



Installing and Using OneDrive



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Introduction

If you have ever used Dropbox, Google Drive, iCloud and other similar apps, you will already be familiar with the term known as “the cloud”. These type of applications allow you to store files using the Internet, which can then be accessed wherever you are and on a range of different devices.

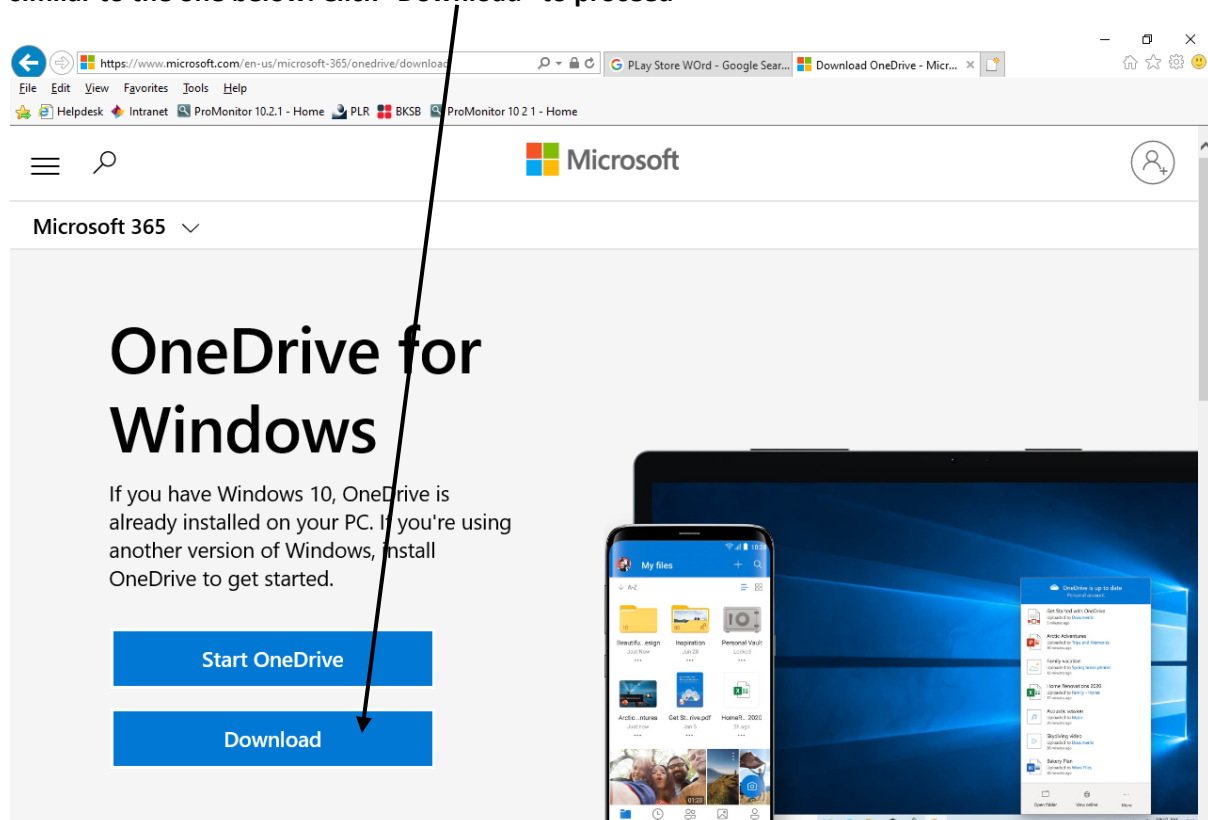
OneDrive is the Microsoft solution to using the cloud. It allows you to save and share Word, PowerPoint, Excel and other files with your peers and tutors.

This guide will cover installing OneDrive on Windows, Android and iOS devices. Please see the previous guide which covers accessing the Office 365 portal.

Installing OneDrive on your Windows machine

Most of the time you will NOT need to install OneDrive on Windows machines. However, if you do need to install OneDrive on a Windows machine, follow the steps below

First visit <https://www.microsoft.com/en-us/microsoft-365/onedrive/download> to see a screen similar to the one below. Click “Download” to proceed



You will then see a screen similar to the one below. Click "Run"

WINDOWS

If you have Windows 10, OneDrive is already installed on your PC. If you're using another version of Windows, install OneDrive to get started.

[Start OneDrive](#)

[Download](#)

Get the OneDrive mobile app

Do you want to run or save **OneDriveSetup.exe** (33.5 MB) from **onedriveclient.sfx.ms**?

