

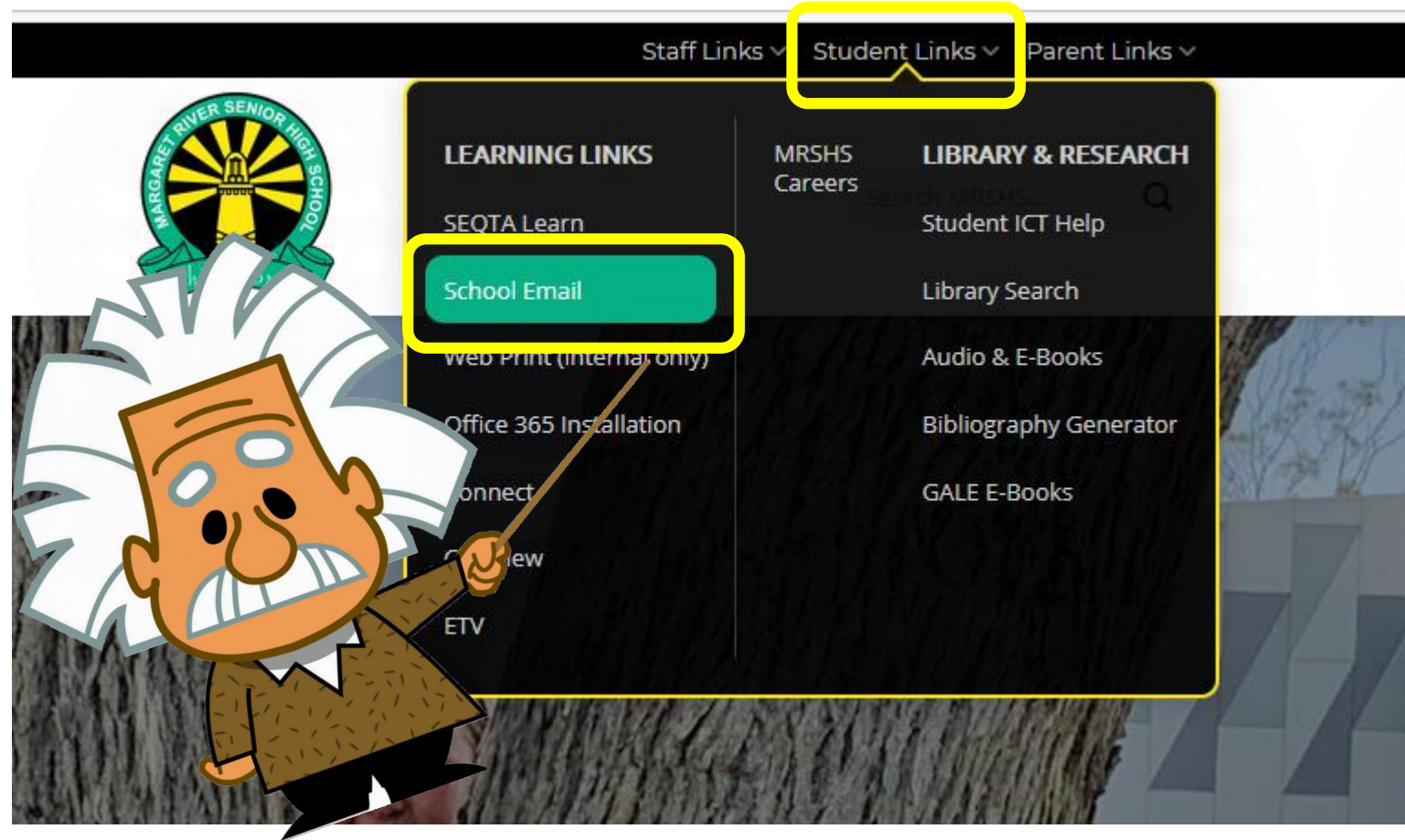
Upload and save files and folders to OneDrive

Every student has 100GB of free cloud storage accessed via their school email – through Microsoft Office 365 wherever you can get internet access



Open your School Email

- ➔ Go to the MRSHS homepage either *Google mrs*hs and click on the top link or go straight to: www.margaretrivershs.wa.edu.au
- ➔ Click on **Student links** at the top
- ➔ Click on **School Email**
- ➔ You can also go straight to outlook.office.com



