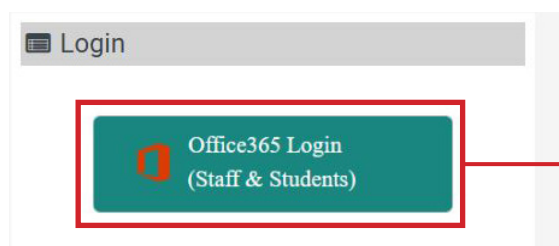


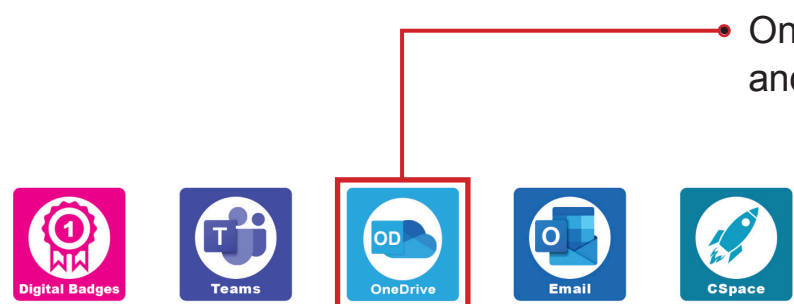
Getting started with OneDrive

Logging in to OneDrive (At college)

On the PC, open up the **Microsoft Edge Browser** located at the bottom of the screen. This should open **CCG Online**, the Student Landing Page.



- On the left hand side, click the **Office365 Login** button.
- Type your student email address: **studentnumber@stu.gbmc.ac.uk** and your **password**.



- Once logged in, scroll down the page, and click on the **OneDrive** button.

The Home page will show all of the files that have been shared with you or that you have created. Use the search bar if you are looking for a particular file.

