



Saving your files

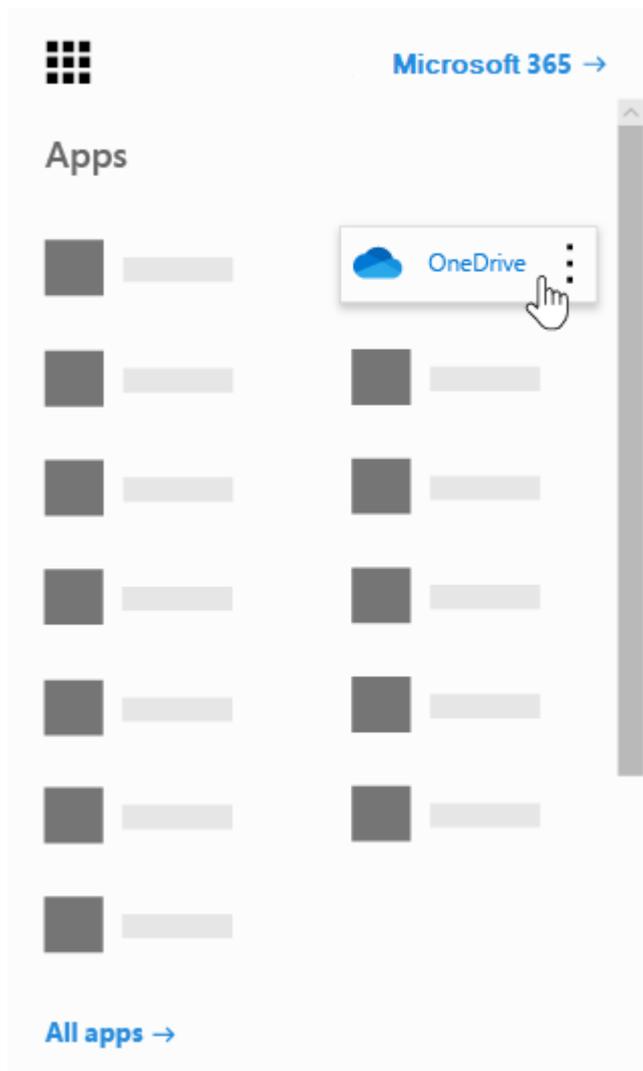
At SRUC, we use OneDrive as part of Office 365 to save files. OneDrive lets you save your files securely and easily. You can also access your files anywhere at any time from any device, there is no need to connect to the SRUC network.

You will also have access to network drives to store information on, but this will only be available to you when you are on campus or using the student desktop.

One Drive

To access OneDrive log on to www.office.com using your Office365 account (studentnumber@sruc.ac.uk) - not your email address.

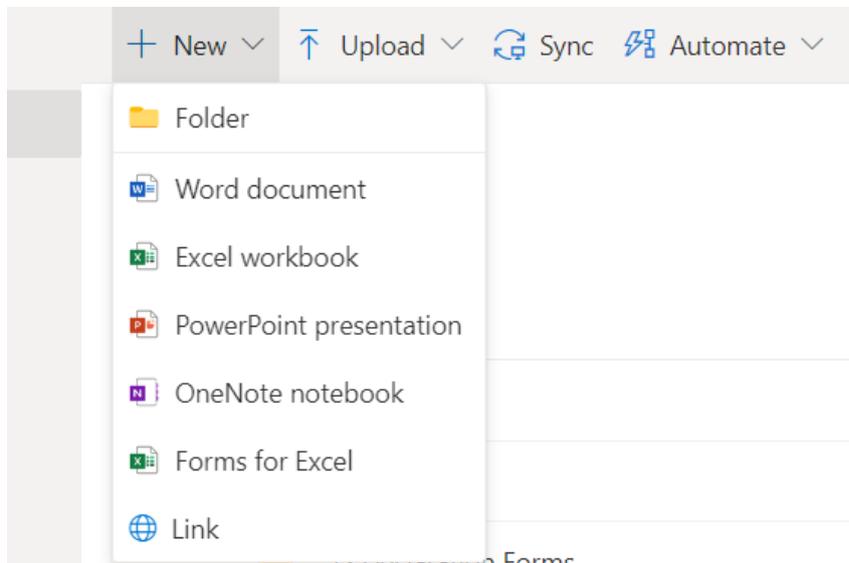
At the top of the page, select the app launcher , and then select **OneDrive**.



