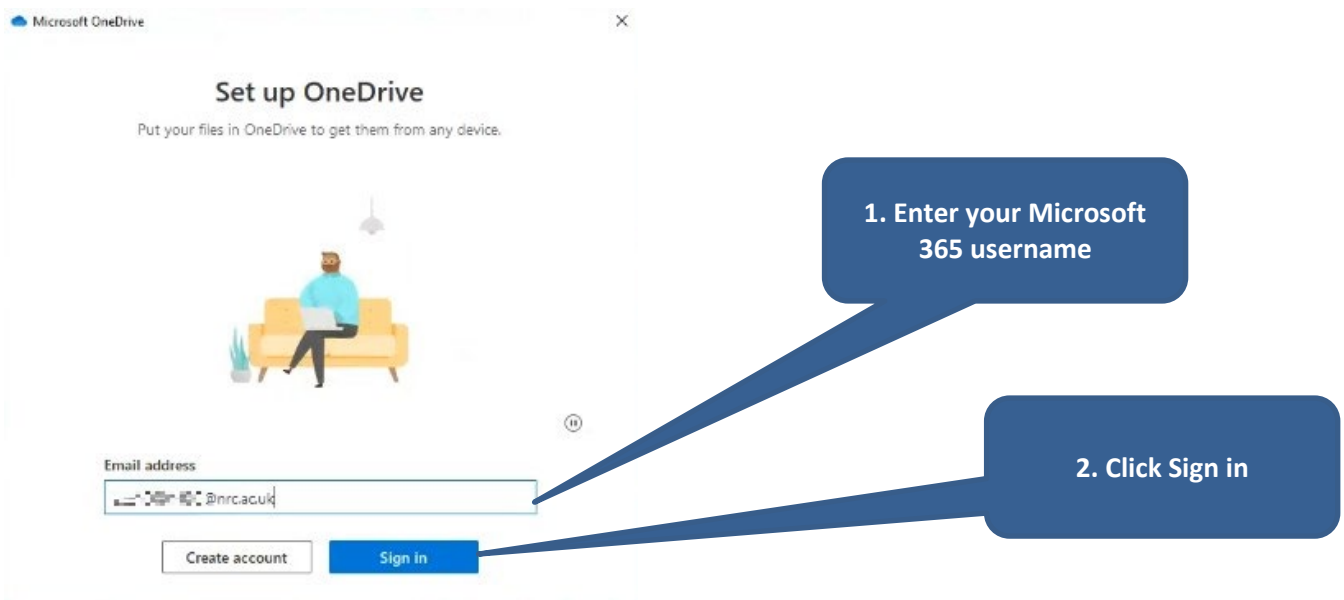


This guide assists you in connecting to your OneDrive – Northern Regional College when using a college PC. You will need to do this on every PC you log into in the College.

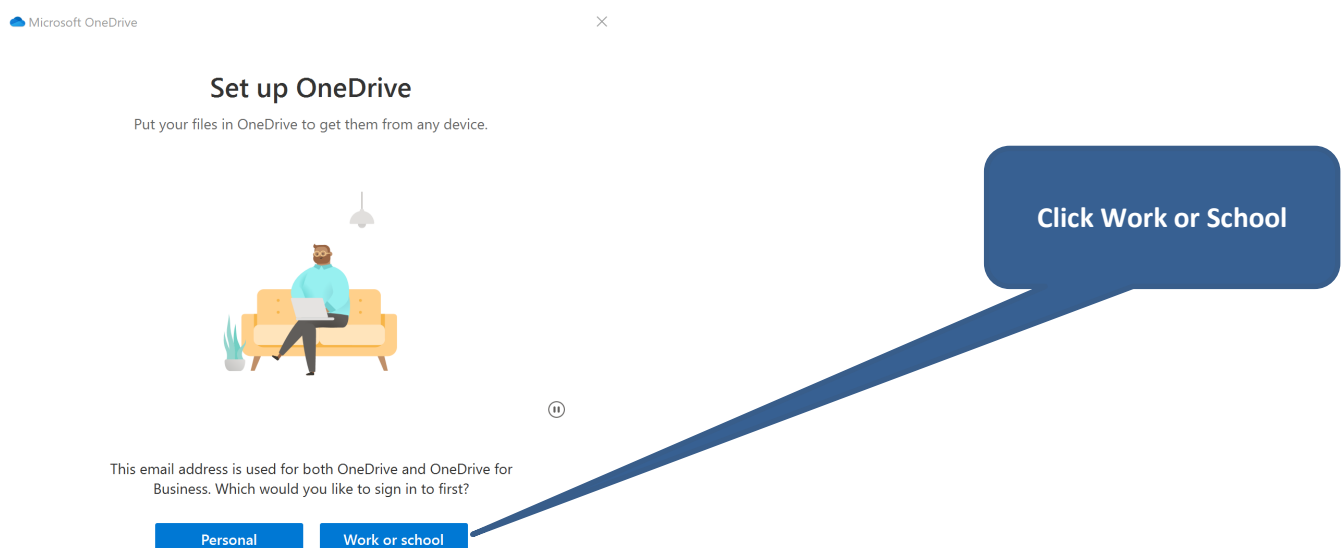
Before beginning, please ensure you have logged into Microsoft 365 and completed the two-factor authentication setup process. (https://www.nrc.ac.uk/images/uploads/Student_Two_Factor_Microsoft_App_Setup_Guide.pdf)

