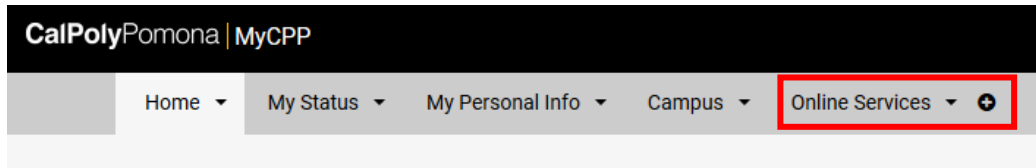


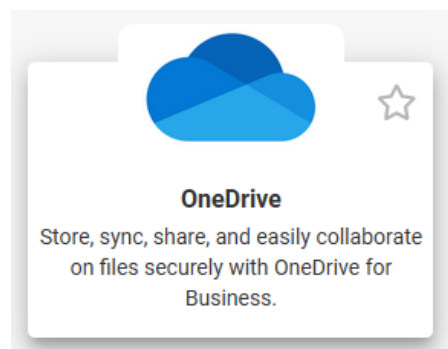
How to Use OneDrive

Accessing OneDrive Through MyCPP

1. Sign into your CPP account at my.cpp.edu.
2. Click on Online Services from the menu on the top left-hand part of the page.

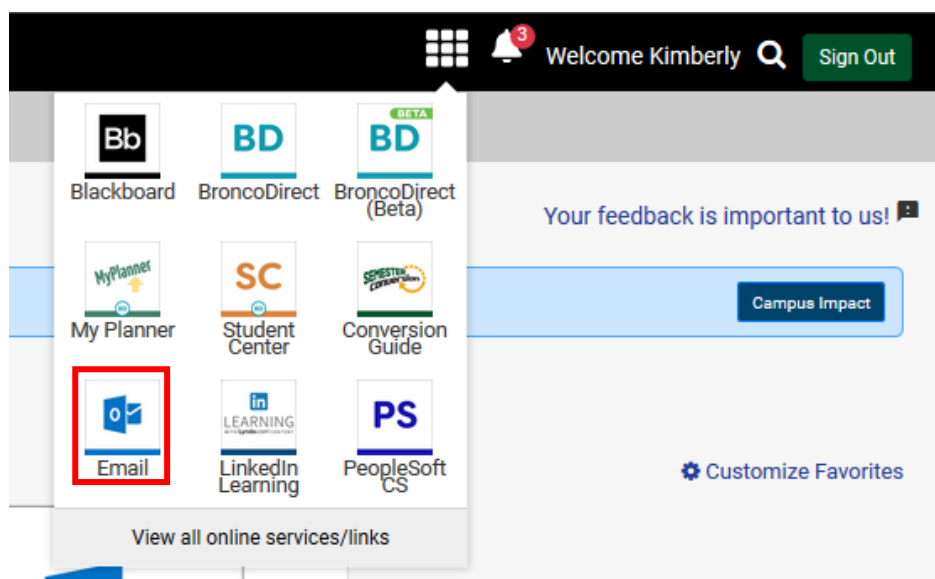


3. Choose OneDrive. Your OneDrive will open in a new tab.

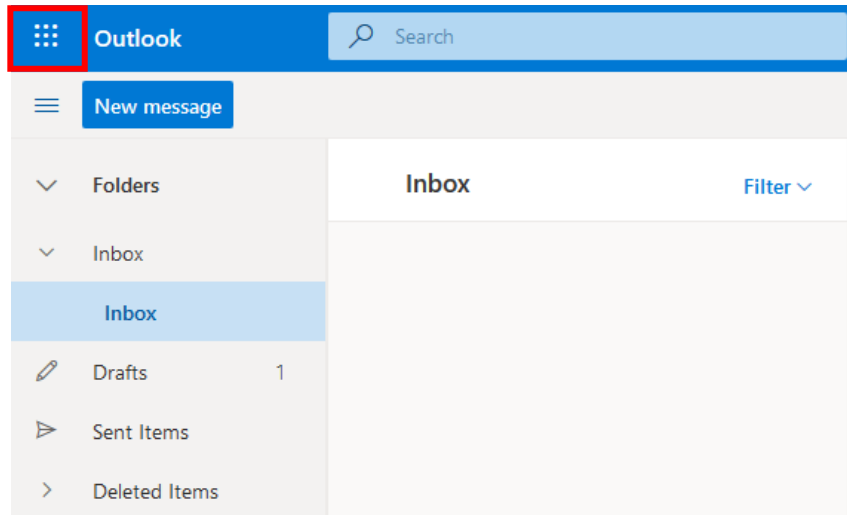


Accessing OneDrive Through Your CPP Email

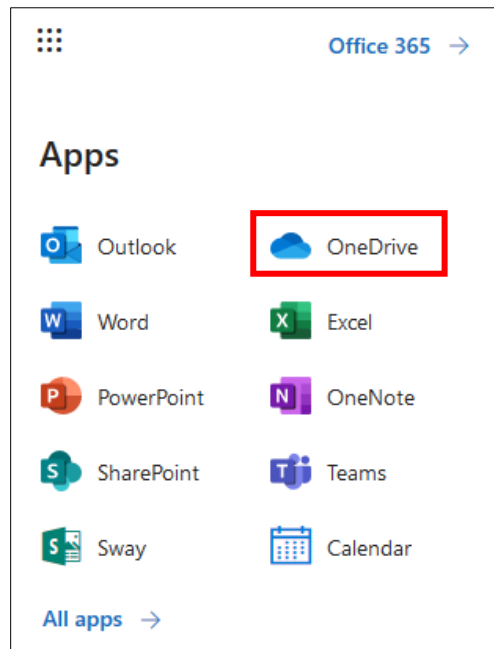
1. Sign into your CPP account at my.cpp.edu.
2. Click the waffle menu in the upper right-hand corner and choose Email to access your CPP email.



