

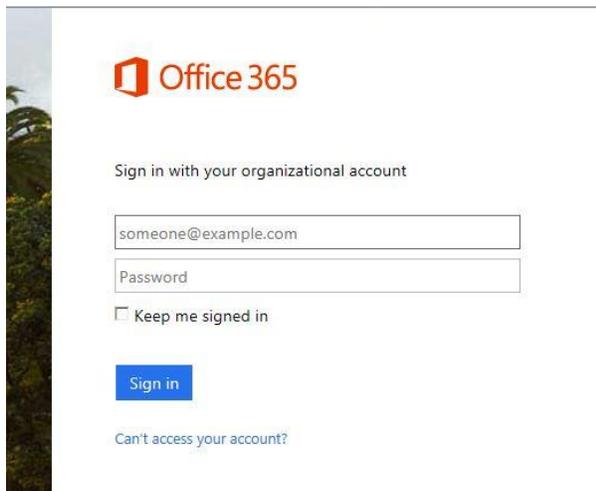
In addition to Student Email, students also have access to the Microsoft OneDrive, a cloud-based storage area. OneDrive also offers 50Gb of storage for any file type, including pictures, music, and other documents. OneDrive accounts also include access to Microsoft Office Word, Excel, PowerPoint, Excel Survey, and OneNote.

The OneDrive account is tied to the student email account.

Students can access OneDrive from any computer on or off campus, through any Internet browser.

To access OneDrive:

1. Open your Internet browser and login to your Wesley Student email: The URL for student email is <http://email.wesley.edu>
2. You should see the following sign in box:

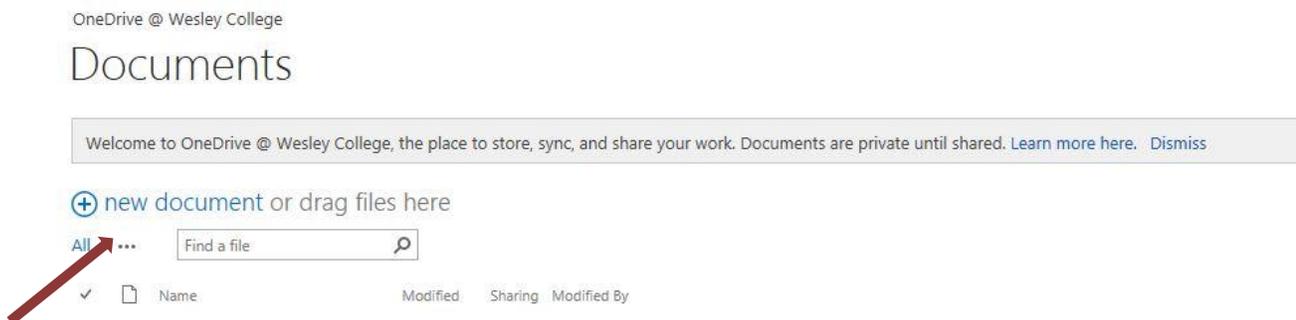


3. Type in your Student email address, which should be: *firstname.lastname@email.wesley.edu*.
4. Type in your password.
5. Click “Sign In” to log into your account.

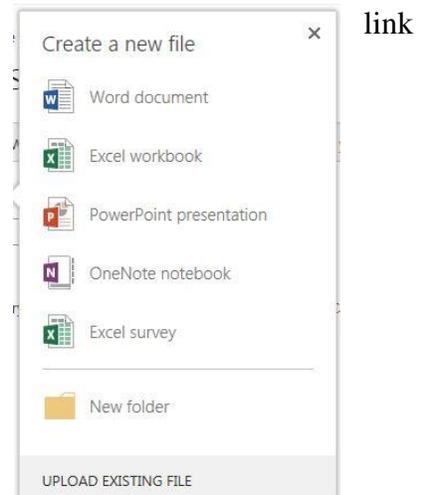
To access OneDrive, click on the OneDrive menu item



This is the OneDrive screen. One this screen is where files are managed, created, and uploaded.



