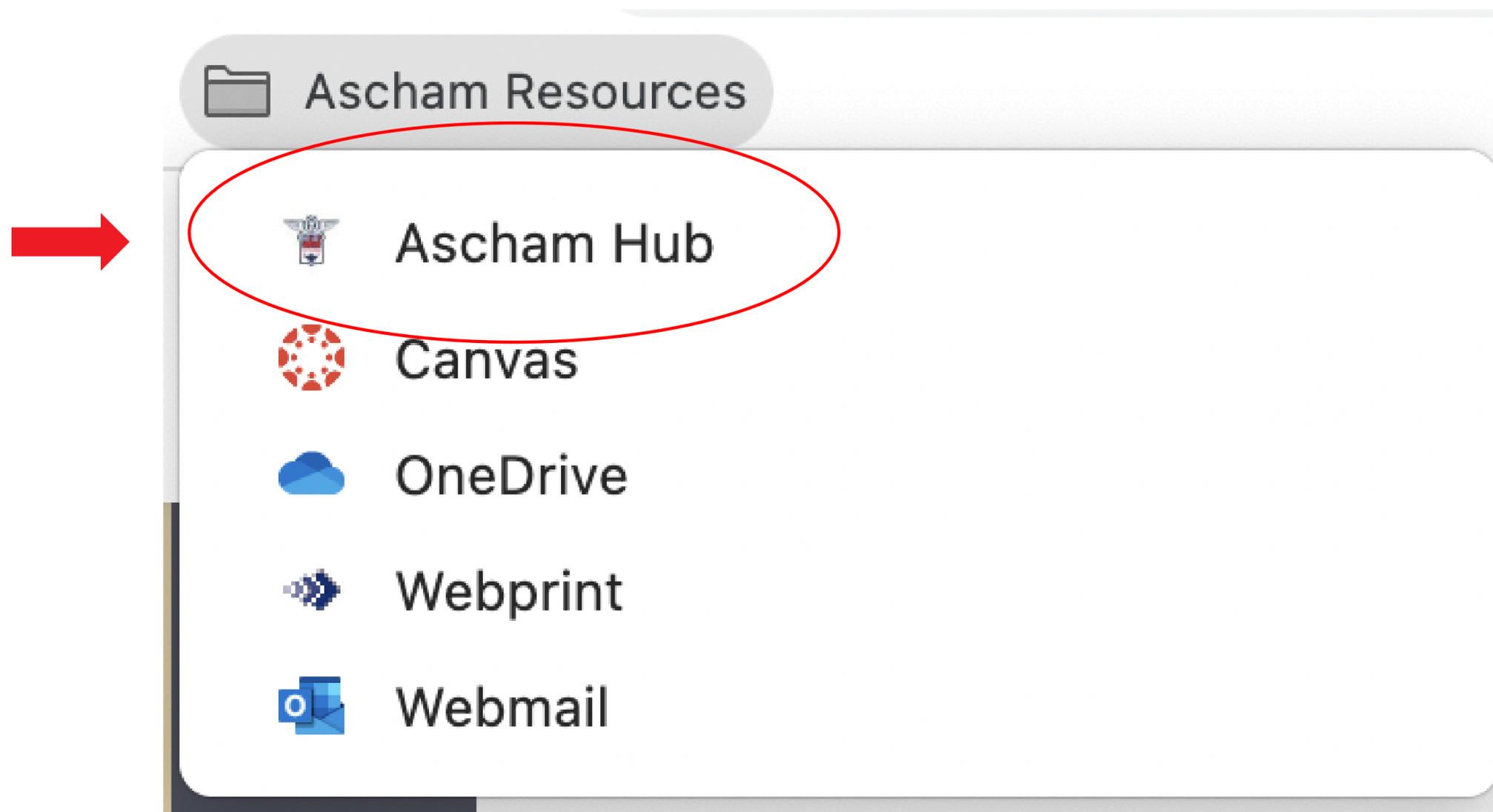# OneDrive Sync

Student Guide

OneDrive via the Ascham Hub
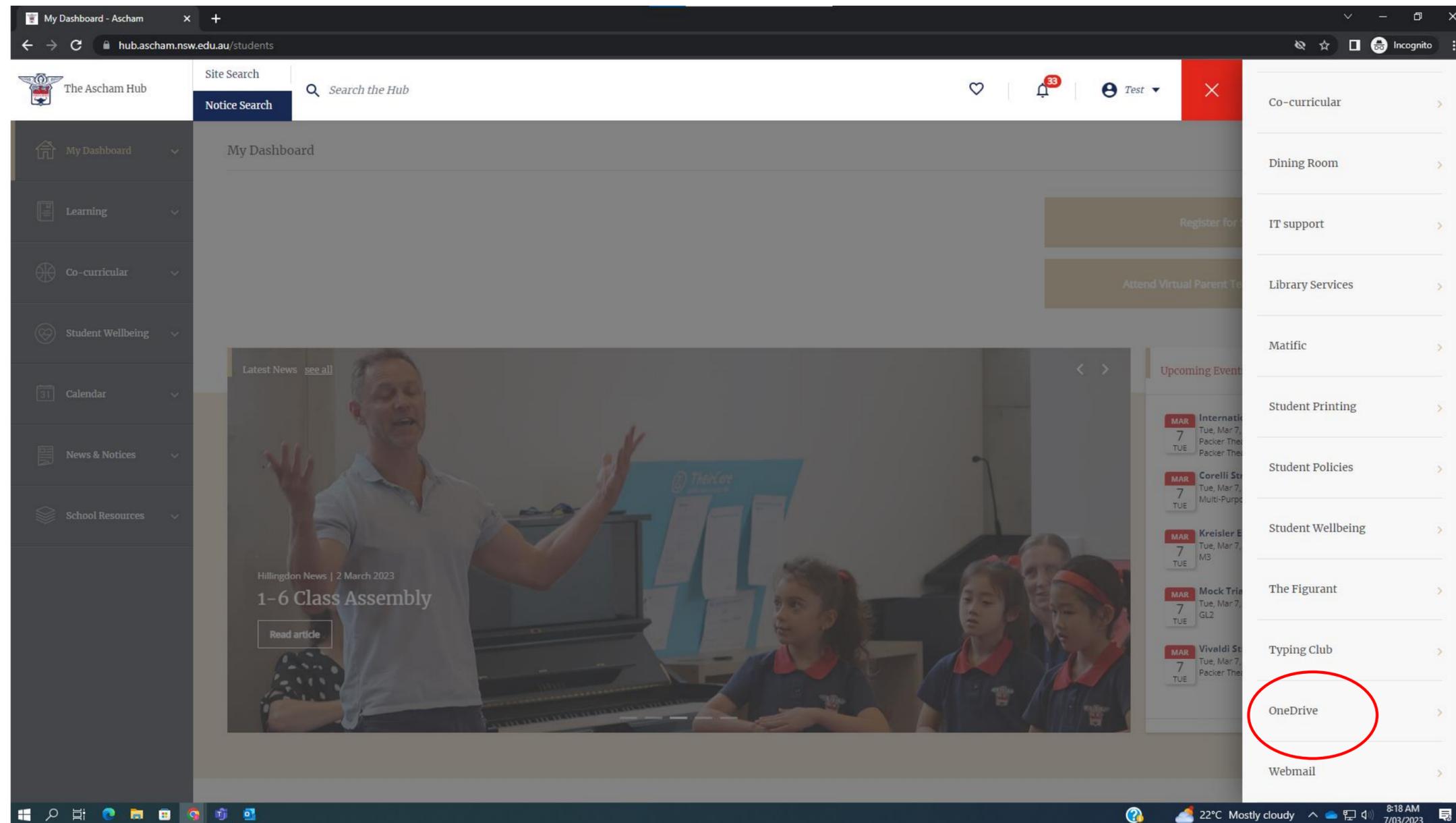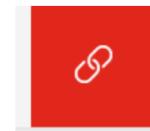
