

How to Setup and Begin Using Your Bulldogsmail/Office 365 OneDrive

To access and use your OneDrive Site, please follow the directions below.

1. After logging into your Bulldogsmail/Office 365 site, click on either the 9 dot icon in the top left hand corner, as described in item 2, or click on the OneDrive icon as shown below in Figure 1.

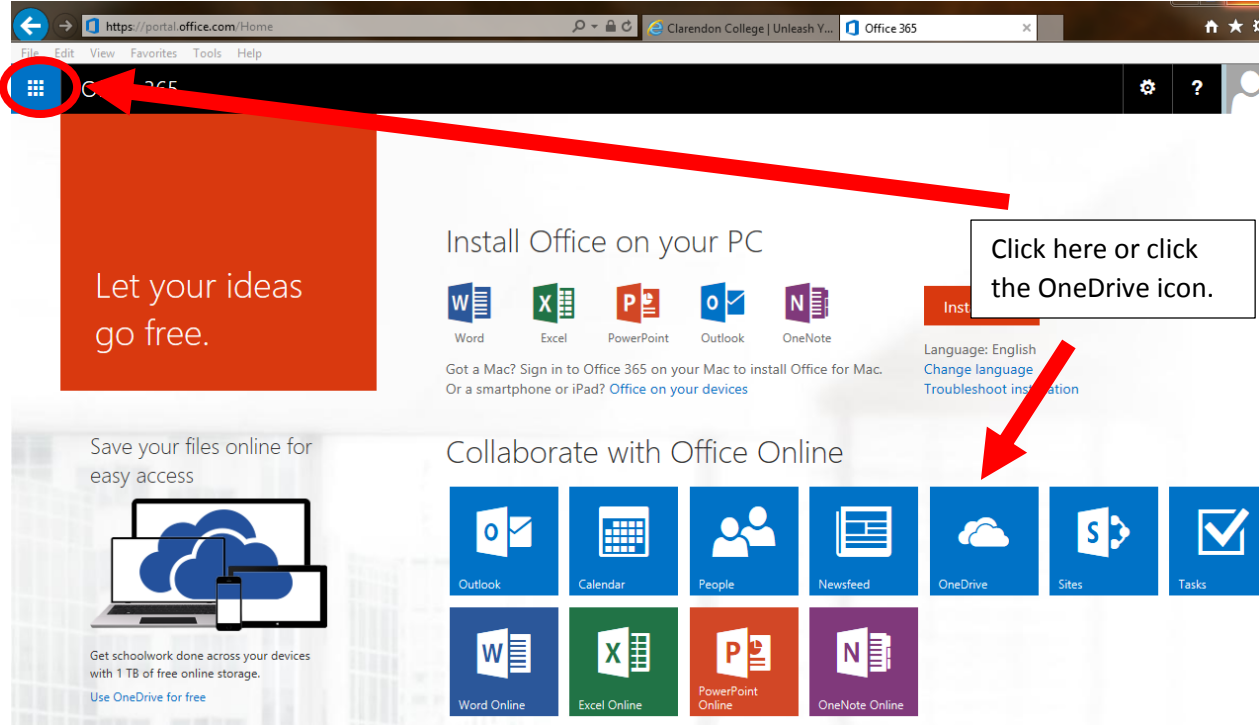


Figure 1.

