktop application, the file autosaves as you update it. It’s best to stay connected to wi-fi while using this feature, but a file that you update while disconnected can be uploaded to your OneDrive once you return to the wi-fi.

 New   Upload 