Cloud Storage Using

OneDrive

The Quick Guide for Aviation & Travel Training Group Staff & Students

For help & support on topics in this document please contact the IT support desk using the contact details below.

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Introduction to OneDrive

Traditionally users would save their personal work documents into their H: drive.
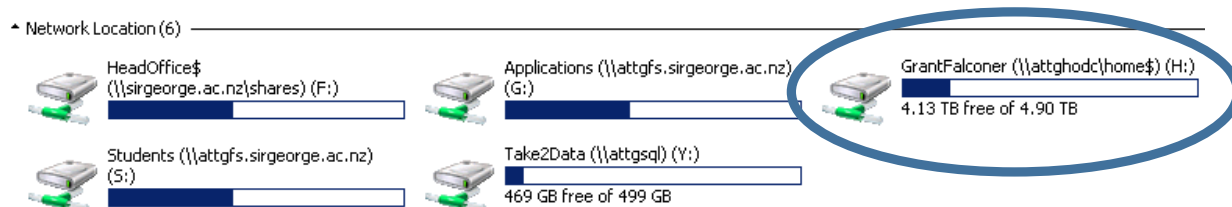
With Office365-**OneDrive** you are now able to save your work documents into the cloud.

When saving a document the file travels from your computer over the internet & stored on a server in a data center
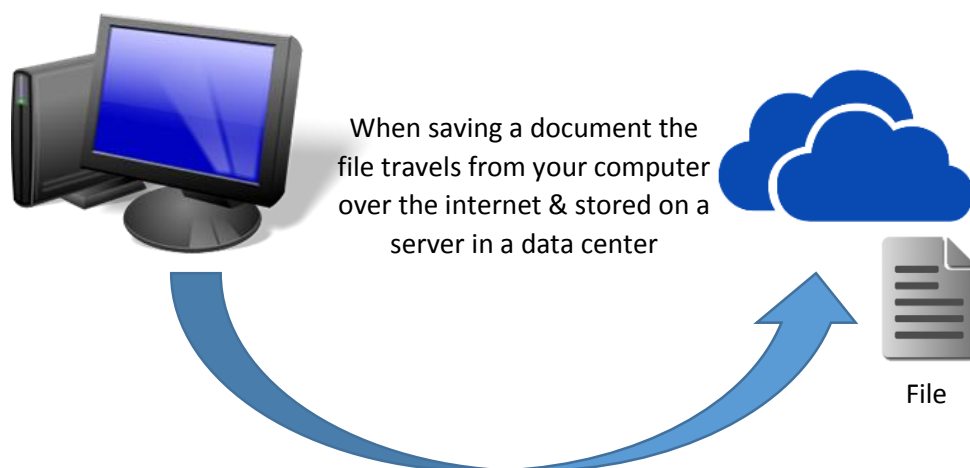
File

Advantages of using Office 365-**OneDrive** to store documents are:

- No need to use USB sticks to transfer file between home and work/study place
- Documents can be accessed anywhere at any time from any device
- Documents will now be saved on a platform that will allow them to be shared and edited by multiple people
- No more syncing issues with Offline H: drive files (laptop users)
- A document edited on someone's mobile phone at an airport or café can be seen live by someone on a computer in the office
- If you do not have Office installed on your computer at home you will be able to still edit your documents through the Office 365 portal

# How to Save Documents to OneDrive in Office Programs on Campus

1. On the ribbon within any Microsoft Office 2013 program click or tap on the **File** tab
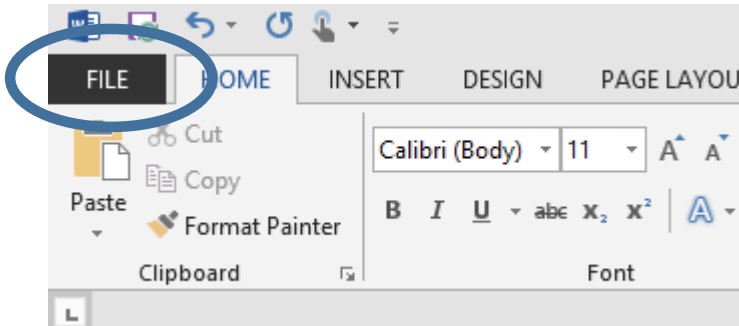
2. Click or tap on **Save As** and select the **OneDrive - Aviation & Travel Training Group** option.

