

# MS OneDrive – Northern Regional College Student Connection Guide

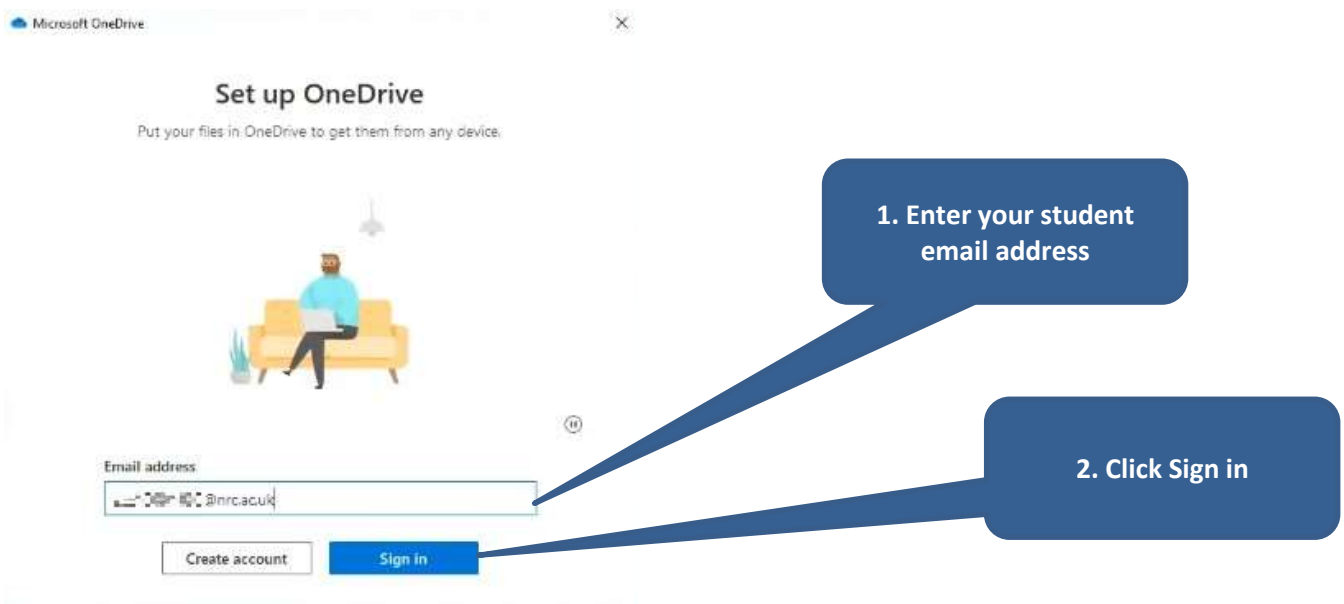


This guide assists you in connecting to your OneDrive – Northern Regional College when using a college PC. You will need to do this on every PC you log into in the College.

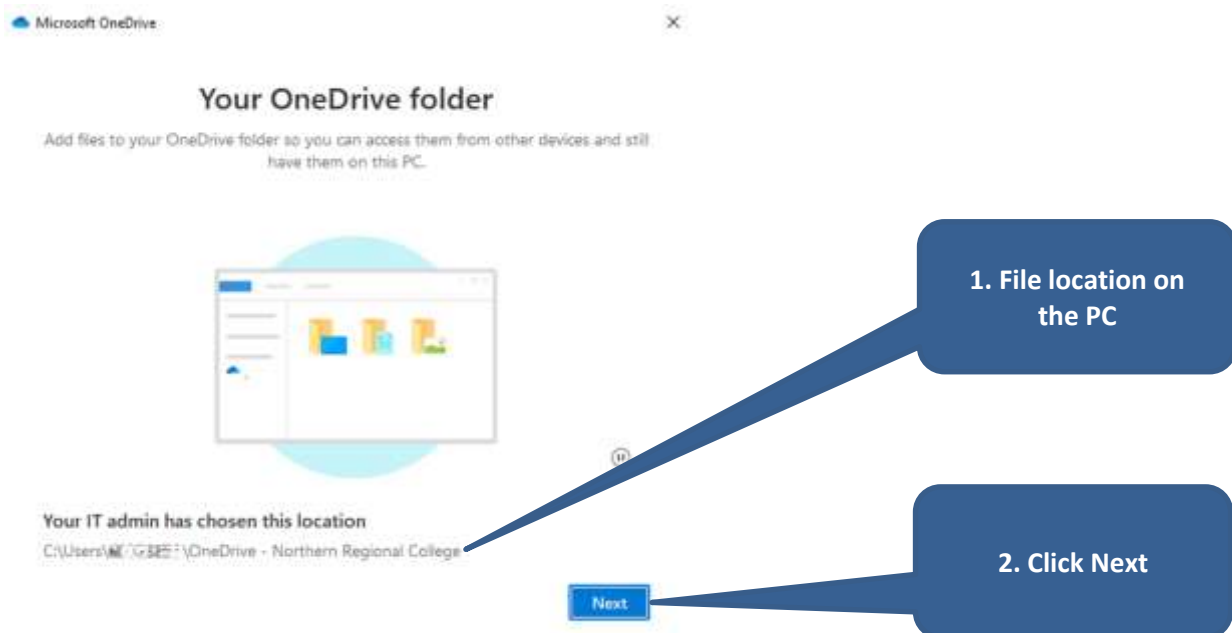
Before beginning, please ensure you have logged into Microsoft 365 and completed the two-factor authentication setup process.