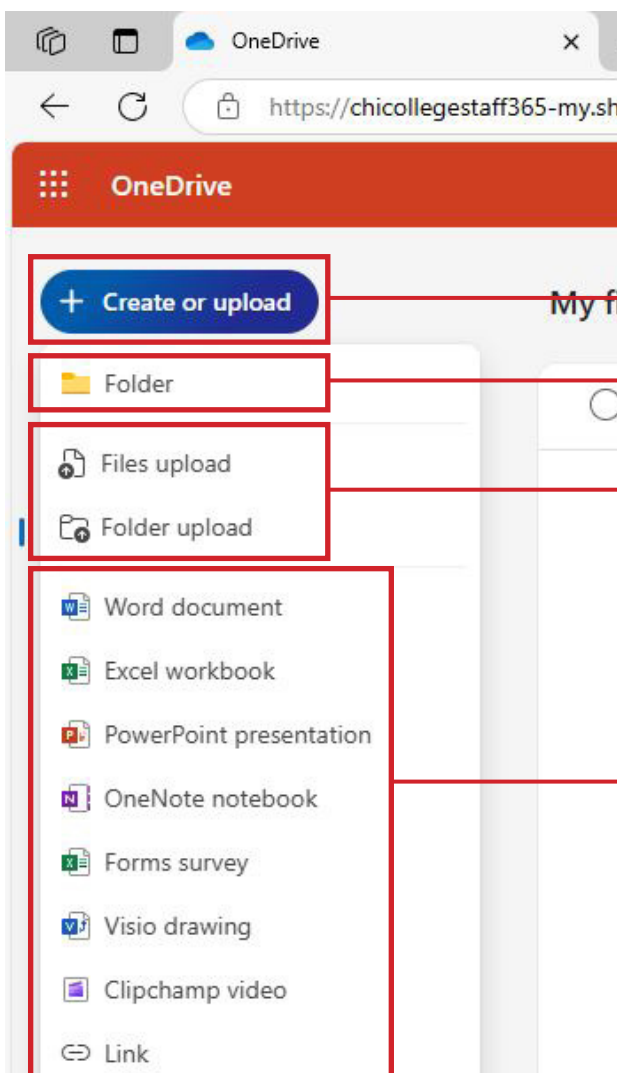
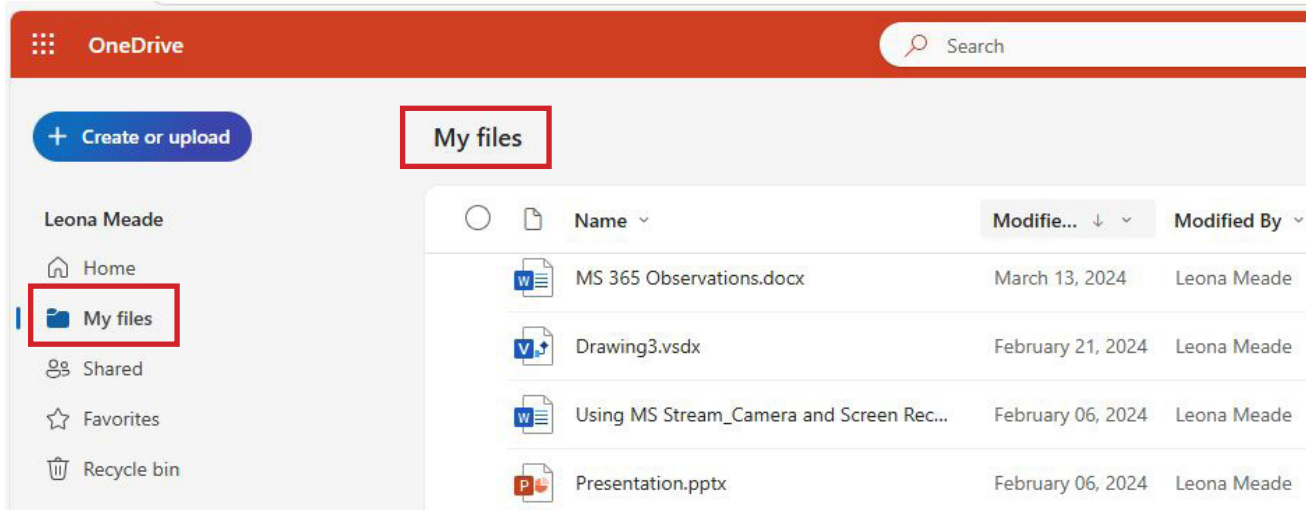
The screenshot shows the OneDrive Home page in a web browser. The address bar displays <https://chiccollegestaff365-my.sharepoint.com>. The page features a red header with the OneDrive logo and a search bar. On the left, a navigation pane shows the 'Home' button highlighted with a red box. The main content area displays 'For you' recommendations, including 'Google Migration Presentation' and 'Digital LRC Induction 2025_26_v1'. Below these, a 'Recent' section shows a list of files with columns for Name, Opened, and Owner.

Name	Opened	Owner
Assignment A - Level 3 Beauty Therapy CCG_Leona_TestCourse_Sharepoint	2h ago	Daniel Gardner
1. Welcome L3 Beauty therapy CCG_Leona_TestCourse_Sharepoint	Yesterday at 4:00 PM	Rebecca McCauley
Induction-2023-24 Sample Team - Media Level 3 Yr1	Jun 18	Anna Blencowe

Getting started with OneDrive

My Files

My Files will show the documents only you have created and are personal to you. No one else has access to your files unless you share them.



Click on the **Create or upload** button to create new files or upload files and folders

Click on **Folder** to create a new folder for organising your files

Click here to **upload** files and folders from the **Desktop** or **USB/Harddrive**.

