

Getting Started with Microsoft OneDrive

What is OneDrive?

Microsoft OneDrive is cloud storage that you can get to from anywhere. It helps you stay organized, access your important documents, photos, and other files from any device, and share those files with friends, family, or co-workers.

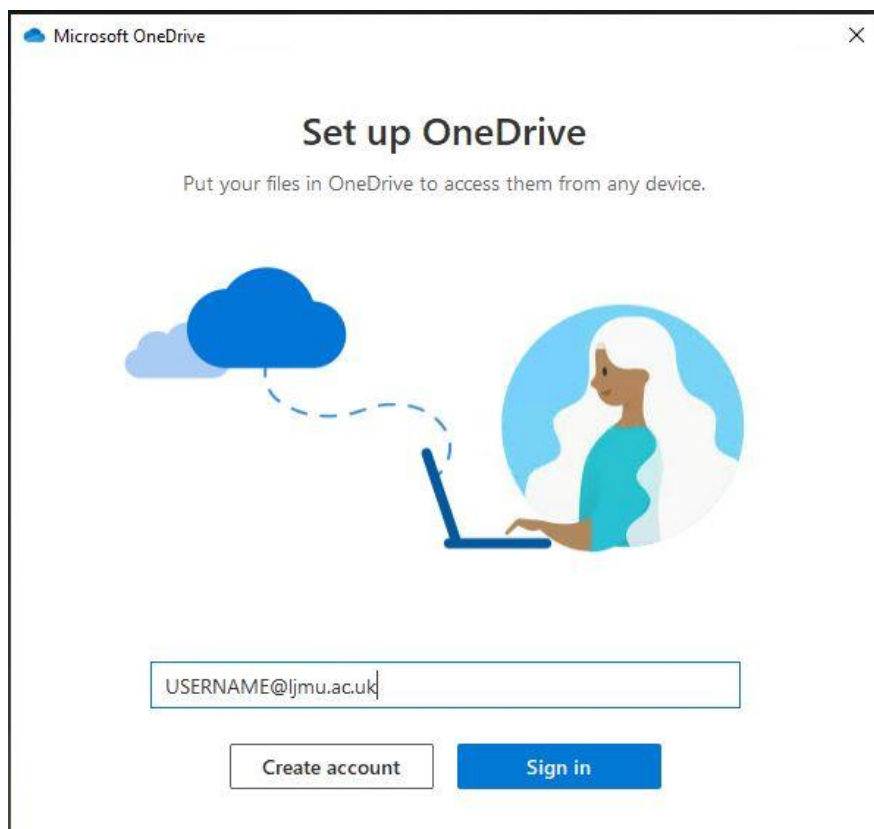


Where can I access OneDrive from?

On your Managed LJMU Desktop

While logged into an LJMU desktop, OneDrive is already installed and ready for use. All you need to do is open the application and sign in!

1. If you open the start menu, you can either search for OneDrive, or browse to it from your list of applications. On first use you'll be asked to login. If you're a member of staff your username should be followed by @ljmu.ac.uk e.g itsblogg@ljmu.ac.uk. If you are a student then this is slightly different and contains the year you joined the university as follows @(year joined)ljmu.ac.uk e.g itsblogg@2020ljmu.ac.uk. When you're ready click sign in to continue.



On your Personal Home PC, Laptop or Mac

The OneDrive folder on your computer always keeps your files up to date. Anything you add or edit in OneDrive gets synced automatically via the cloud to your other devices or people you've shared the file with. You can install OneDrive on your personal devices by following the below link.

[Get OneDrive for PC or Mac Click Here](#)

Once installed, log in with your university details. If you're a member of staff this will be your username followed by @ljmu.ac.uk e.g itsblogg@ljmu.ac.uk. If you are a student then this is slightly different and contains the year you joined the university as follows @(year joined)ljmu.ac.uk eg itsblogg@2020ljmu.ac.uk. The password is your standard university password.

Web Browser

You can access your files anywhere you have internet access. Just go to OneDrive.com to view and share any file or create Office documents right from your browser. To login if you're a member of staff this will be your username followed by @ljmu.ac.uk e.g itsblogg@ljmu.ac.uk. If you are a student, then this is slightly different and contains the year you joined the university as follows @(year joined)ljmu.ac.uk eg itsblogg@2020ljmu.ac.uk. The password is your standard university password.

