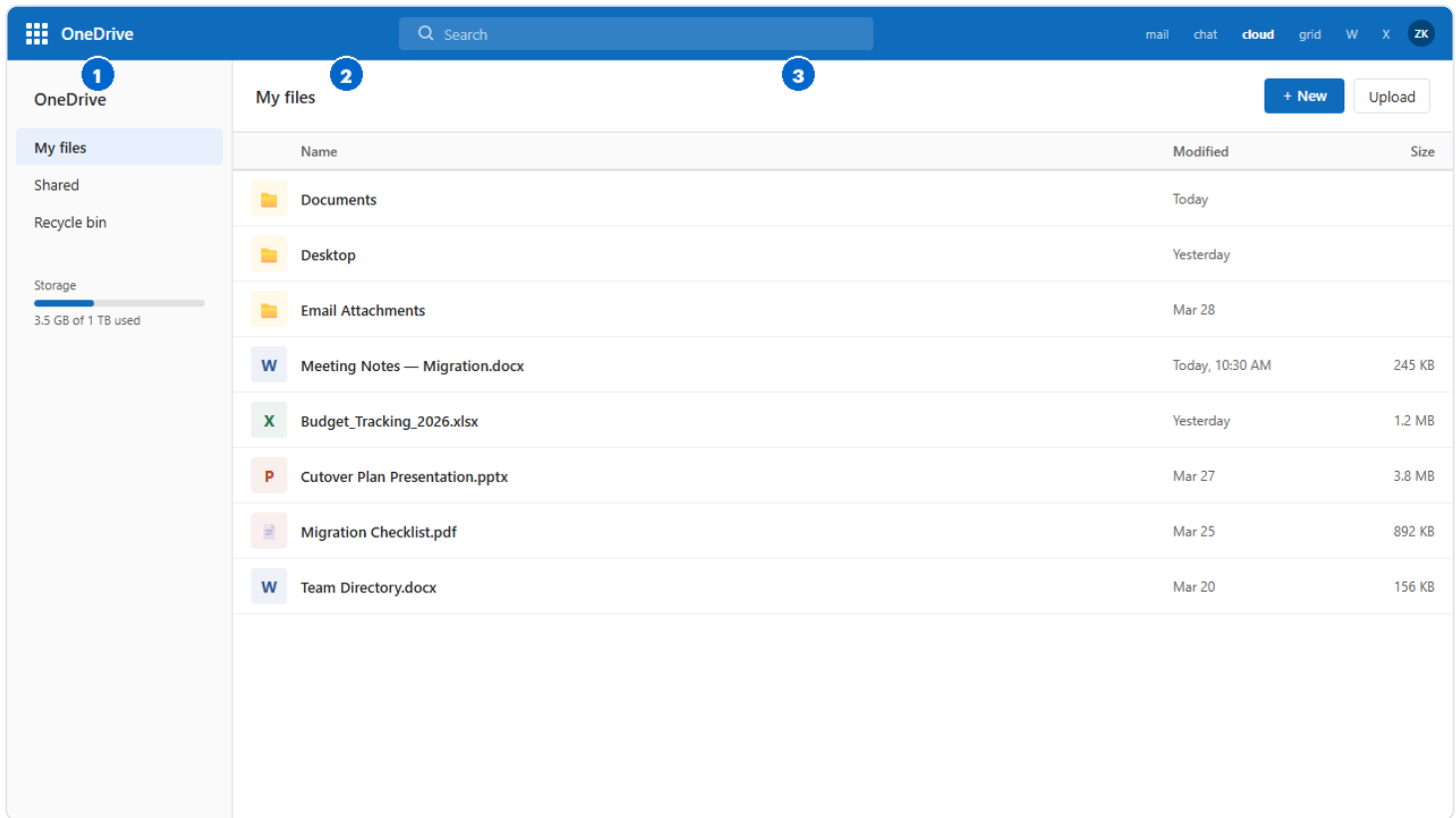


## Accessing OneDrive on the Web



OneDrive web interface — access files from any browser

### Step 1

Go to **portal.office.com** and sign in with your @blueantmedia.com account.

### Step 2

Click the **App Launcher** (waffle icon, top-left) → **OneDrive**. Or go directly to **onedrive.com**.

## Navigation

AREA	WHAT IT SHOWS
<b>My files</b>	Your personal files (migrated from Google Drive)
<b>Shared</b>	Files shared with you by others
<b>Recent</b>	Recently opened or edited files
<b>Recycle bin</b>	Deleted files (recoverable for 93 days)

# Common Actions

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## Upload Files

- Click **"Upload"** in the toolbar → choose Files or Folder
- Or **drag-and-drop** files from your desktop directly into the browser window

## Create New Documents

- Click **" + New "** → choose Word document, Excel workbook, PowerPoint, OneNote notebook, or Folder
- The document opens in the web app for immediate editing

## Share a File

1. Select the file (click the circle icon to the left of the filename)
2. Click **"Share"** in the toolbar
3. Choose audience and permission level (Can edit / Can view)
4. Enter names or copy the link

## Move or Copy Files

1. Select the file(s)
2. Click **"Move to"** or **"Copy to"** in the toolbar
3. Browse to the destination folder and confirm

## Version History

1. Click the **"..."** (more options) next to a file
2. Select **"Version history"**
3. View all previous versions with dates and editors
4. Click any version to preview or restore it

# Search

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Use the search bar at the top to find files by name, content, or author. OneDrive searches inside documents (Word, Excel, PDF, PowerPoint).

# Storage Management

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- You have **1TB** of storage
- Check usage: Settings (gear) → OneDrive settings → More settings → Storage metrics
- If running low, clean up old files or move large files to SharePoint

### TIP

Pin frequently used folders to Quick Access by right-clicking and selecting "Pin to Quick access." They'll appear at the top of your OneDrive for fast navigation.

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Need help? Contact [m365support@blueantmedia.com](mailto:m365support@blueantmedia.com) or visit the M365 Help channel in Microsoft Teams.