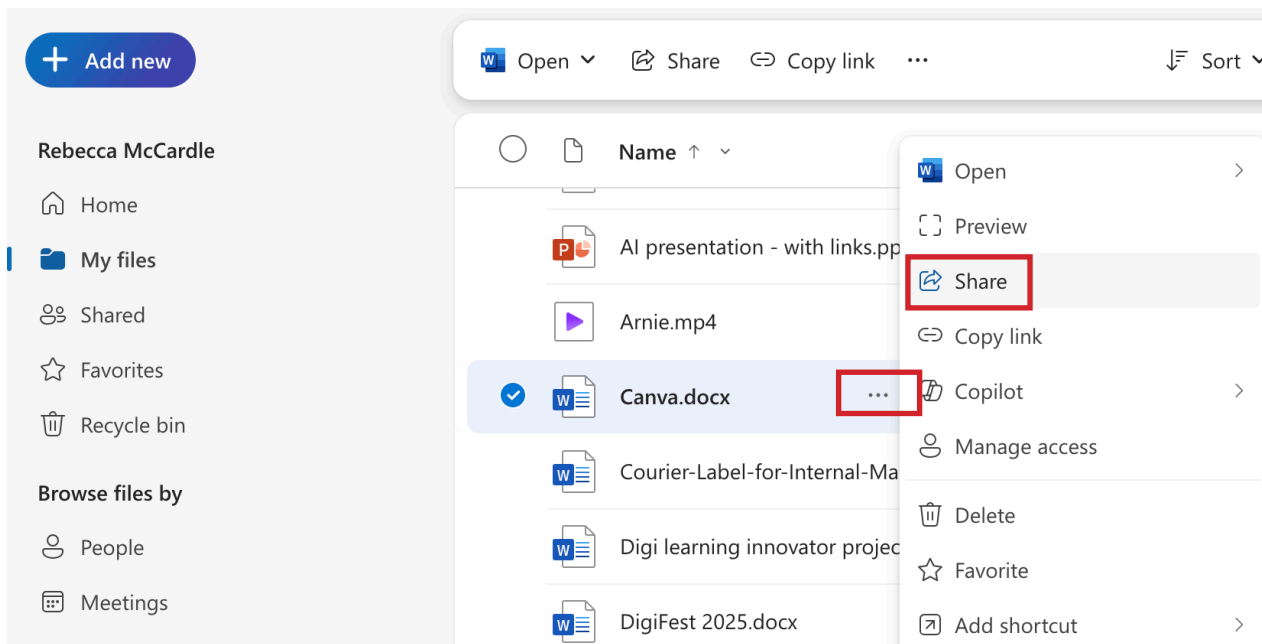
Click here to create a new Word/ PowerPoint/Excel document. You can also add links to websites.

Getting started with OneDrive

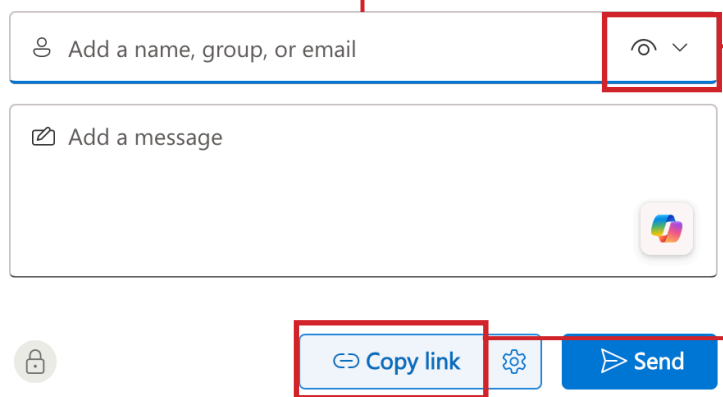
Sharing Files/Folders with your tutor

Navigate to the **file or folder** you want to share within your OneDrive.

Click on the 3 ellipses and select **Share**.



Share "Canva.docx"



Type in the name or email of the people you want to share with.

Choose their permissions:

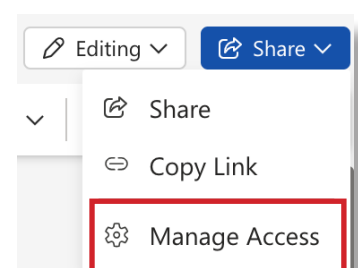
Can Edit: Allows them to view and make changes to the file.

