

OneDrive Instructions

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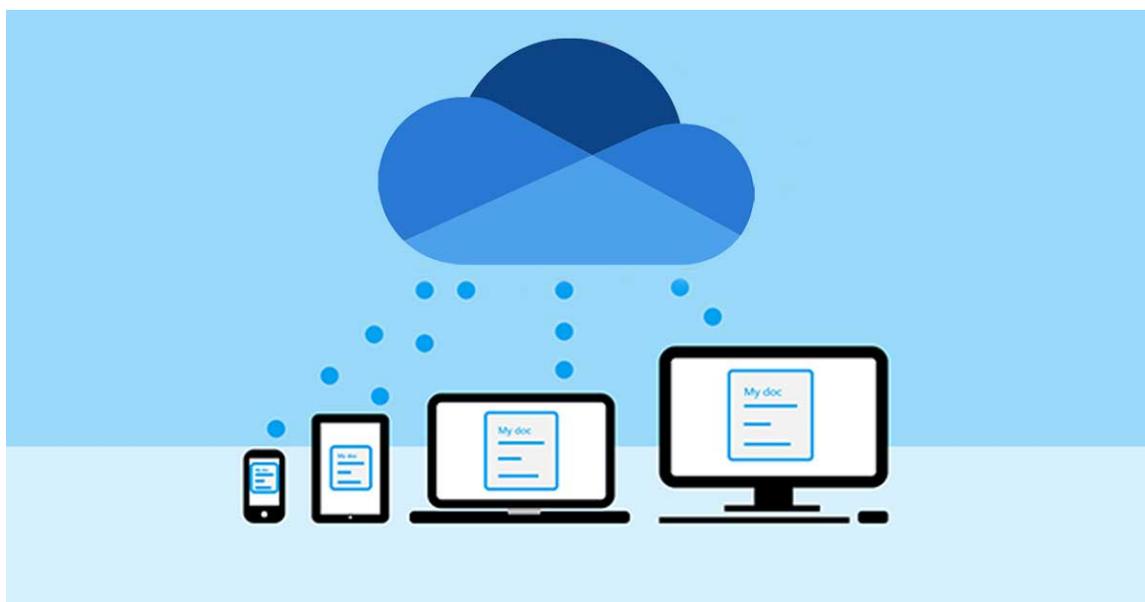
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1. Why use OneDrive for School?

- School work is automatically synced and backed up to Microsoft OneDrive in the cloud.
- You can sign into the OneDrive app on any device, or via a web browser to view and edit your school work anywhere anytime.
- Your OneDrive account has 1TB of storage.
- OneDrive is compatible with Canvas and Teams and facilitates secure collaboration and sharing.

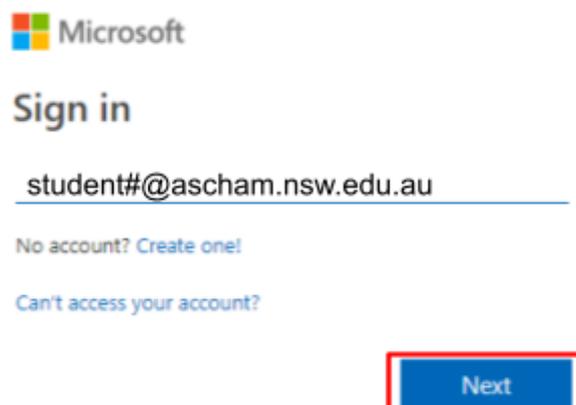


2. Sign into OneDrive in the Cloud

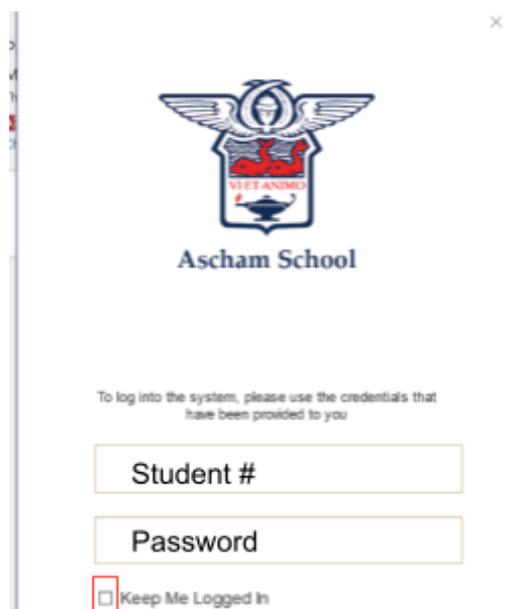
If you are signed into Webmail or Microsoft 365 online, access **OneDrive** via the 9 dot Microsoft App Launcher in the top left of the screen.