Select **Ascham Hub** from the Ascham Resources folder in your bookmarks.
https://hub.ascham.nsw.edu.au/
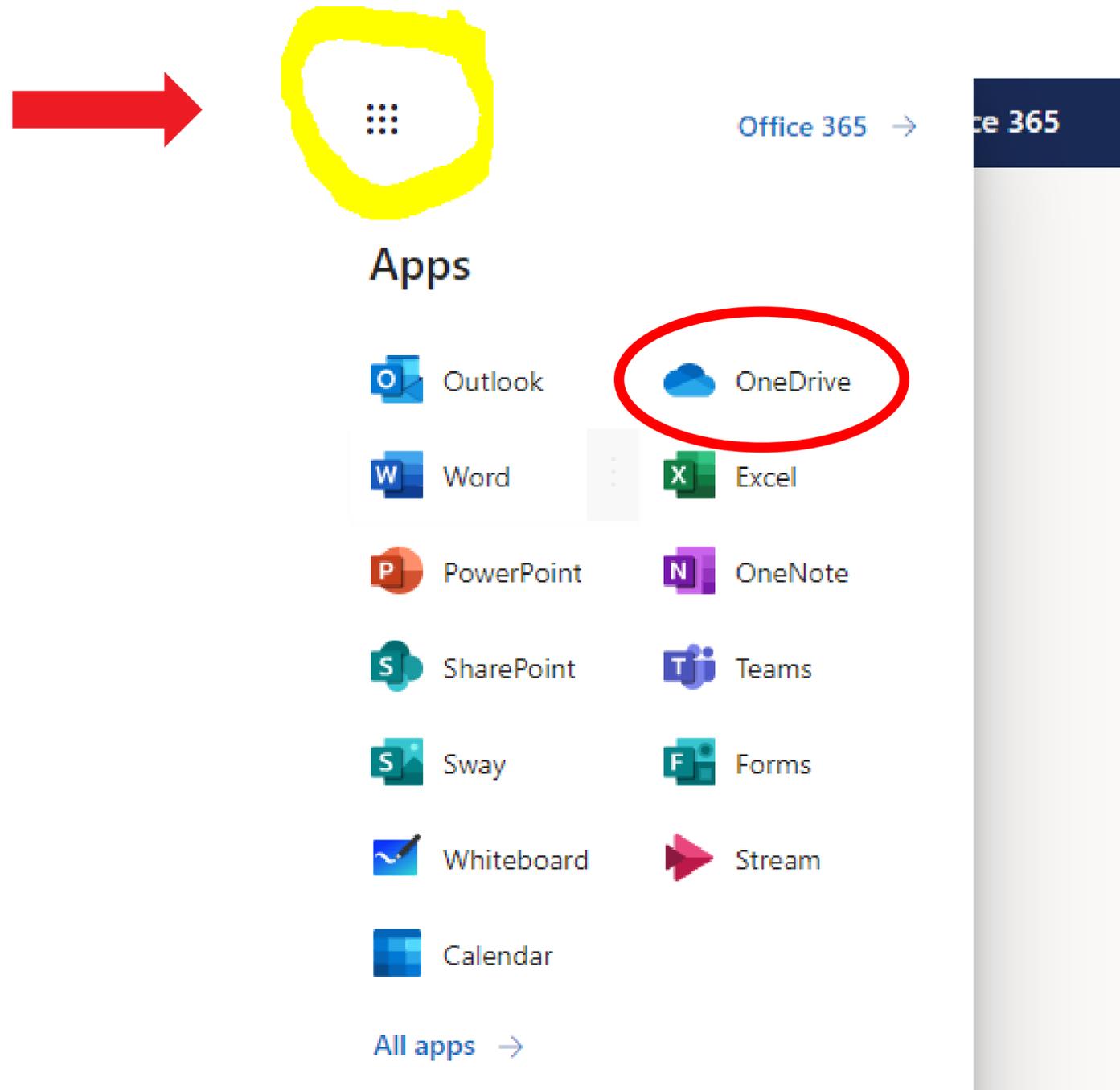
OneDrive via the Ascham Hub

Select **OneDrive** from the quick links menu.