To perform any of these tasks, click on the “new document”



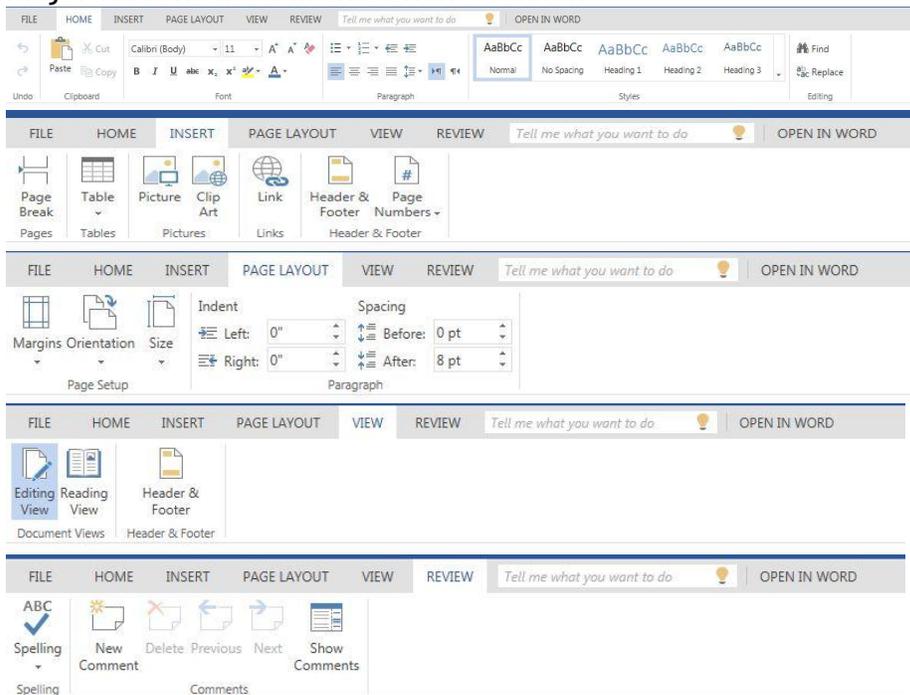
Document types that you have access to are Microsoft WORD, EXCEL, POWERPOINT, and EXCEL SURVEY, as well as the OneNote collaboration tool.

To use these programs, click on the document type you want. The following screen pops up to provide a unique name for your file:

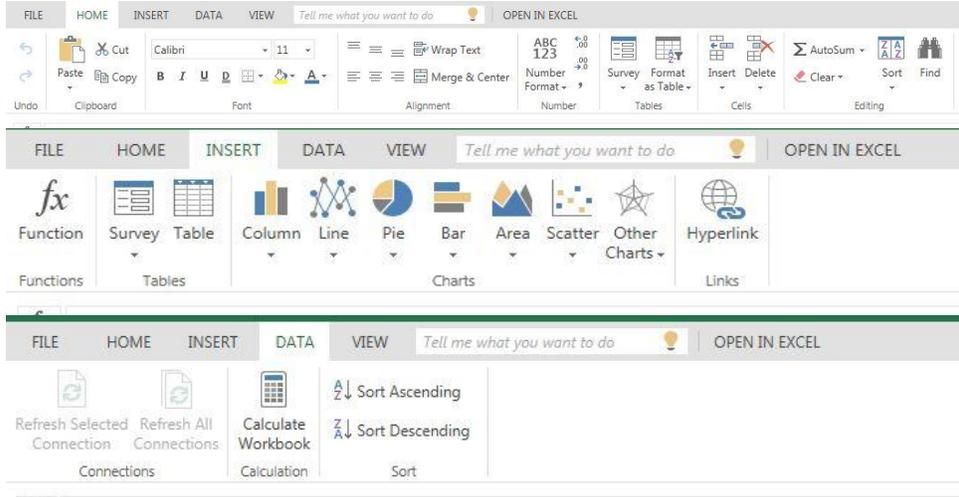


A new document will be created in your OneDrive with this name, and the program you selected will open.

