

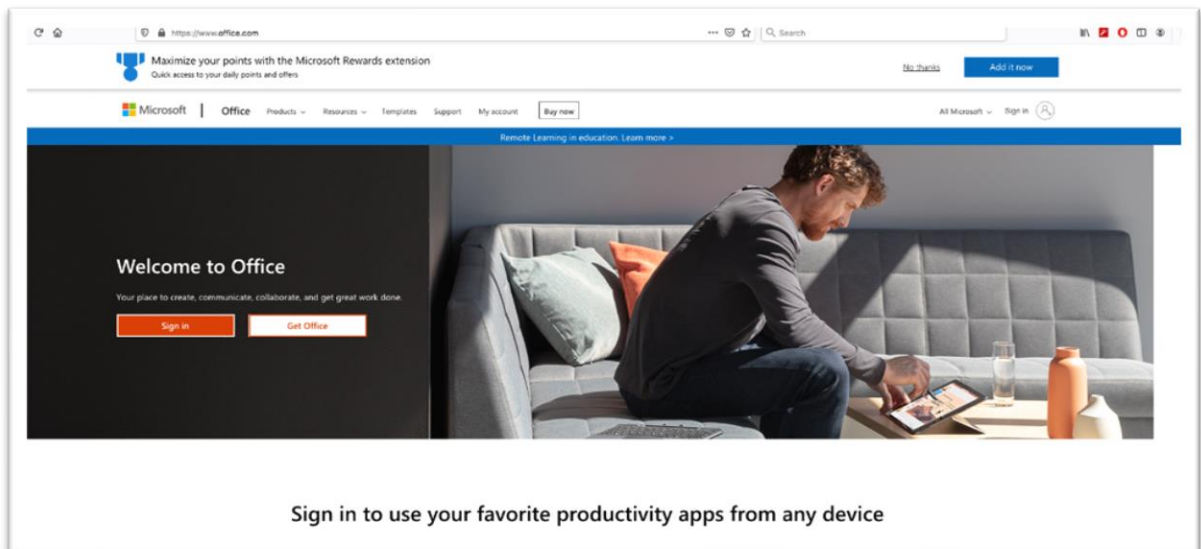
OneDrive for Students

All Students will be allocated 1TB storage space in OneDrive

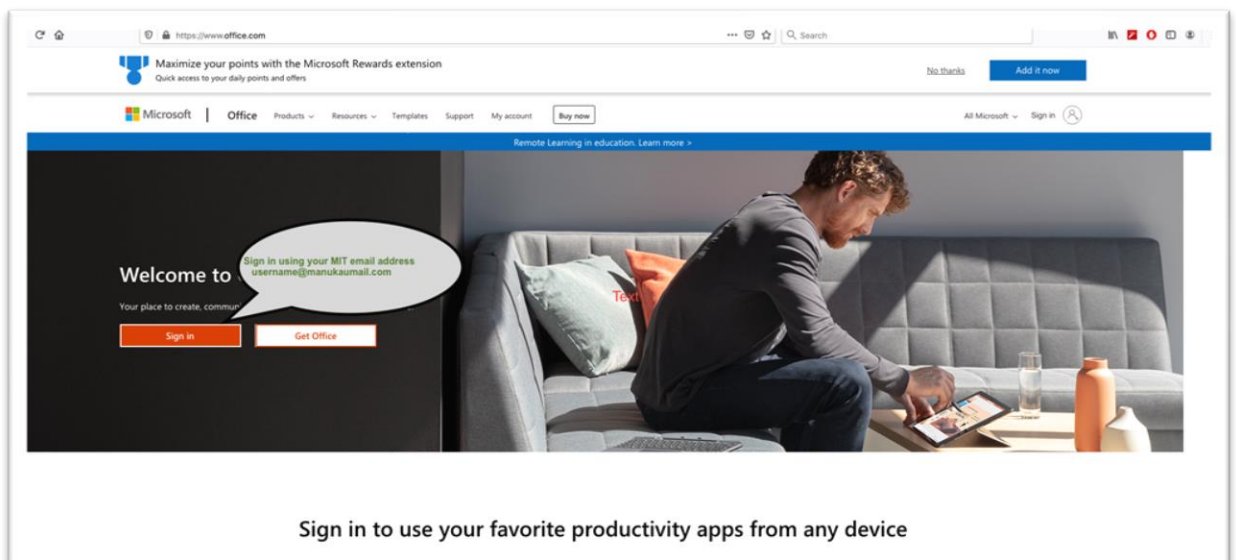
From your Computer:

Accessing OneDrive

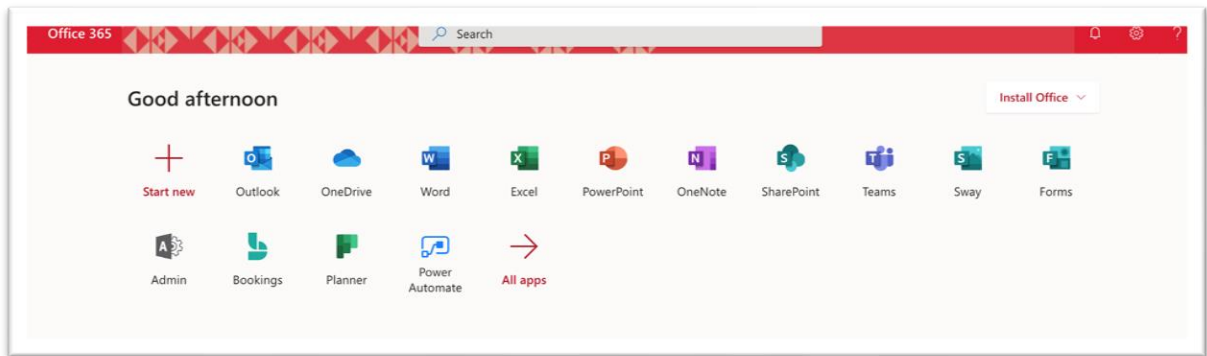
- 1- Open a web browser and navigate to www.office.com



- 2- Sign-in with your MIT email address (username@manukaumail.com) and password

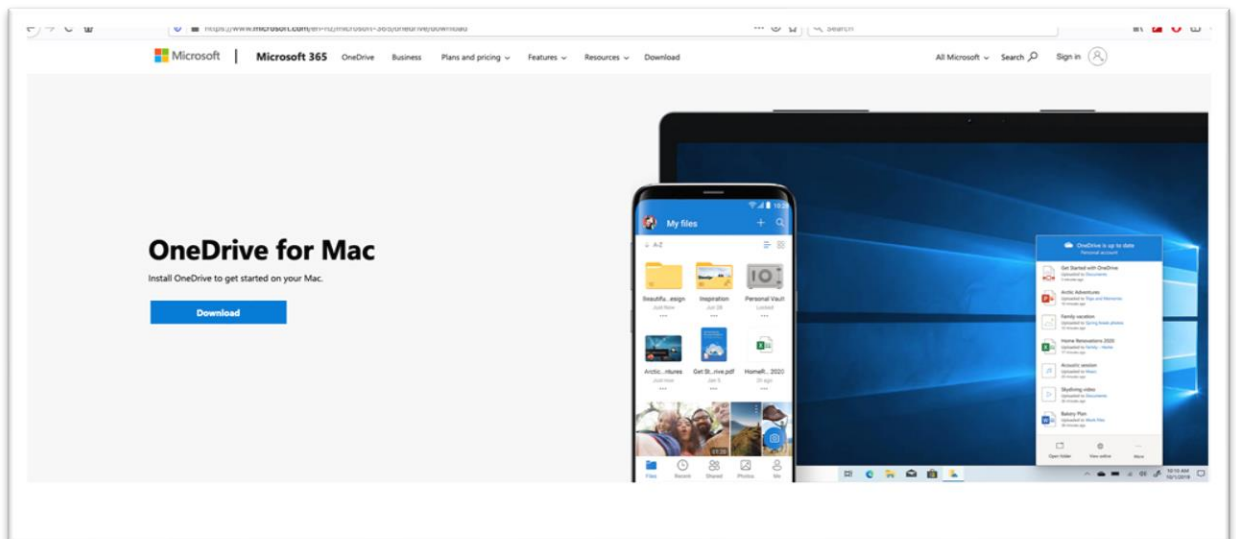


- 3- Click on **OneDrive** icon ()