OneDrive via the Microsoft App Launcher

Open **Webmail** or Microsoft 365 in Chrome.

Select **OneDrive** from the Microsoft 9 dots App Launcher in the top left-hand corner.

Bookmark OneDrive in Chrome

Star the page in the top right of the URL bar in Chrome to create a bookmark for quick access.

Title the bookmark: **OneDrive**
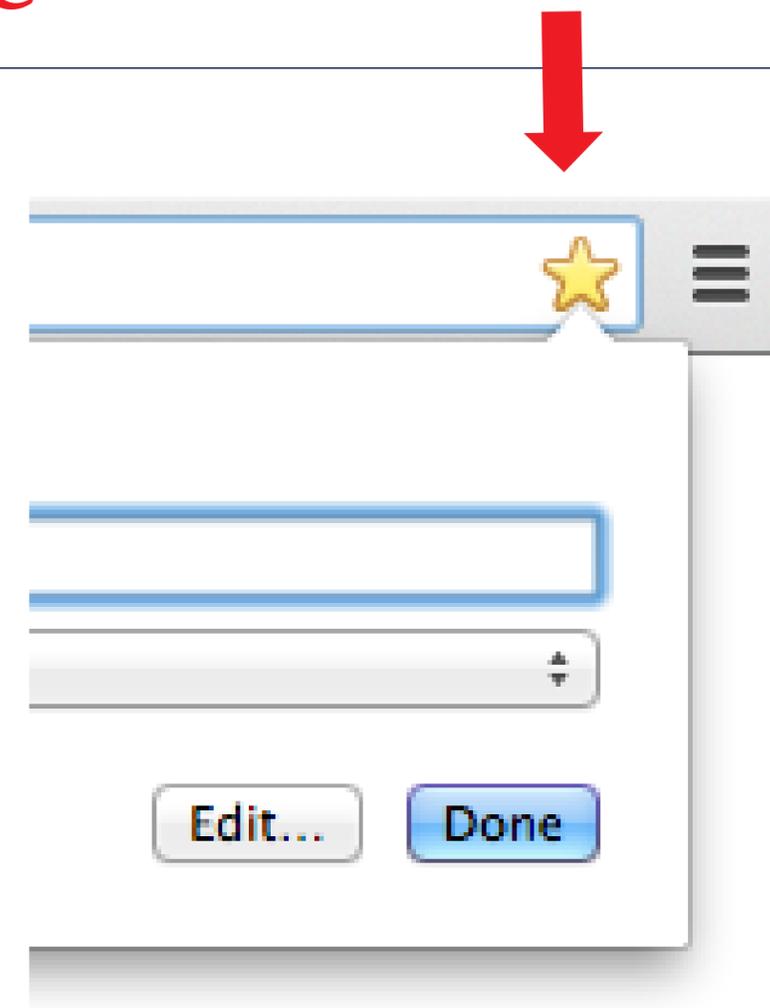
OneDrive School Work Folder

In OneDrive (on the Chrome browser) create a top-level 'School Work' folder.
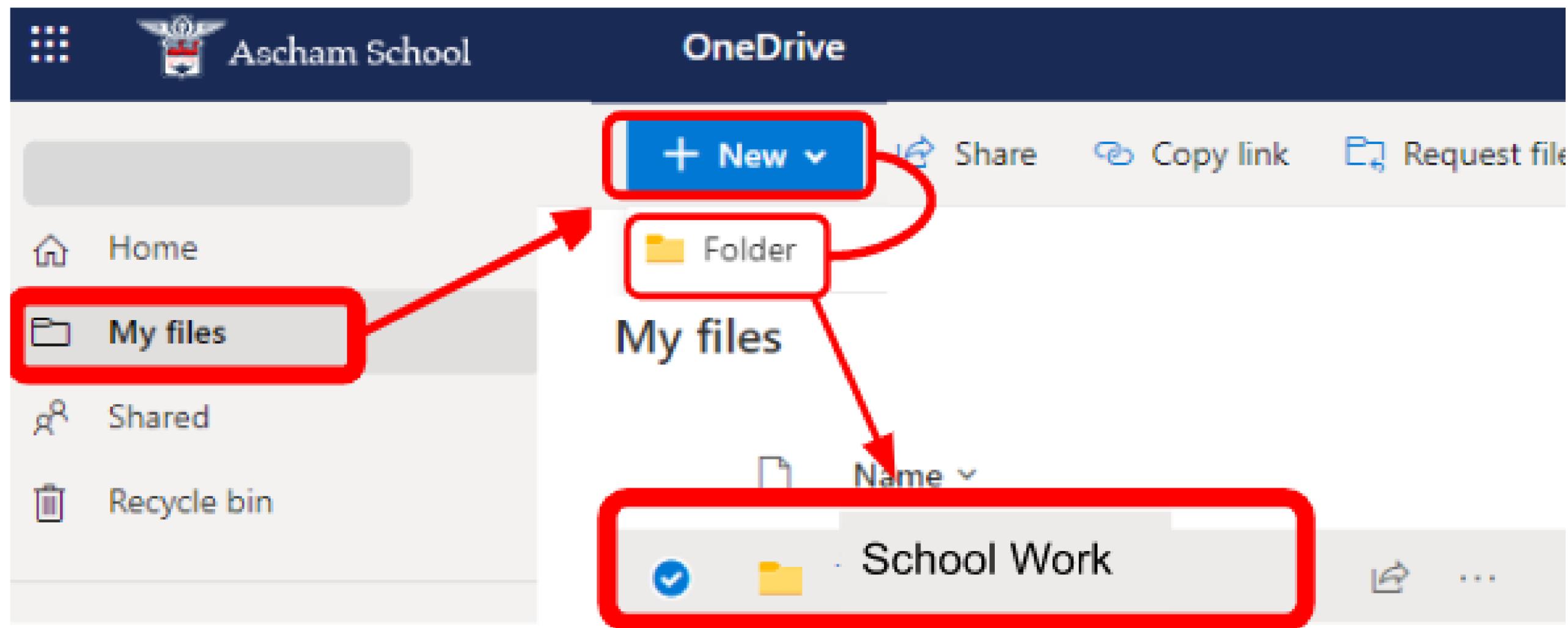
OneDrive Folder Structure

