

# How can I access my OneDrive in 365?

## Log into Microsoft 365:

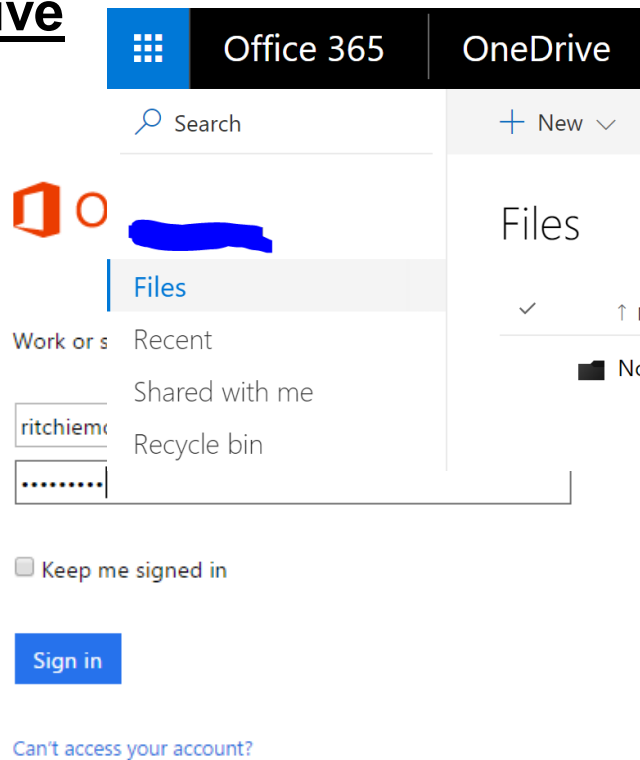
Step 1: Open a web browser like Chrome, FireFox or Internet Explorer.

Step 2: Enter the url: <https://login.microsoftonline.com/>

Step 3: Enter your email address (for your Microsoft account). Eg: student@fbps.nz This is usually, but not always, your first name and the first three letters of your surname eg. For Richie McCaw, it would be [richiemcc@fbps.nz](mailto:richiemcc@fbps.nz)

Step 4: Enter your password. This is usually, but not always, your mathematics password followed by fbps eg: cat21fbps

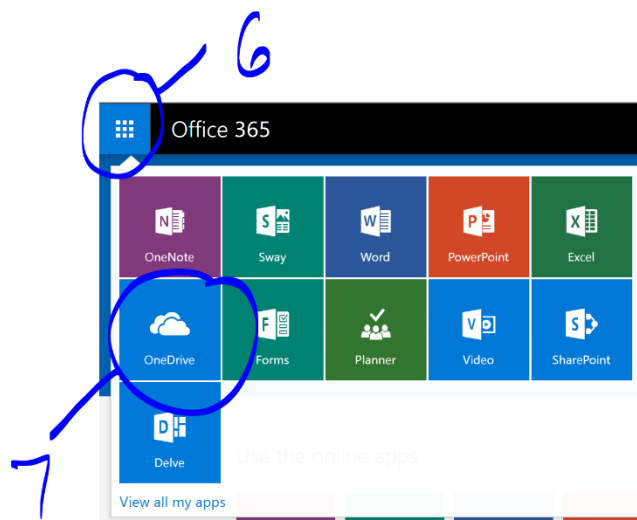
Step 5: Click "Sign in"



## Accessing your Documents in OneDrive:

Step 6: Go to the 'waffle'

Step 7: Click on OneDrive

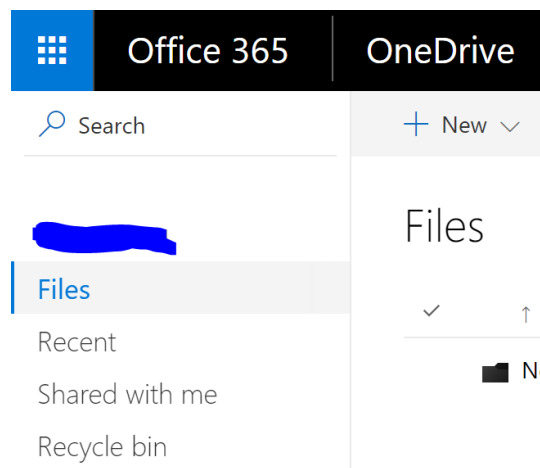


You can now see all your work.

**Files** – Where all of the documents you have created are  
**Recent** – This is where the latest documents that you have been to can be seen.