If asked to Sign in with an email address

- ➔ Type in your School Email Address which is
- ➔ Click Next

Username@student.education.wa.edu.au

(NB: Your username is your computer login usually **Firstname.Surname**)

Click ne

Outlook



Sign in

to continue to Outlook

Firstname.Surname |@student.education.wa.edu.au|

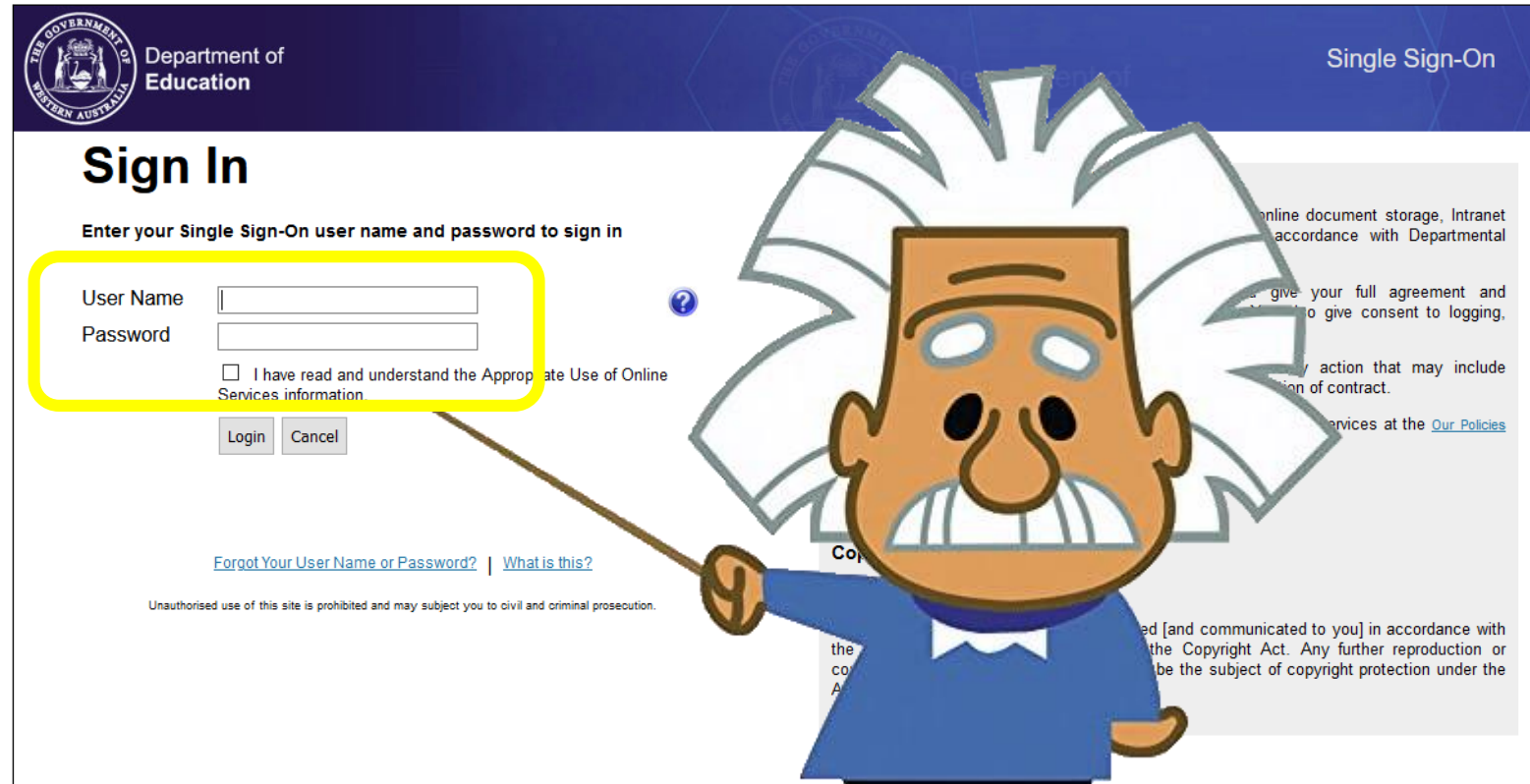
[Can't access your account?](#)