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

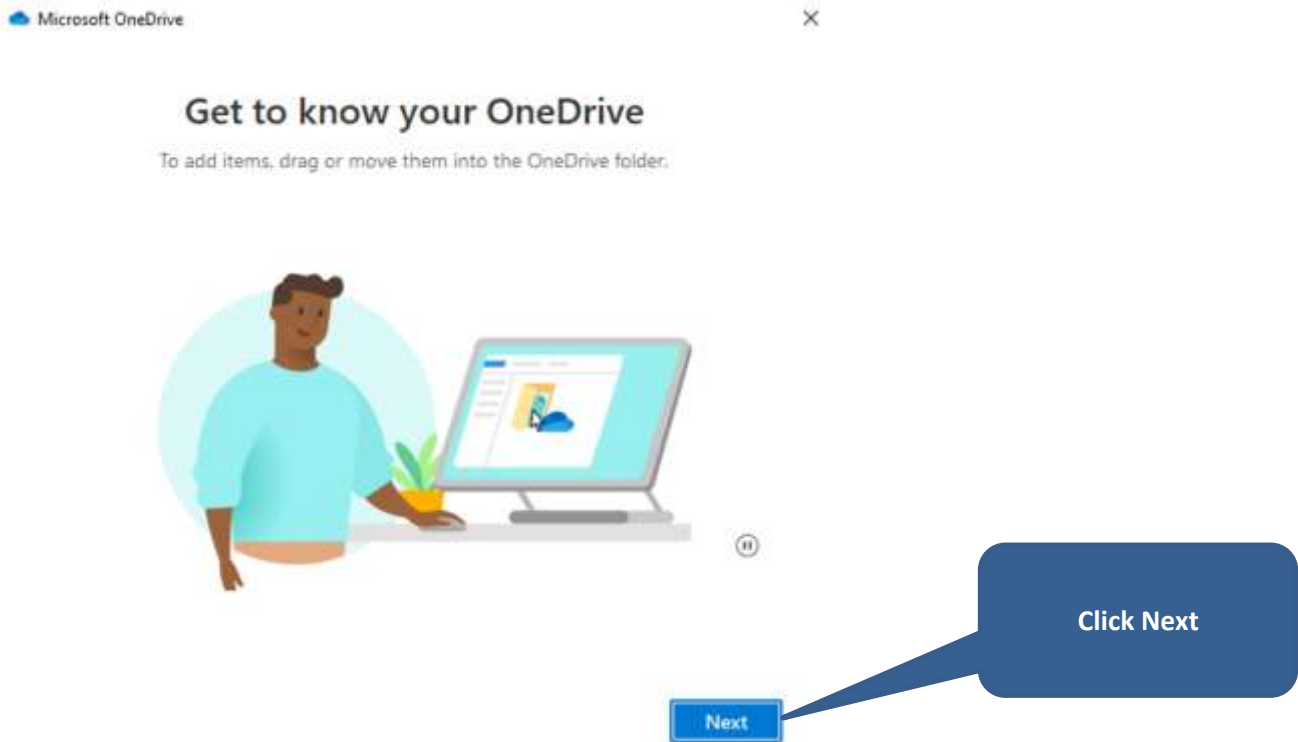
1. From the Start menu select OneDrive.
2. The “Set up OneDrive” window will open. Enter your student email address and click “Sign in”.



