

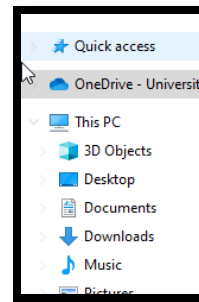
What is OneDrive?

OneDrive is the University of Regina's new I-Drive and allows you to store your documents, photos, folders in a secure cloud and access them from anywhere, share them with people, and sync them across your devices.

How to Access OneDrive Files?

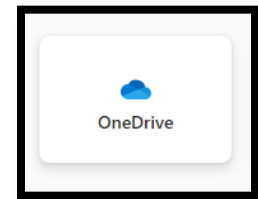
In the OneDrive cloud folder, which should show in your files:

1. In your files, Click **OneDrive – University**
2. Select your folders or objects (e.g. I_Drive)
3. Here you will see all of your OneDrive Files



In the Browser:

1. Sign into your M365 account at www.office.com
 - a. Your sign in will be your username@uregina.ca and your password
2. On the left-hand side of the screen, click **Apps**
3. Then Click **OneDrive**

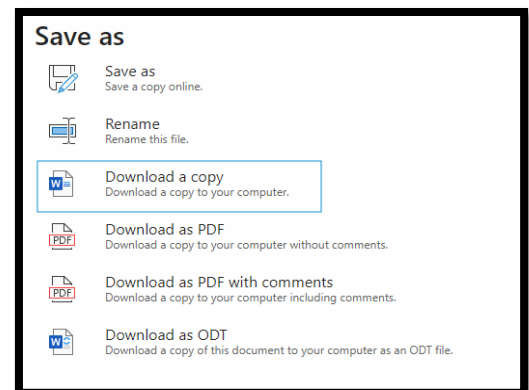
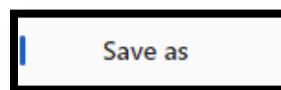


What do I save in my OneDrive vs. T-Drive?

While OneDrive and T-Drive both allow for collaboration, the T-Drive is static, meaning that if something is saved in the T-Drive only one person can edit it at a time. OneDrive's collaborative tool allows for multiple people to make changes to a document at the same time. Therefore, if you are wanting to collaborate on a document at the same time, you can use OneDrive. However, when you are finished collaborating and need to store the document for future team members to see, you can move it to the T-Drive.

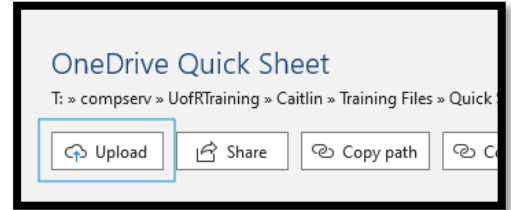
Steps to Move a Document from OneDrive to T-Drive:

1. Open the Document
2. In the top left corner, click **File**
3. Click **Save as**
4. Click **Download a copy**
5. Open the file location and save the copy to the T-Drive



Steps to Move a document from T-Drive to Onedrive:

1. Open the Document
2. In the top left corner, click **File**
3. Click **Info**
4. Click **Upload**
5. Go into your OneDrive and Open the File



How to Collaborate using OneDrive?

1. Open the Document
2. In the top right corner, click **Share**
3. Click **Share** again
4. Search for the person
5. Determine the type of access
6. Select **Send**

