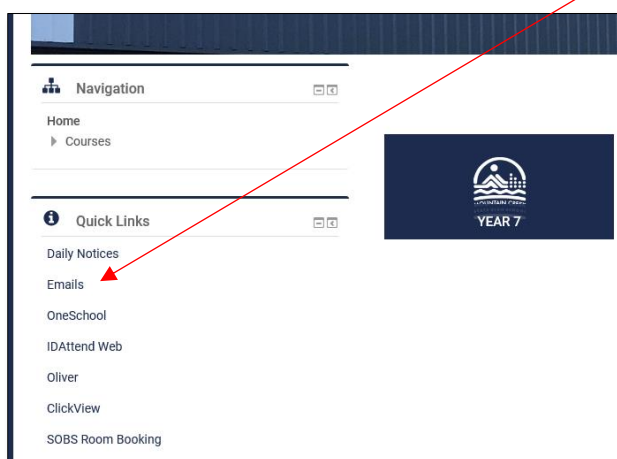


MCSHS IT Guide – OneDrive for Students

How do I access OneDrive as a student?

1. Open a web browser and google search “mcschs moodle pukunui” then click on the first page in the list – Mountain Creek State High School (<https://mtncreekshs.moodlesite.pukunui.net/>)
2. Open your school emails by clicking “Emails” located in the “Quick links”



***Note:** You may be asked to log into your Email account using your EQ password.*

3. Once you are in your emails click the “Waffle / Launchpad” at the top left hand corner of the page



4. From this list click on the “OneDrive” button



5. This will now take you to your OneDrive storage / library. If this is the first time that you have accessed this you will be offered a guide through on how it works. Please follow this if you are not sure how to use it.

What can be stored on OneDrive?

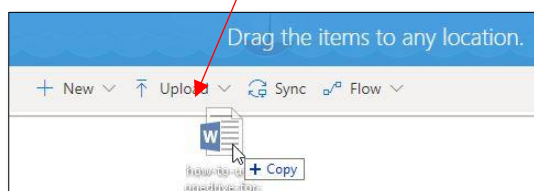
Any school related work that you would have normally stored on your school H Drive can be stored on this cloud based server.

You cannot store copyright protected movies, music or games as this will be seen as a breach of the law. School servers are considered enterprise environments where our servers are not personal storage and cannot contain personal copies of this media. Segments of movies or screenshots needed for assignments should be fine if used in relation to school work.

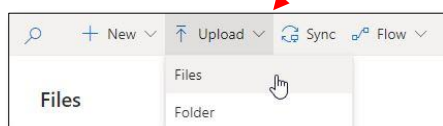
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How do I upload files and folders to my OneDrive

6. Now that you are inside your OneDrive library, the easiest way to upload files and folders is to simply drag and drop them from your computer.



7. You can also use the "Upload" button to upload files or folders from your computer to your OneDrive library.



How do I share files and folders from my OneDrive library?

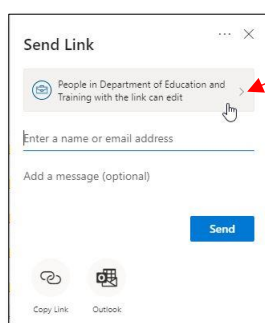
8. To share a file or folder, click on it and then click the "Show Actions" button (3 dots)



9. In the menu that appears click on the "Share" button

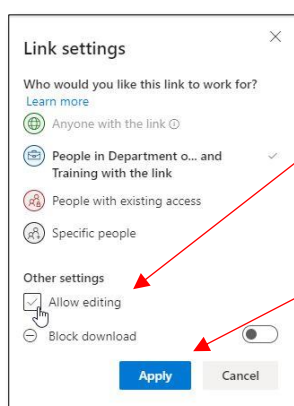


10. The "Send Link" window will now open. Click on the "People in Department of Education and Training with the link can edit" button



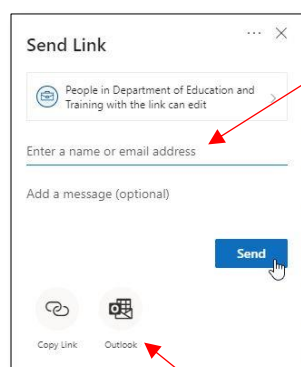
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11. Inside “Link settings” you can choose to share your file or folder with the 3 settings available. *Make sure you untick the “Allow editing” box and click the “Apply” button*



12. You will return to the “Send Link” window and here you can choose how to send your link. The easiest ways are by using the following 2 options:

- Enter email addresses in the box provided and click the “Send” button



- Click the “Outlook” button and this will open an email to send your link

Want to learn more about OneDrive?

[Microsoft Official Video Training](#)

Please Note: If you are unable to access OneDrive, please send a support request to:

BYOD@mountaincreekshs.eq.edu.au