

Using OneDrive

On the OMS website, use the link to Student Webmail provided in Students menu.

Log in using the following login protocol: **firstname.lastname@stu.boone.kyschools.us** and the password will match your computer password exactly. If you have a somewhat common name, you may have to place a number in your login. For example, if you are Joe Smith, and we have a couple more Joe Smiths in Boone County, your login for mail might be something like **joe.smith3@stu.boone.kyschools.us**, even though you don't use the 3 for your computer login.

Once in your webmail, find the OneDrive option in the upper right corner:



Click on OneDrive to open up and set up this cloud storage app

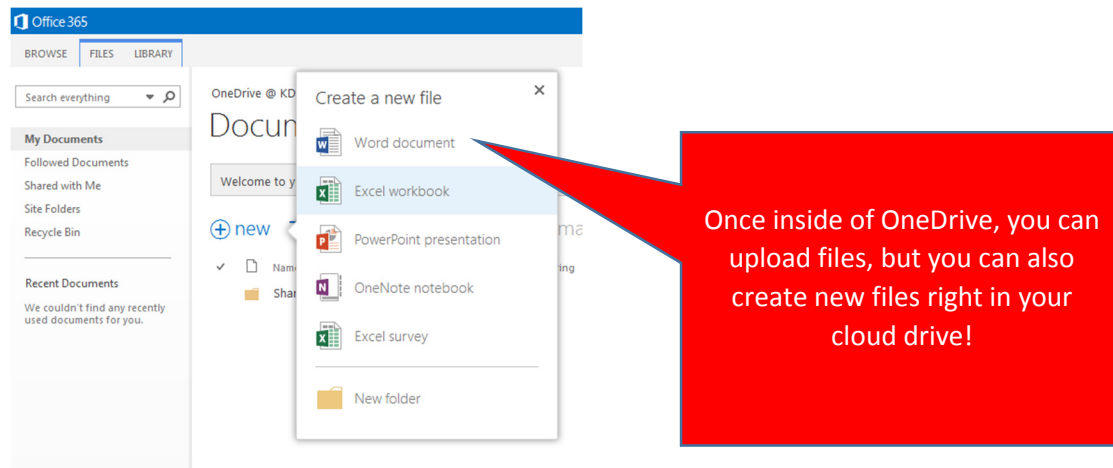
Get started with OneDrive for Business

Click Continue to finish setting up your OneDrive

You may have to "Allow" Office to run in your browser. After clicking Allow, you may have to click Allow and Remember

continue to OneDrive

The screenshot shows a browser window with a "Continue Blocking" and "Allow..." button in the top right. Below the browser, a blue banner reads "Get started with OneDrive for Business" with the OneDrive logo and a play button icon. A red callout box points to the "Allow..." button. Another red callout box points to a "continue to OneDrive" link at the bottom right of the banner. A third red callout box points to the play button icon.



Once inside of OneDrive, you can upload files, but you can also create new files right in your cloud drive!

The screenshot shows the OneDrive web interface. On the left, there are navigation options like "My Documents", "Followed Documents", "Shared with Me", "Site Folders", "Recycle Bin", and "Recent Documents". In the center, a "Create a new file" dialog box is open, listing options: "Word document", "Excel workbook", "PowerPoint presentation", "OneNote notebook", "Excel survey", and "New folder". A red callout box points to the "Word document" option.

You can also upload documents from home or from your school account. Once they are in OneDrive, you can access them on any web-enabled device:

The screenshot shows the OneDrive interface with a modal dialog titled "Add a document". The dialog has a "Choose a file" section with a "Browse..." button and the text "No file selected.". Below this is a checked checkbox for "Add as a new version to existing files" and a "Version Comments" text area. At the bottom are "OK" and "Cancel" buttons. A red callout box points to the "Browse..." button with the text "Browse to find your file". Another red callout box points to the "Version Comments" text area with the text "If you want to make any comments about this file, you can do it here. For example 'Social Studies project. This is the final version with mine and Maggie's parts together.'".

If you want to share this document with a partner, you can share the file as a "Read Only" (that person can only view but not change it) or give the person(s) permission to edit it.

The screenshot shows the OneDrive interface with a file list. The file "OMS BYOT Guidelines" is selected. A red callout box points to the permissions icon (a lock) in the "Share" column of the file list with the text "Start by clicking on the permissions icon in your OneDrive folder. This file, for example is only shared with you. Click the lock icon to change that. By default, all documents are private and shared with only you, unless you move them into the Shared with Everyone folder." Below the callout is a button that says "Only shared with you".

Name	Modified	Share	Modified By
Shared with Everyone	14 minutes ago	👥	<input type="checkbox"/> Bazsika, Spencer
OMS BYOT Guidelines	A few seconds ago	🔒	<input type="checkbox"/> Bazsika, Spencer

Once you click on the permissions icon, you can click Invite people and then share your document with them:

The image shows a OneDrive interface for sharing a document titled "OMS BYOT Guidelines". The sharing dialog is open, showing the document is currently "Only shared with you". A search box contains the email address "tracy.moore@stu.boone.kyschools.us". Below the search box, a dropdown menu shows a search result: "Moore, Tracy Student". A "Can edit" dropdown menu is visible next to the search box. A "Share" button is at the bottom right, and a "Cancel" button is next to it. A "Require sign-in" checkbox is checked. The background shows the OneDrive "Documents" page with a list of items including "Shared with Everyone" and "OMS BYOT Guidelines".

Set permissions here. Should they be able to edit it?

Type the email address of the person you want to share the document with. If OneDrive finds them in Boone County, it will show any matches it finds in our email list.

Click Share once you have added everyone.