1. Go to <https://ascham-my.sharepoint.com/>
2. Sign in with your School email.

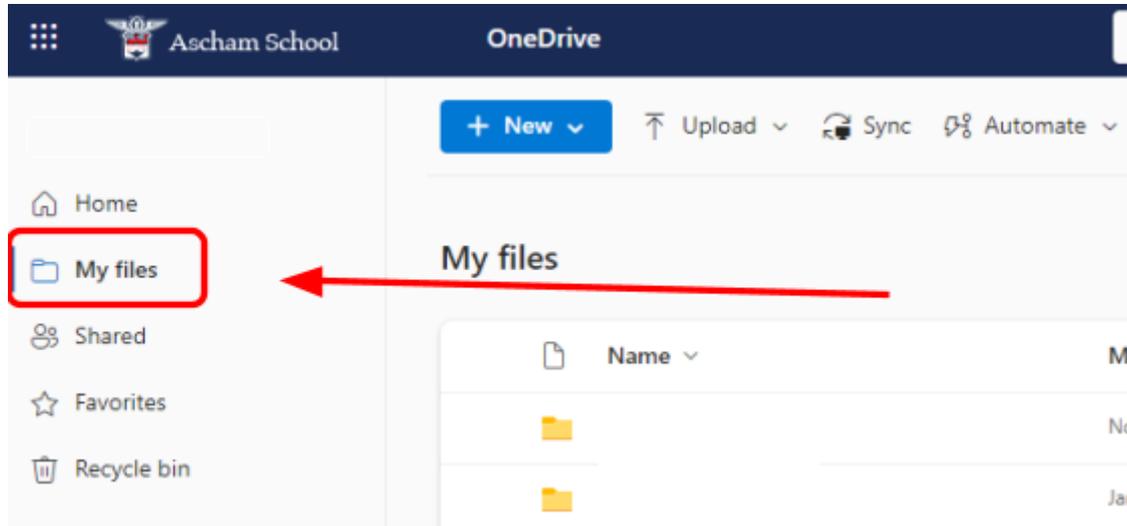


3. Sign in through the Ascham login page with your credentials and tick 'keep me logged in'.

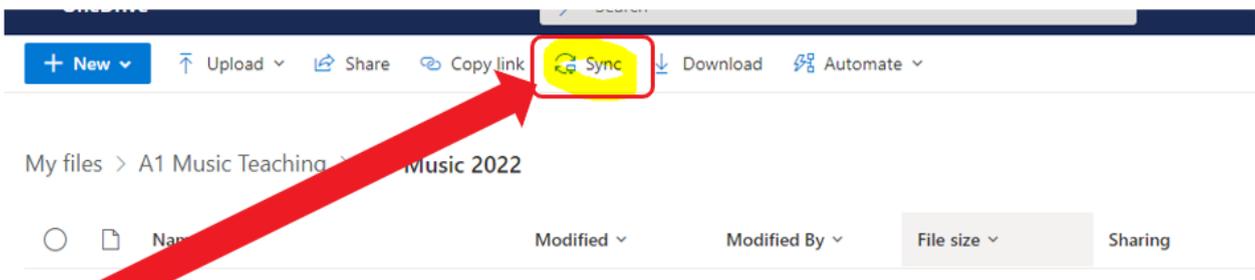
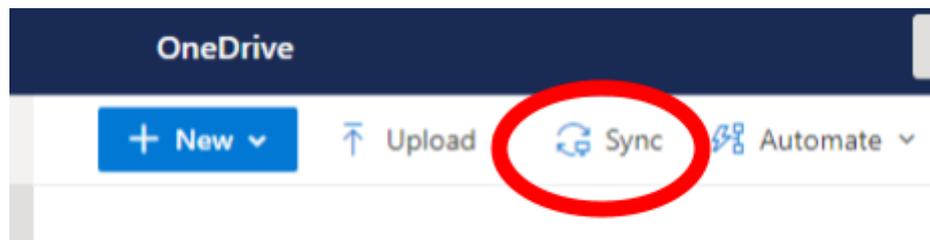


3. Sync OneDrive

1. Go to <https://ascham-my.sharepoint.com/>
2. Select **'My Files'** to view **OneDrive** online. Bookmark this page in your web browser.