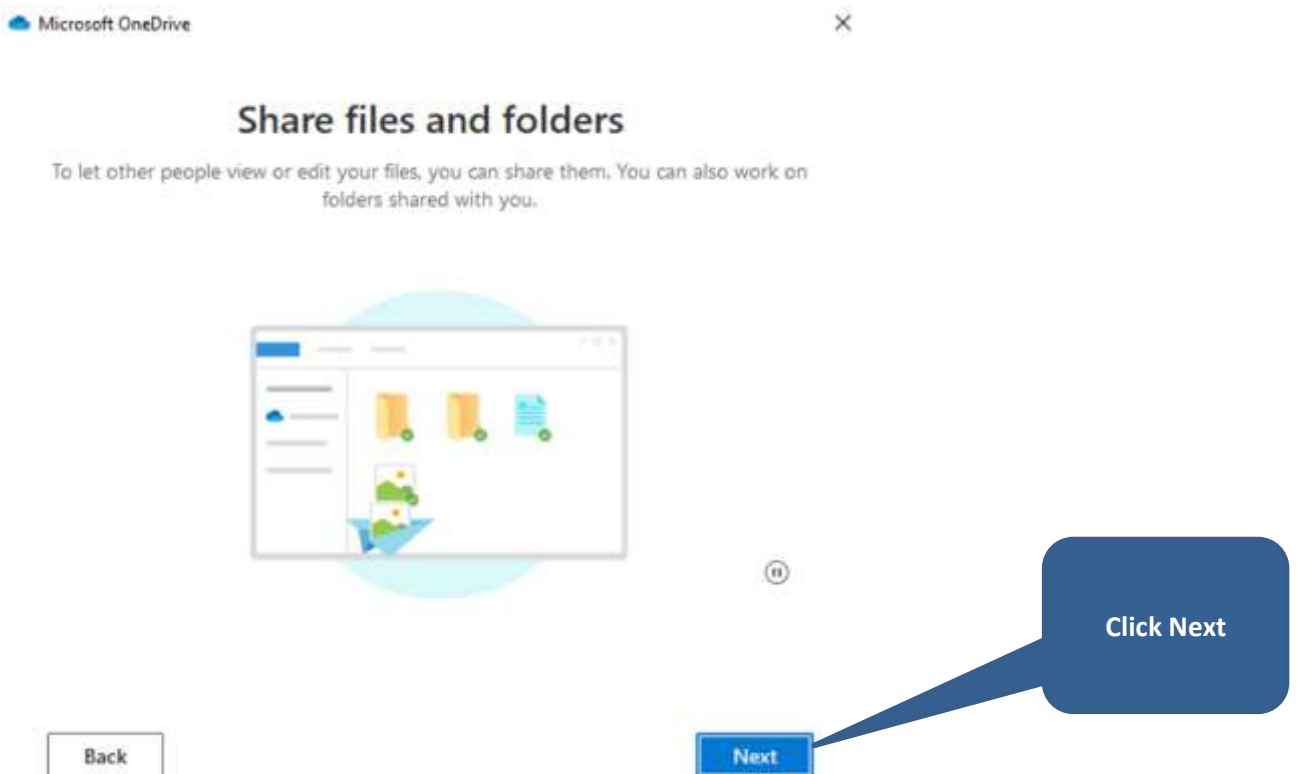
3. The “Your OneDrive folder” window will show you the location your files are stored on the PC. Click “Next”.