Next



Sign in

- ➔ Type in your User Name
usually firstname.surname
- ➔ Type in your password
- ➔ Tick the box and choose **Login**



The screenshot shows the 'Single Sign-On' page for the Department of Education. At the top left is the logo for 'THE GOVERNMENT OF WESTERN AUSTRALIA' and the text 'Department of Education'. At the top right is the text 'Single Sign-On'. The main heading is 'Sign In'. Below this is the instruction 'Enter your Single Sign-On user name and password to sign in'. A yellow box highlights the 'User Name' and 'Password' input fields, along with a checkbox labeled 'I have read and understand the Appropriate Use of Online Services information'. Below the checkbox are 'Login' and 'Cancel' buttons. A cartoon character of Albert Einstein, with his characteristic wild white hair and a blue sweater, is pointing a stick at the highlighted login fields. To the right of the Einstein character, there is a help icon (a blue question mark) and some partially visible text: 'online document storage, Intranet accordance with Departmental', 'I give your full agreement and to give consent to logging,', 'any action that may include of contract.', 'services at the [Our Policies](#)', 'Cop', 'ed [and communicated to you] in accordance with the Copyright Act. Any further reproduction or be the subject of copyright protection under the', 'the co', 'A'.

Open the App launcher

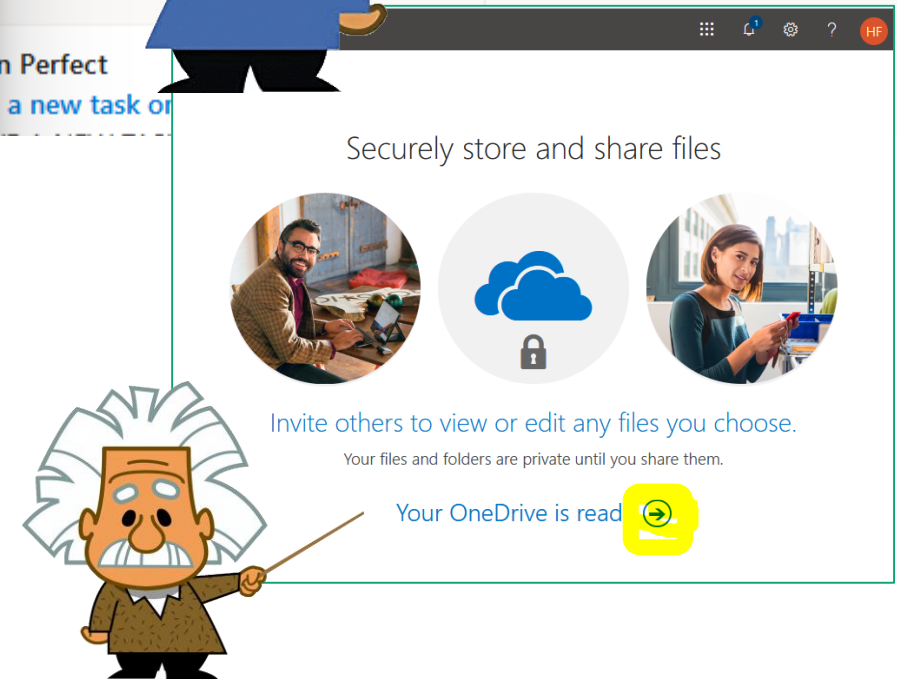
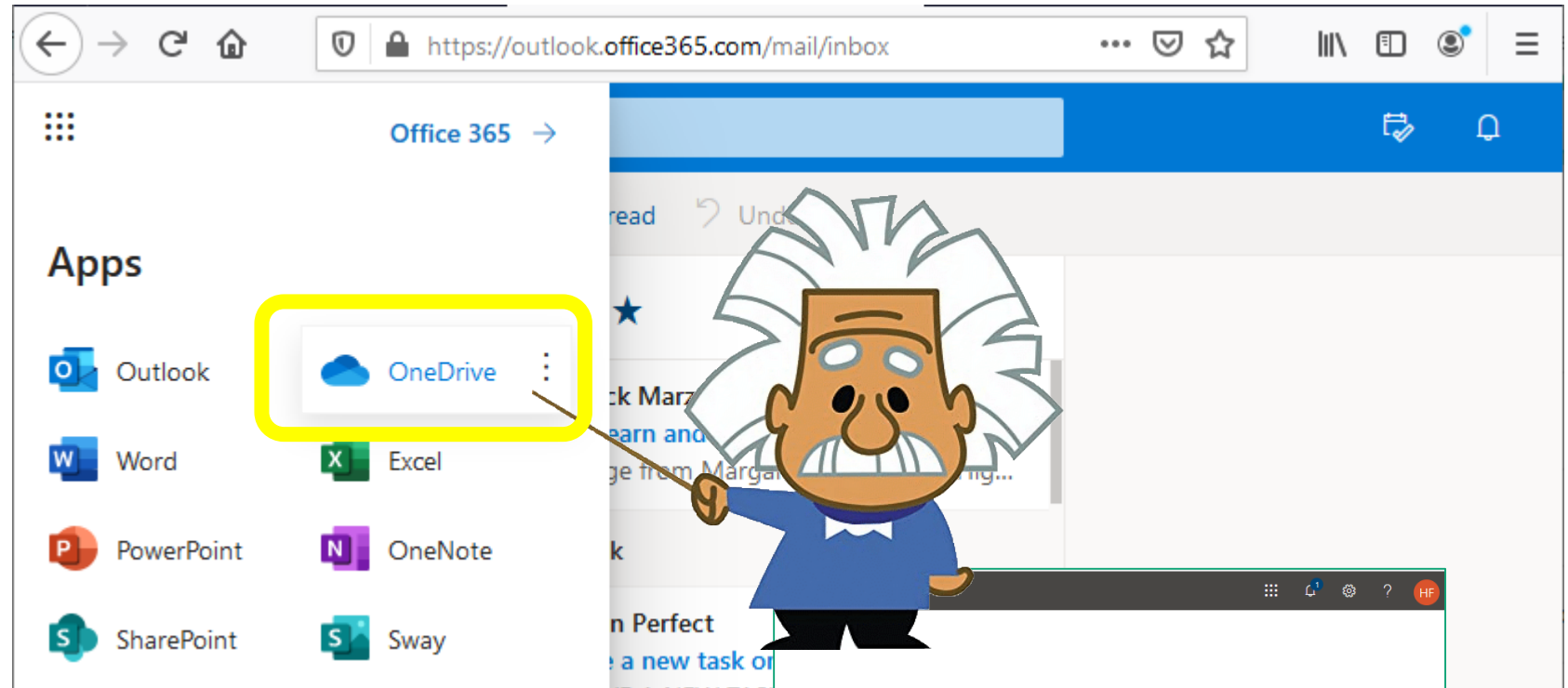