Create subject folders to store files for each school year.

```
OneDrive
    School Work
        Year 7 2023
            Art 2023
            English 2023
            History 2023
            Math 2023
            Music 2023
            Science 2023
            Tech 2023
```
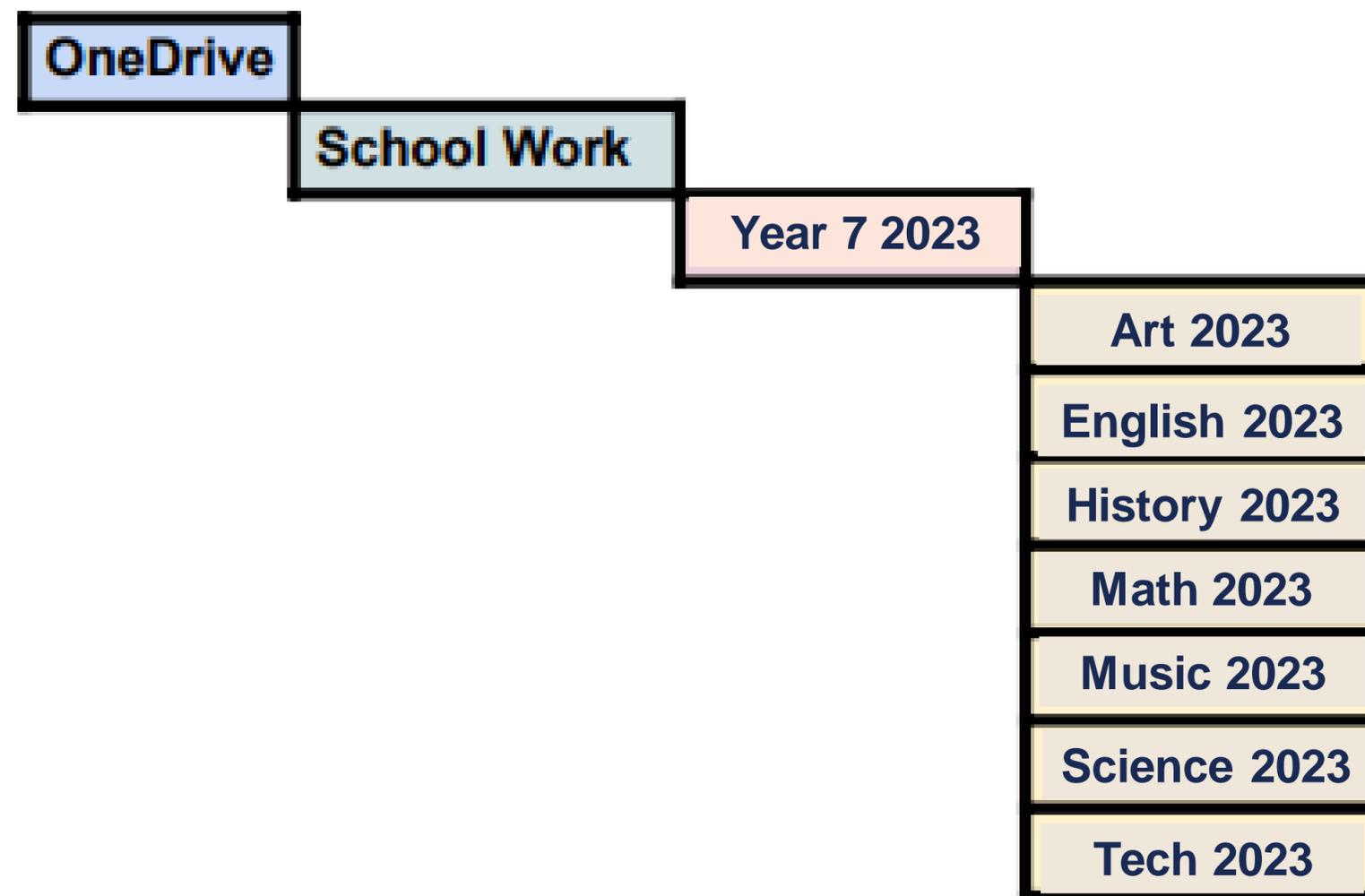
Sync OneDrive