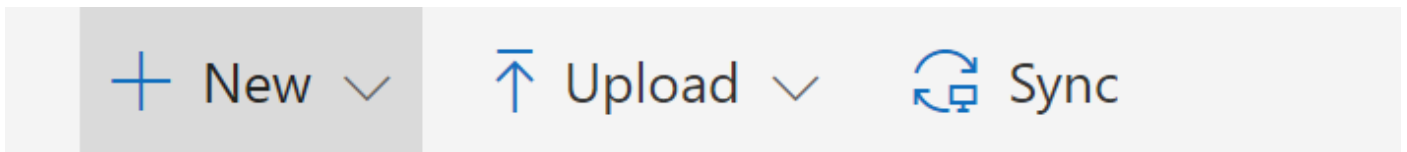
**Shared With Me** – This is where documents that other people (students and teachers) have shared with you and that you can edit

**Recycle Bin** – if you delete a document you might find it here.

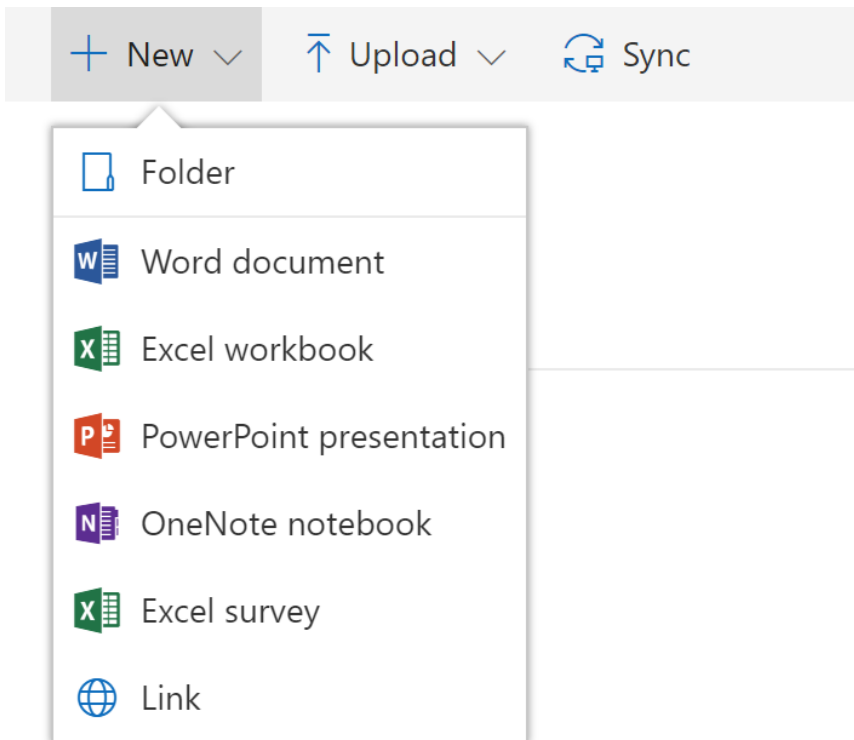


# How to create a new document – PowerPoint, Word, Excel etc

Step 8: The + New



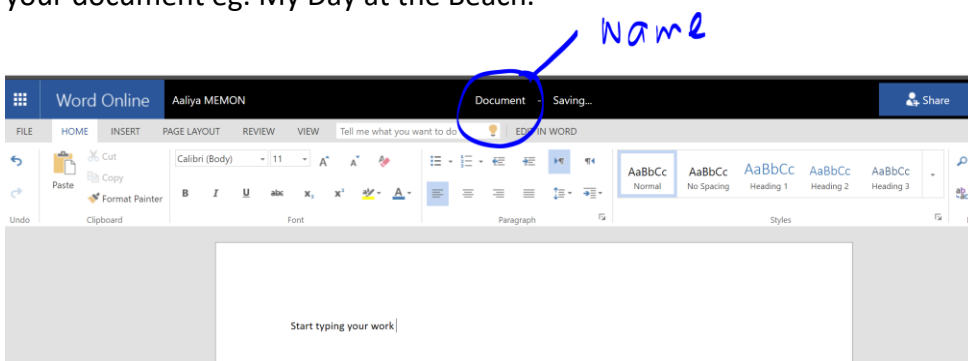
Step 9: Choose the type of new document you want to create



Step 10: Click on it. Eg Word Document

Step 11: A new document will appear.

Step 12: To rename the document click where it says “document” and type the name you would like to call your document eg. My Day at the Beach.



Your work will save automatically.