LUT
Lappeenranta
University of Technology

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Office 365 OneDrive - Student Guide 2017

1. OneDrive

OneDrive

2. How can I access OneDrive?

Use LUT Webmail to access OneDrive. You can find LUT Webmail from uni.lut.fi (Quick Links).

1. Log in to your LUT webmail (@student.lut.fi and password).
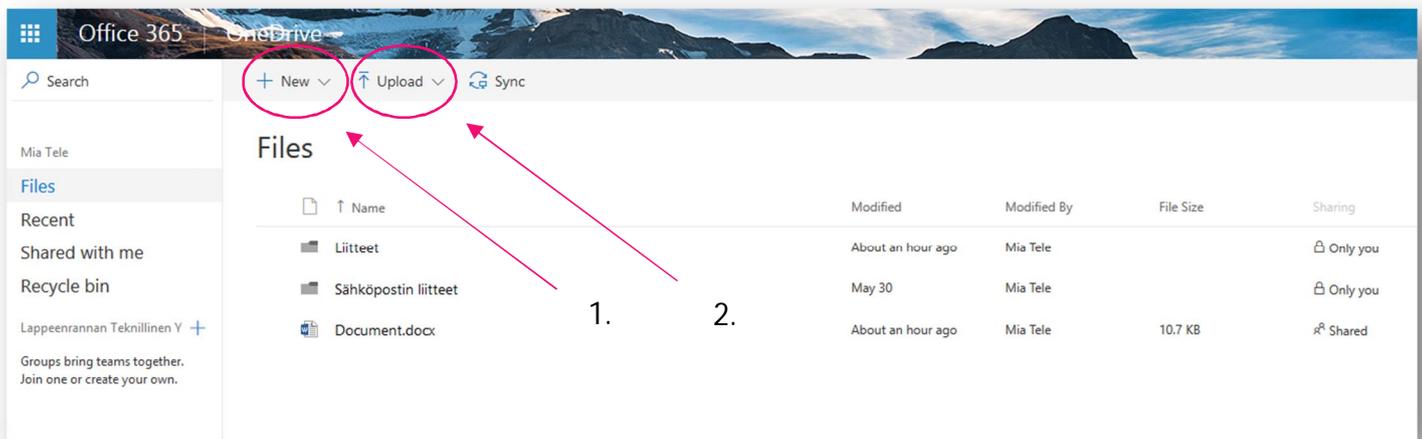
2. Click the Start menu on the top left.
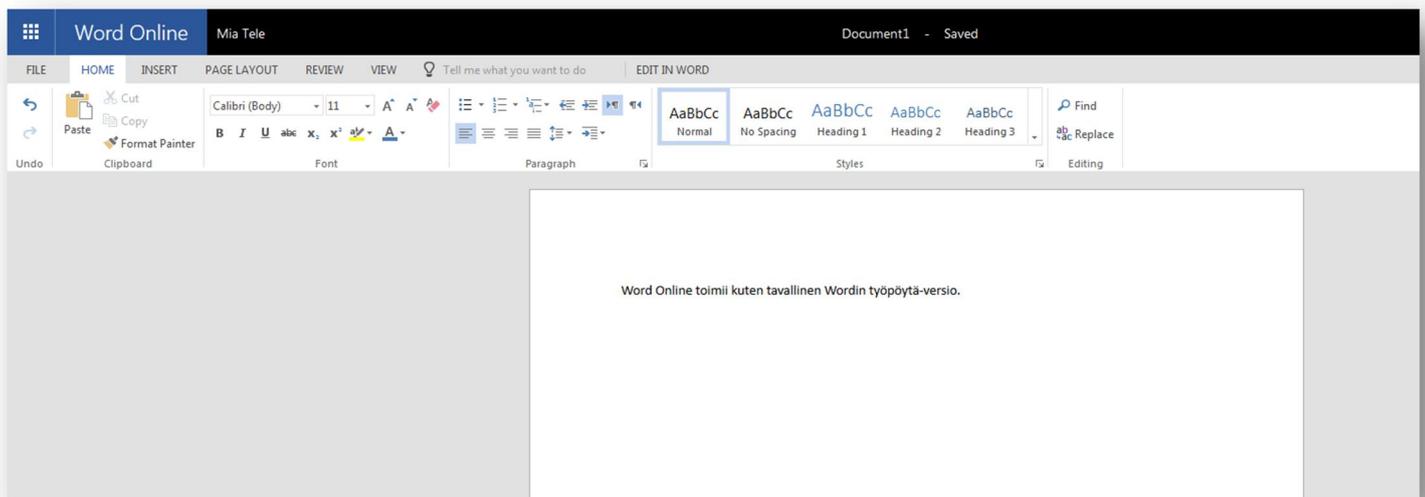

3. Click OneDrive.

3. How to use OneDrive?

Create new files or edit your current files easily with OneDrive.