In OneDrive in chrome, click **Sync** to sync OneDrive from the Cloud to your device.
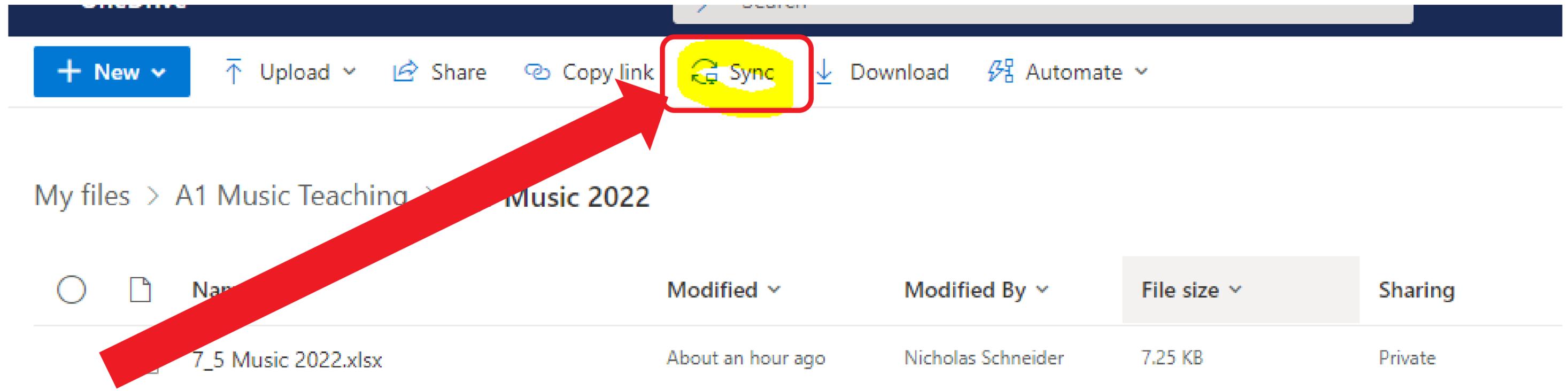
Open the OneDrive App

Select '**Open Microsoft Drive**'

Wait 3 – 5 Minutes.

You should not need to install the latest version of OneDrive.

If nothing happens you might try this **link**.

Mac OSX users may download the **OneDrive App** from the Mac App Store

Ascham School

Open Microsoft OneDrive?

https://ascham-my.sharepoint.com wants to open this application.

☐ Always allow ascham-my.sharepoint.com to open links of this type in the associated app

Open Microsoft OneDrive   Cancel

Modified ˅	Modified By ˅	File size ˅	Sharing
Yesterday at 9:06	Nicholas Schneider	15.1 KB	Private
Tuesday at 21:47			ate
Yesterday at 11:19			ate
Wednesday at 17:15			ate
8 minutes ago			ate

✕

We're syncing your files

We are connecting to OneDrive on your device.
Copy library ID to configure this library to sync

If there is no response, you may need to install the latest version of OneDrive.

Close

Sign into the OneDrive app on your device.

1. Open the OneDrive app on your computer.

2. Sign into OneDrive with you Ascham email address and password.

38298413@ascham.nsw.edu.au

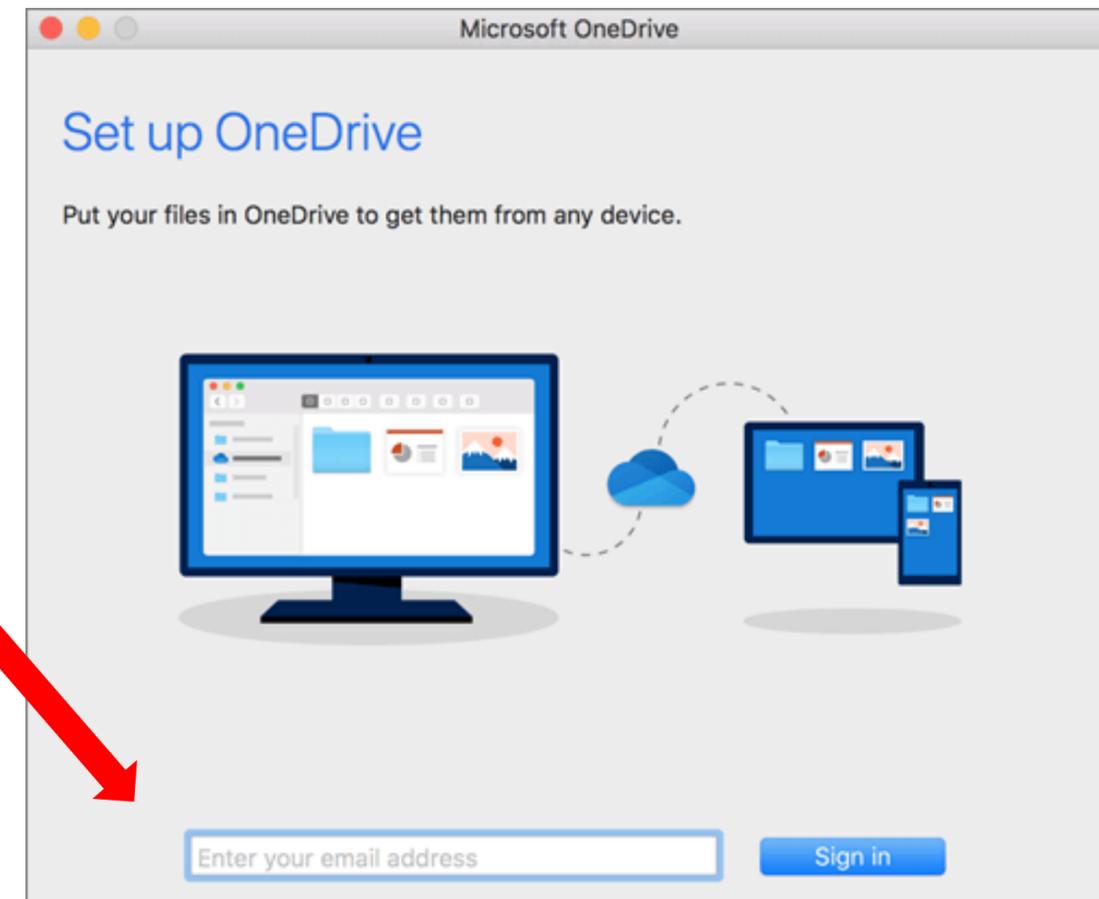# OneDrive Ascham Security

Sign in through the Ascham login page with your:

- Student Number
- Passphrase

Tick 'keep me logged in'.