Installing OneDrive App on your Computer

1. Open any web browser and visit the website as below or just click on the link:
<https://www.microsoft.com/en-nz/microsoft-365/onedrive/download>



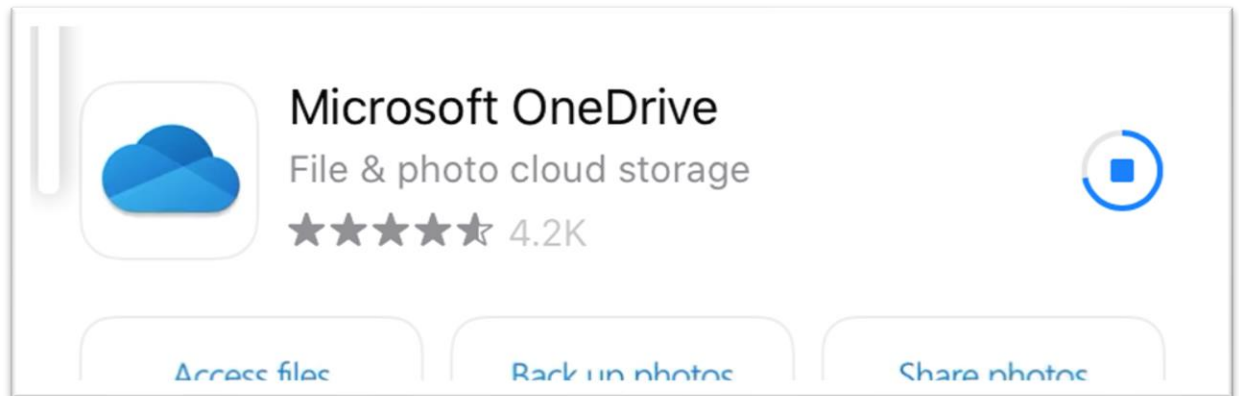
2. Follow the instructions on the screen to install the app. The website will automatically recognize your device, so you get the right version.
3. Open the OneDrive app and sign-in by using your MIT email address (username@manukaumail.com) and password.

Note

When in apps.manukau.ac.nz (MIT-Desktop) or in MIT lab computers, it is recommended not to install the one drive app as it will start synchronizing all your files to that computer.

One your mobile phone or tablet:

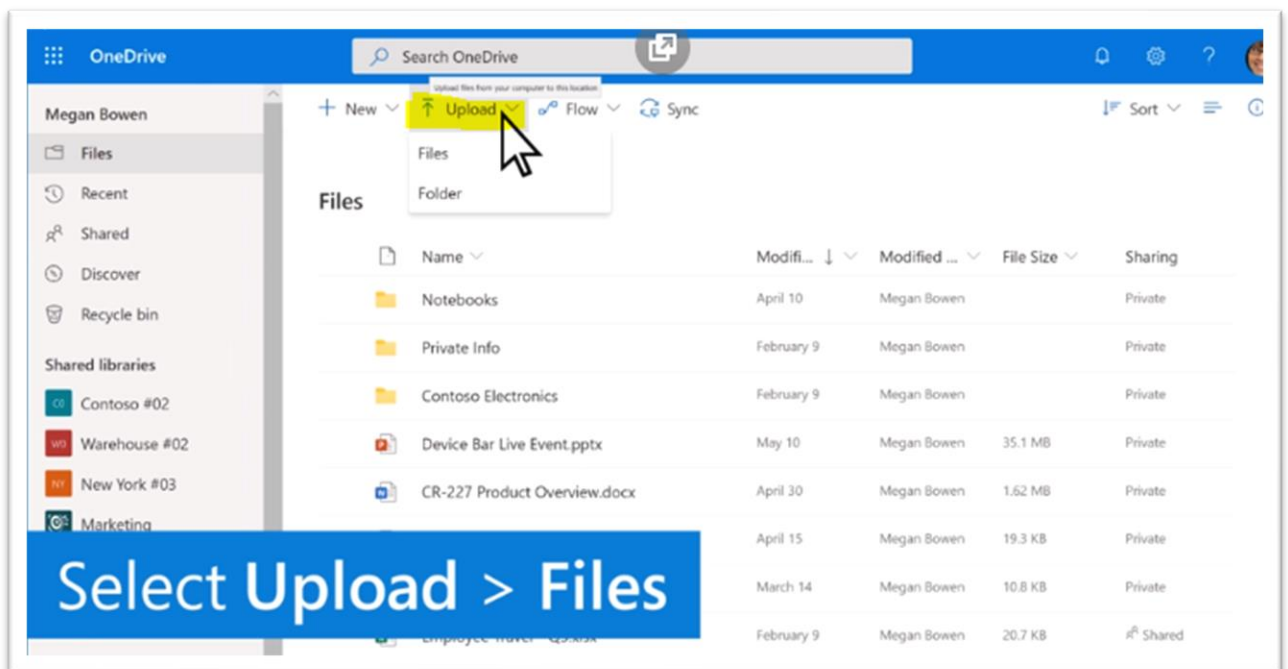
- 1- Go to the AppStore or Play Store
- 2- Search for “One Drive” and install



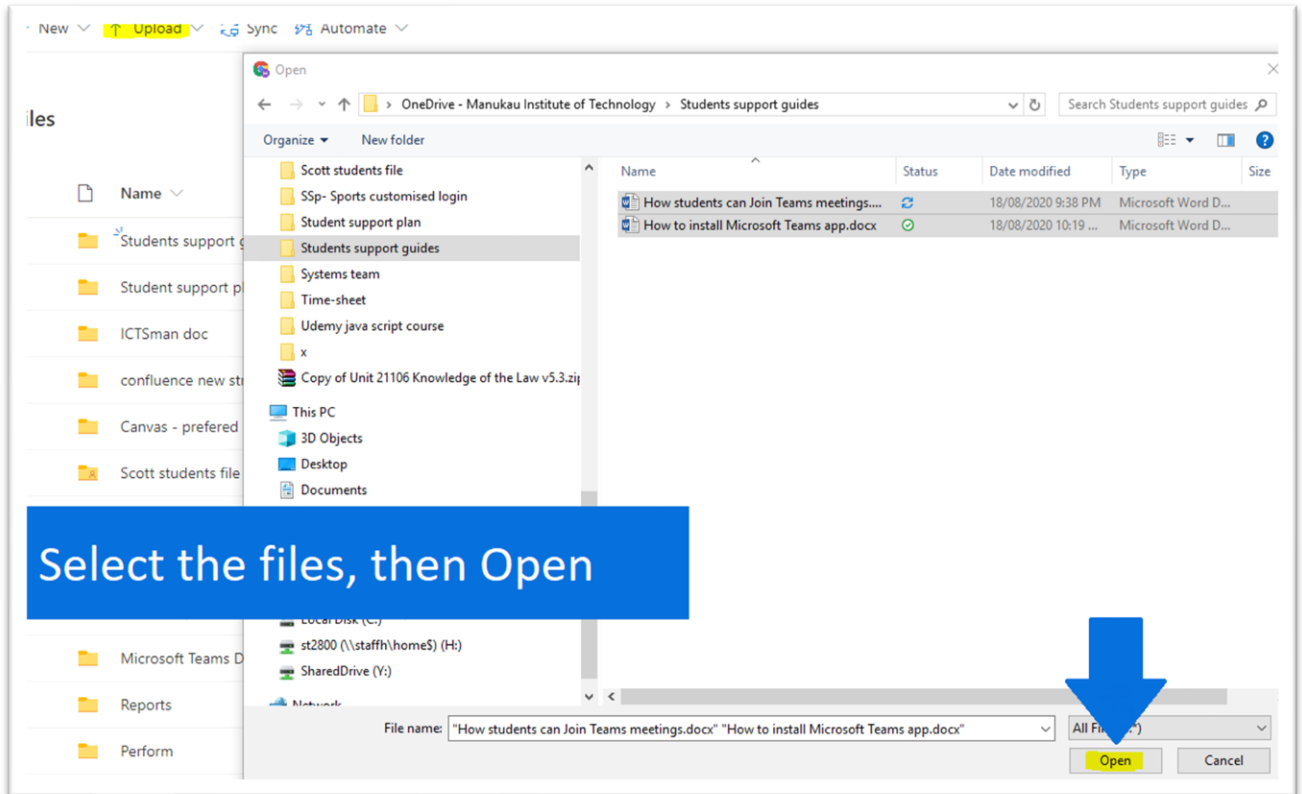
- 3- Once installed: Open OneDrive App on your mobile device.
- 4- Sign-in by using your MIT email address (username@manukaumail.com) and password

