

## 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.

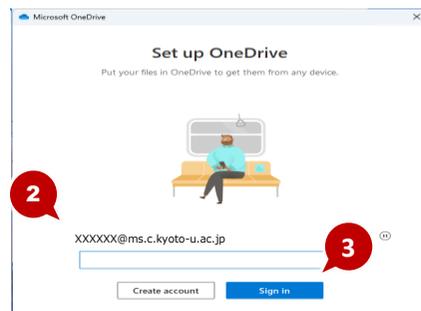
## Use cloud storage (Default)

### [ 1 ] Starting from a Desktop shortcut

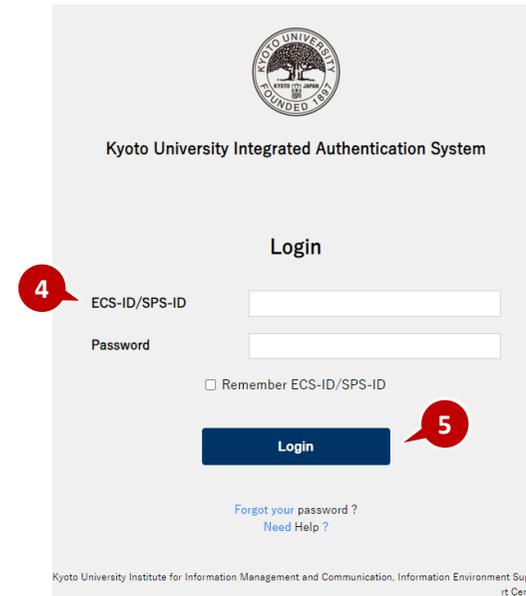
1. Double-click [OneDrive] shortcut on the desktop (Figure 1).



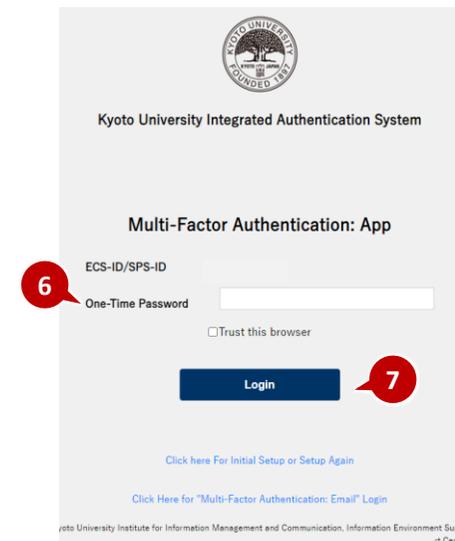
2. Enter an email address (Figure 2).  
※: For SPS-ID, Enter XXXXXX@ms.c.kyoto-u.ac.jp  
For ECS-ID, Enter XXXXXX@st.kyoto-u.ac.jp
3. Click [Sign in] (Figure 3).



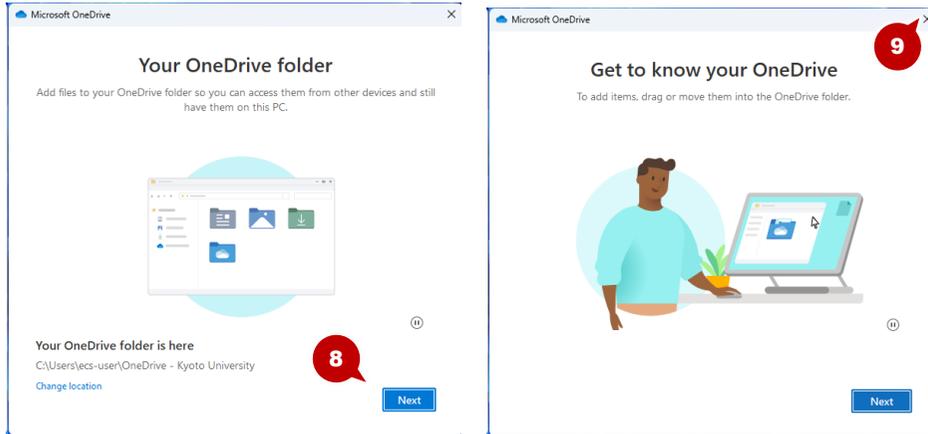
4. Enter Username/Password (Figure 4).
5. Click [Login] (Figure 5).



6. Enter the one-time password (Figure 6).  
※ If you don't know how to get a one-time password or haven't set one yet, you can find it [here](#).
7. Click [Login] (Figure 7).



- 8. Click 「Next」 (Figure 8).
- 9. Click [X] (Figure 9).