Please Note: If you don't have the OneDrive ATTG option follow the steps on page 7
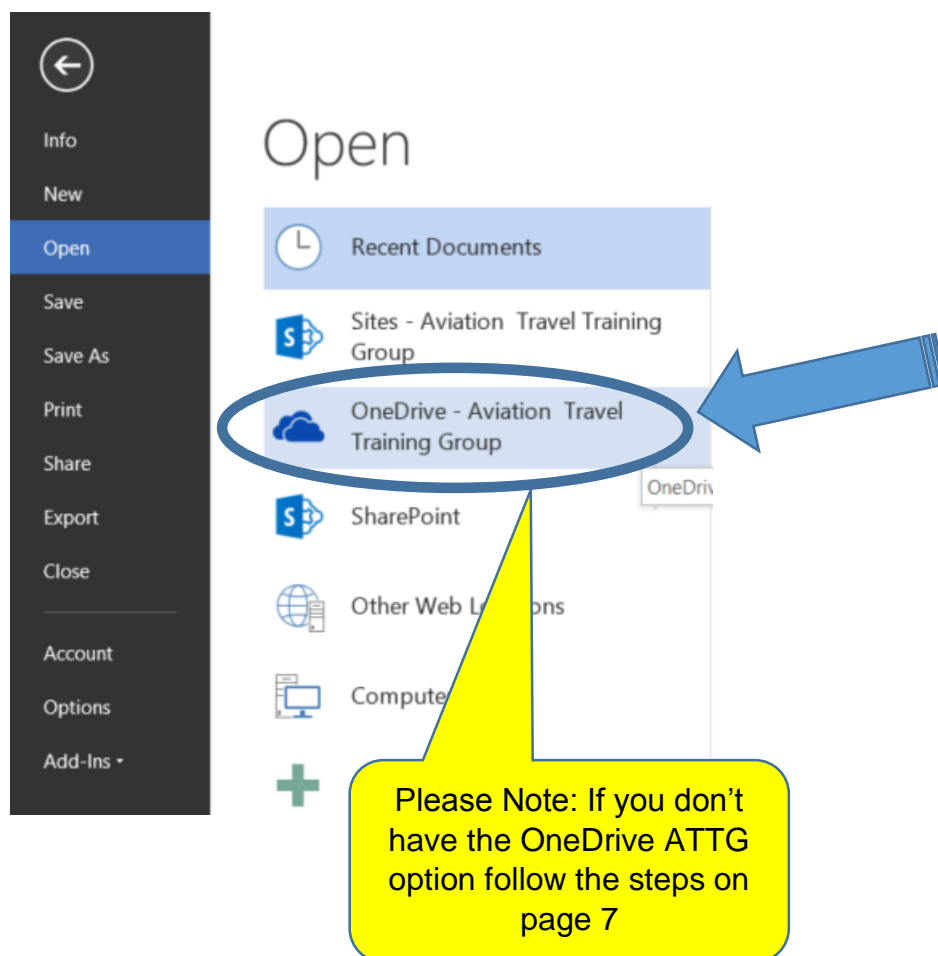
3. You will be presented with some options on where to save within OneDrive. Click the **Browse** button
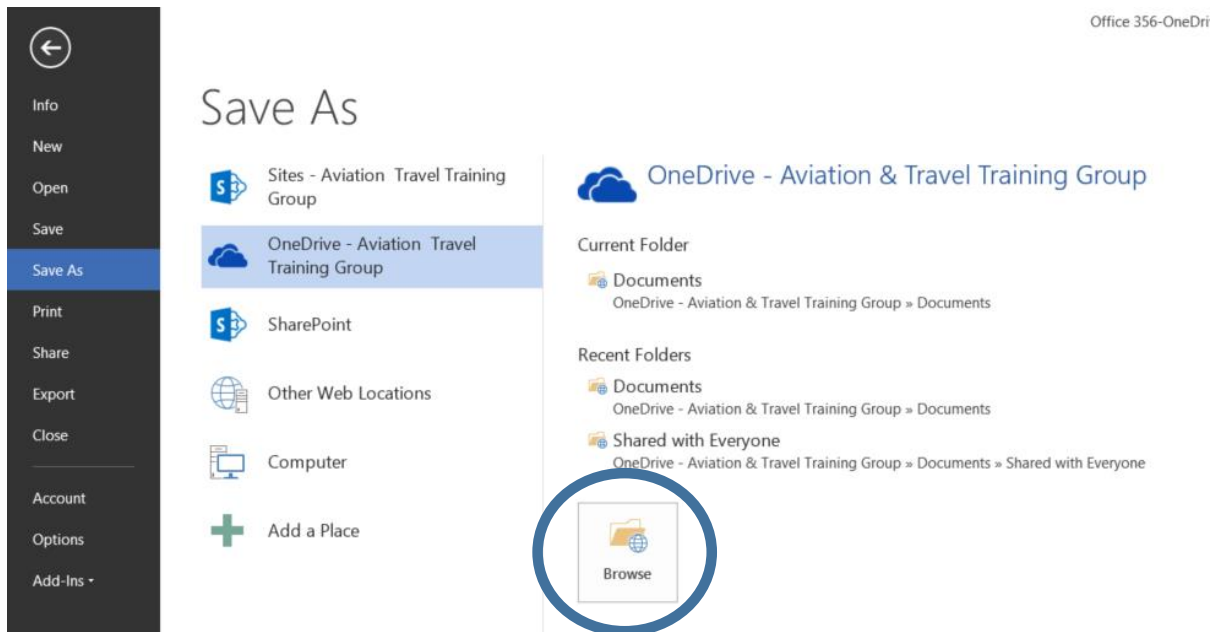
4. This should open your **Documents** folder within OneDrive.
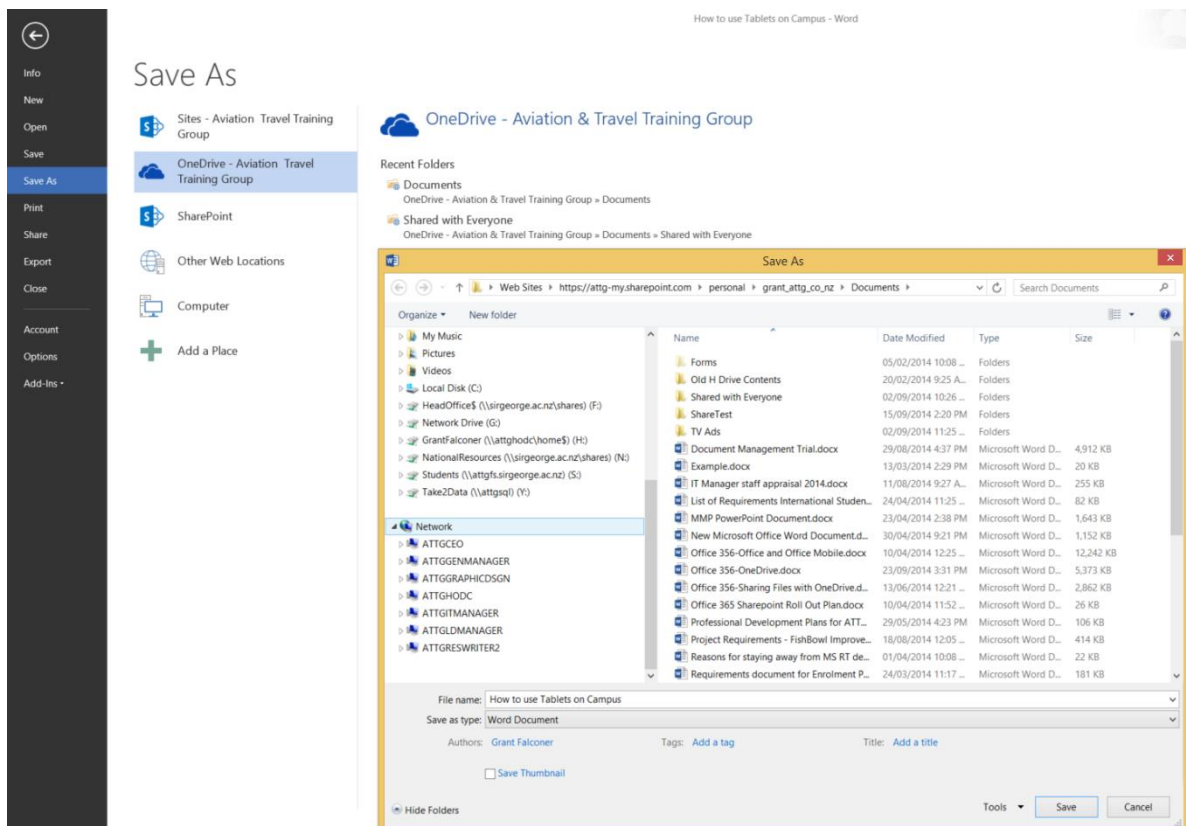
5. Name the file and click or tap **Save**. If you want to keep the document private then save it in this location. If you want to open the document up to share with other people at a later date then double click or tap on the **Shared with Everyone** folder, name your file and then click **Save.**
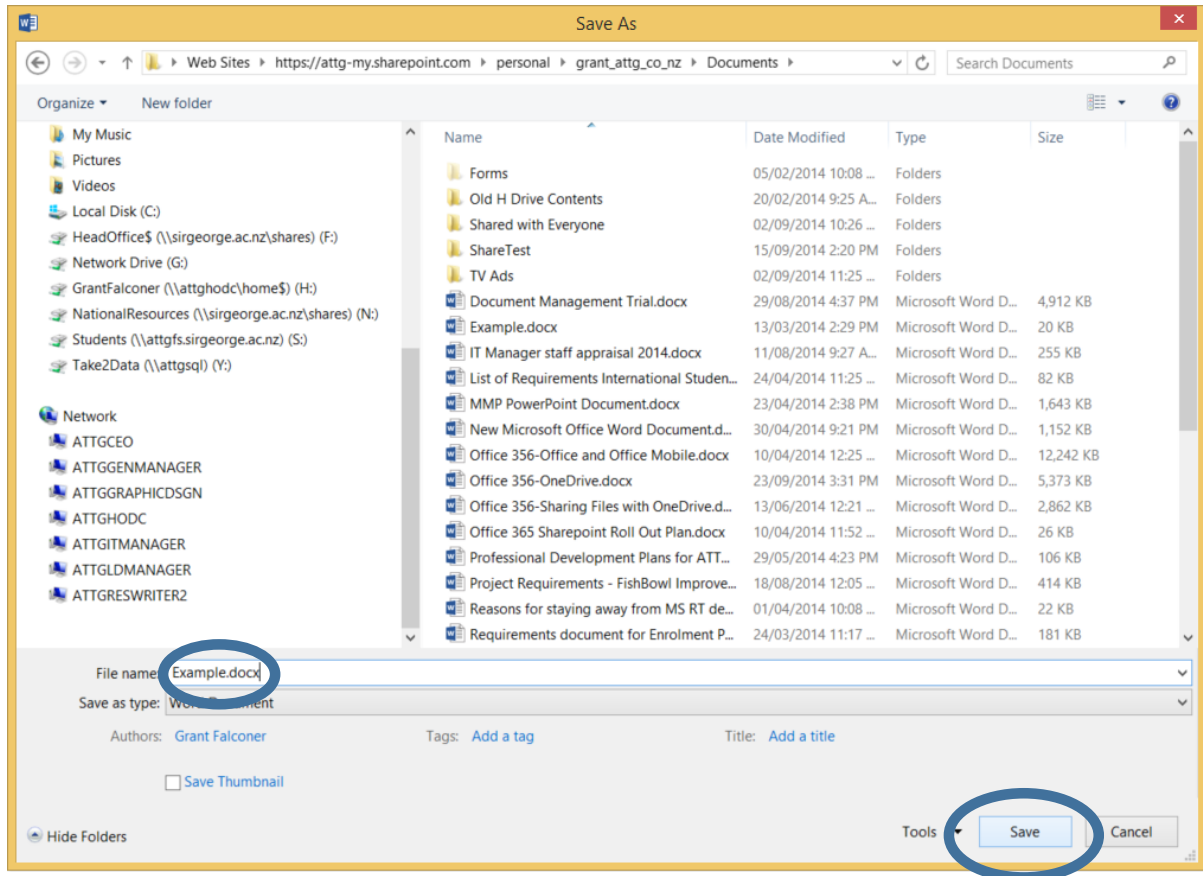
How to Add the Aviation & Travel Training Group SharePoint save option if you don't have it