➔ Click on the 9 box app launcher at the top left.

A screenshot of the Outlook web interface in a browser. The address bar shows the URL https://outlook.office365.com/mail/inbox. The Outlook logo is visible in the top left of the page header. A yellow square highlights the app launcher icon (a 3x3 grid of dots) in the top left corner. Below the header, there is a search bar and a 'New message' button. The main content area shows a list of folders on the left (Favorites, Folders, Inbox with 49 items, Drafts with 1 item, Sent Items) and a list of emails in the center. The first email is from Mr Patrick Marzohl with the subject 'SEQTA Learn and Engage P...' and the date 'Sun 9:10 AM'. The second email is from Education Perfect with the subject 'You have a new task on EP...' and the date 'Thu 23/07'.

Choose the OneDrive app

- ➔ Click on OneDrive
- ➔ The first time you use it it will show you a message – choose **Your OneDrive is ready**



Upload your files and folders

With Google Chrome or Edge Browser:

- ➔ Select Upload > Files or Upload > Folder.
- ➔ Select the files or folder you want to upload.
- ➔ Select Open or Select Folder.

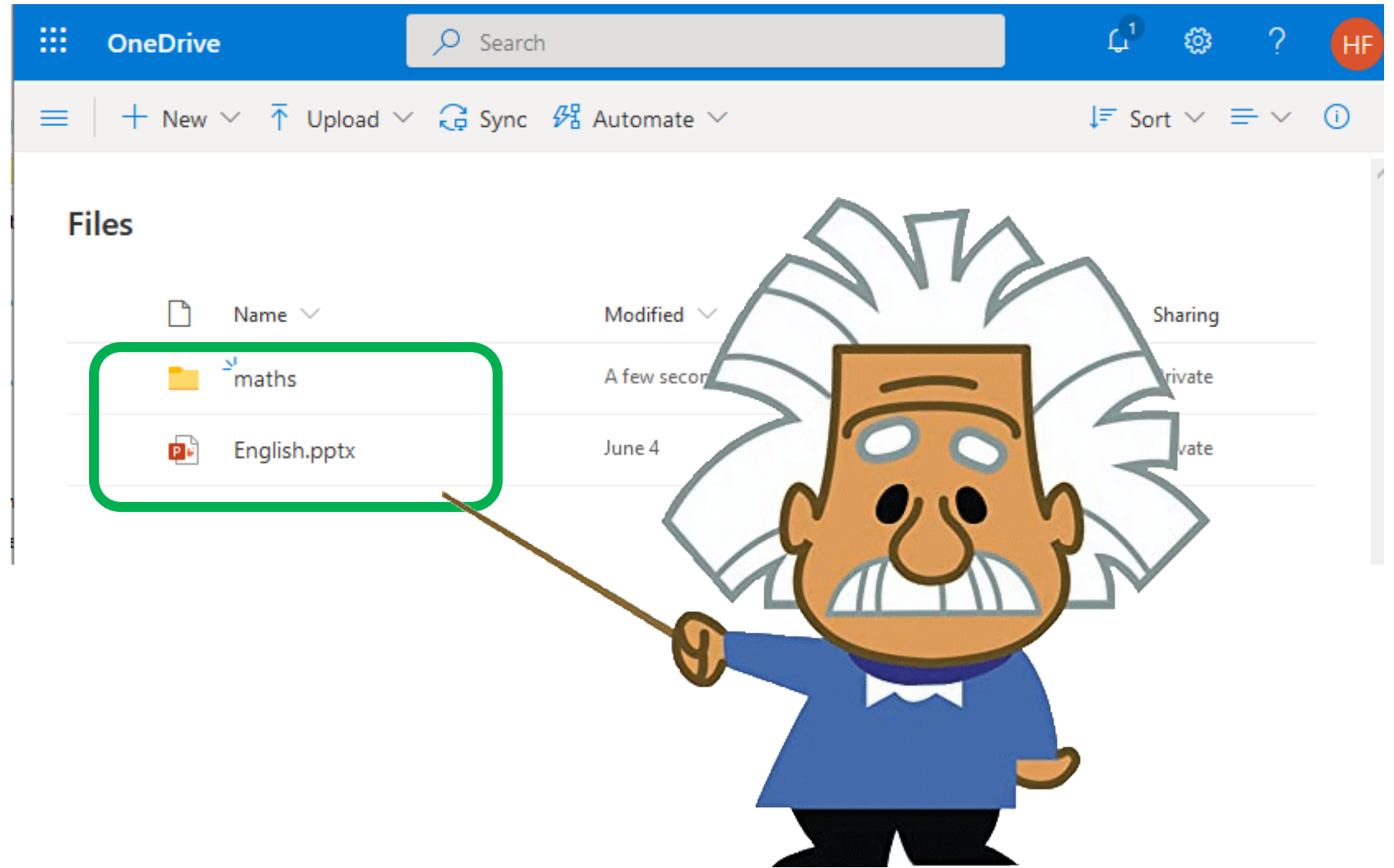
The image shows a browser window displaying the OneDrive web interface. A yellow box highlights the 'Upload' menu, which is open to show 'Files' and 'Folder' options. A cartoon character of Albert Einstein is pointing to the 'Files' option. Below the browser window, a Windows File Upload dialog box is open, showing the contents of a folder named 'My Documents'. A yellow box highlights the file list, which includes a folder named 'Zoom' and two JPEG images: '000last-house-on-the-left-poster' and '00'. The '000last-house-on-the-left-poster' file is selected. The 'File name' field at the bottom of the dialog box contains the name of the selected file, and the 'Open' button is highlighted.