2. If you clicked on the 9 dot icon, now click the OneDrive icon as shown below in Figure 2.

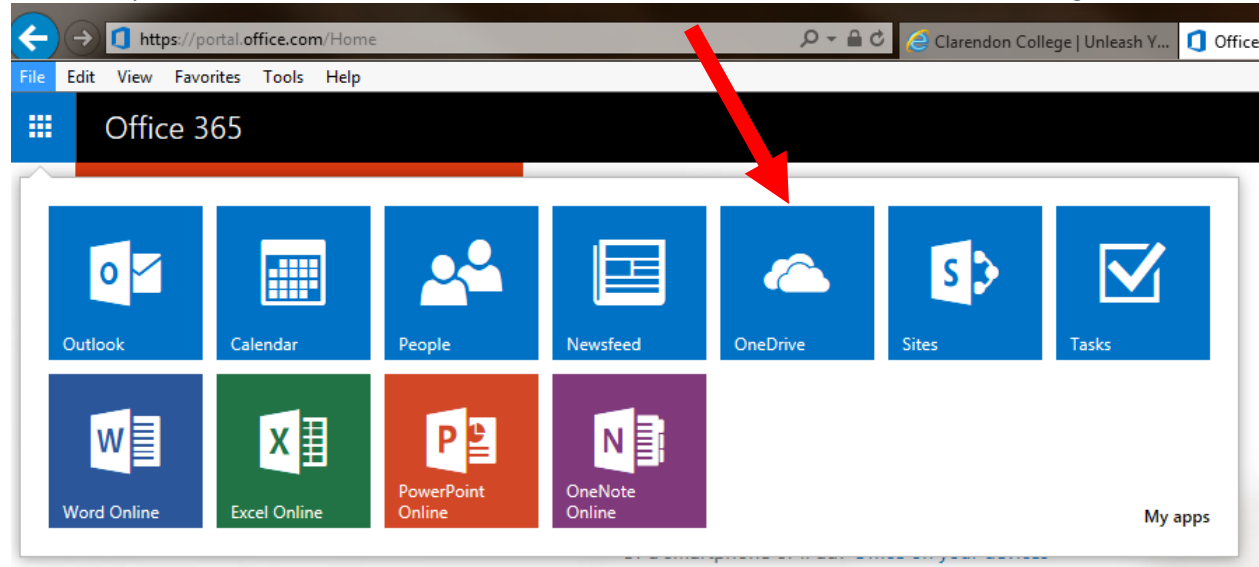


Figure 2.

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3. Now the OneDrive cloud app will appear. See Figure 3 below.
 - a. To create a new document, click the **“New”** link and select the type of document you want to create. See item 4 below.
 - b. To upload a document click the **“Upload”** link, see item 5 below.
 - c. To edit or share an existing document, click on the existing document from the displayed list. See item 6 below.

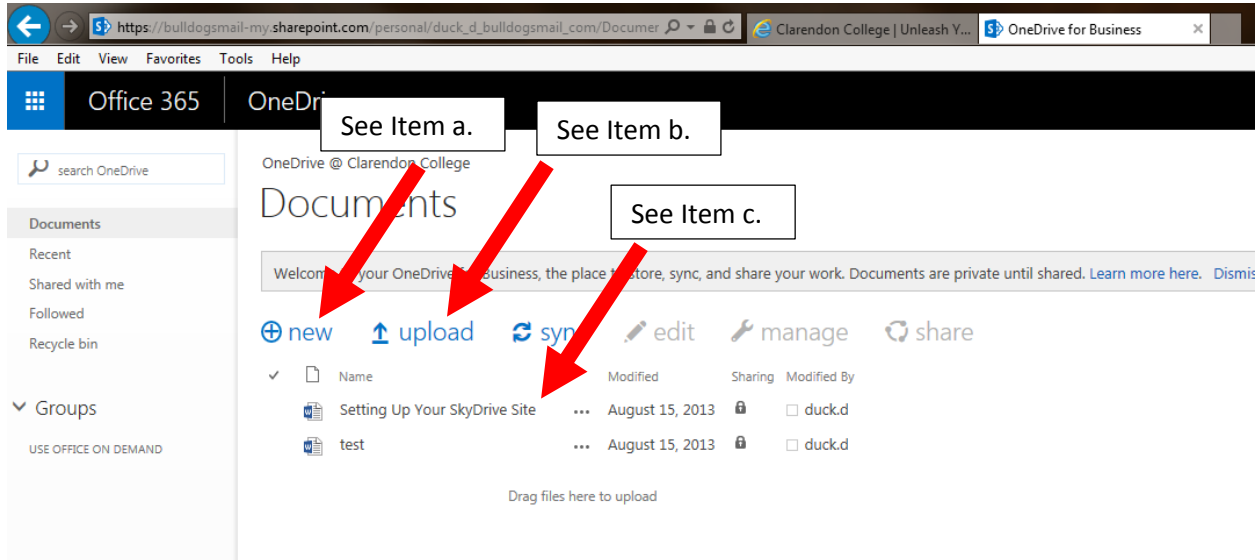


Figure 3

4. To create a new document, click the **“New”** link and the following selections appear. See Figure 4 below. From the menu select the type of document you want to create.