3. Look to the top middle of the window and select **'Sync'**.

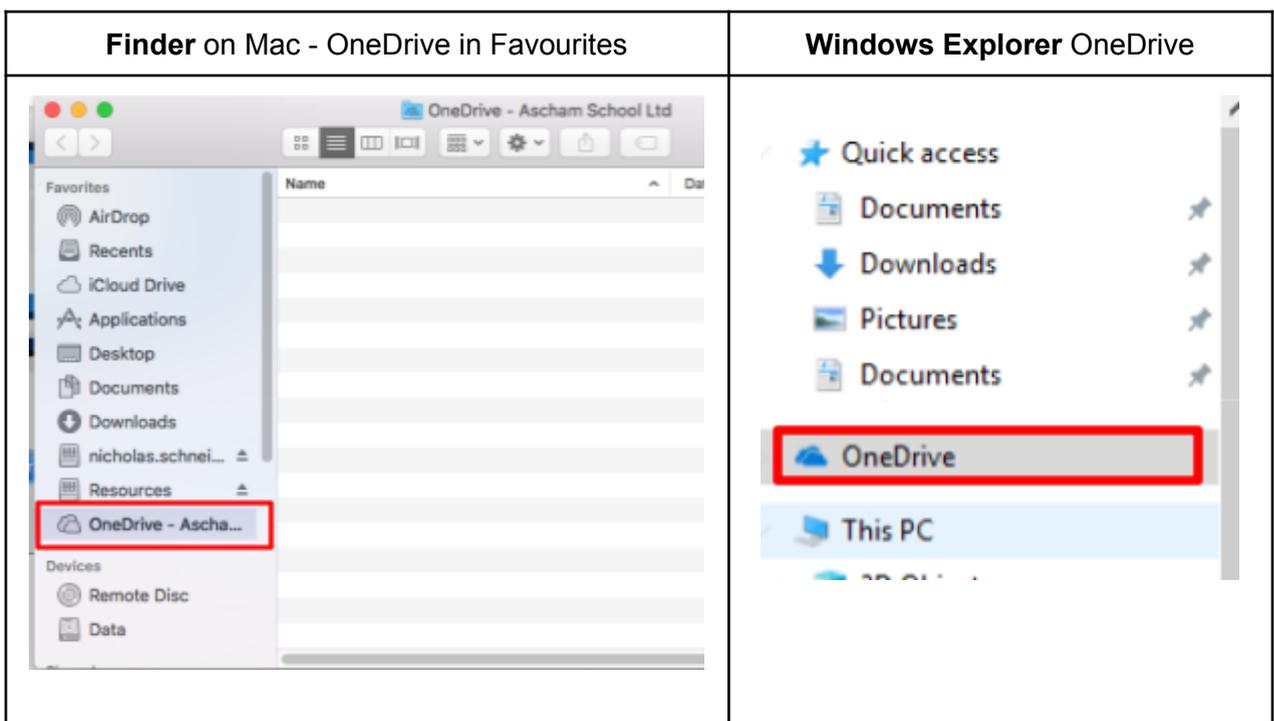
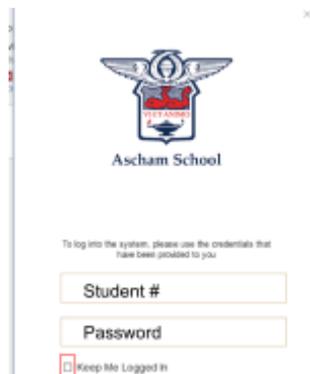


4. Your computer will take 3 - 5 minutes to update the OneDrive App in the background. Mac users may also download the OneDrive app from the App Store.
5. **Open the OneDrive** app on your computer.

6. Enter your **Ascham student email address**.



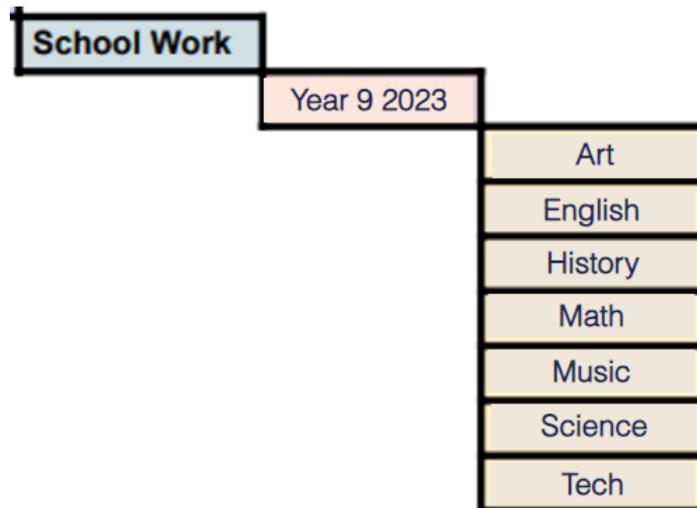
7. **Sign in** through the Ascham portal with your student number and passphrase.