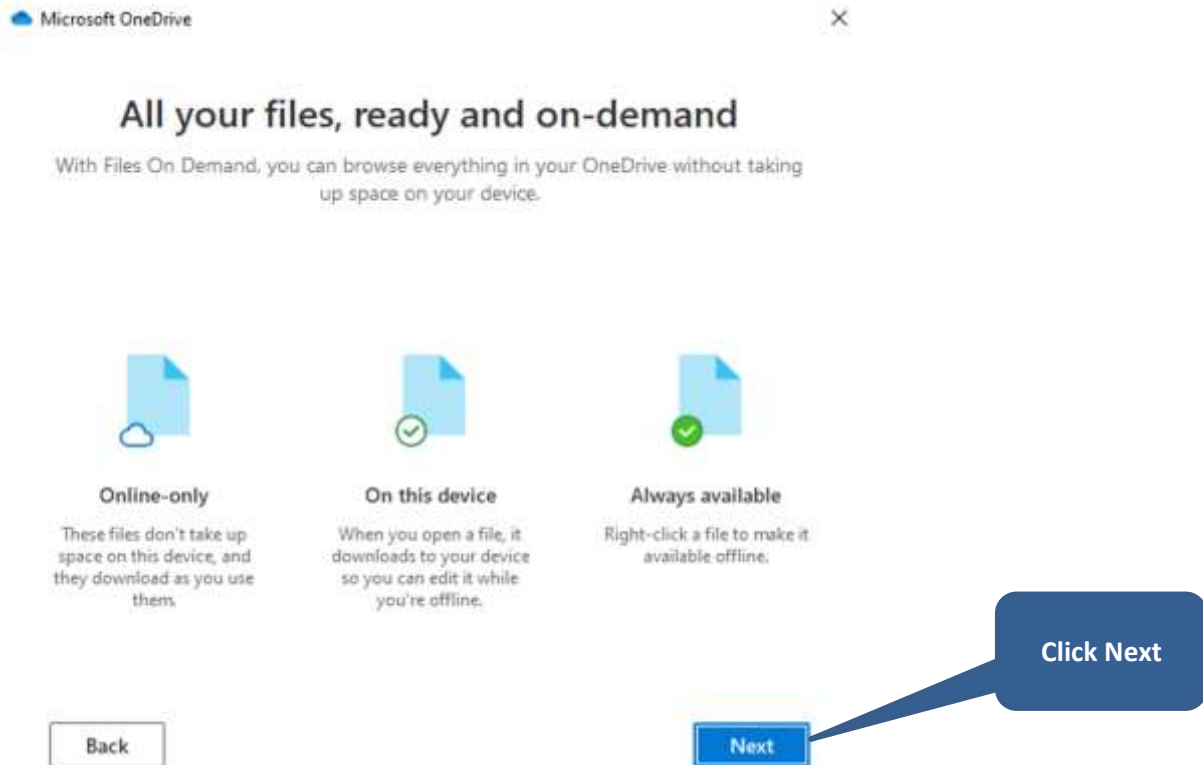
4. On “Get to know your OneDrive” click “Next”.



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



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



Microsoft OneDrive

## All your files, ready and on-demand

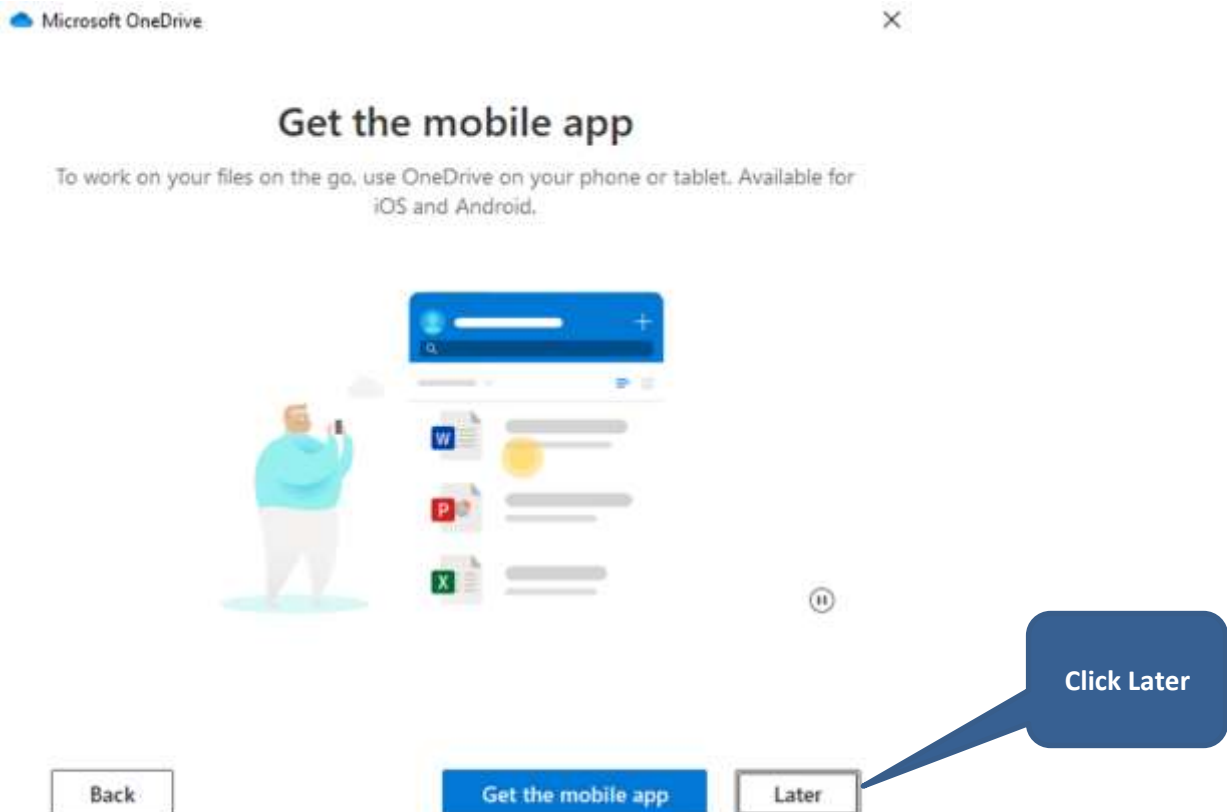
With Files On Demand, you can browse everything in your OneDrive without taking up space on your device.

