

Introduction

Cloud Storage is a service that allows users of educational computer systems to access their files from personal computers and smartphones.

Not only saving file, but there are also other features of ability to share the file as well.

* Caution *

- If you use the URL sharing function, you must not share the work of others. Uploading or sharing the work of others without permission is a violation of copyright law and is subject to punishment.
- Be sure to use anti-virus software. Uploading or sharing a virus-infected file can spread the virus, causing serious damage to the system or infecting other users.

Use cloud storage (Default)

【1】Starting from a Desktop shortcut

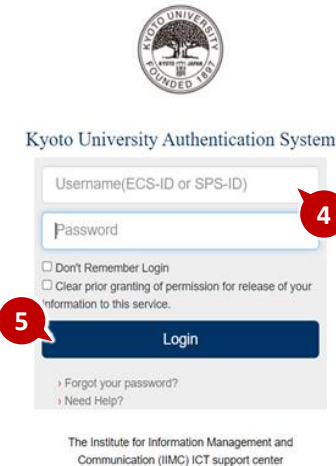
1. Double-click 「OneDrive」 shortcut on the desktop (Figure 1).



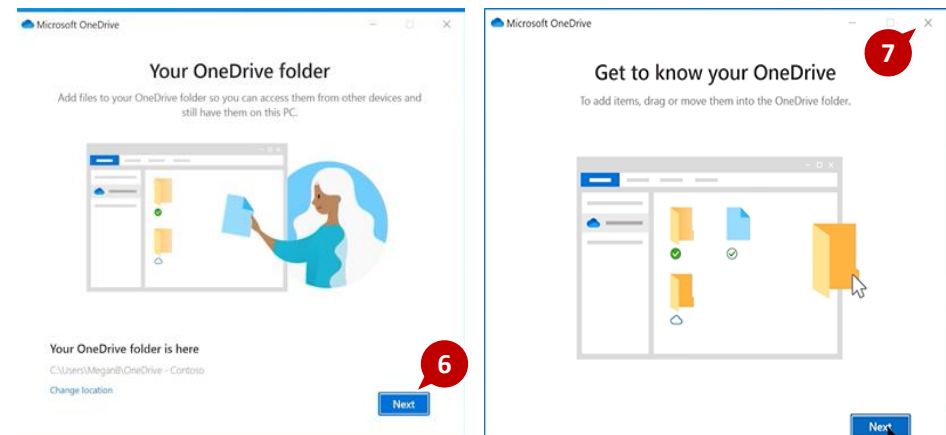
2. Enter an email address (Figure 2).
3. Click 「Sign In」 (Figure 3).



4. Enter Username/Password (Figure 4).
5. Click 「Login」 (Figure 5).



6. Click 「Next」 (Figure 6).
7. Click [X] (Figure 7).

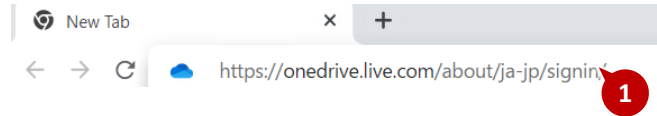


8. Access 「OneDrive」 by double-clicking the OneDrive shortcut on your desktop (Figure 8).

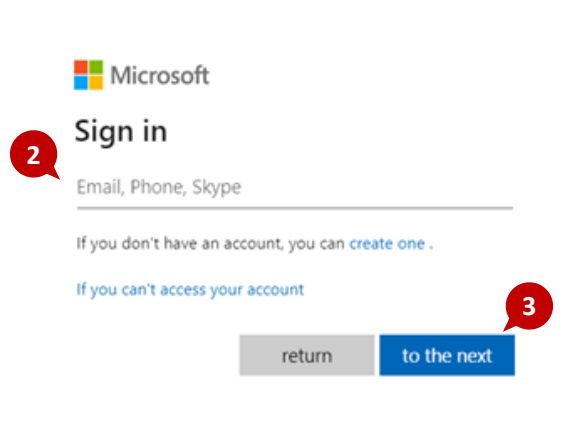


【2】When starting using a browser

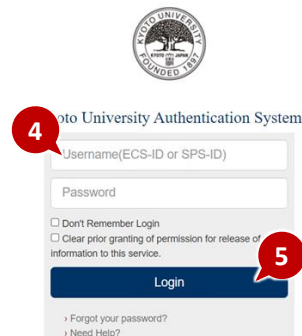
1. Launch a browser and enter [https://onedrive.live.com/about/en-in/signin/] in the address bar (Figure ①).



2. Enter your email address (Figure ②).
3. Click 「Next」 (Figure ③).



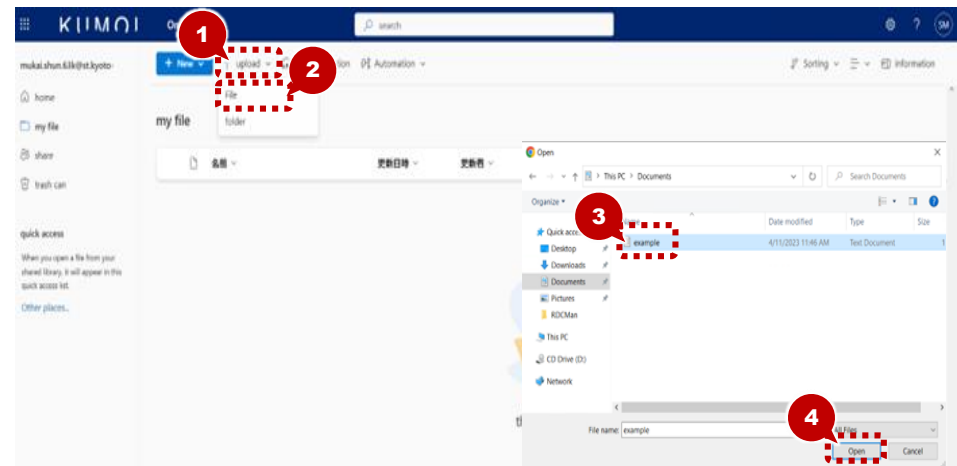
4. Enter Username/Password (Figure ④).
5. Click 「Login」 (Figure ⑤).