Follow the steps below to connect to your OneDrive – Northern Regional College.

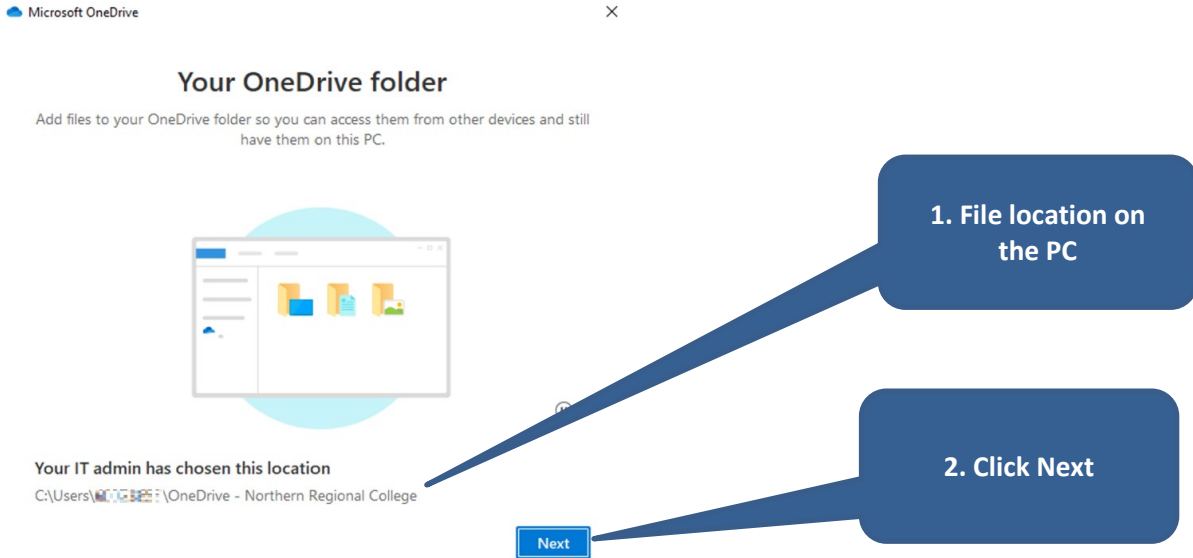
1. From the Start menu select OneDrive.
2. The “Set up OneDrive” window will open. Enter the username you log into Microsoft 365 with and click “Sign in”.



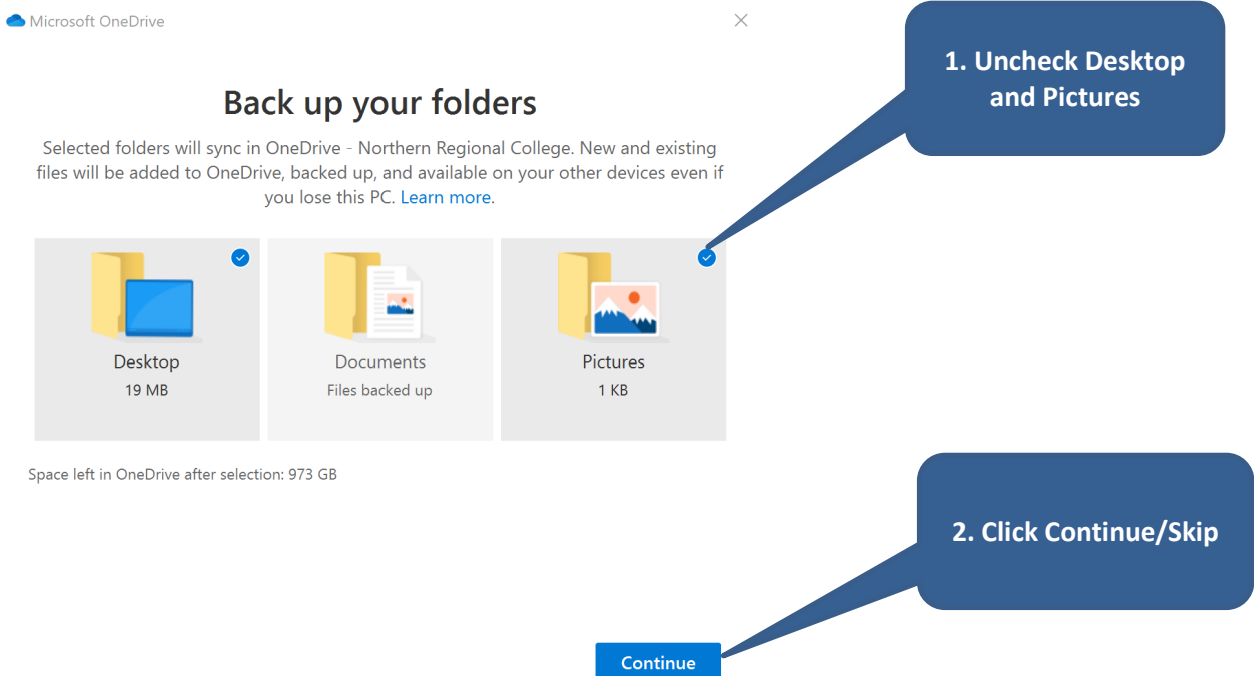
3. On the “Set up OneDrive” window select “Work or school”.