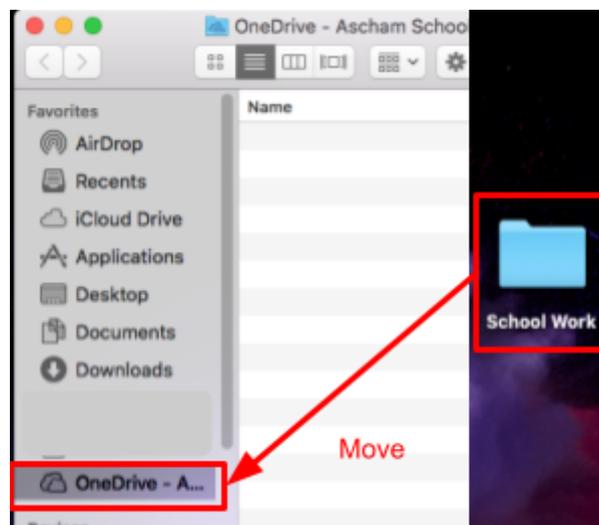
4. School Work folder structure

NB: If you have created a School Work Folder structure in OneDrive via the Cloud it will automatically sync to your laptop after you have signed into the OneDrive App.

1. On your laptop, create a top-level '**School Work**' folder.
2. Create a **Calendar Year** folder within it to store your **Subject folders** and files for each school year.



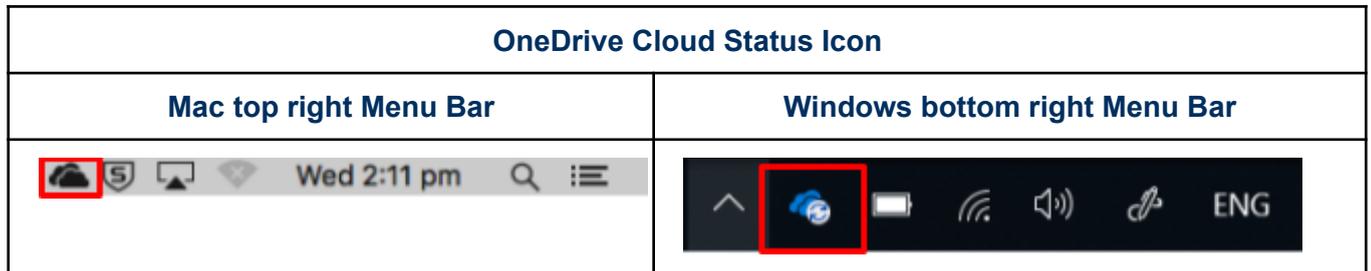
3. **Move** (not copy) your '**School Work**' folder from your laptop into the **OneDrive** folder on your laptop.



5. Save and edit files directly within the OneDrive folder on your laptop
6. Files in your school work folder that now resides in your 'OneDrive' folder on your laptop will be synced to 'OneDrive' in the cloud. Any edits that are made to a file in OneDrive online will sync to the OneDrive App and vice versa.

5. OneDrive Sync Issues

1. Your Laptop will display the status of your OneDrive Sync.



2. Select the **OneDrive cloud icon** in your menu bar.
3. Select any error message to find out why it is not syncing.
4. ***Do not*** include any of the following characters in your file names.

Quotation Marks, Full Stops, Forward Slash, Back Slash, Exclamation Mark.

“ . / \ !

5. **Spaces before or after a file name are not permitted.**
6. Sign out of the OneDrive app and sign back in after updating your Ascham passphrase.
7. Pause or restart syncing from the preferences menu located in the OneDrive Cloud icon.
8. When opening a Word Document from OneDrive online, you may need to **Grant Access** to your Ascham OneDrive folder. (This only needs to be done one time.) You may also need to enter your Ascham password to authenticate Word with your school account. Please visit the IT Help Desk to reinstall Office if this error continues.

6. Turn off iCloud for School Work

Your School Work folder may be automatically synced to iCloud.

Please visit the IT Helpdesk for assistance to update your iCloud settings so that your School Work folder syncs to Microsoft OneDrive and not to iCloud.

- iCloud only has 5GB of storage that will fill up fast if it is backing up your school work. This will result in a OneDrive sync error.
- It is best practice to keep iCloud for your personal files and OneDrive for school work.
- iCloud does not facilitate school-wide sharing and collaboration on documents.