Name	Date modified	Type	Size
Zoom	27/04/2020 10:30 ...	File folder	
.locale.json	5/11/2015 3:01 PM	JSON File	
000last-house-on-the-left-poster	28/04/2020 1:16 PM	JPEG image	1
00	28/04/2020 1:16 PM	JPEG image	1

To Access those files:

Login to your OneDrive

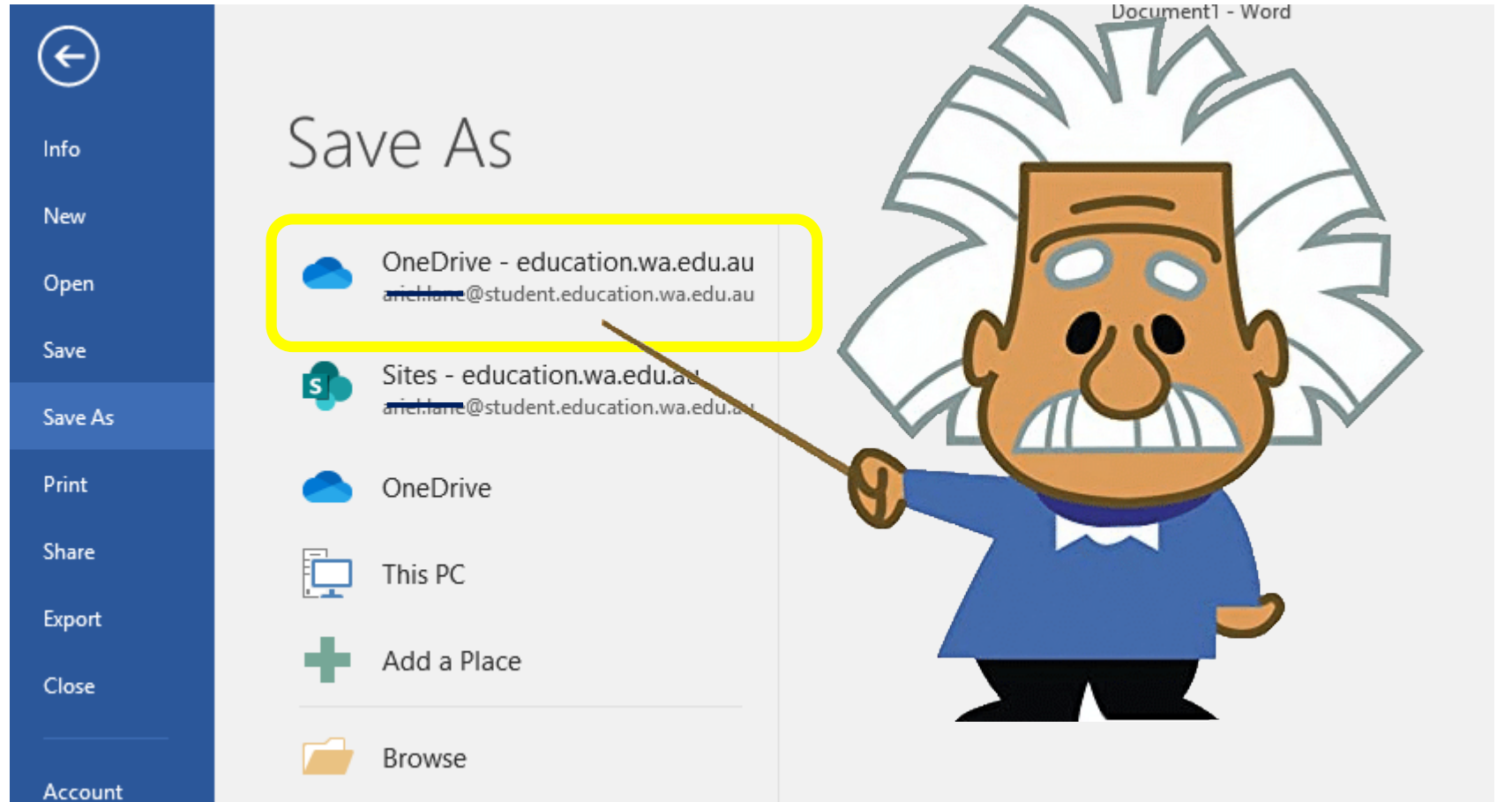
- ➔ The files and folders will appear in the list.
- ➔ Click on them to access.



Save and open files in your Office apps

➔ Select **File > Save As > OneDrive** – Margaret River SHS to save a work file to OneDrive.

➔ Select **File > Open** and then select **OneDrive**, to open a file saved to OneDrive



For more help please see
Ms Stene in the Library or
email
Petra.Stene@education.wa.edu.au