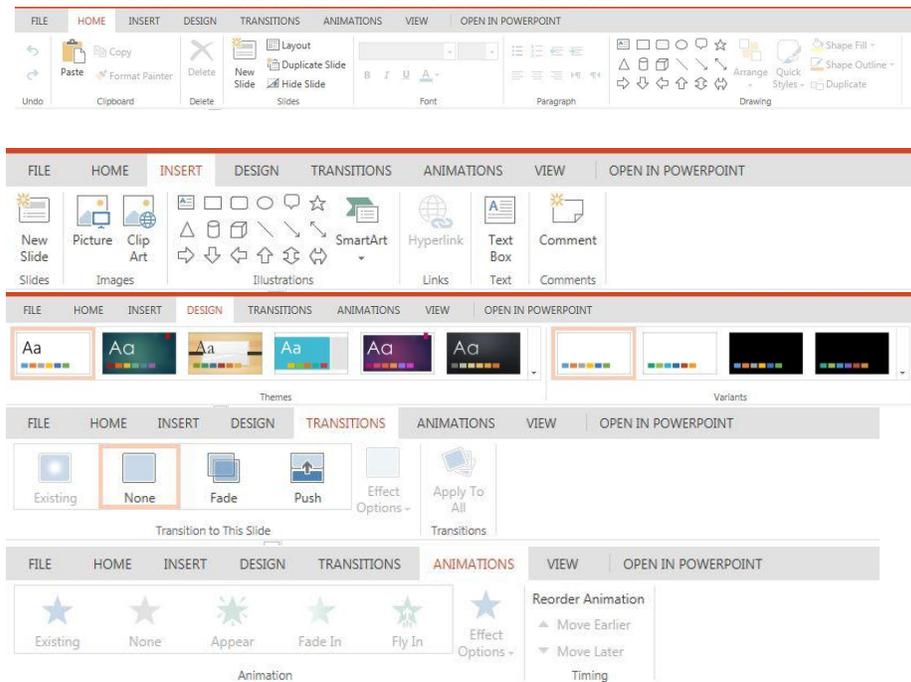
Microsoft Word is very similar to the standalone version for MAC or PC. These are the major ribbons used in this online version:



Excel and PowerPoint are also very similar to the standalone versions of these programs, with these ribbons for editing the documents:



And these ribbons for Microsoft PowerPoint:

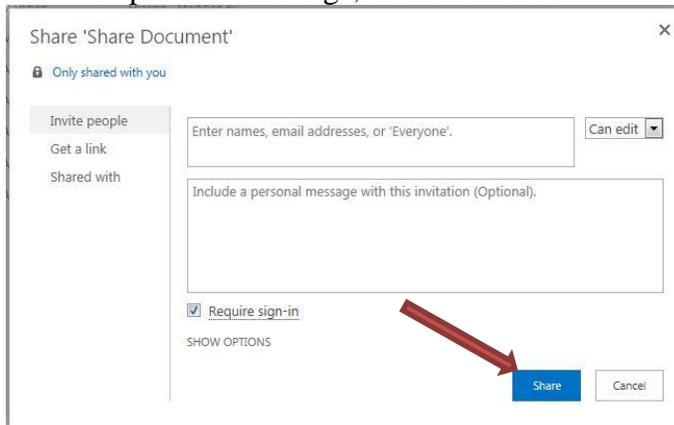


All of the filing options are available, such as SAVE AS and PRINT. But there is also an option for SHARE, which will allow you to collaborate with other students on the Microsoft Email. For example, if you are working as a group of students on a single PowerPoint presentation as a team, sharing that document among the team will allow any of those team members to modify the document, and all will see the changes.

Simply click on the SHARE option on the top menu bar

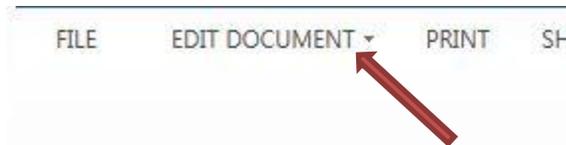


The next screen pops up. Enter the last of first name of the student you want to share with, and a list of students meeting that name criteria appears. Select the correct student from the list, and choose to include a personal message, then click the SHARE button at the bottom.

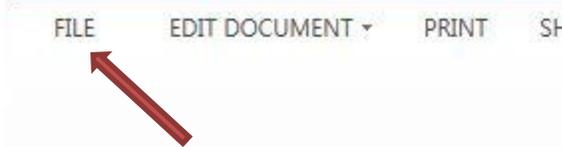


That student will receive an invitation to share the document and the document will appear in their OneDrive folder.

Opening a previously saved document is very easy. Simply click on the document you want to open. OneDrive will open the document in VIEW mode. Click on EDIT DOCUMENT, and choose to edit with either the standalone version of the software or the cloud-based version of the software.



When you are done with the file, simply click the FILE menu item, and chose EXIT.



If you have any questions, please contact the Wesley College IT Help Desk at 736-4199, or email to helpdesk@wesley.edu.