1. Click "New" and then choose the tool you want to use.

2. Click "Upload" to upload files from your computer.

You can use OneDrive tools as regular tools, Word etc.

4. How to share file to other users?

With OneDrive you can easily invite other users to edit or view your files. You can share your files by sending an invitation via email or by sending a link.

Note! To share your file with your professor use "Get a link". (Professors do not yet have access to OneDrive. OneDrive will be available for professors in 2018.)

4.1 How to send an invitation?

1. Right-click on the desired file and select "Share."
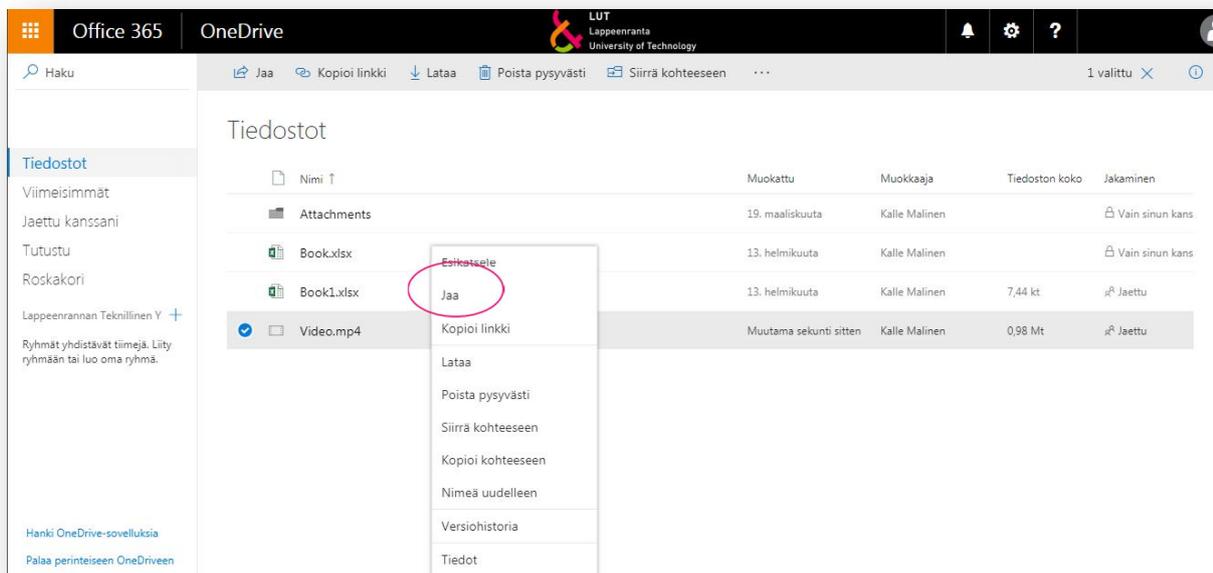
2. After pressing "Share" there is a pop up, seen in picture below on the left. By clicking a small arrow, you can open sharing options, seen on the right. There you can specify who can use and/or edit the file. You can share a link by sending it by email (select "Outlook") or attaching link to Moodle for example (select "Copy Link" and paste it into desired location).
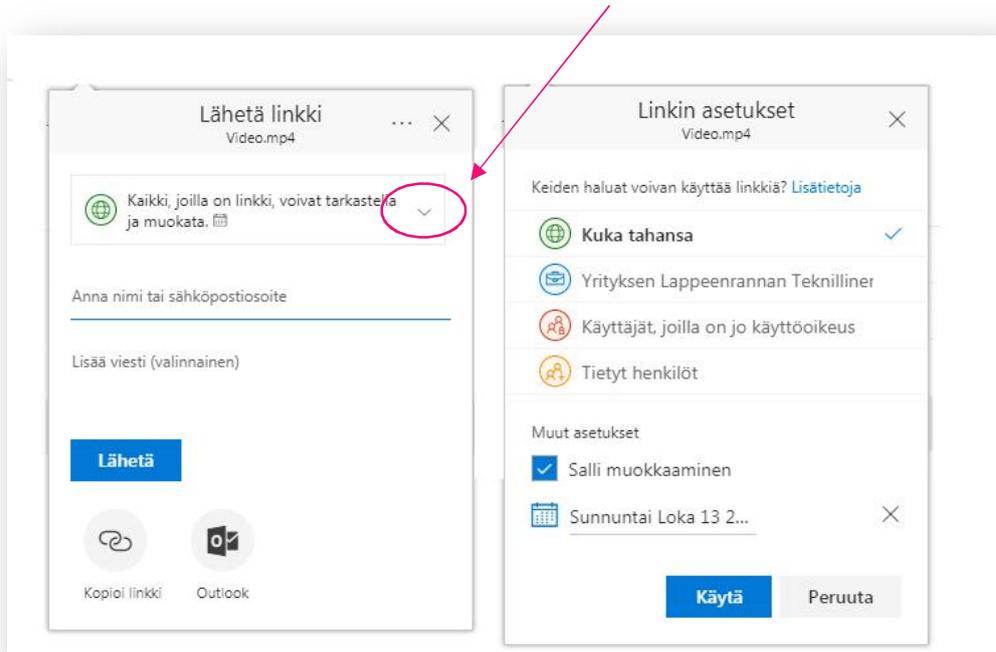
4.2   Example 1. Adding **a** video to Moodle using OneDrive