1. Click on File **Open** or **Save**. Click on **Add a Place** and click or tap **Office 365 SharePoint** option
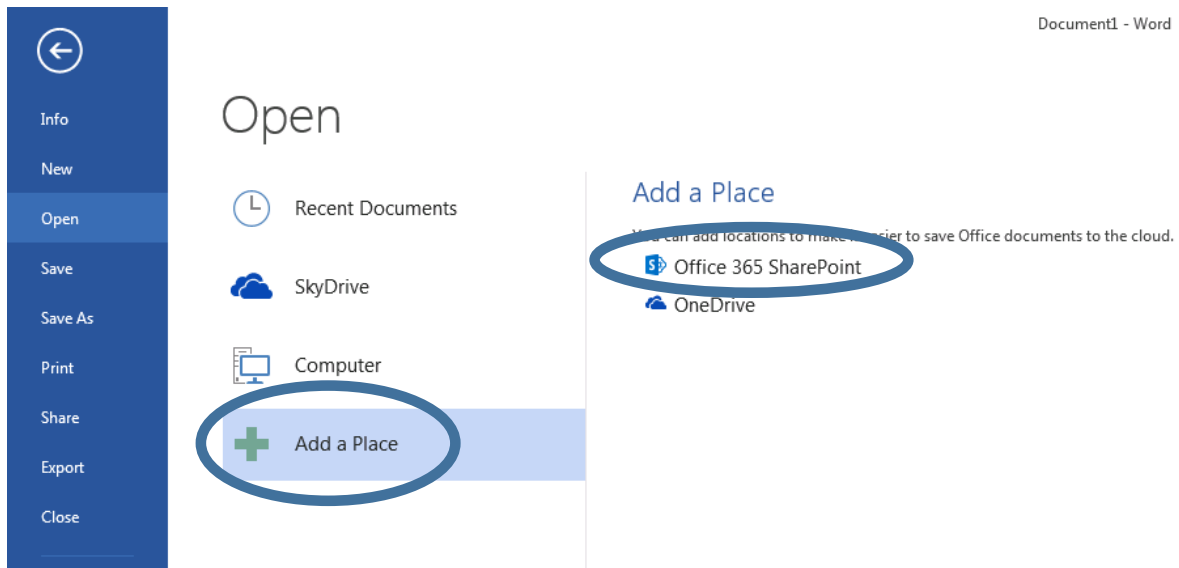
2. At the logon screen put in your ATTG email address & password. Your ATTG email address is your username followed by a domain name. Look at the examples below to figure out your email address:

   Travel Careers & Training Student – johnsmith@tourism.ac.nz
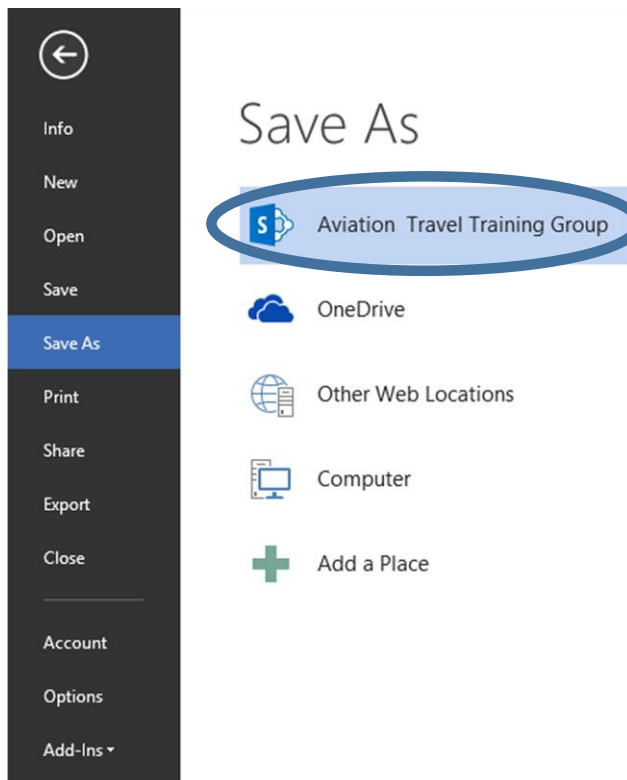   Sir George Seymour College Student – johnsmith@tourism.ac.nz
   Travel Careers & Training Staff – johnsmith@travelcareers.co.nz
   Sir George Seymour Staff – johnsmith@sirgeorge.co.nz
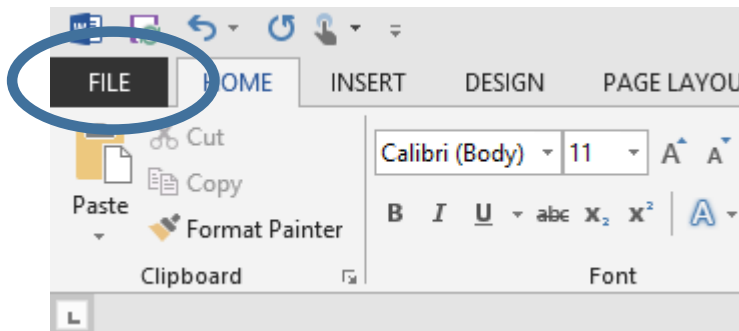   ATTG Head Office Staff – johnsmith@attg.co.nz