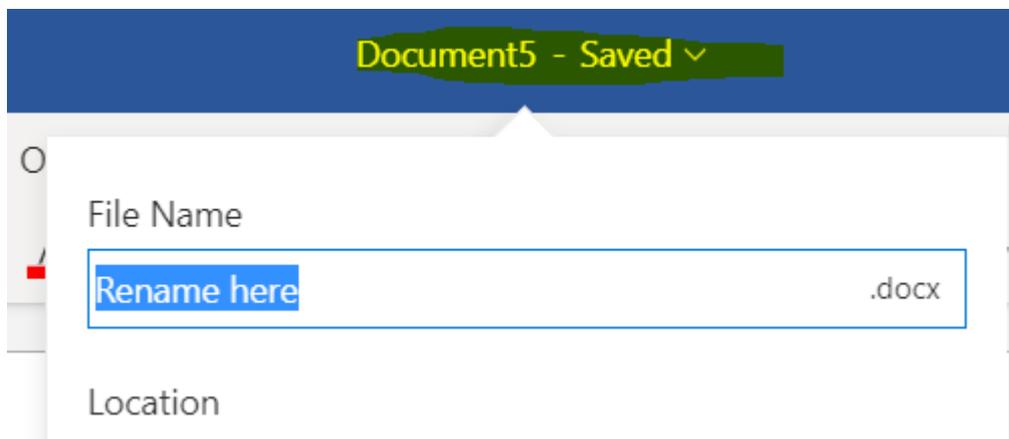
Create files and folders within OneDrive

You can create word documents and many more directly within OneDrive.

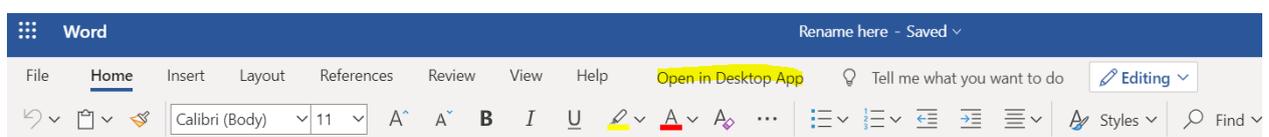
1. Select **New** and choose the type of file you want.



2. To rename the file, click the file name in the title bar, for example **Document**, and then type a name.



You can also select Open in Desktop App to edit your files on the applications on your PC, rather than your web browser:

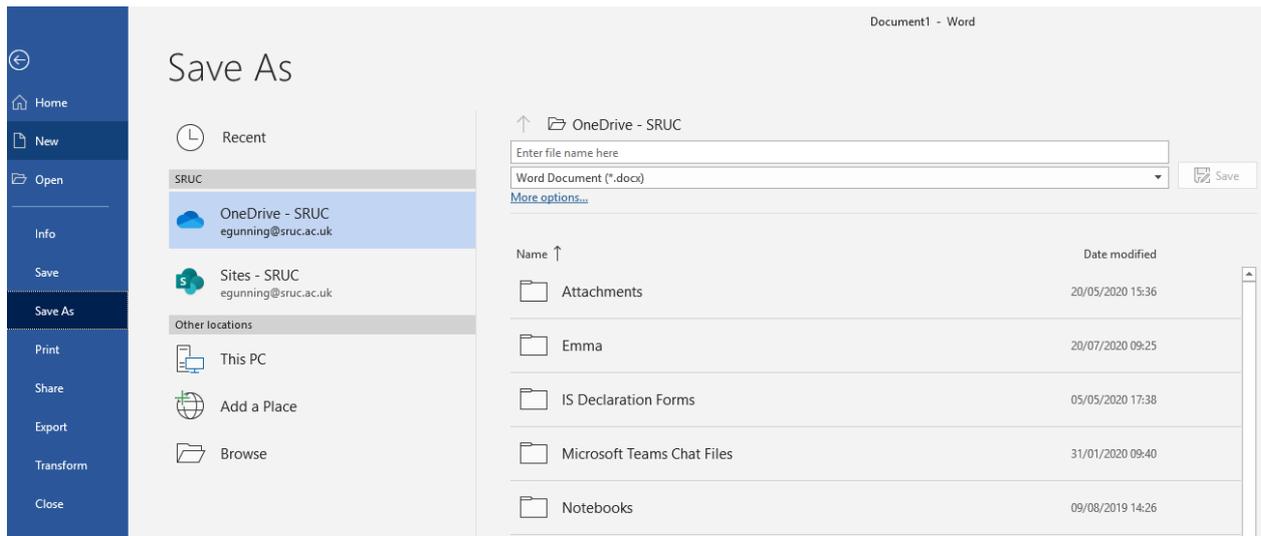


If you open on the desktop app you will see a little circle of two arrows on the save icon

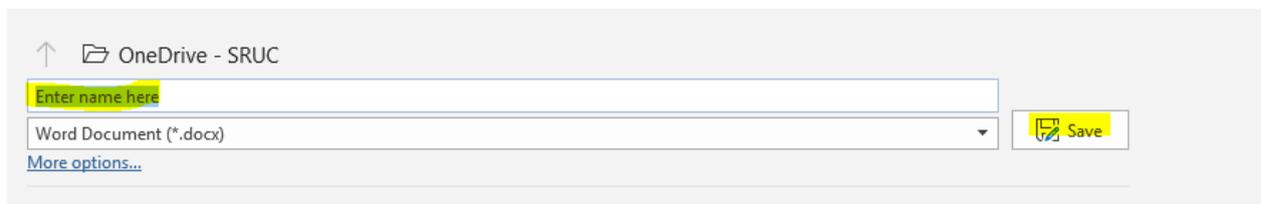


Saving to OneDrive

1. Open a desktop app, like a Word, Excel, or PowerPoint.
2. Select **File > Save As**.
3. You will see an option for **OneDrive > SRUC**



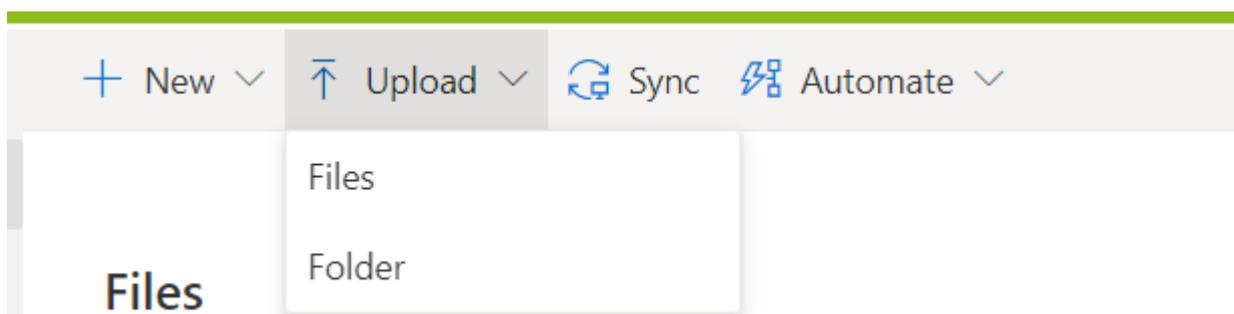
4. Type a name for the file and select **Save** in the appropriate folder