3. Click the waffle menu in the upper left-hand corner.

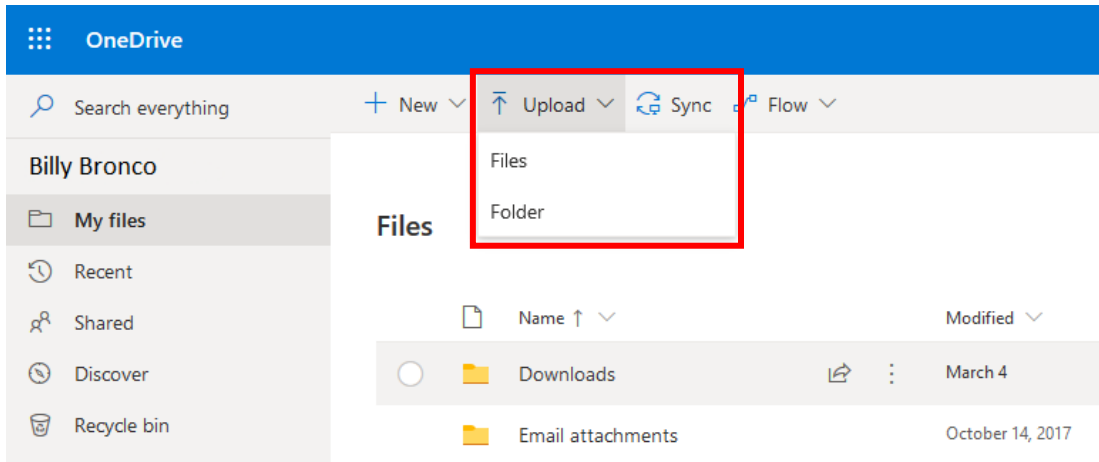


4. Choose OneDrive from the menu.

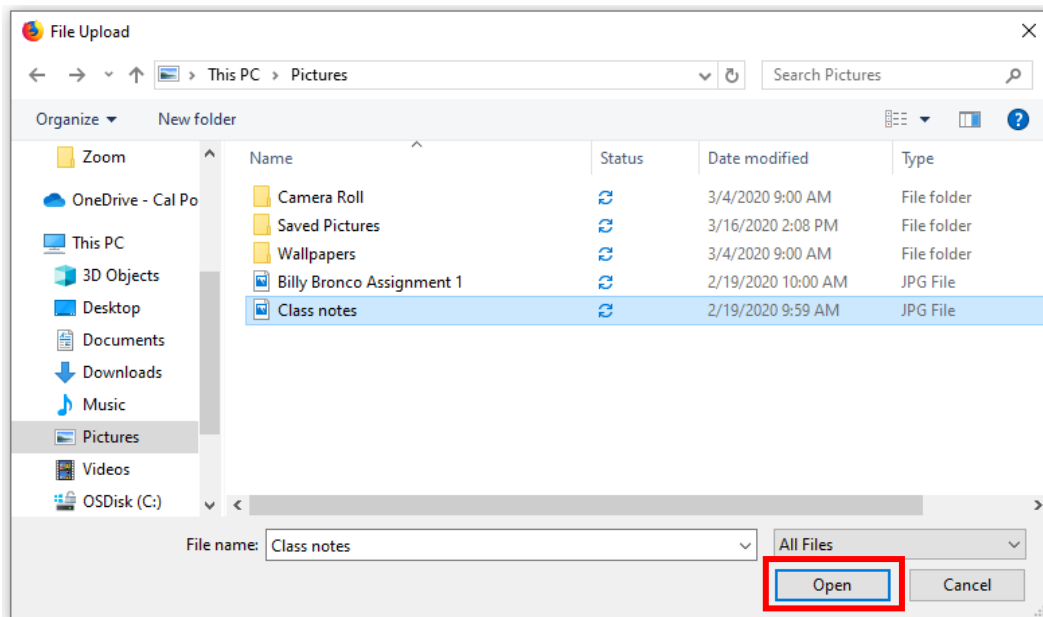


Uploading Existing Documents

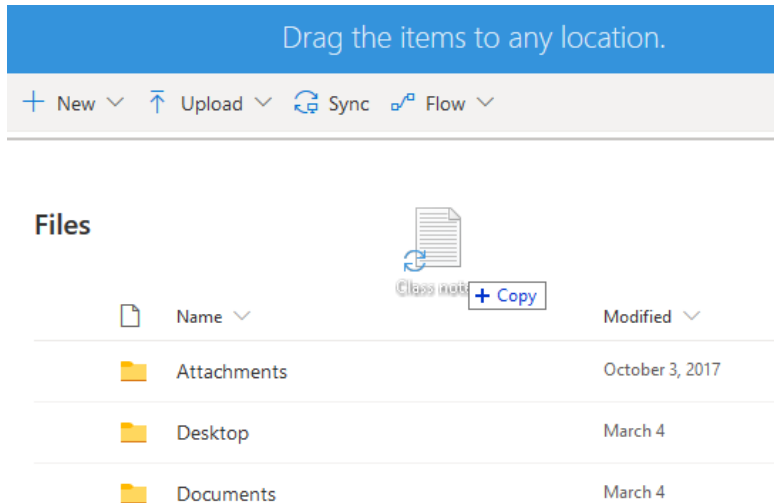
1. You can upload documents from your computer to your OneDrive by clicking Upload and choosing either Files or Folder, depending on what you want to upload.



2. Select the file(s) or folder you want to upload. Then click Open.