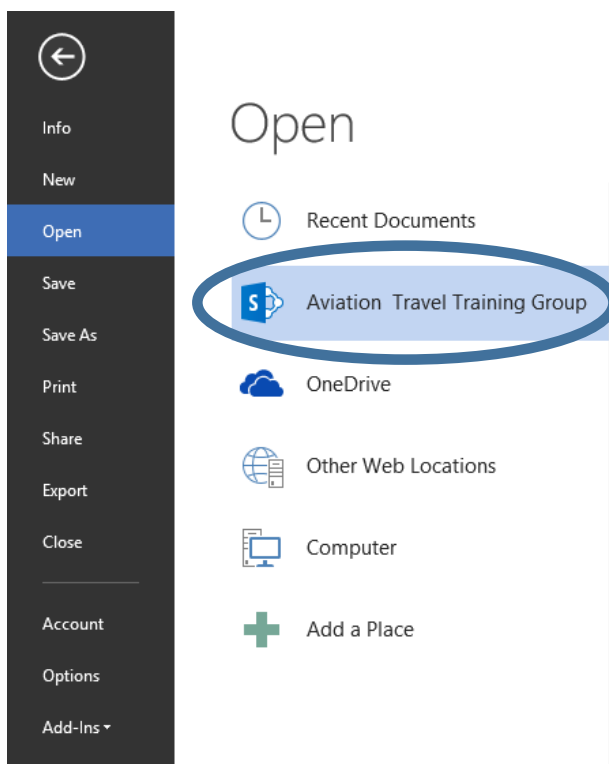3. Your new SharePoint option should now appear