4. The “Your OneDrive folder” window will show you the location your files are stored on the PC. Click “Next”.



5. On the “Back up your folders” window uncheck “Desktop” and “Pictures”. If you want to back these up, only do so on your main PC only.



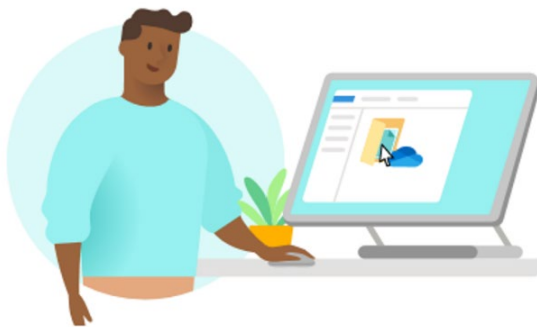
6. On “Get to know your OneDrive” click “Next”.

Microsoft OneDrive

×

Get to know your OneDrive

To add items, drag or move them into the OneDrive folder.



ⓘ

Next

Click Next

7. On “Share files and folders” click “Next”.

Microsoft OneDrive

×

Share files and folders

To let other people view or edit your files, you can share them. You can also work on folders shared with you.



ⓘ

Back

Next

Click Next

8. On “All your files, ready and on-demand” click “Next”.

Microsoft OneDrive

×

All your files, ready and on-demand

With Files On Demand, you can browse everything in your OneDrive without taking up space on your device.



Online-only

These files don't take up space on this device, and they download as you use them.



On this device

When you open a file, it downloads to your device so you can edit it while you're offline.



Always available

Right-click a file to make it available offline.

Back

Next

Click Next

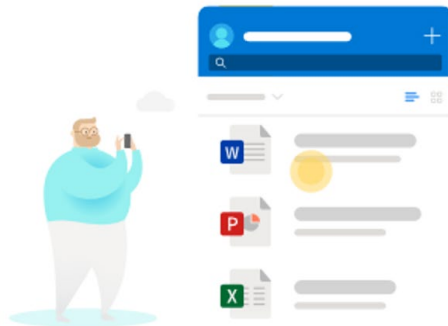
9. On “Get the mobile app” click “Later”.

Microsoft OneDrive

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Get the mobile app

To work on your files on the go, use OneDrive on your phone or tablet. Available for iOS and Android.