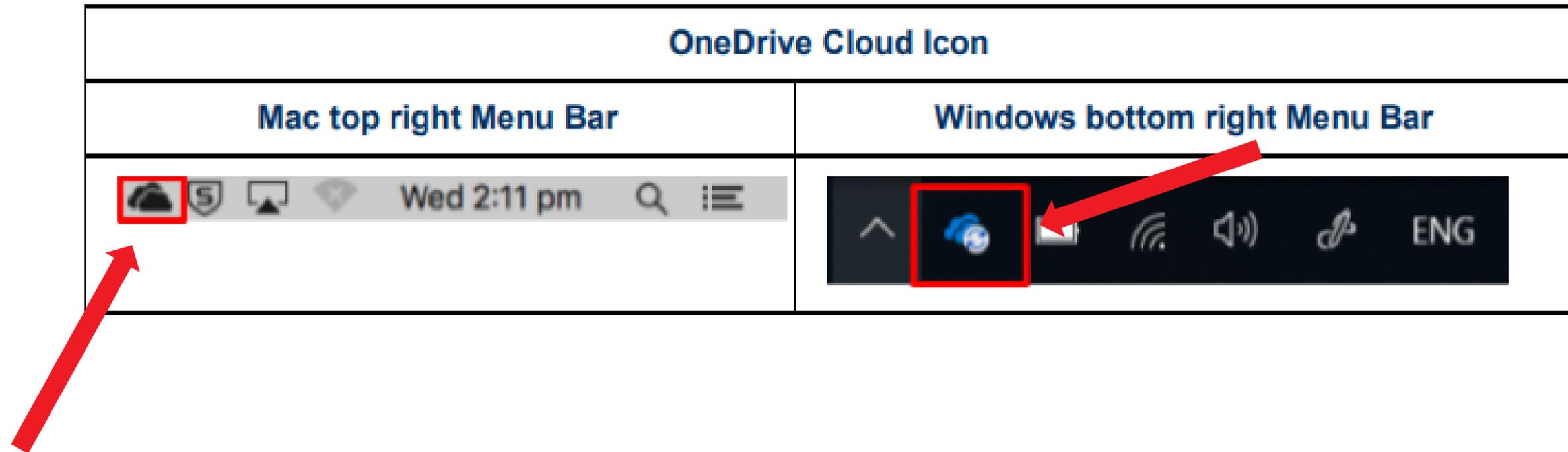# Open the OneDrive App

OneDrive Cloud Icon

Mac top right Menu Bar	Windows bottom right Menu Bar

Select the OneDrive cloud icon from your menu bar to open OneDrive.
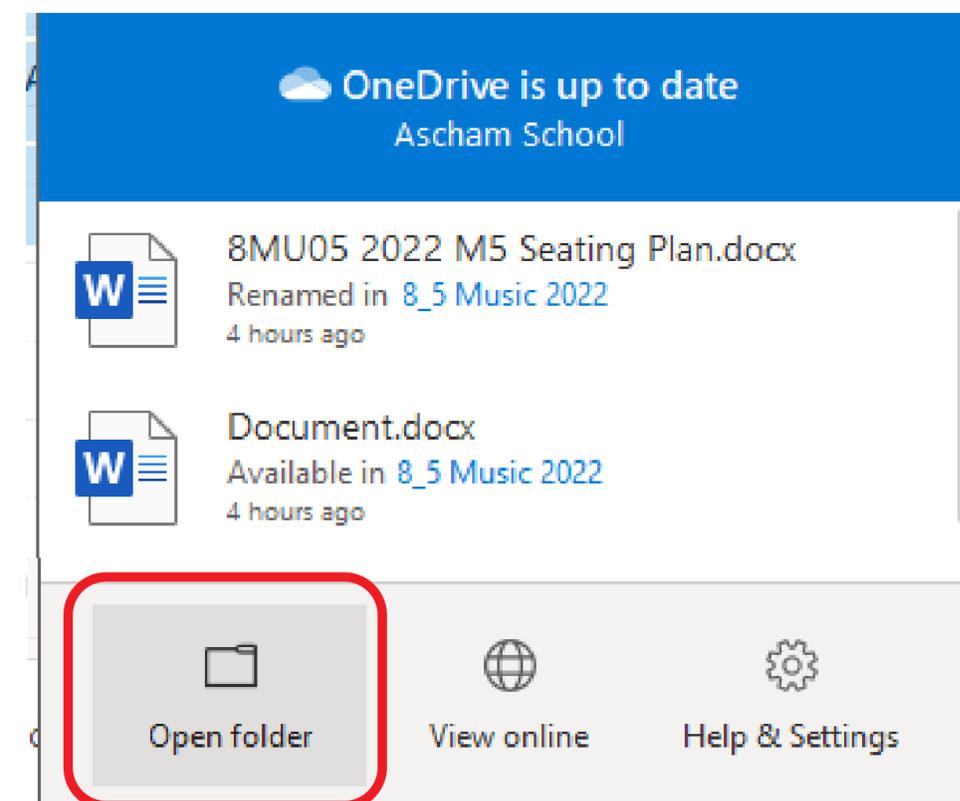
You can also open the OneDrive app from your app launcher.

Open the OneDrive App

Select the OneDrive cloud icon from your menu bar.

Open Folder

OneDrive Cloud Icon	
Mac top right Menu Bar	**Windows bottom right Menu Bar**
☁ 🖵 📺 📶 Wed 2:11 pm 🔍 ☰	∧ ☁ 🔋 📶 🔊 🖉 ENG