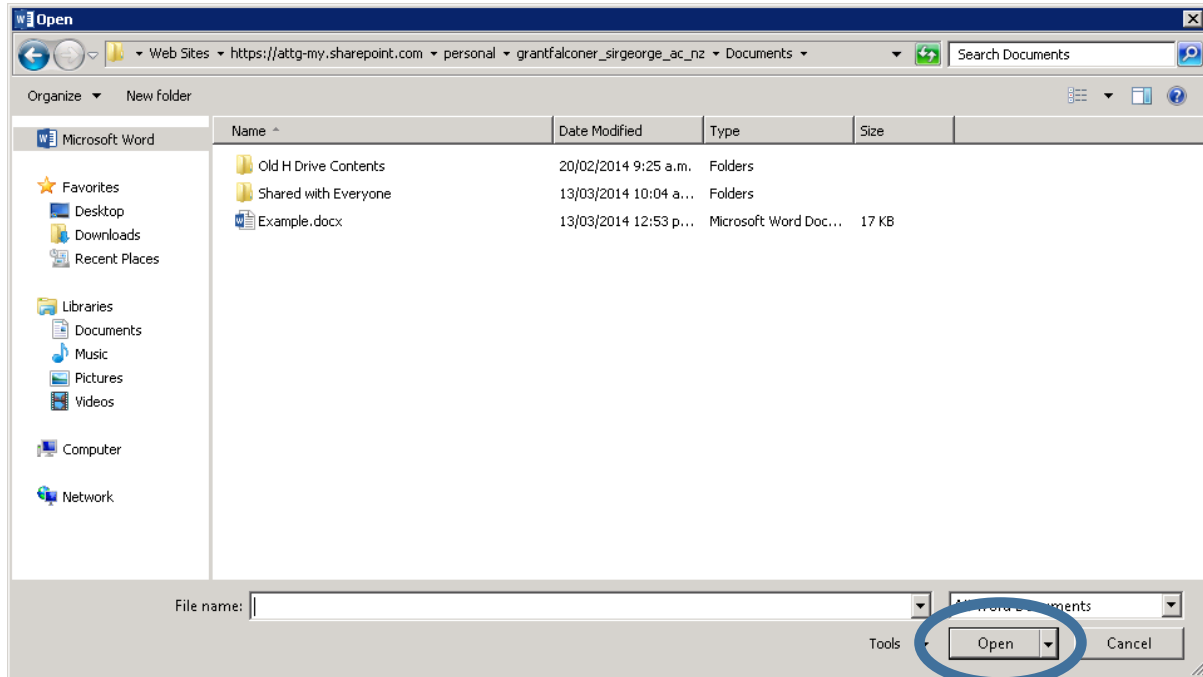# How to Open Documents from OneDrive in Office Programs on Campus

4. On the ribbon within any Microsoft Office 2013 program click or tap on the **File** tab

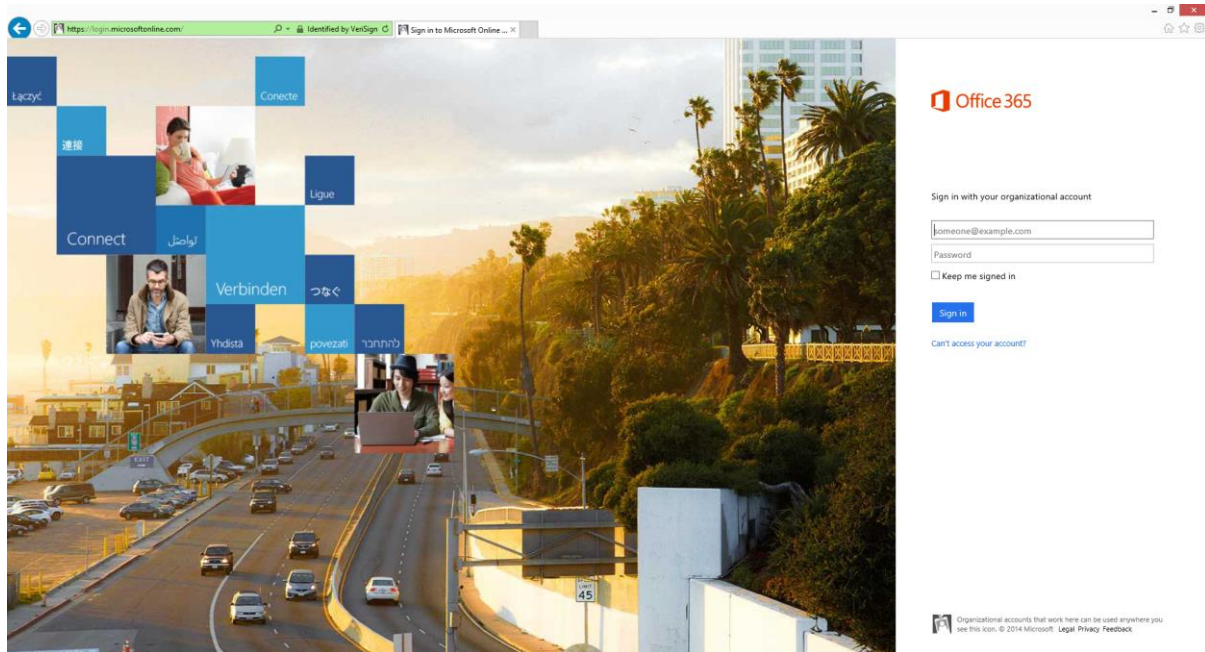5. Click or tap Open and select the Aviation & Travel Training Group SharePoint option.

6. In documents find your file and click **Open**

How to Open Documents from OneDrive when at home

You have access to your OneDrive documents through the Office365 web portal.