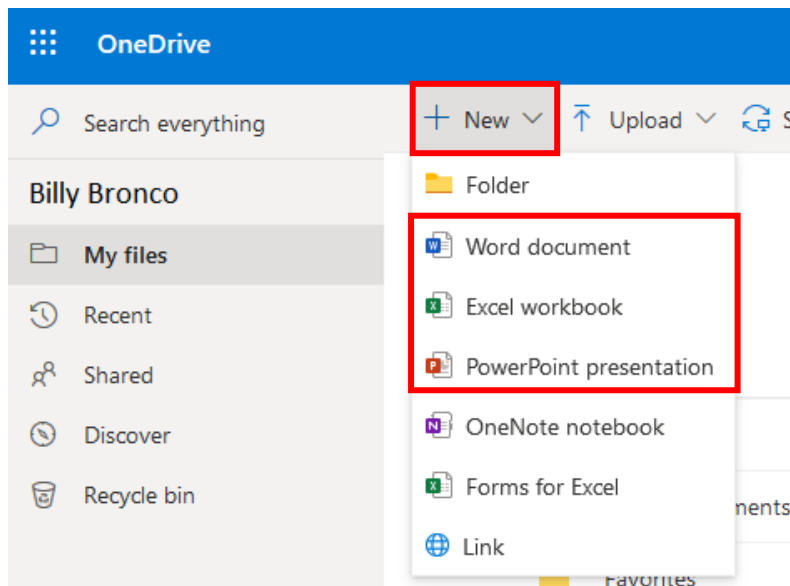


3. Alternatively, you can drag and drop files from your computer into OneDrive.



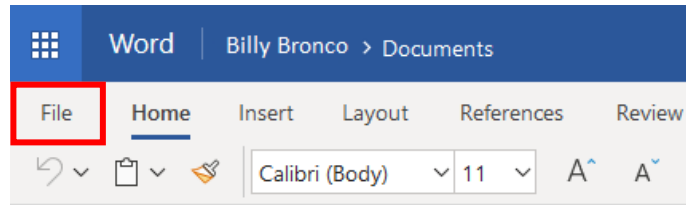
Creating Word, Excel, and PowerPoint Files Online

1. To create a Word document, Excel workbook, or PowerPoint Presentation online, open the New dropdown menu and make a selection. You can also access Word, Excel, and PowerPoint through the waffle menu in the upper left-hand side.

