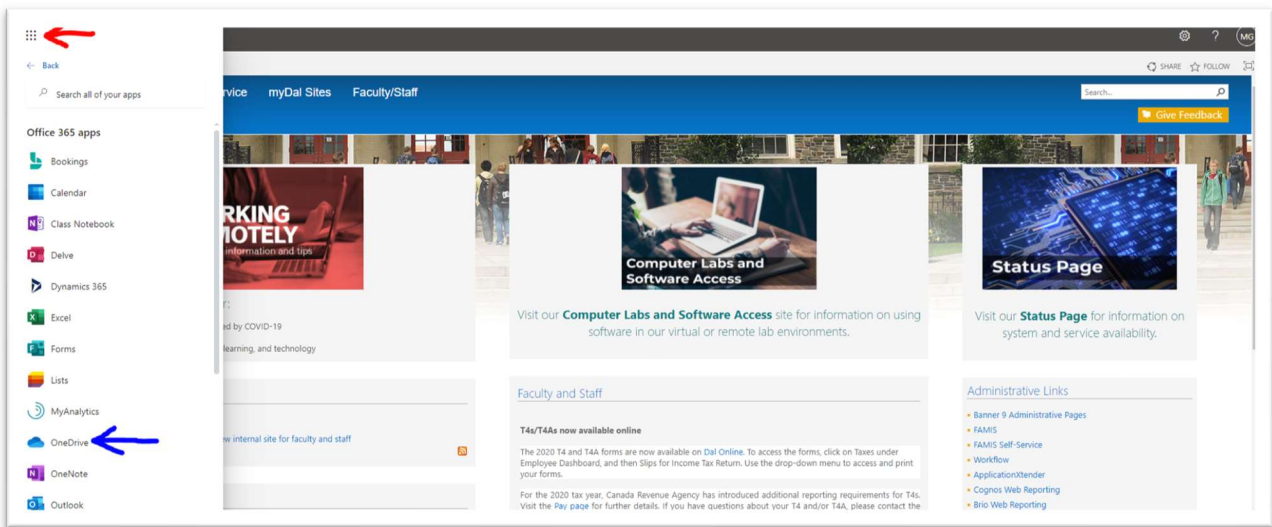


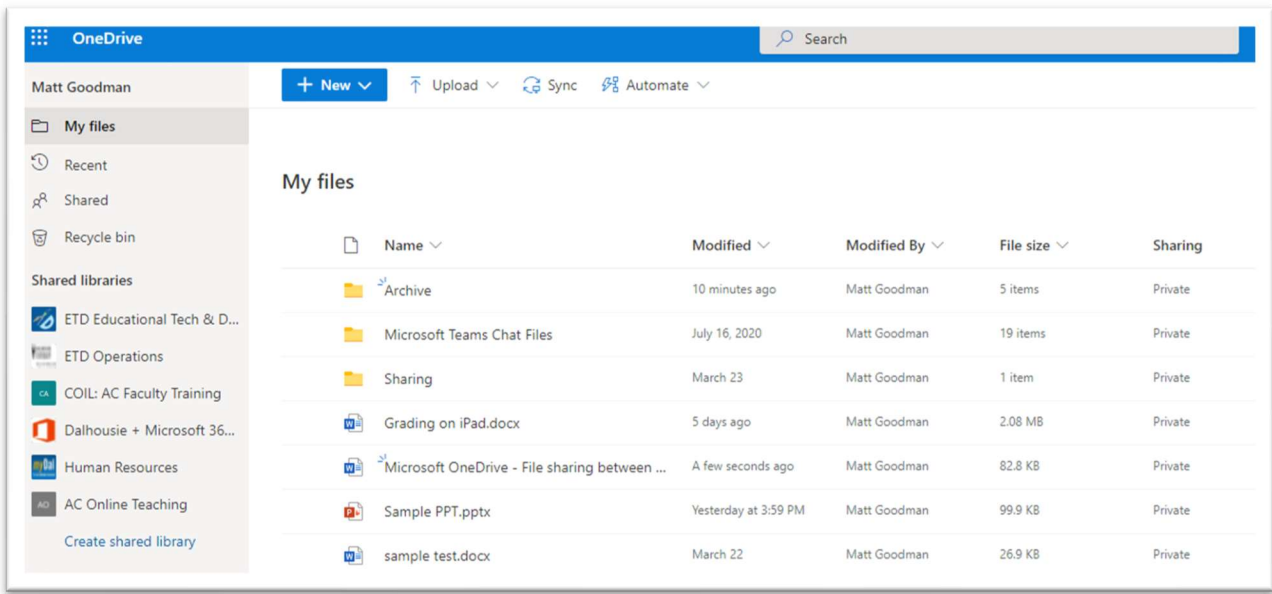
# Microsoft OneDrive: File sharing and storage for your iPad

## What is Microsoft OneDrive?

OneDrive is a tool that allows users to store files in the cloud, share files, and sync files across mobile devices (iPad) and desktop computers (Windows and Mac). OneDrive allows you to store up to 1 Terabyte (1,000 Gigabytes) of files and is included in your Office 365 membership through Dalhousie. Log in to OneDrive by clicking the 'waffle icon' in the top left (red arrow) in <https://my.dal.ca> then choosing the OneDrive icon in the lower left (blue arrow).



Once logged in you will see a page similar to the image below. On the left of the screen, you will see your name and your "My Files" section (selected in grey). These are my personal files that I have uploaded from my desktop into OneDrive to open on my iPad. You can think of OneDrive as an online USB stick. Also on the left side are all the shared libraries of SharePoint sites I am a part of -- your list here will vary.