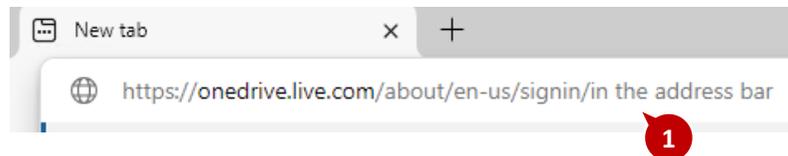


- 10. Access 「OneDrive」 by double-clicking the OneDrive shortcut on your desktop (Figure 10).

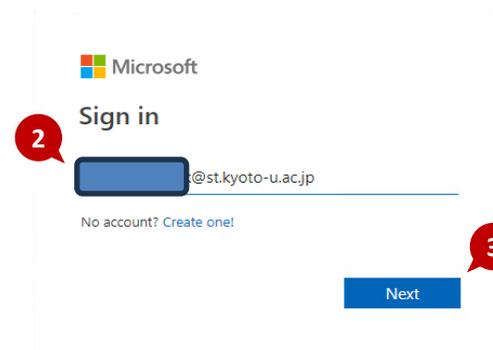


## 【2】When starting using a browser

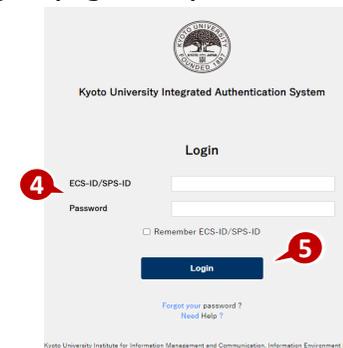
- 1. Launch a browser and enter `https://onedrive.live.com/about/en-us/signin/` in the address bar (Figure 1).



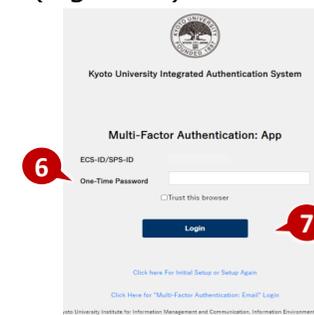
- 2. Enter your email address (Figure 2).  
※:For the SPS-ID, Enter XXXXXX@ms.c.kyoto-u.ac.jp  
For the ECS-ID, Enter XXXXXX@st.kyoto-u.ac.jp
- 3. Click 「Next」(Figure 3).



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



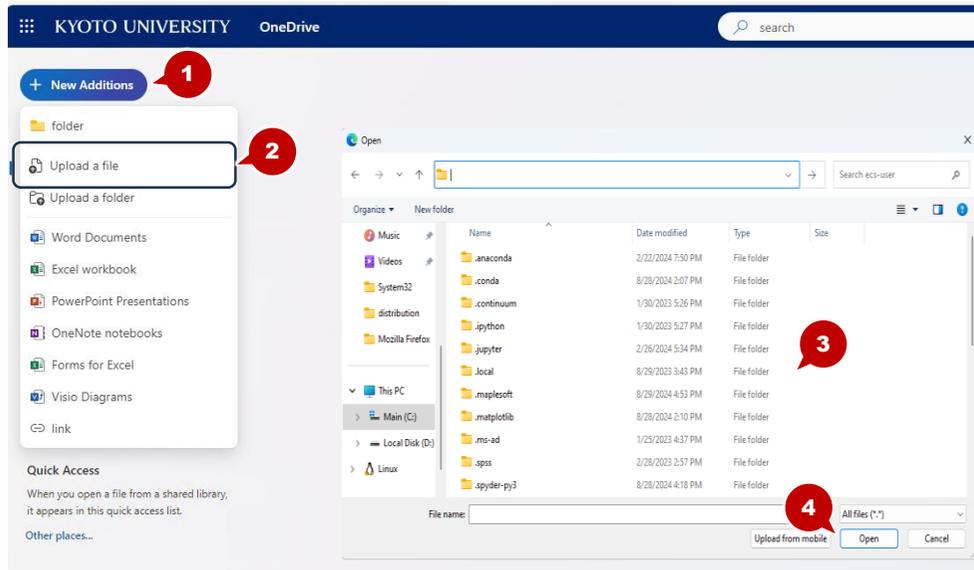
- 6. Enter the one-time password (Figure 6).  
※If you don't know how to get a one-time password or haven't set one yet, you can find it [here](#).
- 7. Click 「Login」(Figure 7).



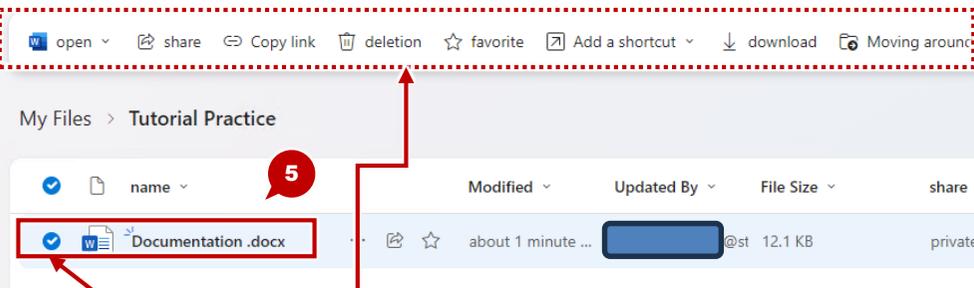
**Basic Operation** (The following is an example of a browser. Explorer is almost the same.)