☁ OneDrive is up to date
Ascham School

W 8MU05 2022 M5 Seating Plan.docx
Renamed in 8_5 Music 2022
4 hours ago

W Document.docx
Available in 8_5 Music 2022
4 hours ago

📁 Open folder   🌐 View online   ⚙ Help & Settings
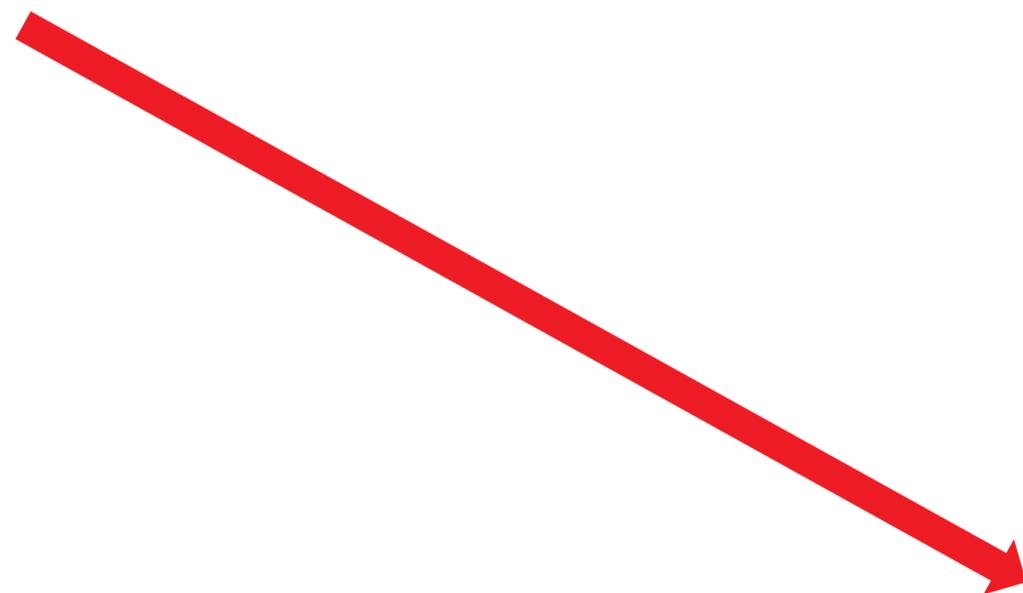
OneDrive Sync File Naming Rules

