

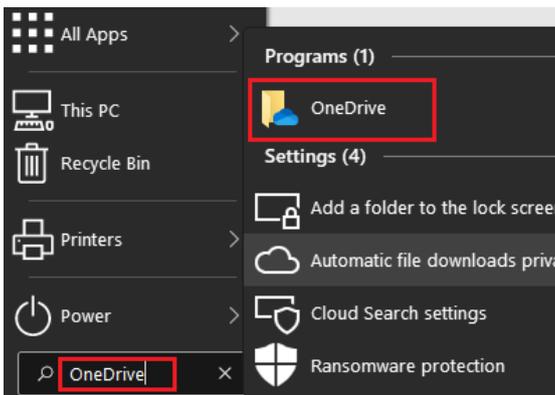
Set up OneDrive

Step 1:

Open a web browser and log in to your Edpass portal, using your username and password. (This step will eliminate potential issues with setting up OneDrive)

Step 2: (Windows)

Then search “OneDrive” on your Windows search bar. If OneDrive already installed it will appear under Programs. Double click and open it

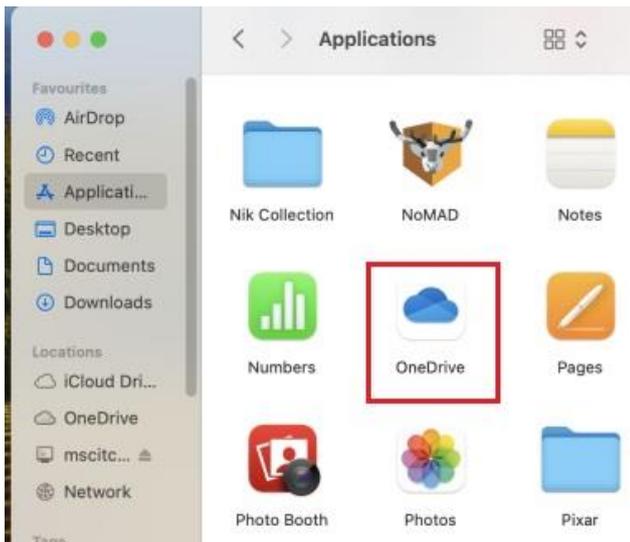


If you are unable to find OneDrive under the programs, click on the following link and install.

<https://www.microsoft.com/en-au/microsoft-365/onedrive/download>

Step 2: (Mac OS)

Open the application folder and open “OneDrive “



If you are unable to find OneDrive in the applications folder, click on the following link and install.

<https://www.microsoft.com/en-au/microsoft-365/onedrive/download>

Set up OneDrive

Put your files in OneDrive to get them from any device.

Step 3:

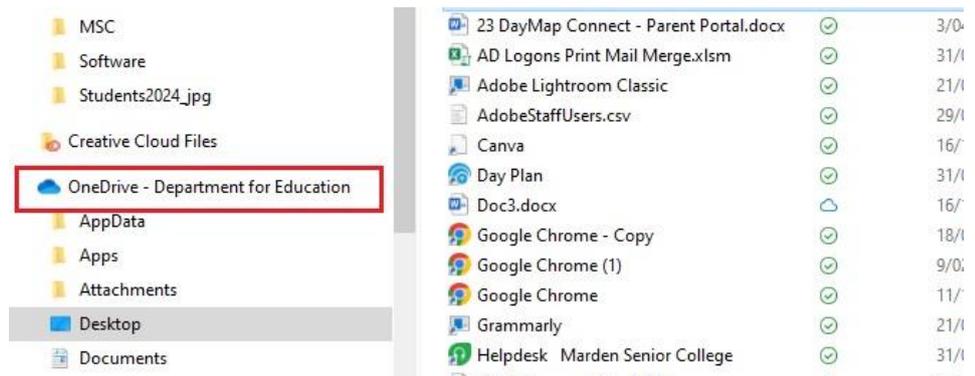
Type your @schools email address and click on Sign in button.



Step 4:

Press on Next -> Continue -> Next -> Next -> Next -> Later -> Open my OneDrive folder, on the following steps.

Now you should have “OneDrive – Department for Education” on sidebar of your file explorer and you could see the status alongside each file and folder.



As well as you could see the OneDrive icon appeared on the taskbar (Windows OS)



OneDrive Icons

Online Only



File is present up in the cloud and only available if you are connected to the internet. (It will download to your device if you click on it)



Locally Available

File is present on your device AND up in the cloud. You can open it even without internet.

Sync error



There is a problem uploading or downloading the file.

Check the OneDrive icon in your task bar to see what the problem is.