

OneDrive

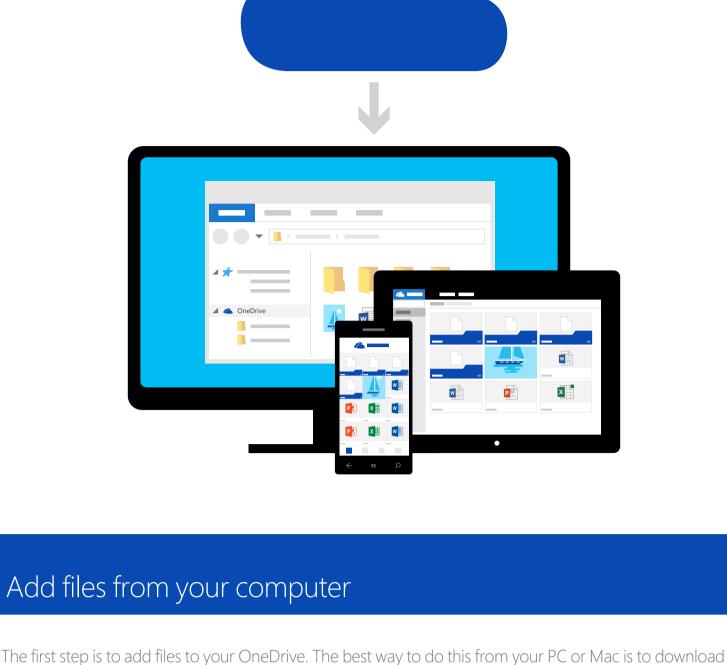
Get started with

documents and other files to the cloud so you can access them from any device. With OneDrive, you can share documents, photos, and more without sending bulky email

What's OneDrive?

attachments. You can also easily work with OneDrive files right in Windows or Mac.

OneDrive is online file storage you can get to from anywhere. It makes it easy to save Office

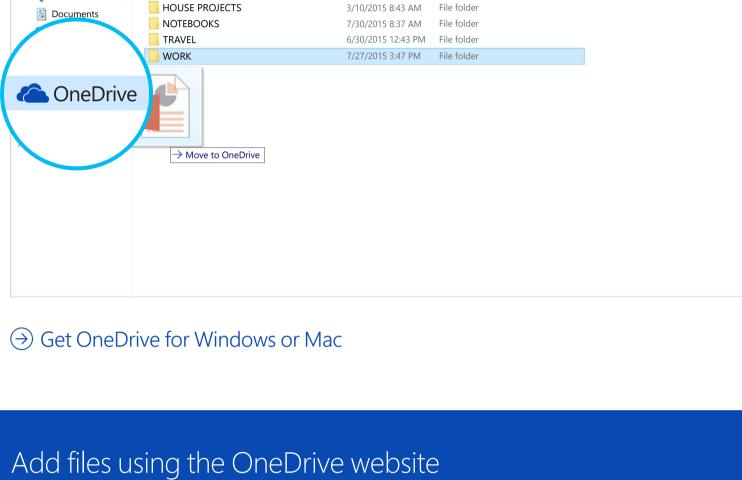


■ = | OneDrive View Share

∨ ♂ Search (OneDrive Date modified Size Name Quick access 7/13/2015 8:42 AM **BUDGET** File folder Desktop **FAMILY** 7/28/2015 11:40 AM File folder Downloads

OneDrive and drag the files into the OneDrive folder. Say you created a PowerPoint presentation on your

laptop—you can drag it to your OneDrive folder to access it from your phone.



Just go to OneDrive.com, sign in, and then select "Upload."

OneDrive

Search

Recycle bin

PCs

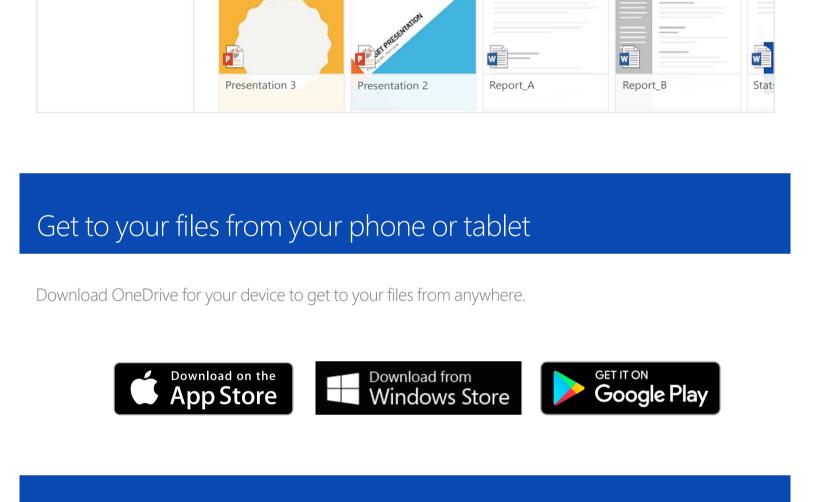
OneDrive

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Recent Photos Shared Budget **Documents**

Upload

You can also add files from any computer, tablet, or phone by using the OneDrive website.



