

Student OneDrive

Instructions for using Trinity's OneDrive:

1. Log in to <http://trinity.rocks>

2. Click on the OneDrive icon and log into

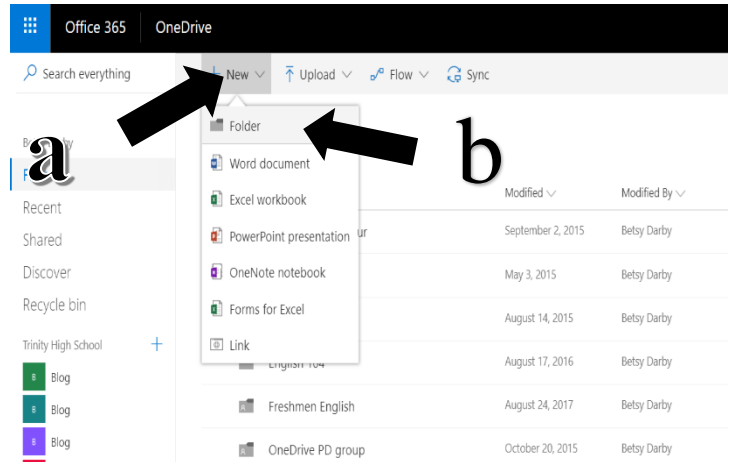
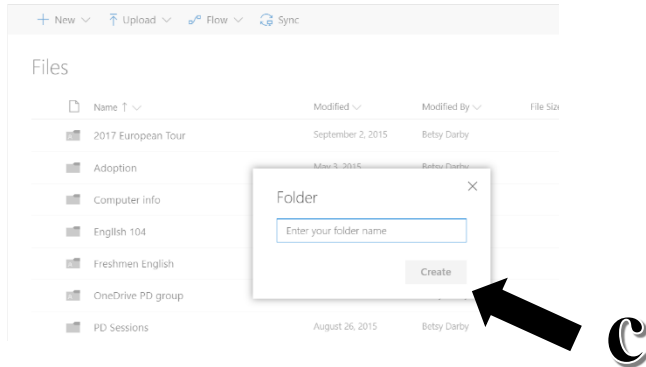
User= [ID@trinity.rocks](#)

3. Creating a folder for classes or assignments

a. Left click "+ New"

b. Left click "folder"

c. Type in the name of your class or assignment and click "create"



4. To create an assignment, click the "+ new" link and choose what kind of document you want to create

- Word
- PowerPoint
- Excel
- OneNote Notebook

A. Word document help

1. Open a Word document (*see above*)

a. Left click the "+ New"

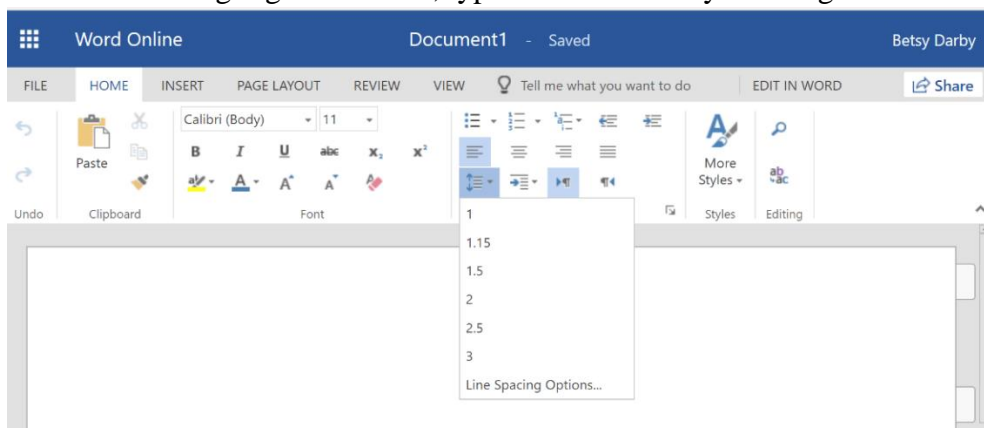
b. Left click "Word document"