- 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

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



Microsoft OneDrive

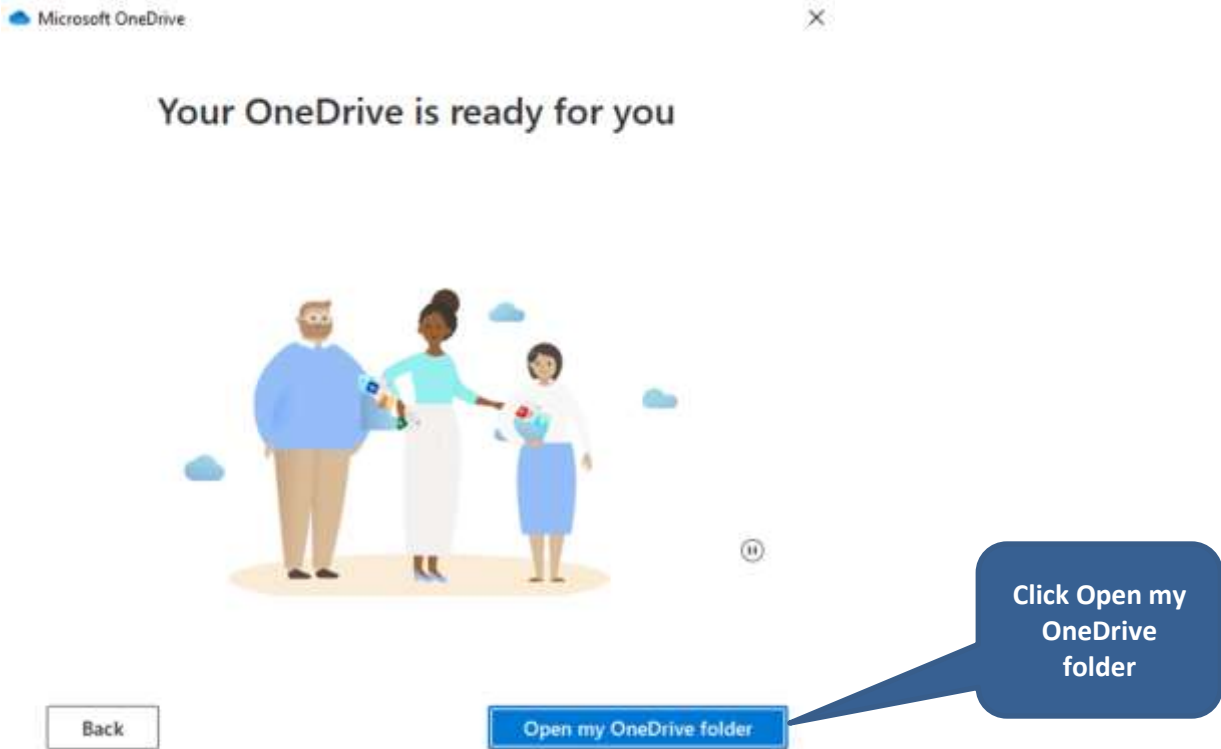
## Get the mobile app

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

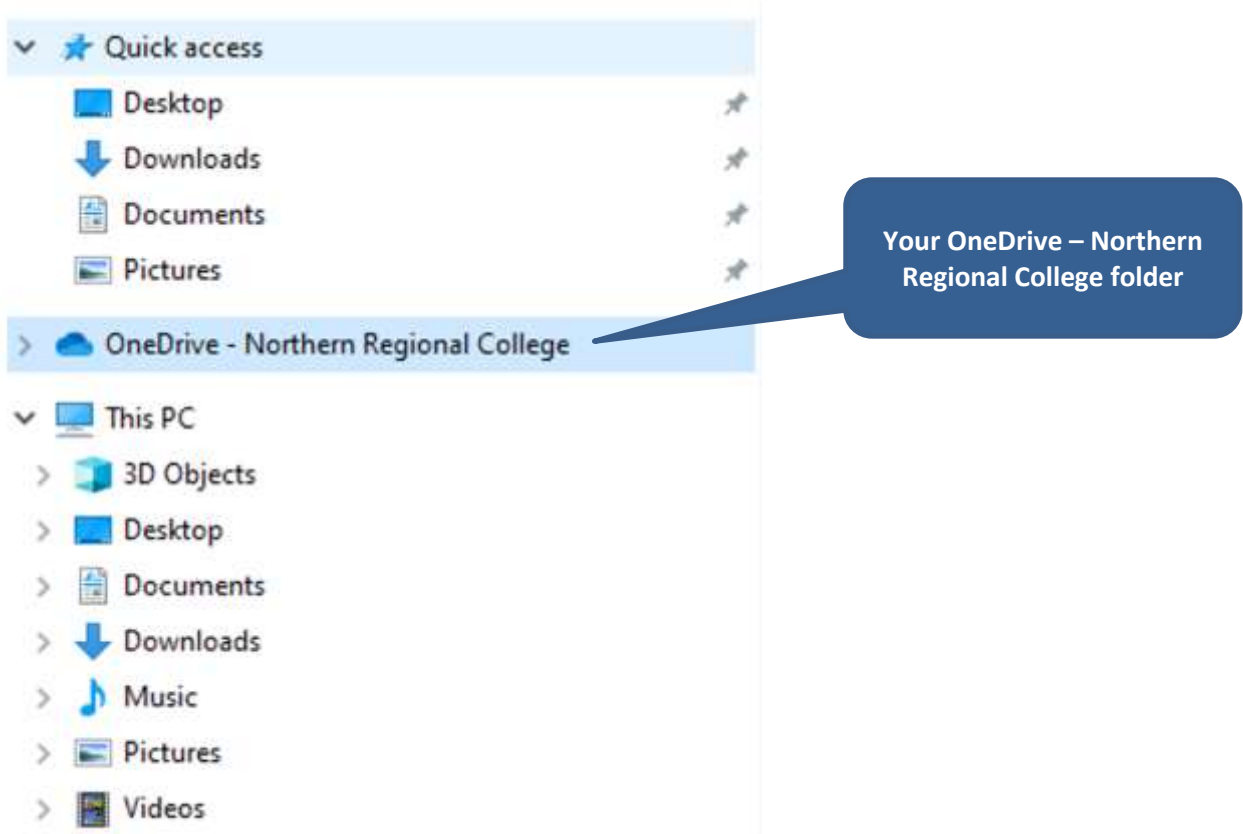
Back Get the mobile app Later