In this example, we upload a video file to OneDrive from a desktop and share it in Moodle discussion. This example can be used in almost every Moodle activity.

1. Upload file to OneDrive. You can use "Drag&Drop" or click "Upload-File" in the main view of OneDrive.
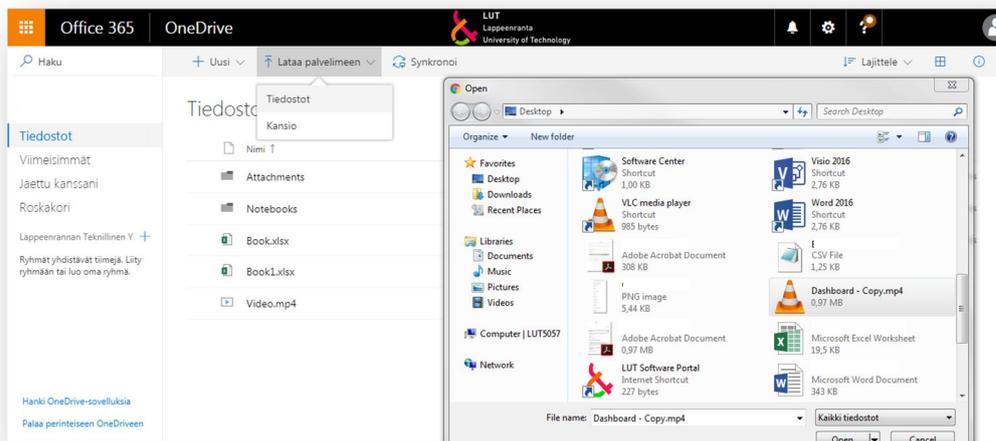
2. Right click a file and select "Share." Default sharing settings is good for this example, so continue by clicking "Copy Link." Then there should be a view, seen below. Next, click "Copy" next to the link.
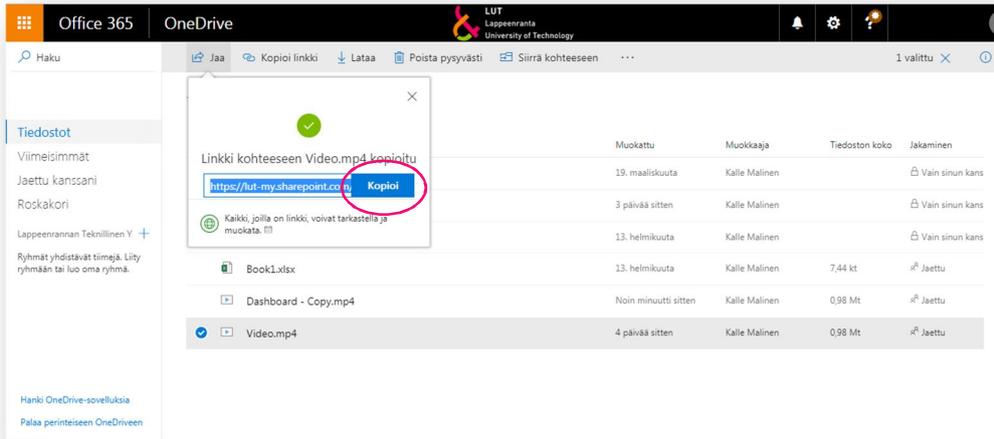
3. Last step is to paste a link to Moodle. In this example, we will paste it to discussion field, but process is similar in almost every other scenario. Go to the desired Moodle activity and press "Add a new topic". Fill all necessary items and then right click blank space in the message box and select "Paste." After that, scroll down and select "Post to forum."

4. Now you can see message you sent. It should look more or less like in the picture below