

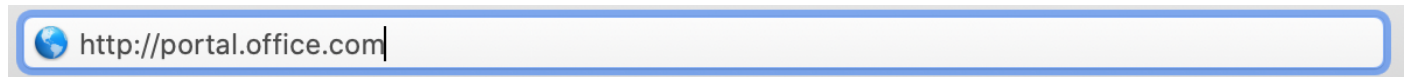
Remote Learning

OneDrive Setup

- Open a web browser (Chrome is the preferred option)

In the address bar

- Type <http://portal.office.com>
- Press Enter



The Portal Login page opens

- Enter student email
- Click Next

You will be redirected to the EduPass login page

- Enter UserID
- Enter Password
- Click Login



Security (show explanation)

- This is a public or shared computer
- This is a private computer

User ID:

Password:

[Reset Forgotten Password](#) | [Log in](#)

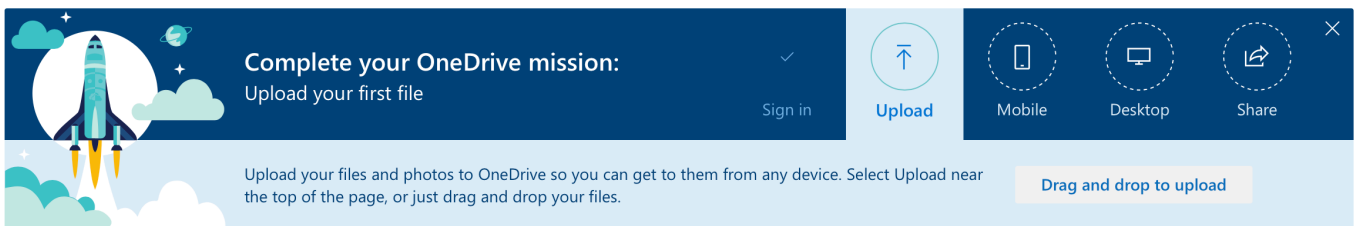
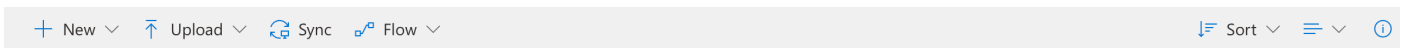
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The Office365 Landing Page will open.

- Click on the OneDrive tile



The OneDrive web app will launch.



Files



Files can be dragged and dropped into the window to upload to the cloud. Files placed in the OneDrive will be accessible from any device that can connect to the Internet.

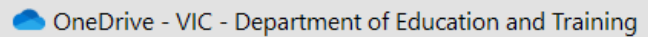
To create the library on your computer

- Click Sync

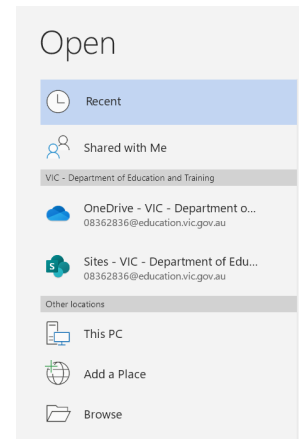
While the process is started from the cloud, you can launch the OneDrive for Business app on the computer.

- Click the Windows button
- Select the OneDrive for Business icon
- Sign into the app using the prefilled email (student email)
- Enter details on the EduPass login page

The process will create a folder on the computer called OneDrive – VIC – Department of Education and Training. All files placed in this folder will synchronise to the cloud and be available on any connected device.

A grey rectangular button with a blue OneDrive cloud icon on the left and the text "OneDrive - VIC - Department of Education and Training" in black on the right.

Documents can now be saved and opened from the OneDrive folder within Office apps, and the Open/Save dialog in all other apps.



Rowellyn Park
PRIMARY SCHOOL
together we learn