

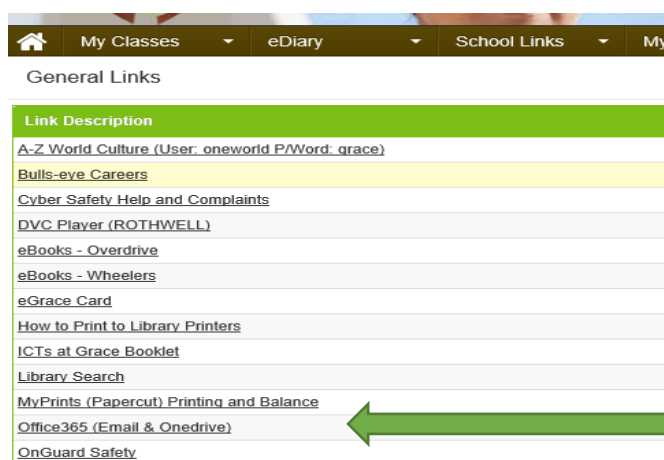


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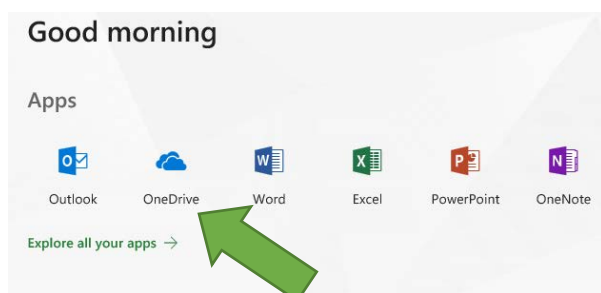
1. Install & Sync OneDrive on your BYO Device
2. Access OneDrive on your BYO Device
3. Access OneDrive from Anywhere (PC or MAC)
4. Access OneDrive on a School Device (Library laptop or Lab)

1. Install & Sync OneDrive on your BYO Device

- a) Make sure you are connected to the WIFI, Login to eGrace – select School links, General Links, Office 365 (Email & OneDrive)



- b) Click on the OneDrive icon



- c) Click on Sync

OneDrive @ Grace Lutheran College

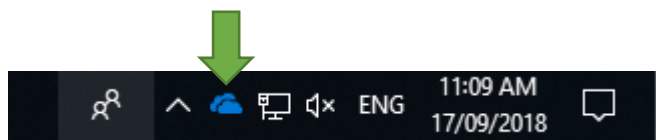
Documents



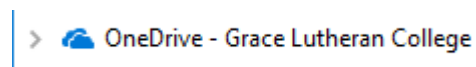
- d) Follow all prompts to allow OneDrive to Sync. You may be asked to login to your account using your school email eg. 00****@glc.qld.edu.au and your eGrace password. Continue to follow all prompts for the set up process.

2. Access OneDrive on your BYO Device

- a) Install OneDrive on your device (see Section 1)
- b) Double click on the OneDrive icon at the bottom right of your screen



- c) Your OneDrive folder will open and you will see that it is named:



- d) When saving to OneDrive **ALWAYS** wait for the **GREEN** tick to confirm that your work has saved and uploaded



 English		3/09/2018 3:17 PM	File folder
 German		3/09/2018 3:17 PM	File folder
 Science		3/09/2018 3:17 PM	File folder
 Religion and Ethics		3/09/2018 3:17 PM	File folder

You may notice that not all of your files/documents have copied into your OneDrive account. Click and drag copies of them straight into OneDrive so that everything on your PC is backed up in OneDrive.

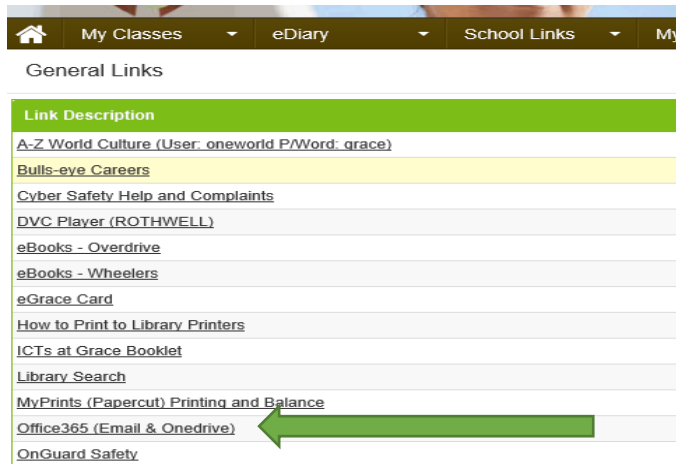
Save all future work into your OneDrive – Grace Lutheran College folder.

INFORMATION SERVICES DEPARTMENT

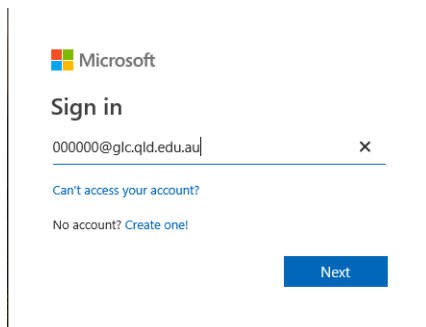


3. Access OneDrive from Anywhere (PC or MAC)

- a) Make sure you are connected to the WIFI, Login to eGrace using a web browser (eg, Internet Explorer, Chrome or Safari) - select School links, General Links, Office 365 (Email & OneDrive)



- b) Sign in using your school email – follow any prompts



- c) Click on the OneDrive icon

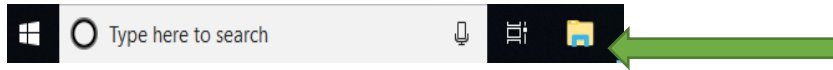


- d) Your OneDrive folder will open for you – when saving to OneDrive ALWAYS wait for the GREEN tick to confirm that your work has saved and uploaded

English	✔	3/09/2018 3:17 PM	File folder
German	✔	3/09/2018 3:17 PM	File folder
Science	✔	3/09/2018 3:17 PM	File folder
Religion and Ethics	✔	3/09/2018 3:17 PM	File folder

4. Access OneDrive - On a School Device (Library Laptop or Lab)

a) Login to school device & click on the file icon at the bottom of the screen



b) The following screen will open – click on **OneDrive (O:)** to access your documents

