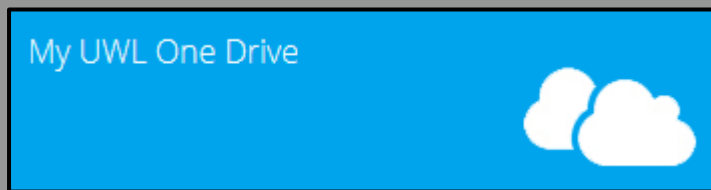


How to use UWL One Drive

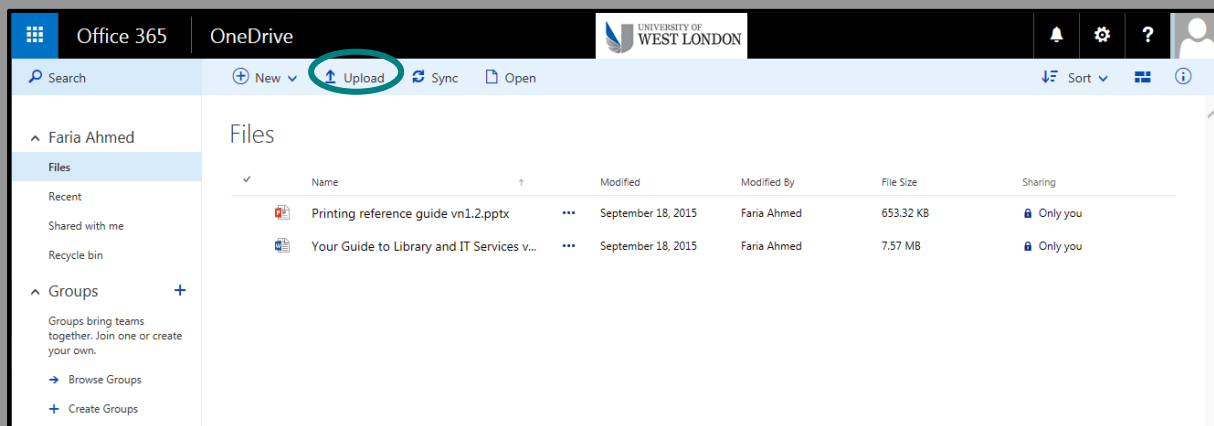
Access your work from anywhere by storing your files on UWL One Drive. UWL One Drive is like an online hard that you upload files to (e.g. an MS Word document), then you can open them from any device online. Access UWL One Drive

To access UWL One Drive:

1. Log into the Student Portal
2. Click the My UWL One Drive tile

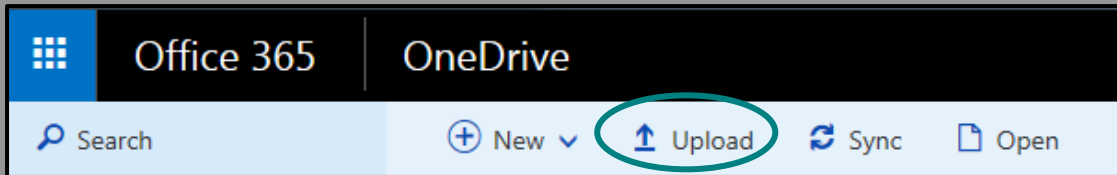


The UWL One Drive window opens:

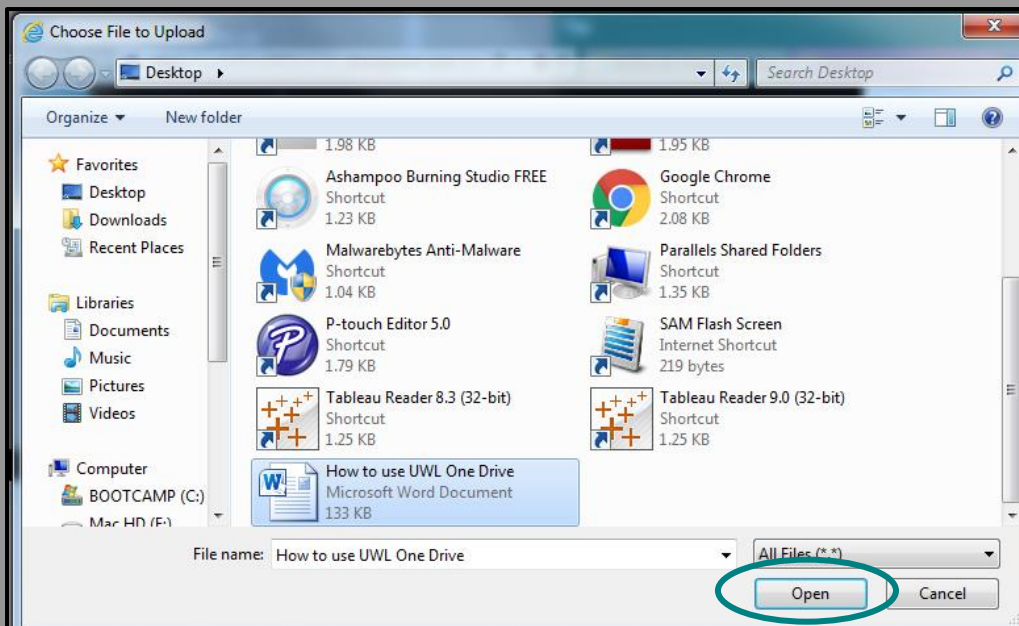


Upload a file

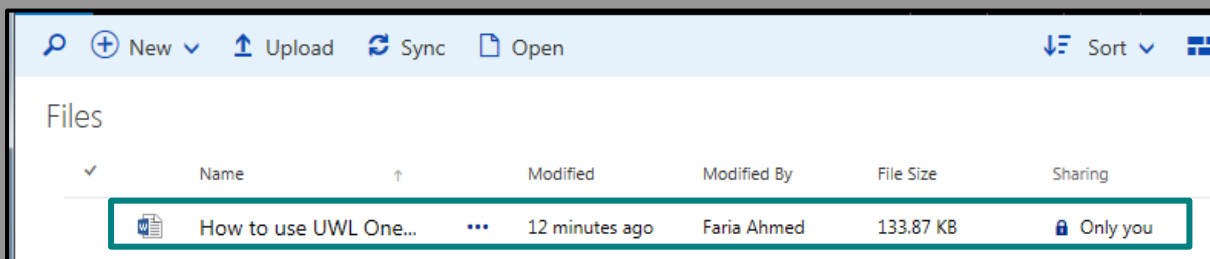
1. To upload a file to UWL One Drive, save the file locally onto the device that you are using - e.g. - the Desktop
2. In UWL One Drive, click **Upload**



3. Locate the file that you saved to the Desktop (or any other folder that you saved it to) and either double click it, or select the file and click **Open**



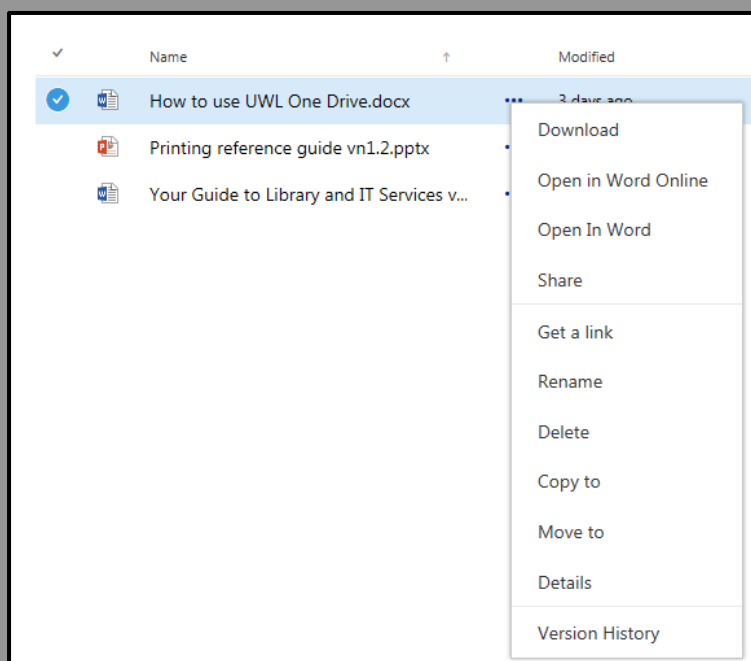
The file is now uploaded to UWL One Drive.




Edit or view a file from UWL One Drive

- Once you have uploaded your file to UWL One Drive, you can do the following:
- Edit the file - this will enable you to make and save changes to files stored directly on UWL One Drive.
- Open the file – this will enable you to open a read only copy of the file
- Download the file – this will enable you to download a local copy of the file

Tip: If you click the file name of an MS Word document that you uploaded, it will open the file in Edit mode in Word Online. This means that you can make changes to the file but using Word Online rather than the full MS Word.



When you click the ellipse button  next to a file name a menu appears displaying a number of options available to you.

Menu Option	Description
Download	Downloads a local copy of the file
Open in Word Online	This enables you to make basic changes quickly to the original file in Word Online
Open in Word	This enables you to make all types of changes by opening the file in MS Word. This option takes a little longer to open, as MS Word launches first, then the file opens as a Word document
Share	You can share this file with other people, simply by adding the email address of the person(s) you want to share this file with. This will automatically generate an email to the recipient with a link to the file in it.

Get a link	Use this option to add this link to an email that you compose, by copying and pasting the link.
Rename	Rename the file with a different name from the original.
Delete	Delete this file from UWL One Drive.
Copy to	You can copy this file to another location within UWL One Drive – e.g. – into a folder that you have created.
Move To	You can move this file to another location within UWL One Drive – e.g. – into a folder that you have created.
Details	This displays all the actions that have been performed on this file - e.g. – when the file was last modified, who it has been shared with etc.
Version History	You can see all previous versions of this file (when it was last saved and closed) and who made those changes. You can go back to a previous version of this file by simply clicking the version you want to open.