2. Renaming a document

a. Renaming your document

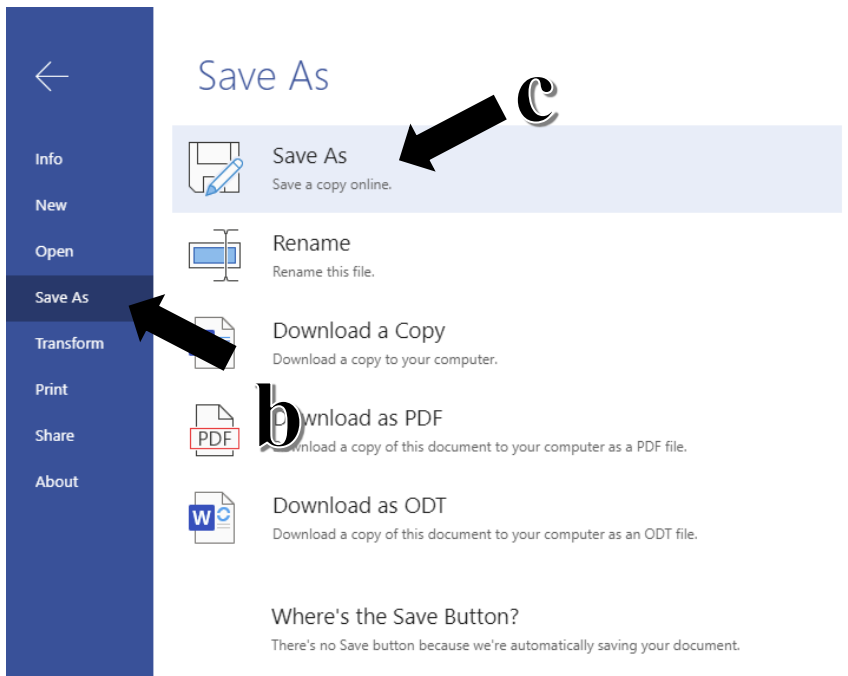
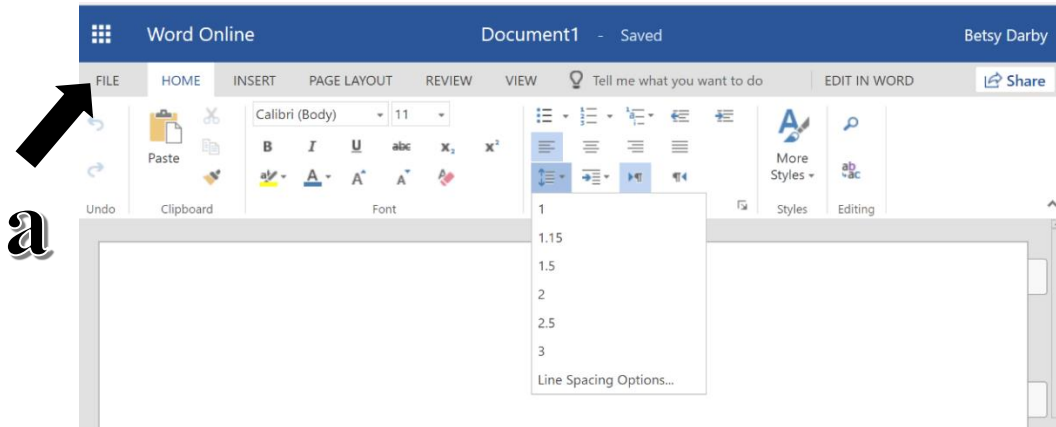
- Left click the "document" name in the top blue bar.

- Once highlighted in blue, type in the name of your assignment



3. Saving a copy of a shared document

- a. Left click “File” in the top left corner
- b. Left click “Save As”
- c. Left click “Save As, Save a Copy Online”
- d. Name the document
- e. Choose the file where you want to save it
- f. Click “Save”



4. Sharing a document in OneDrive

- a. Left click “Share” in the upper right corner
- b. Type the name of the person you want to share your document with on the line
- c. Left click the person you want from the choices displayed
- d. Left click the blue “share button to share your document