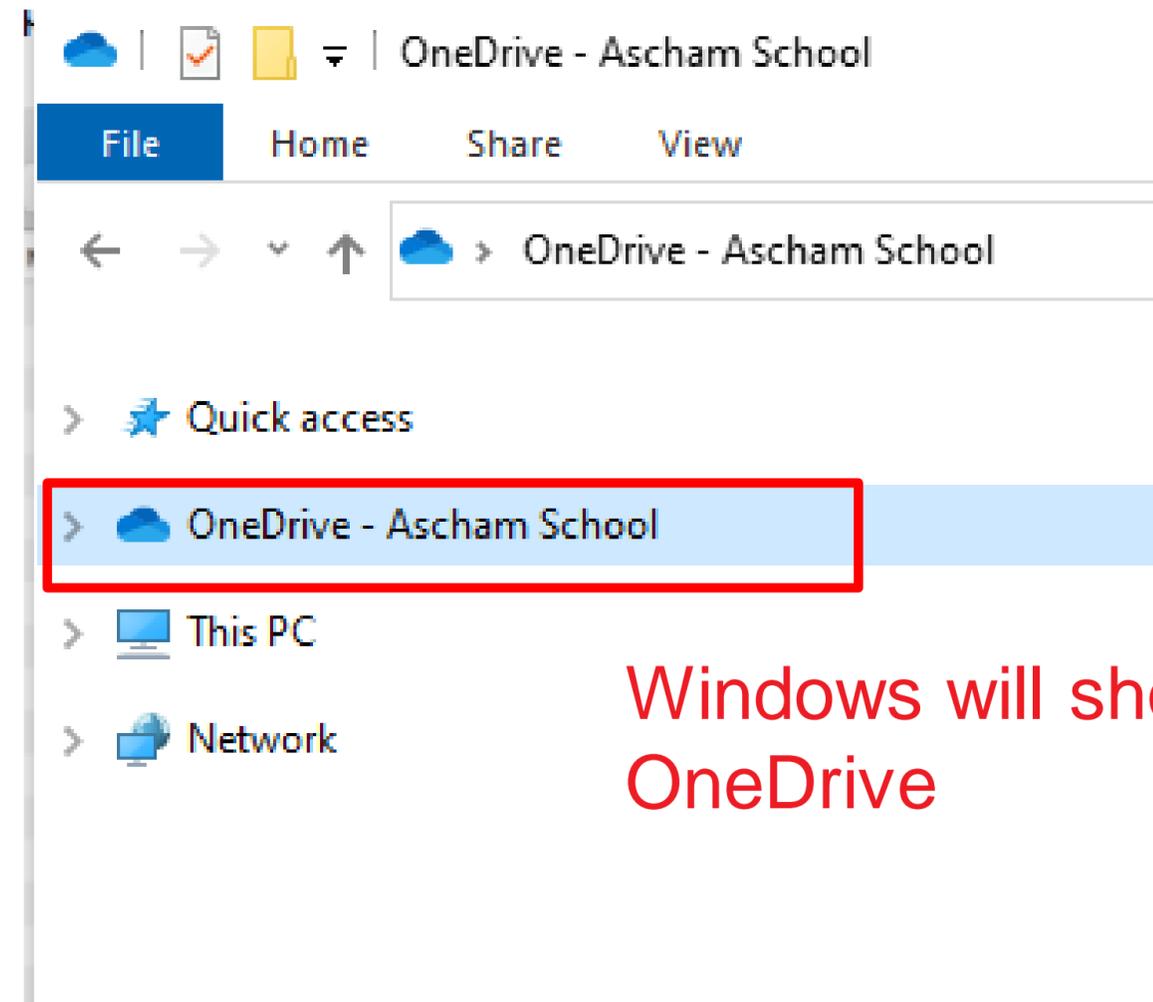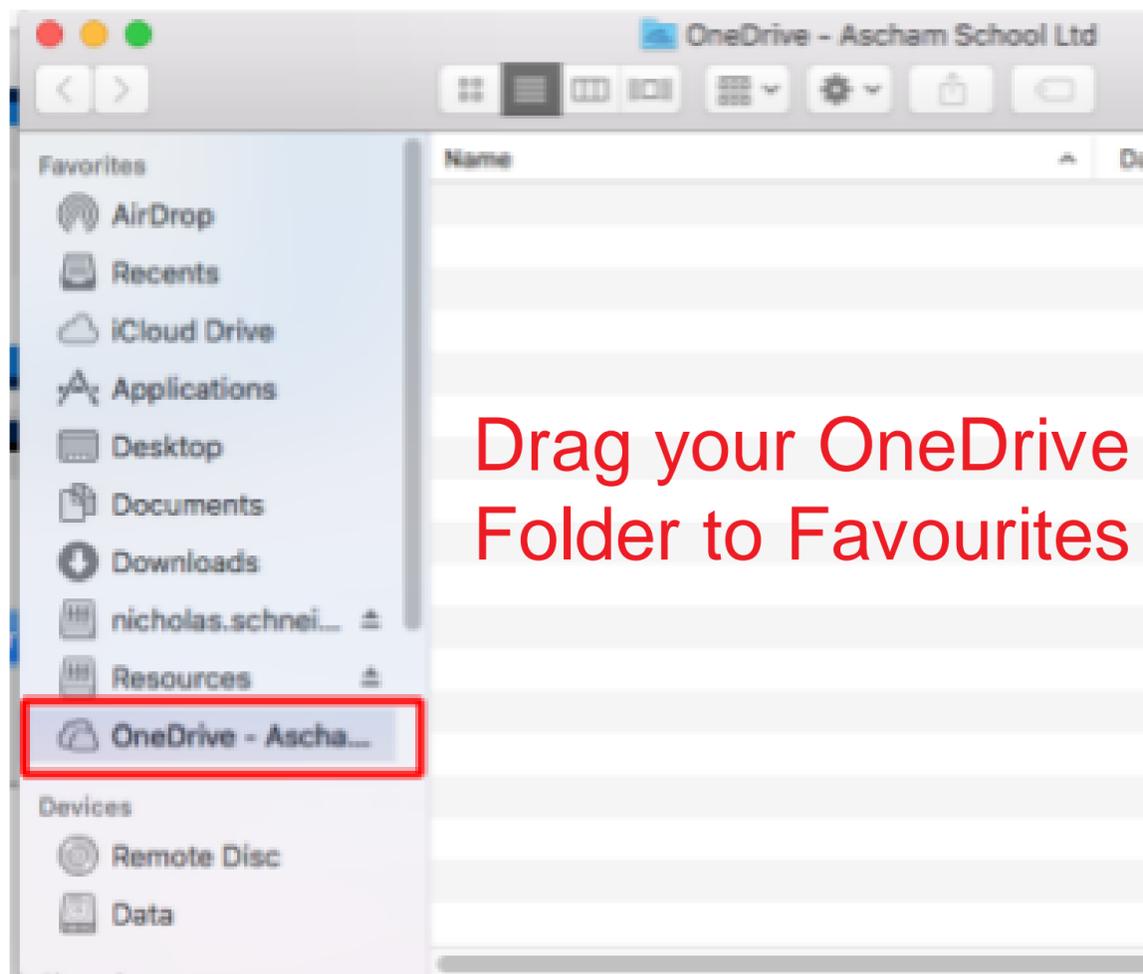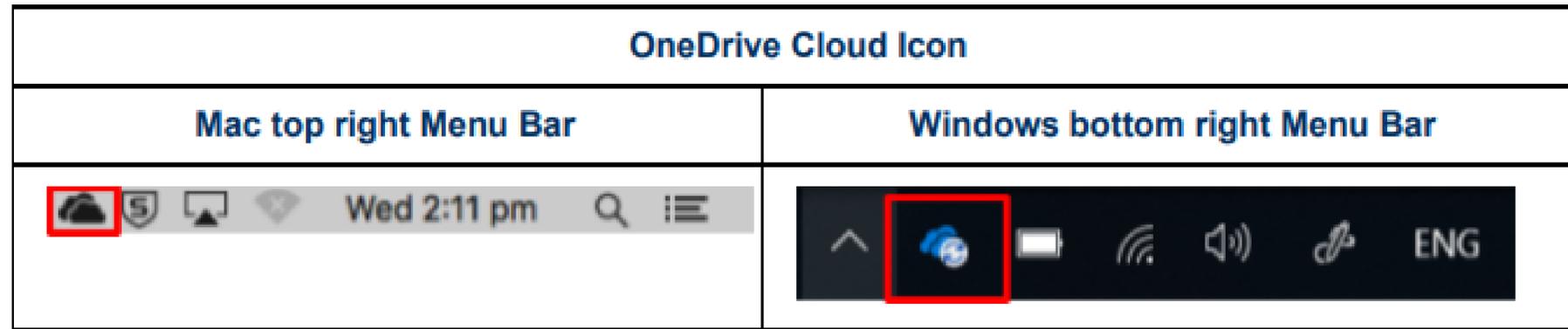Your OneDrive folder in the cloud (Chrome) will sync to your device.

Any folders and files that you store in your OneDrive folder on your device, or in the Cloud (Chrome) will sync both ways.

Do not include any of the characters below in your file names as they will interrupt the OneDrive sync.

" . / \ !

No spaces at the beginning or end of the file name.

OneDrive App - Sync and backup Schoolwork

OneDrive Cloud Icon	
Mac top right Menu Bar	**Windows bottom right Menu Bar**

Drag your OneDrive
Folder to Favourites

Windows will show
OneDrive

OneDrive Sync Test

1. Create a new Word file in OneDrive in the web browser.

2. Write your first name on the document.

3. Title the document – my test.

4. Click 'Editing' and 'Open in Desktop App.

5. Once the Desktop Word app opens type your surname.

6. Close the Desktop Word document. (Auto-saves.)

7. Return to OneDrive in Chrome and select 'resume editing here'.

8. Did your changes made the client version of Word save to OneDrive?