## 【 1 】 Upload File

1. Click 「New Additions」 at the top of the screen(Figure ①).
2. Select 「Upload a 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).



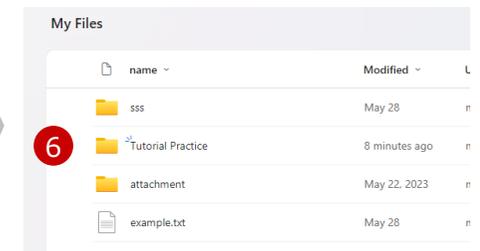
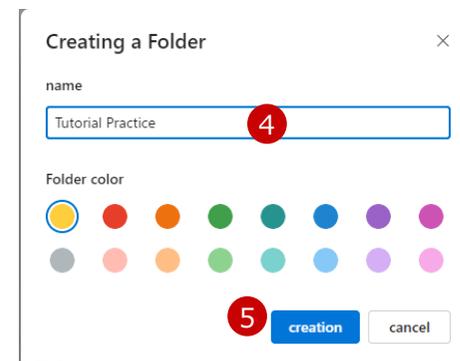
- Click to display a menu from which you can view details, rename, download, or delete.

## 【 2 】 Create Folder

1. Make sure your name or email address is displayed(Figure ①).

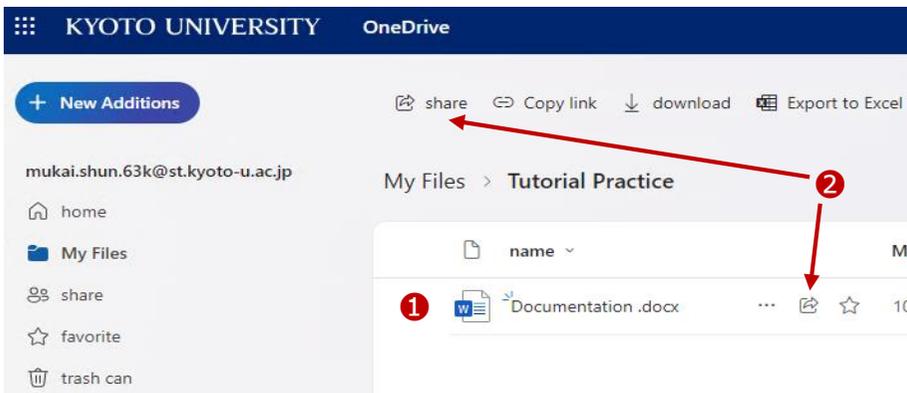


2. Click 「New Additions」(Figure ②).
3. Select Properties 「folder」 (Figure ③).
4. Enter a folder name (Figure ④).
5. Click 「Creatiton」(Figure ⑤).
6. Click the folder name(Figure ⑥). ※The folder will open.

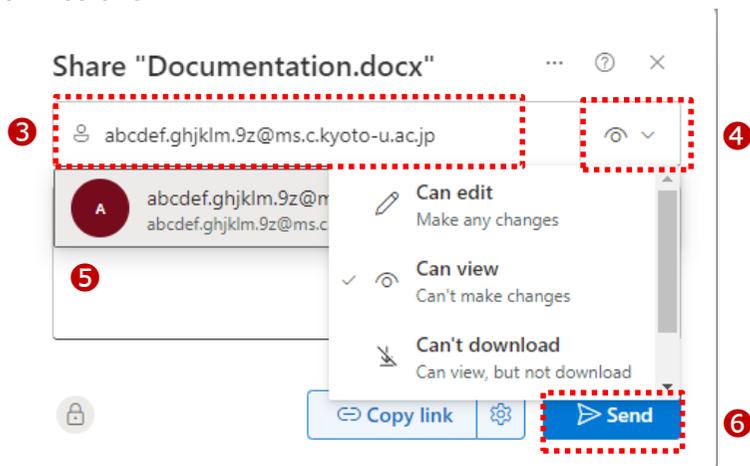


## [3] File/Folder Sharing

1. Select a file in the folder(Figure ①).
2. Click  (Figure ②).



3. Enter the email addresses of the people you want to share with(Figure ③).  
(@ms.c.kyoto-u.ac.jp or @st.Kyoto-u.ac.jp of email address)
4. Click on the right side of  (Figure ④) to set access permissions.



5. Enter the contact information in the [Add a Message](Figure ⑤).
6. Click [Send]( Figure ⑥).
7. The person with whom you have set up the share will receive an email and will be able to access it.