Click Later

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



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



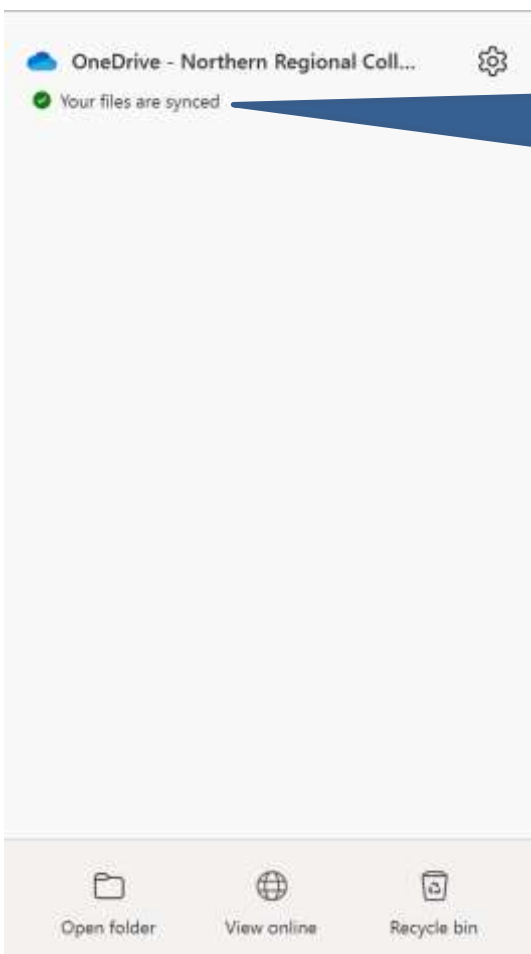
10. Before logging off a PC always check that your files have synced to your OneDrive.



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.