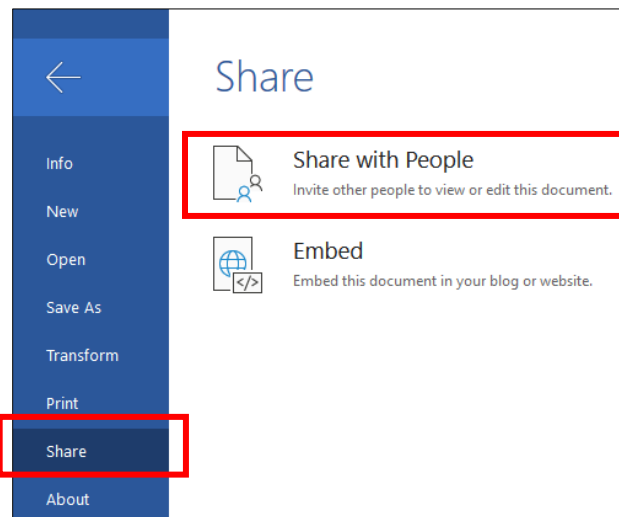


Sharing Documents

1. If you have a file open online in Word, Excel, or PowerPoint, click File from the upper left-hand side.

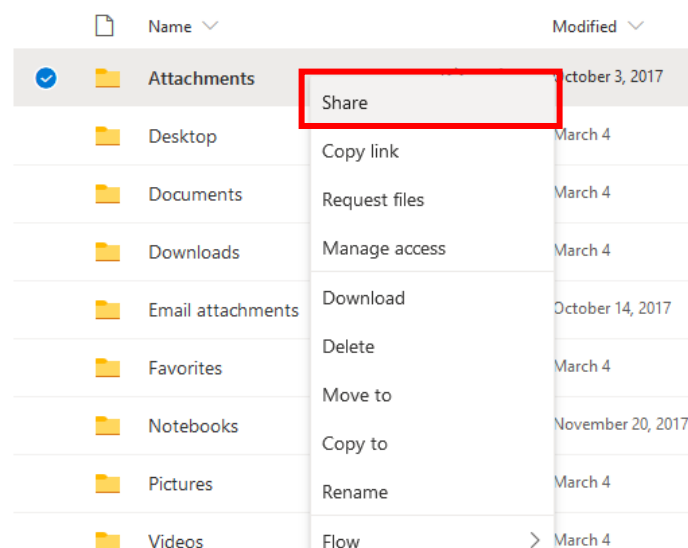


2. Choose Share from the menu and then select Share with People.

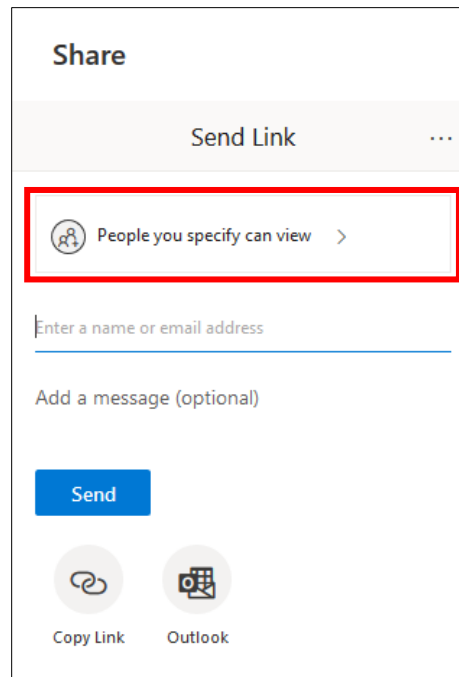


3. If you are trying to share a document from OneDrive, right-click the file or folder and choose Share.

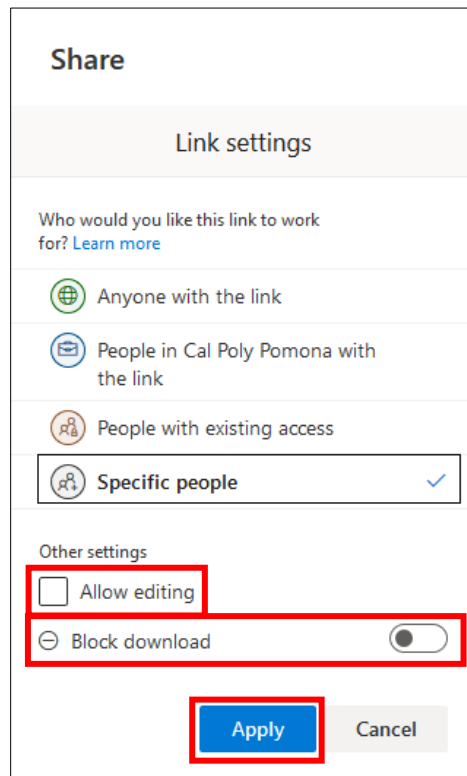
Files



4. To edit the share settings, click People You Specify Can View box.



You can change who can access the file here. If you want the person you are sharing with to be able to make edits, make sure you check the Allow Editing checkbox. You can also block people you share with from downloading the file. Click Apply when you are done making changes.



5. Type the name or email address of the person you want to share the file with. Then hit Send.

Share

Send Link ...

People you specify can edit >

Enter a name or email address

Add a message (optional)

Send

Copy Link Outlook