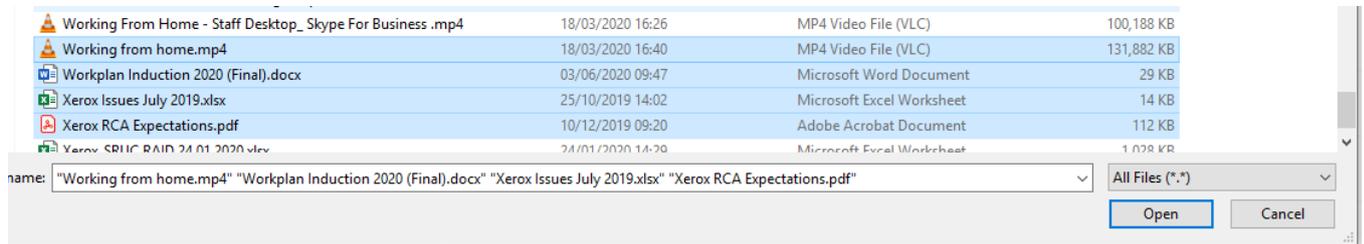
Upload files

If you have files saved elsewhere on your machine, you can upload them on to OneDrive.

Select **Upload > Files**

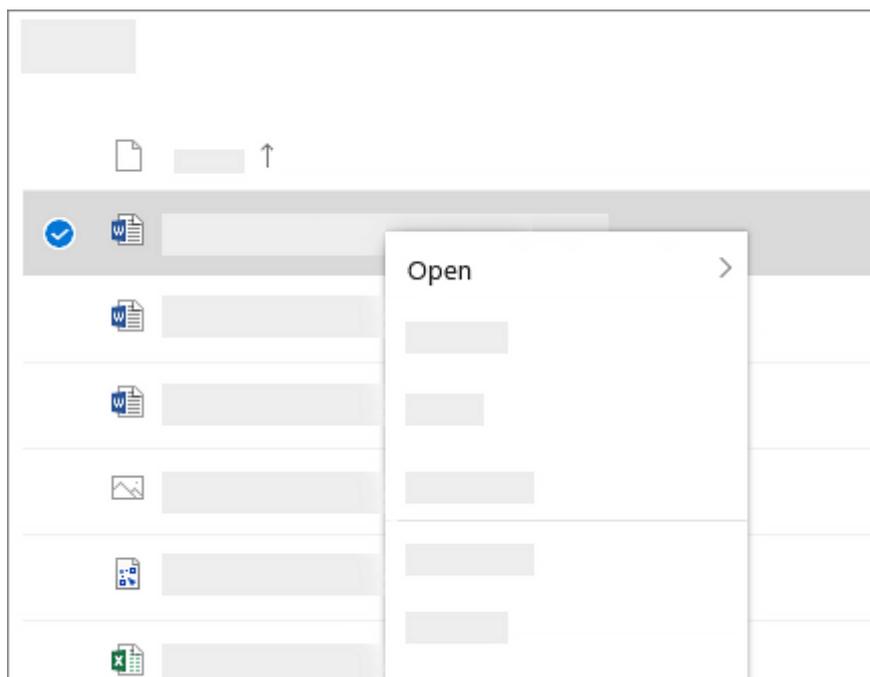


Select the files you want to upload (ctrl+select) and then select **Open**



Manage files & folders

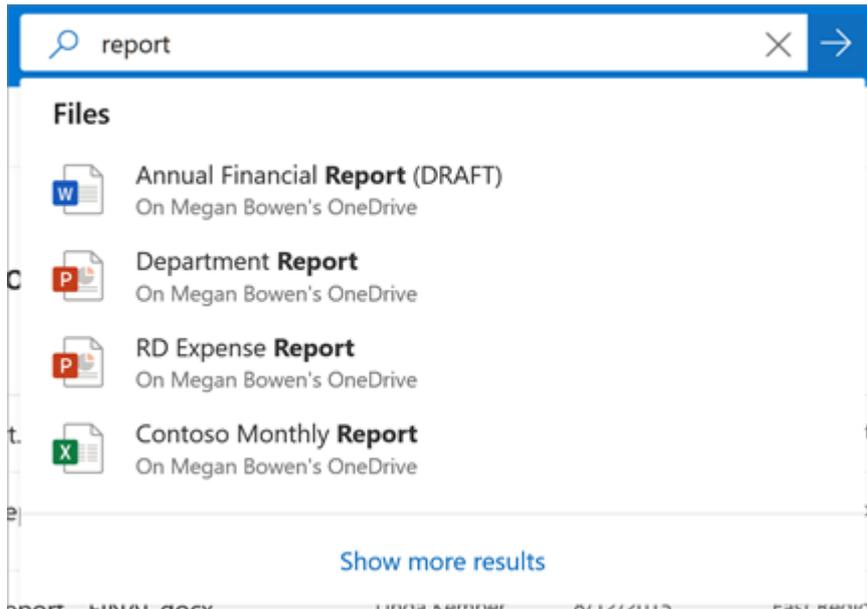
1. In OneDrive, right-click the file.
2. Select a command.



Search for files

Looking for an older file? Search is a powerful tool to find all your online files.