1. In internet explorer browse to the URL: https://login.microsoftonline.com/

2. At the logon screen put in your ATTG email address. Your ATTG email address is your username followed by a domain name. Look at the examples below to figure out your email address:

   Travel Careers & Training Student – johnsmith@tourism.ac.nz
   Sir George Seymour College Student – johnsmith@tourism.ac.nz
   Travel Careers & Training Staff – johnsmith@travelcareers.co.nz
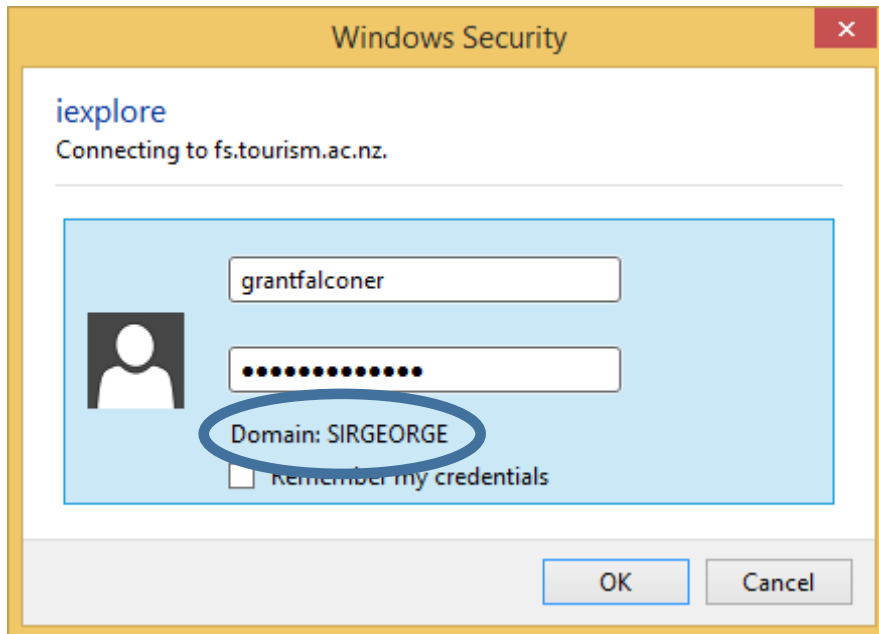   Sir George Seymour Staff – johnsmith@sirgeorge.co.nz
   ATTG Head Office Staff – johnsmith@attg.co.nz

3. When the second logon screen appears type in your ATTG username and the password you normally use to logon to the ATTG network and click **OK.** If the Domain doesn't say SIRGEORGE then you will need to type your username as follows: **sirgeorge\grantfalconer**


