

OneDrive and Online Office Apps:

Included with the Office 365 is the OneDrive which is an online storage app similar to Google Drive and Dropbox. Your OneDrive is accessible from anywhere on campus and off campus. You can store up to one terabyte of data in the OneDrive (which is equivalent to 1000 gigabytes.) As a reminder, no personally identifiable information (PII) confidential or sensitive data/information is allowed to be stored in your OneDrive account for security purposes and is subject to the University Policy 0630, [Data Classification](#). The Data Classification Guideline is attached for your reference – only data that falls into the Public column is allowed to be stored in your OneDrive.

Also included with OneDrive is the online version of Office applications which give you most, but not all, of the functionality as the desktop applications.

How to upload a file to the OneDrive:

- Log into the webmail via either the Email link on the Campus homepage, or from within the myWestfield Portal.
- Click on the apps menu button in the upper left corner of the webpage. The icon looks like this:



- Click on OneDrive. If you do not see OneDrive, click on “All Apps ->” and you will see an option for the OneDrive.
- Drag the file or files from your computer to any clear portion of the webpage.
- You will get a notification when the file has been uploaded and will be listed on the webpage.

How to create a folder on the OneDrive:

- If you would like to organize your files into folders you can click on the “+ New” button near the top of the webpage.
- Choose Folder.
- Type a folder name in the box and click Create.

Using the Online Office Apps:

- To open an Office Document you already uploaded to OneDrive:
 - Click on the file and it will automatically open the appropriate Online App.
 - Your document will automatically save in the background as you work on your document.
 - If you run into an issue where the Online App doesn't have the functionality you need (Mail Merge for example) you can click the “Open in Desktop App” link in the menu bar and it will automatically load the document in the equivalent Desktop App.
- To create a new Office Document in the OneDrive:
 - Click the “+ New” button near the top of the webpage.
 - Choose the file type you would like to create.
 - It will automatically load the appropriate Online App for you to work in.
 - The file will be given a generic name Document1. You can change the name by going to the File Menu then choosing Save As, then Rename.

Saving an Office document from a Desktop App to the OneDrive:

- In the Desktop App click the File Menu
- Click Save
- Click “OneDrive – Westfield State University”
- Navigate to the appropriate folder you would like to save the document.
- Give the document a name
- Click Save