Basic Operations

【1】Upload File

1. Click 「Upload」 at the top of the screen (Figure ①) .
2. Select Properties [File] (Figure ②) .
3. Select the file to upload (Figure ③) .
4. Click [Open](Figure ④) .



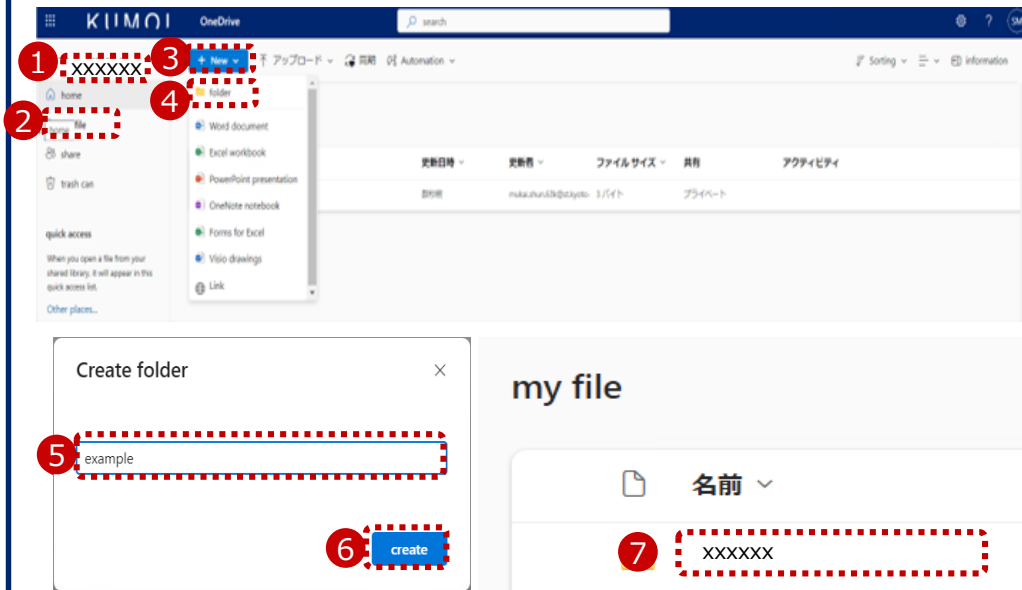
5. Uploaded files appear in the list. (Figure ⑤) .



- 「⋮」 Click to display a menu from which you can view details, rename, download, or delete.

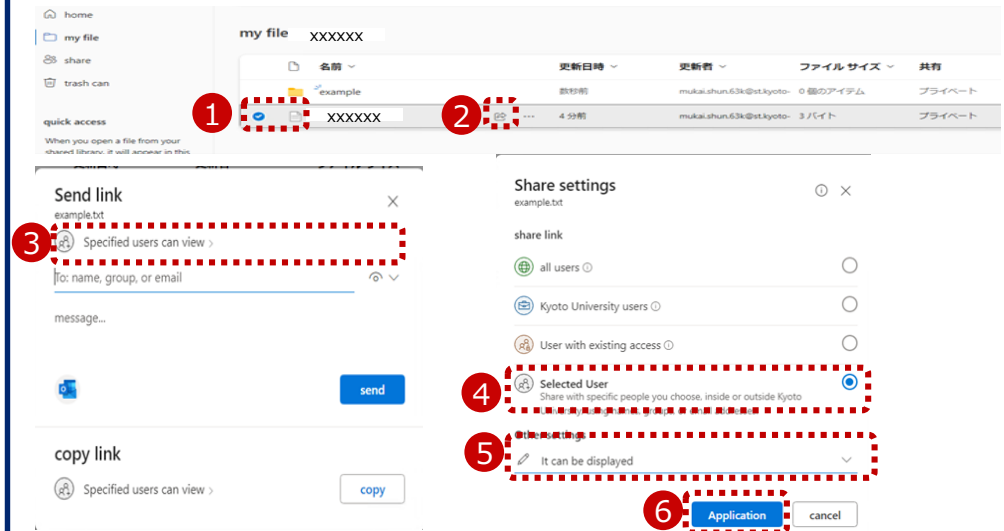
【2】 Create Folder

1. Make sure the owner of OneDrive sees your name (Figure ①) .
2. Click [My Files] (Figure ②) .
3. Click [New] (Figure ③) .
4. Select Properties [Folder] (Figure ④) .
5. Enter a folder name (Figure ⑤) .
6. Click [Create] (Figure ⑥) .
7. Click the folder name (Figure ⑦) . ※The folder opens.



【3】 File/Folder Sharing

1. Select a file (Figure ①) .
2. Click [Share] (Figure ②) .
3. Click [Can be viewed by the specified user] (Figure ③) .
4. Select Properties [Specific User] (Figure ④) .
5. Check the [Allow editing] (Figure ⑤) .
6. Click [Apply] (Figure ⑥) .



7. Enter the name or mail address of the person you want to share with and select from the list of candidates.[Enter a name or e-mail address] (Figure ⑦) .
8. [Add Message (Optional)] box, type 「Share files」 (Figure ⑧) .
9. Click [Submit] (Figure ⑨) .