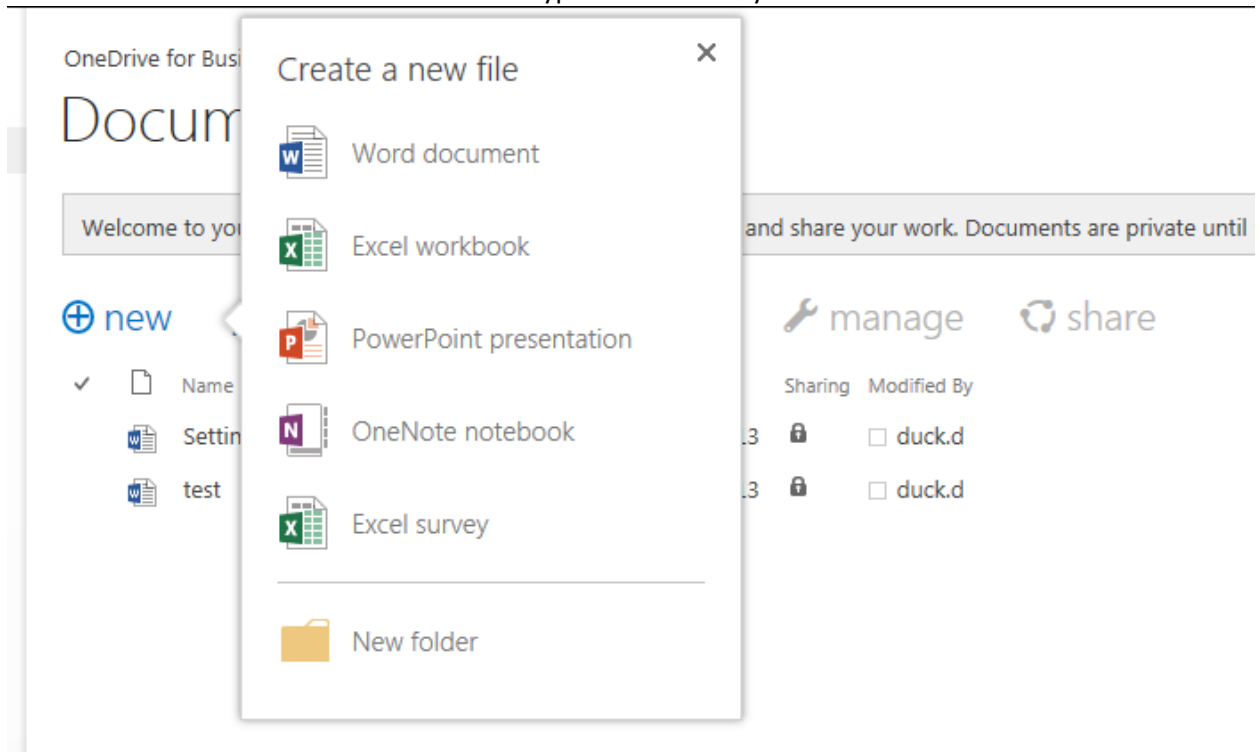


Figure 4.

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- To upload a document, click the **“Upload”** link, and the following **“Choose File to Upload”** dialog box will appear. Navigate to the file that will be uploaded, select the file, and then click the **“Open”** button.

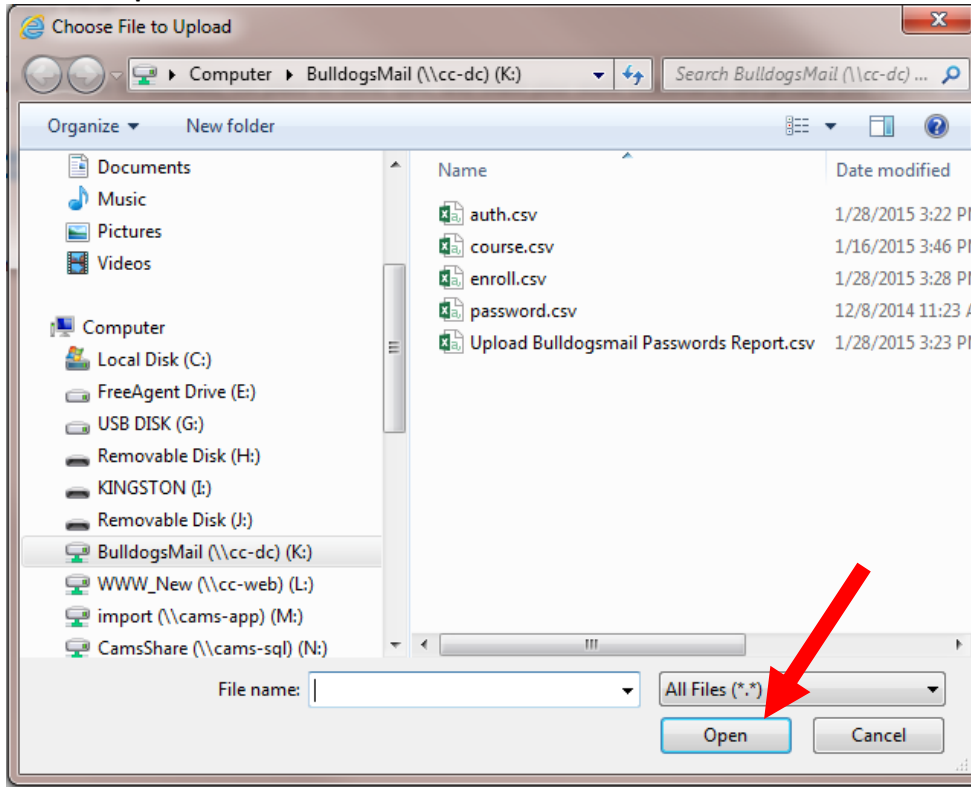


Figure 5.

- To edit or share a document, click on the document from the listing and then click **“Edit”** or **“Share”**.

OneDrive for Business

Documents

Welcome to your OneDrive for Business, the place to store, sync, and share your work. Documents are private until shared.

[new](#) [upload](#) [sync](#) [edit](#) [manage](#) [share](#)

✓	Name	Modified	Sharing	Modified By
✓	 Setting Up Your SkyDrive Site	August 15, 2013	🔒	duck.d
	 test	August 15, 2013	🔒	duck.d

Drag files here to upload

Figure 6.

- Want to know more? Click this link, [What is OneDrive for Business?](#)