Can View: Allows them to only view the file.

Click **Copy Link** to generate a shareable link. **Paste the link** into your **assignment or email**.

You can manage access to shared files and folders later by right-clicking on the file/folder and selecting **Manage access**

This allows you to change permissions or remove access as needed.

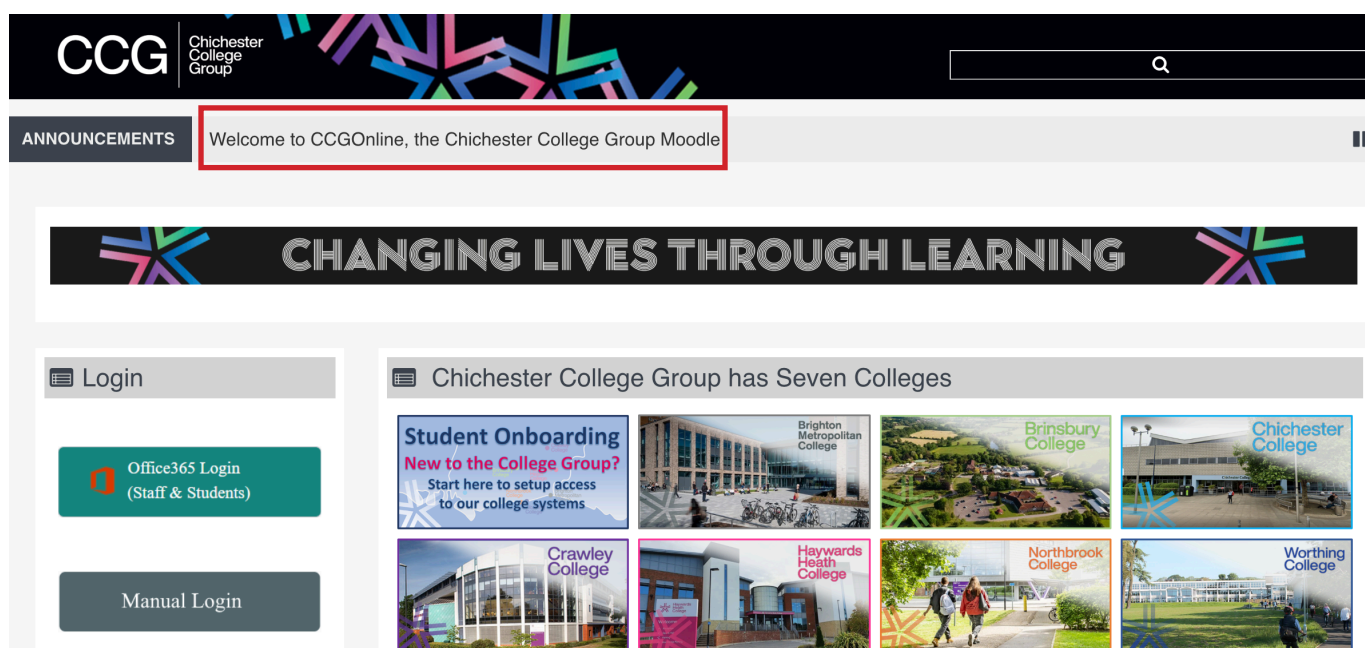


Getting started with OneDrive

Accessing OneDrive Offsite

You will need to have set up **Microsoft Authenticator** before being able to use OneDrive offsite. See **Digital Induction** for instructions.

Go to **CCGOnline** <https://ccgonline.chichester.ac.uk/> and follow the instructions at the top of this guide.



OneDrive App

Download the OneDrive app for Android or iOS to install the app on your phone or tablet.

Scan the QR code or click on the following link;
<https://www.microsoft.com/en-gb/microsoft-365/onedrive/mobile>