You do not have to do anything more at this point. Once the installation has completed, you will be asked to login with your credentials. These are the same details that you used to access the portal system.

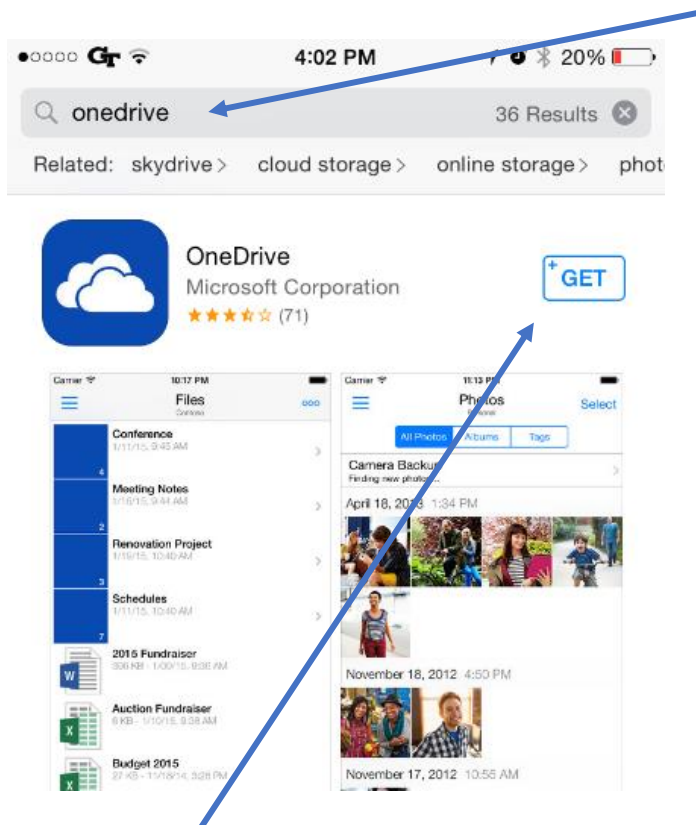
Installing OneDrive on iOS (iPad, iPhone)

To install Office on iOS, you need to follow a different procedure than the one for installing Windows. As you will probably know, iPads and iPhones have an App Store, which you use to install any apps you want on your device. To install Office applications, follow the below steps.

From your home screen, open the App Store. Look for a similar icon to the one below



From the App Store, click the search icon and search for “OneDrive”



Click the “Get” icon next to the appropriate app

Once the app has downloaded, open it from your device

Once you have opened the Office Application, you will likely be asked to enter your credentials.

These are the same credentials that you used to login to the Office365 Portal.

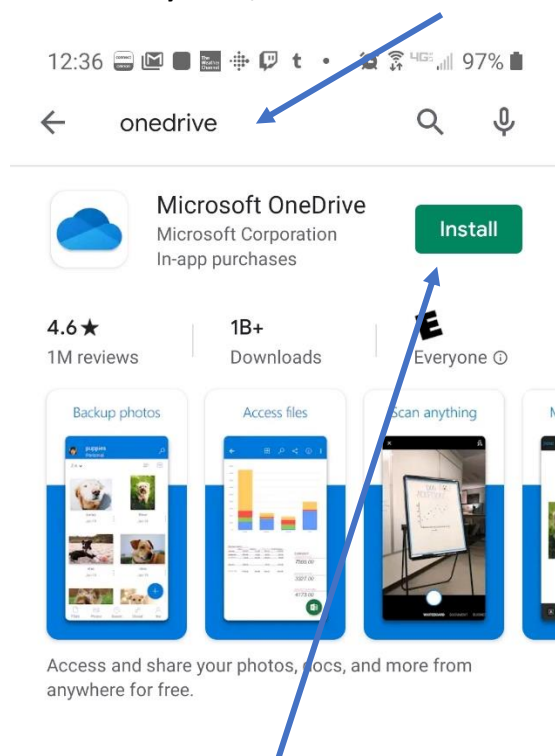
Installing OneDrive on Android (phone, tablet)

To install Office on Android, you need to follow a similar procedure to the one for installing on iOS. As you will probably know, Android devices have the Play Store, which you use to install any apps you want on your device. To install Office applications, follow the below steps.

From your home screen, look for a similar icon to the Play Store icon, like below:



From the Play Store, search for “OneDrive”.



From here click “Install”

The next step is to “Open” the app

As with the iOS app, you will likely be asked to enter your credentials. Remember, these are the same credentials used to access the Office365 Portal.