4. Once you have logged in you will see your OneDrive documents. To open and edit a document click or tap on it.
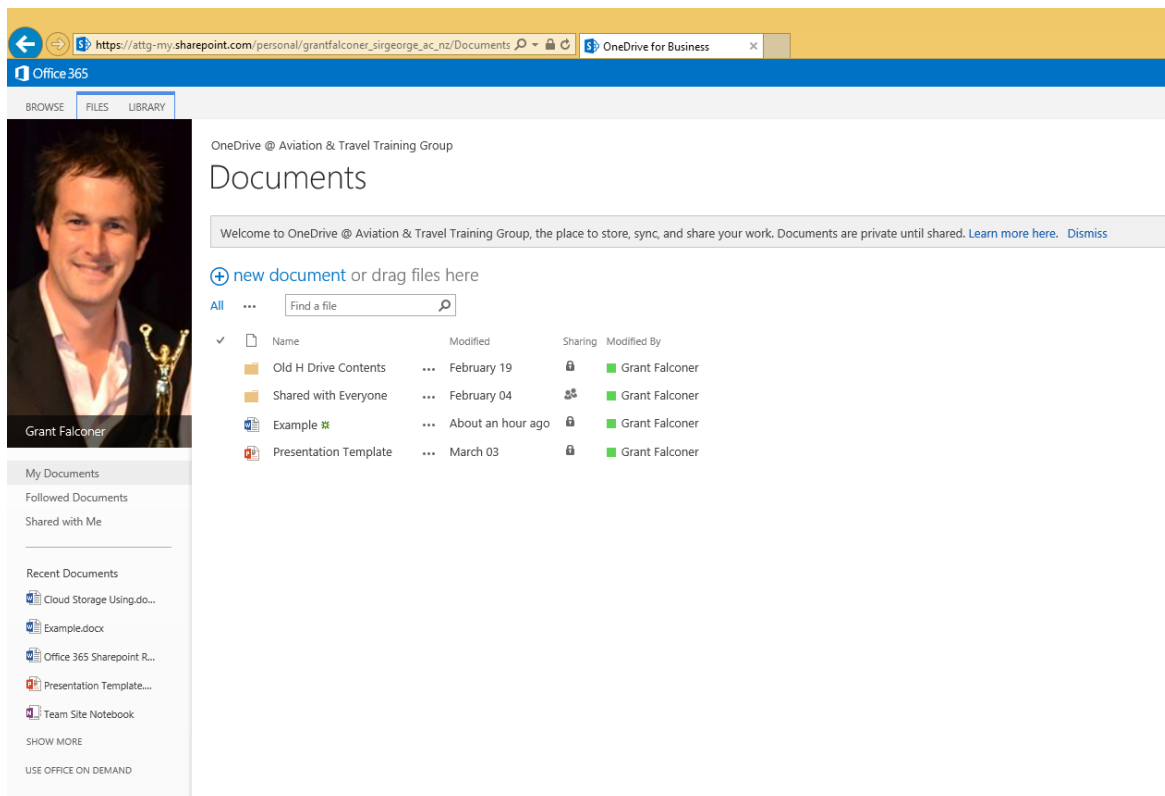
5. Once the document is open for preview click or tap on **Edit Document** button. You have the choice to open the document using the full program of Word if Word is installed on your computer or (**Edit in Word**) or you can open the document in your browser and edit it within the browser (**Edit in Word Online**).
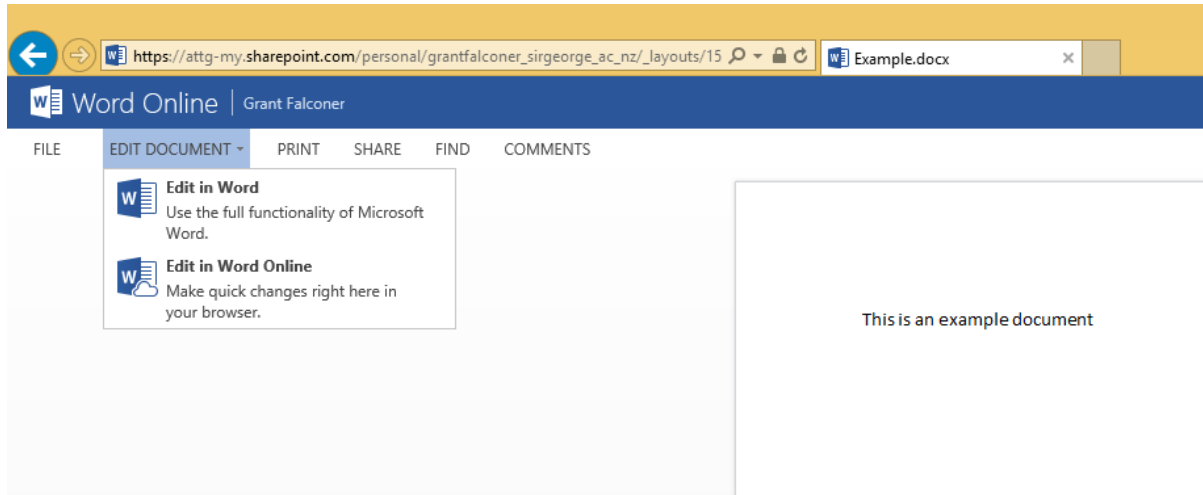
6. If you open it using Word Online then you don't need to click save when you need to save it. Any changes you make to the document are saved automatically while you are working.
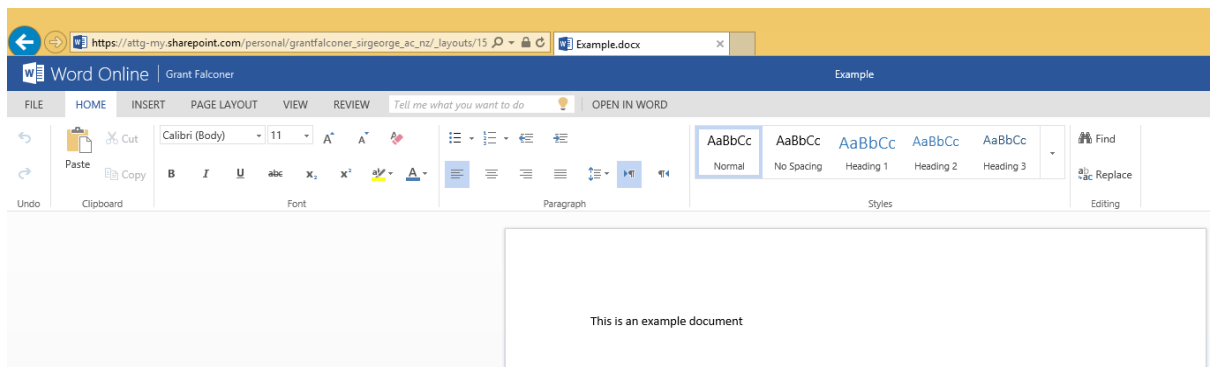
For students who are wanting to know how to install Office onto their personal devices like phones, tablets, laptops and computers then please refer to the help document named "Office365-**Office & Office Mobile**". Office mobile will allow you to access and edit documents on your hand held devices like phones and tablets.