Notebook

→ For Android: Word | Excel | PowerPoint | OneNote

→ For iOS: Word | Excel | PowerPoint | OneNote

→ For Windows or Mac: Office 365

Create docs from anywhere

① New 🗸

OneNote notebook

Plain text document

Excel survey

Presentation 3

Edit docs on the go

FILE

right from your phone or from any computer.

INSERT

Use the Office apps to create and edit Office documents from anywhere.

Create, edit, and share Office docs

OneDrive

→ PCs

Get the apps

Folder ∧ OneDrive Word document Files Excel workbook Recent Photos PowerPoint presentation

OneDrive ▶ Documents

ANIMATIONS

TRANSITIONS

Documents

Presentation 2

When your Office documents are in OneDrive, you can open and edit them from the OneDrive mobile

apps or the OneDrive website. Say someone asks you to add a slide to your presentation—you can do it

Report_A

VIEW Tell me what you want to do

Notebook

Report_B

OPEN IN POWERPOINT

Copy to

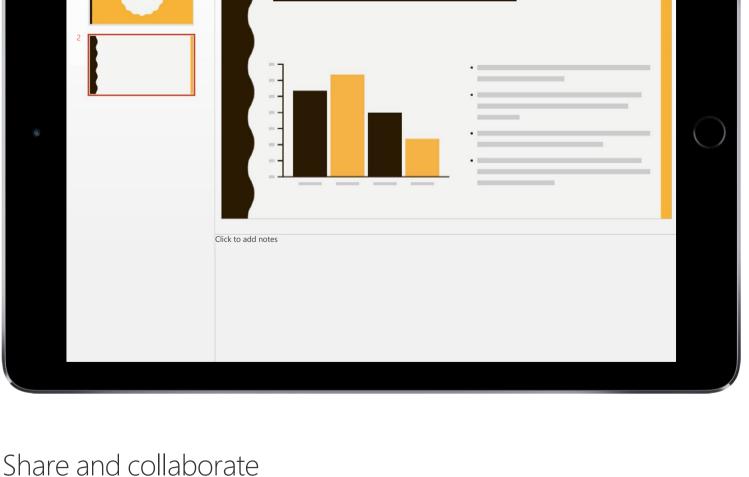
NEW

christopher wymer a few seconds ago Can we look at changing the third bullet

1 Upload

from the Office mobile apps or OneDrive.com for free. Just sign in and select "New."

You can create Word documents, Excel workbooks, PowerPoint presentations, and OneNote notebooks



You can share files and even entire folders without attaching anything. Send a link to the PowerPoint presentation you're working on—and rest assured that everything else in your OneDrive will stay private.

⊕ New ∨

Search

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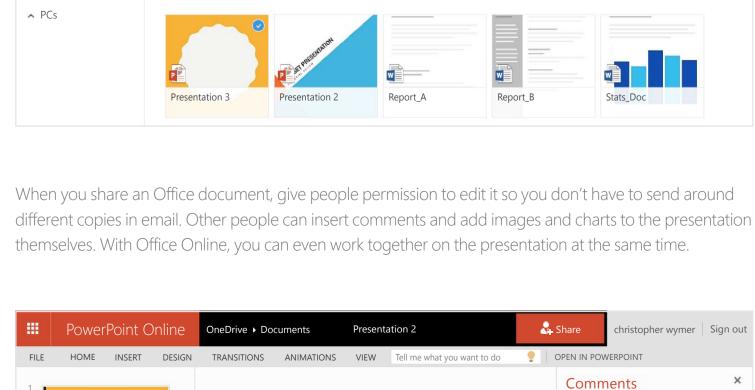
Files OneDrive Files Photos Budget Recycle bin

Share

wnload

m Delete

To share items from the OneDrive website, just select the item and select "Share."



Where can I learn more?

For more info, check out

→ OneDrive.com/about