You can add PPT, Word, Excel, or any other documents or files you may need into your OneDrive from your desktop computer. To do this, click the “Upload” button and then choose the file from your computer.

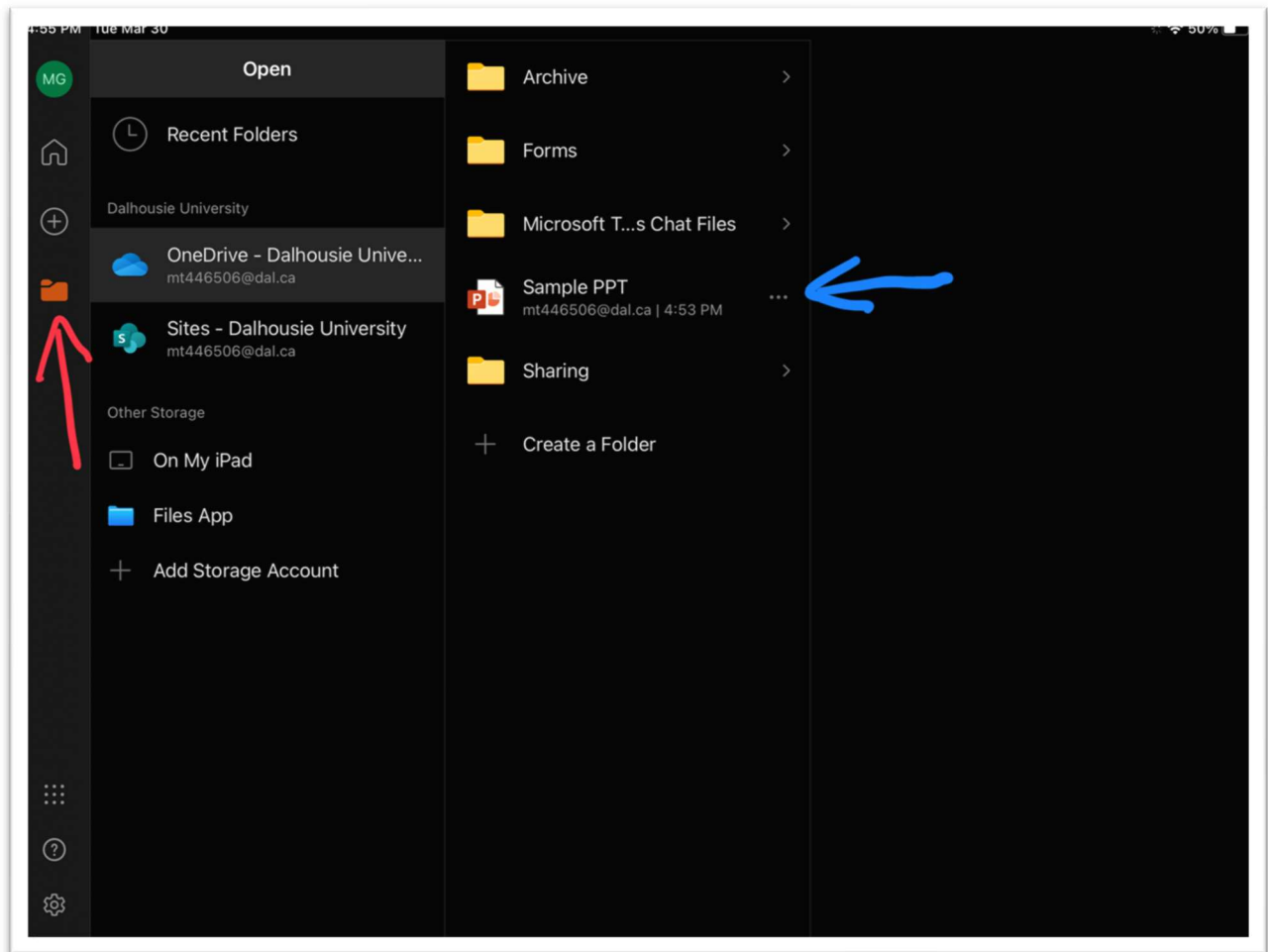
Files saved in OneDrive use an autosave feature, that keeps your documents updated to the moment you make changes, across all devices.

### Accessing OneDrive from your iPad

For our example I will be using the PowerPoint iPad app to open the document in the image above titled “Sample PPT.pptx”

When you open the PowerPoint app (available for free in the App Store on your iPad) on your iPad and log in with your NetID you will see an image like the one below. Tap the Folder icon (Red arrow) to open a document, then tap “OneDrive – Dalhousie University” as highlighted, from there you will see all the PPT files that are in your OneDrive. Tap the file you wish to open, “SamplePPT” (blue arrow).

You can now edit, mark up (with your pencil), present, or record this PPT on your iPad. Any changes made on your iPad will be saved automatically and available when you reopen the documents on your desktop. This process works the same for all the Office 365 apps available for iPad.



If you would like additional information on the features of OneDrive please visit this support page from Microsoft [https://support.microsoft.com/en-us/office/onedrive-video-training-1f608184-b7e6-43ca-8753-2ff679203132?wt.mc\\_id=otc\\_home](https://support.microsoft.com/en-us/office/onedrive-video-training-1f608184-b7e6-43ca-8753-2ff679203132?wt.mc_id=otc_home). If you have any questions, please contact us at [ETD@Dal.ca](mailto:ETD@Dal.ca).