

OneDrive for Students

Department of Education provides every student access to 100GB of OneDrive cloud storage. Students can access OneDrive with their school account via Connect.

Accessing OneDrive

1. Go to Connect via connect.det.wa.edu.au
2. Sign in with school account (e.g. john.appleseed)



Sign In

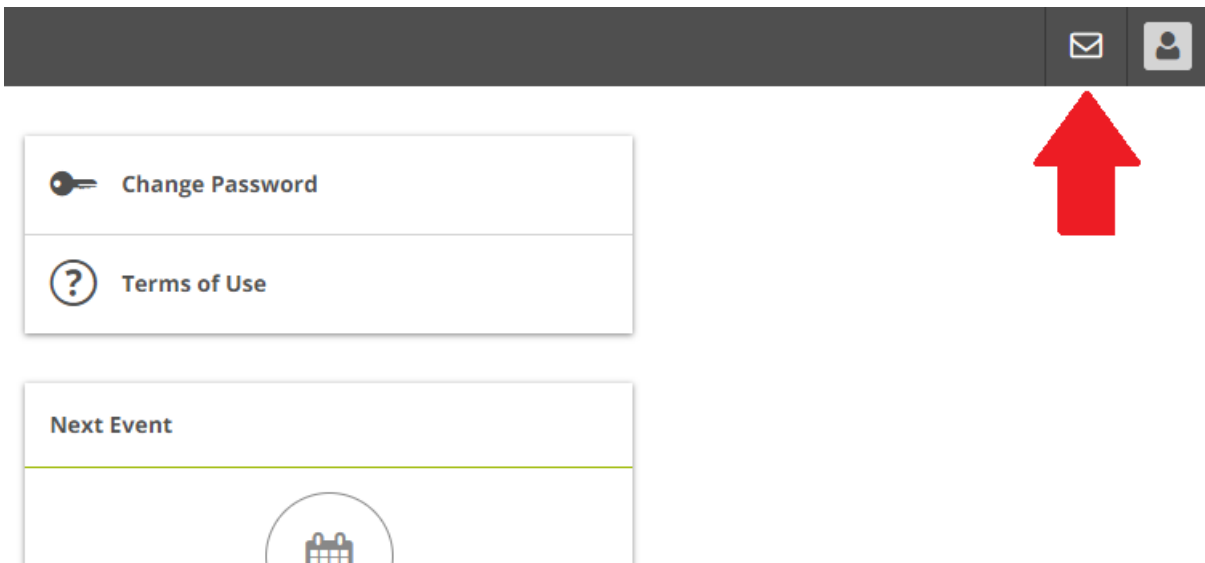
Enter your Single Sign-On user name and password to sign in

User Name 

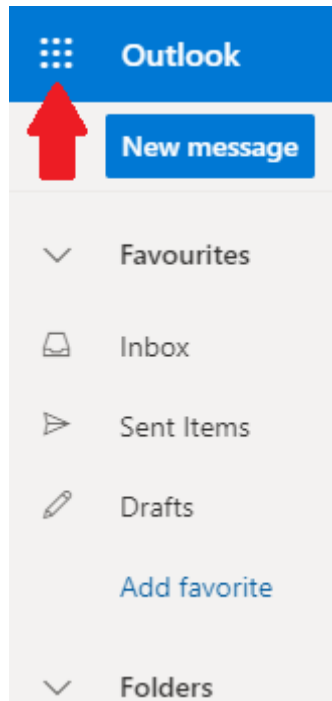
Password

I have read and understand the Appropriate Use of Online Services information.

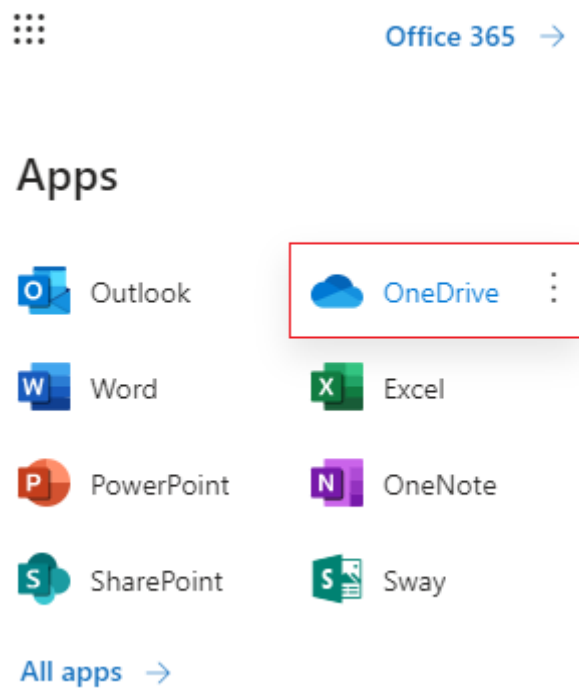
3. Click on the Mail icon on the top-right



4. Click on the waffle icon on the top-left

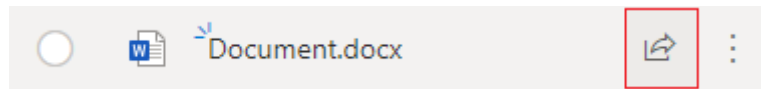


5. Click on **OneDrive**



Sharing Files / Folders

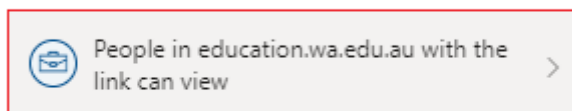
1. Click on the file / folder you want to share, and click on the **Share** icon



2. There are multiple ways of allowing access to the file / folder you are sharing. By default, anyone with an **education.wa.edu.au** e-mail address will have permission to view it.

Change it via the Link Settings option.

Send Link



Enter a name or email address

Add a message (optional)

Send



Copy Link





Outlook


3. The different options allow you to share with people with an **education.wa.edu.au** e-mail address, people with existing access to the file, or specific people only (via their e-mail address). The **Allow editing** option allows you to pick whether the file / folder is read-only.


Link settings ✕

Who would you like this link to work for?
[Learn more](#)

 Anyone with the link ⓘ

 **People in education.wa.edu.au with the link** ✓

 People with existing access

 Specific people

Other settings


Allow editing

Block download

Apply **Cancel**


4. If sharing with with specific people only, insert their e-mail address here


Send Link ⋮ ✕

 People you specify can view >

Add a message (optional)

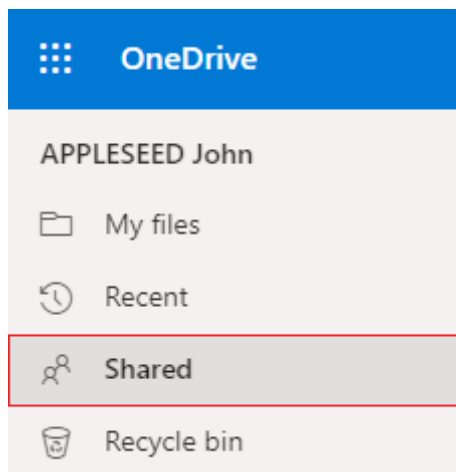
Send

 Copy Link

 Outlook









Seeing Documents Shared with You

1. Click on **Shared** on the sidebar when in OneDrive



2. Files / Folders shared with you will appear here

Shared with you

 Name ∨	Date shared ↓ ∨
 folder 1	12/16/2019
 folder 2	9/6/2019
 folder 3	8/9/2019
 folder 5	11/26/2018
 folder 6	10/8/2018
 Document1.docx	12/5/2019
 Document2.docx	12/3/2019