Mobile Device

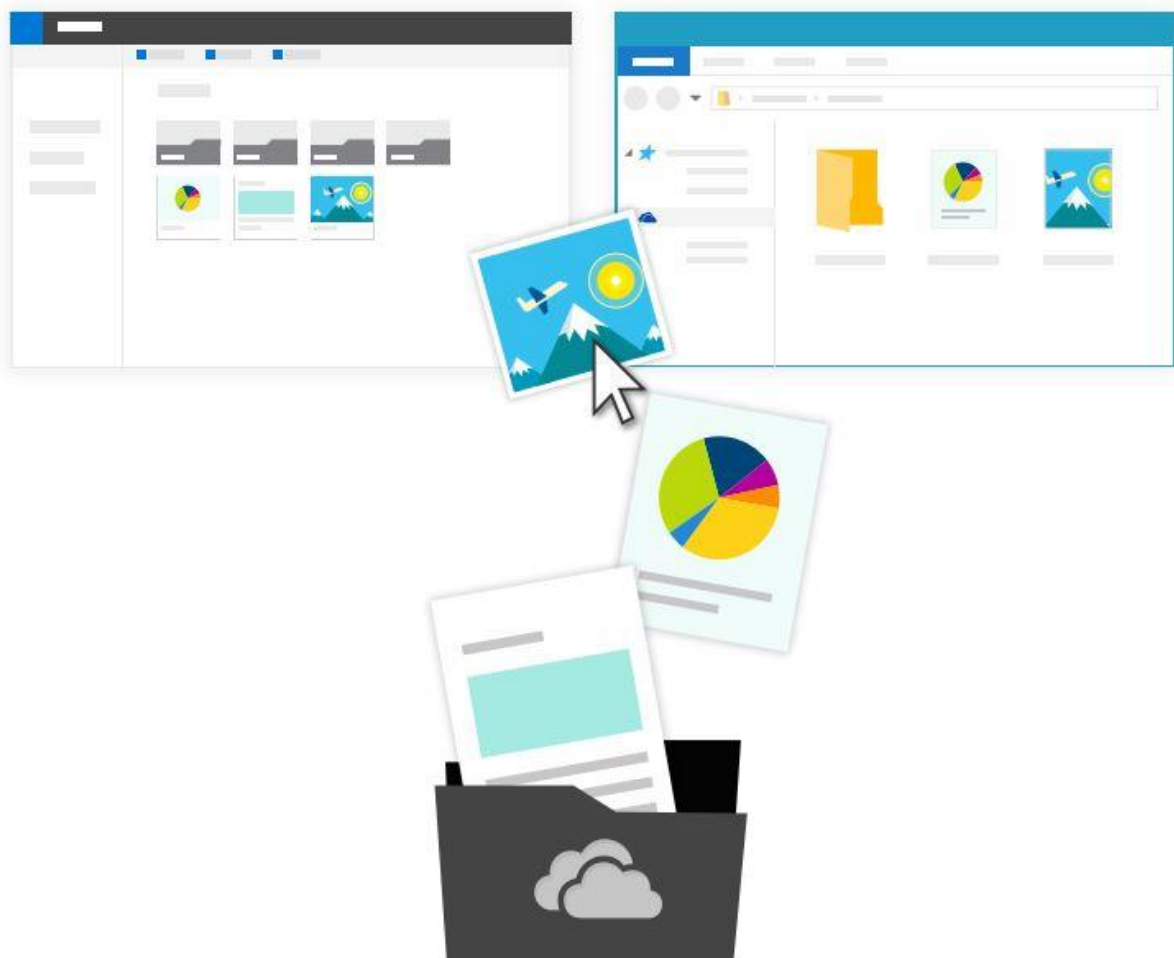
No matter where you are, your files are always within reach with the OneDrive mobile apps for Android, iOS, and Windows Phone. To get the app, go to OneDrive.com/download. Direct links are below depending on your operating system:



Adding Files

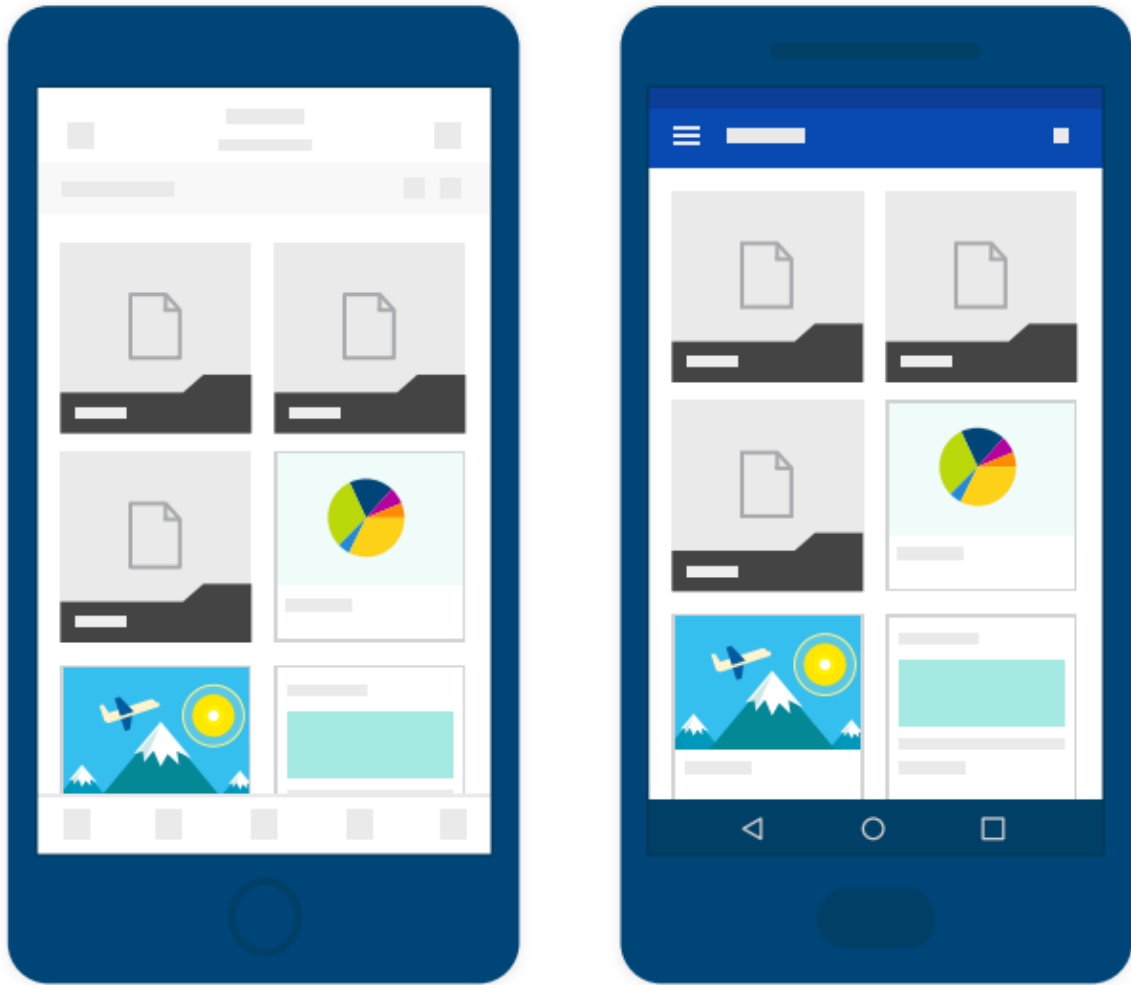
From your PC or Mac

The easiest way to get started is to drag and drop files into OneDrive. After you install the app, find the OneDrive folder on your PC or Mac. Or visit [OneDrive.com](https://www.onedrive.com) and drag files into the browser window.



From your Phone and Tablet

You can add files from your mobile device using the OneDrive app. If you allow the app to access your camera, photos and videos taken on the device will automatically upload to OneDrive. This will let you easily view them on another device or share them with friends, family or co-workers.



Sharing Files

Instead of emailing files back and forth or running into trouble sending large files, share them with OneDrive. All you need is your recipients email address. When you do, people will receive a link to the files or folder. Rest assured that everything you put in OneDrive is private until you share it.