⏸

Back

Get the mobile app

Later

Click Later

10. On “Your OneDrive is ready for you” click “Open my OneDrive folder”.

Microsoft OneDrive

×

Your OneDrive is ready for you

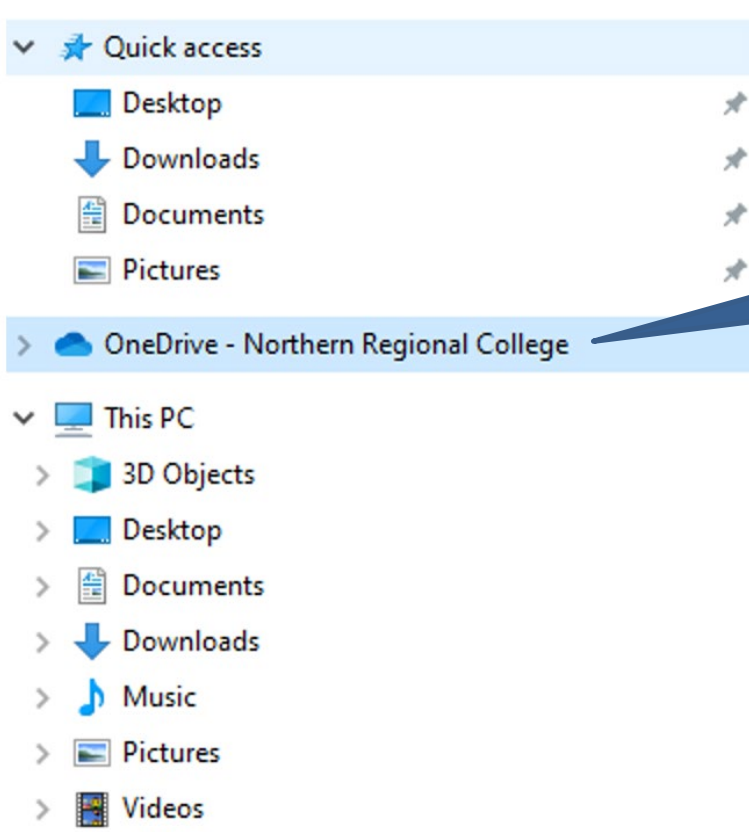


Back

Open my OneDrive folder

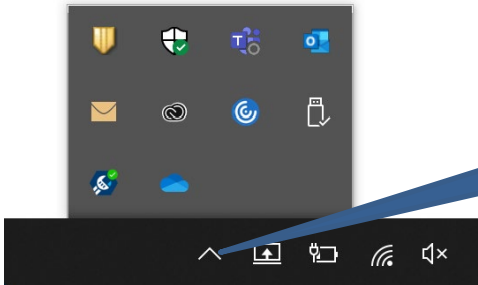
Click Open my OneDrive folder

11. This will open a File Explorer window showing your OneDrive – Northern Regional College folder. This is where you save all your documents.

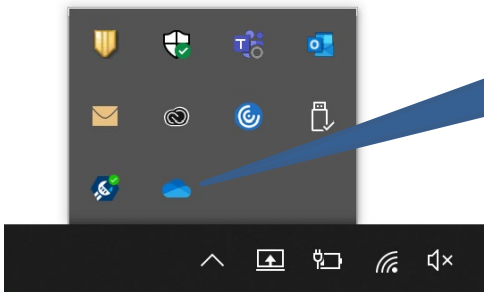


Your OneDrive – Northern Regional College folder

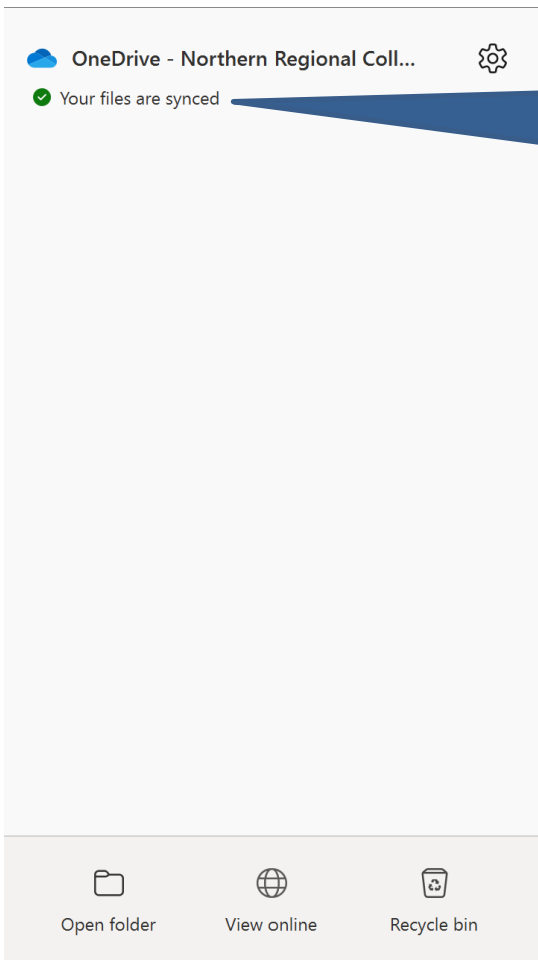
12. **IMPORTANT:** Before logging off a PC always check that your files have synced to your OneDrive.



Click to Show hidden icons
in the taskbar



Click the OneDrive – Northern Regional College
icon



If there is a green tick beside Your files are
synced, you can log off the PC.
If not, wait until your files have synced before
logging off the PC.