1. Type a word or phrase in the **Search** box.
2. Select a file, or press Enter.

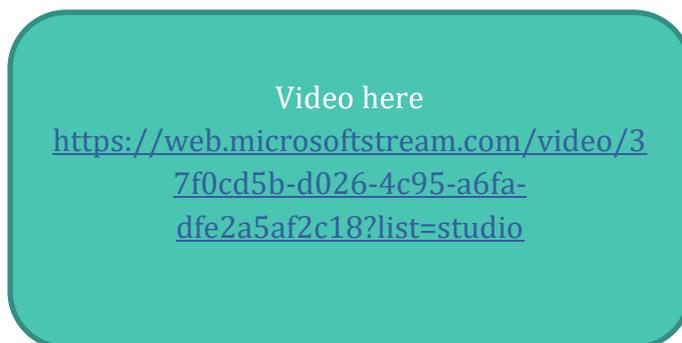


To access OneDrive on your mobile or tablet

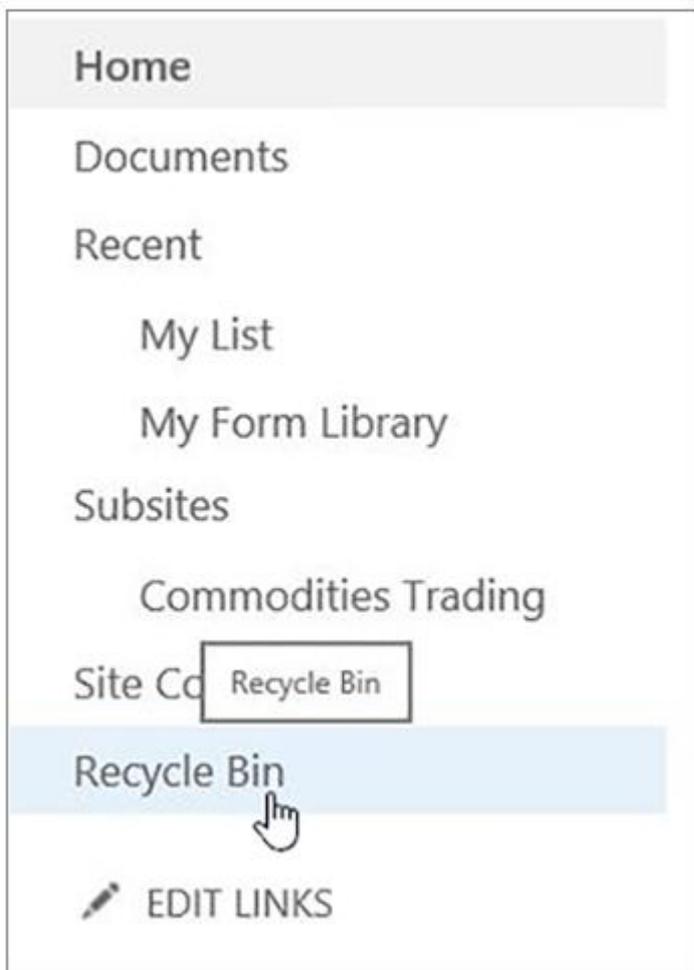
Recycle Bin

When you delete a file in OneDrive it gets put into the Recycle bin. You can restore files up to 30 days.

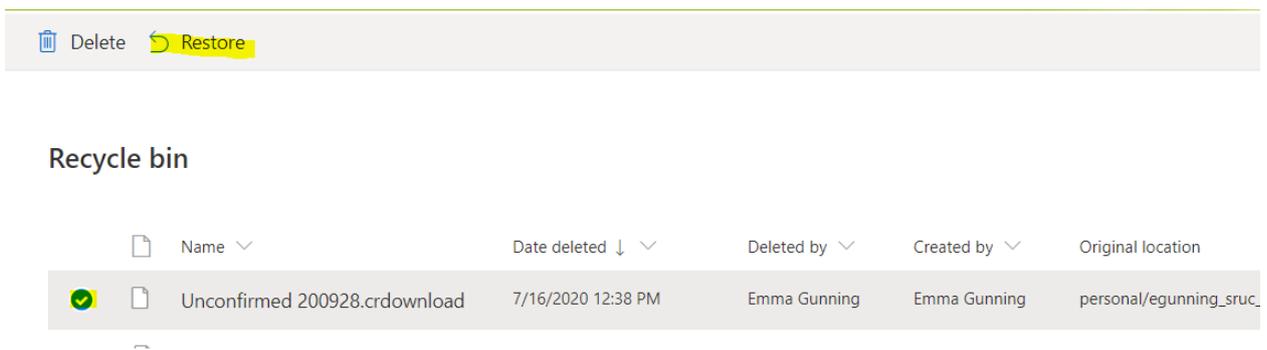
Please note that after 30 days the files will be permanently deleted and will no longer be able to be restored



To restore from Recycle bin, select the option at the left hand side

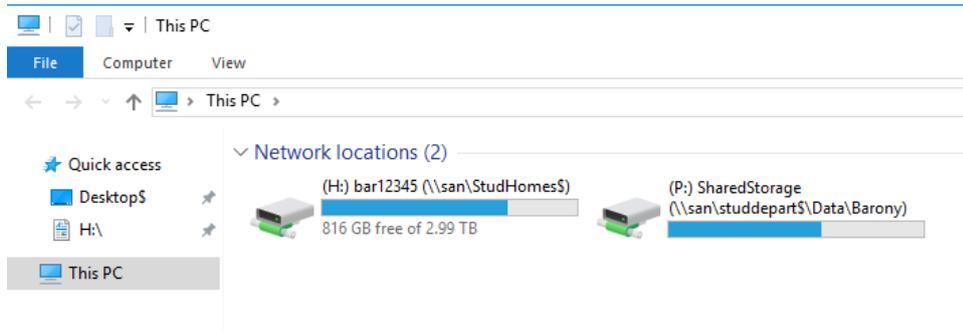


Select the files you want to restore and then select **Restore** at the top



Network Drives

On SRUC computers/laptops and Student Desktop you have access to Network Drives ...



The 'H' Drive: This is your 'Home' drive and is another location where you can save your own files. All data stored and saved here is safe and secure as only you are able to access it. The difference between the H drive and one drive is that you need to be logged into college systems to access H drive, where one drive can be accessed from any device.

The 'P' Drive: This is a shared 'Public' area for tutors and students. You should only use this drive when instructed to do so.



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