Upload files to from your Device to OneDrive:

- 1- Open **OneDrive**
- 2- Click on **Upload** and select files

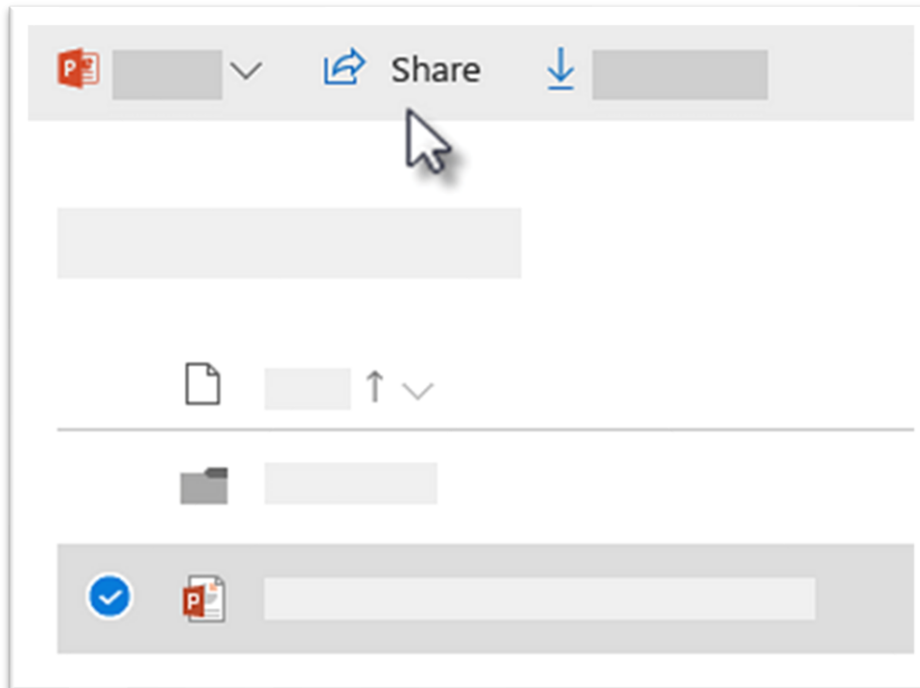


- 3- Select the file/files, then **Open**



Share Files or Folders from OneDrive:

- 1- Open OneDrive
- 2- Pick the file or folder you want to share by selecting the circle in the upper corner of the item. You can also pick multiple items to share them together
- 3- Select Share at the top of the page.



- 4- Enter the name or email of the person you wish to share the document with.



- 5- Click on **Send**.

Note

It is very important to verify that you are not sharing to everyone, but the address intended to.

End of Document.