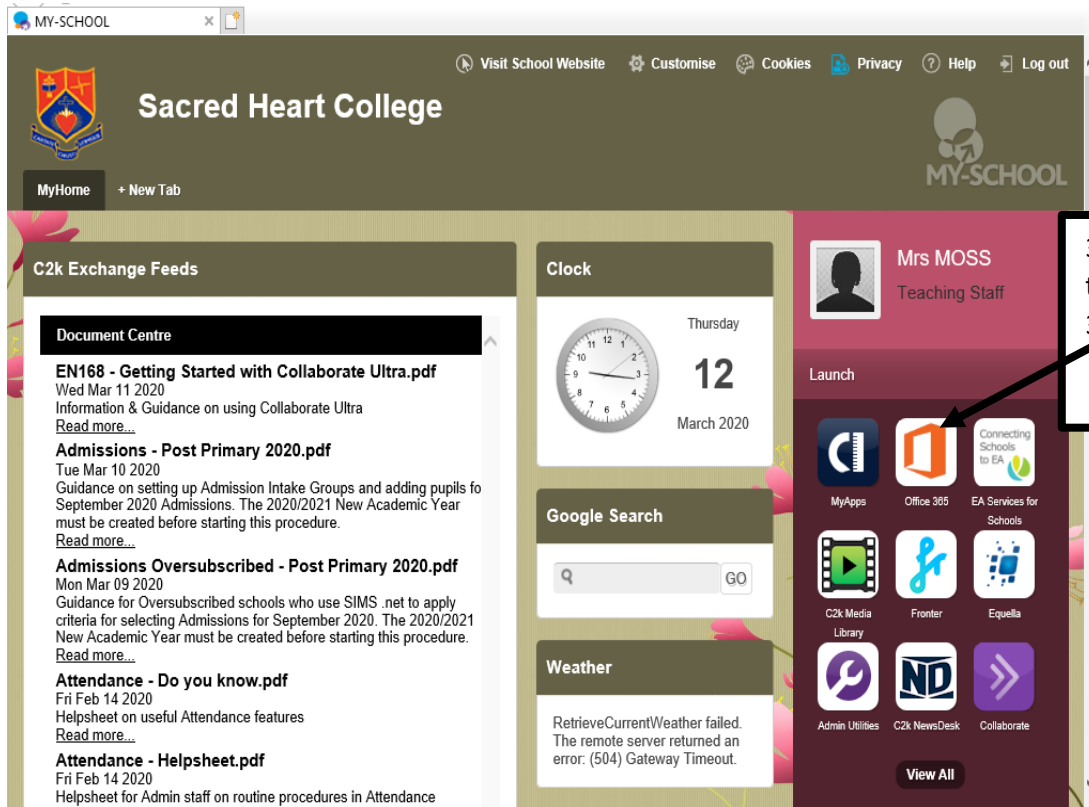


One Drive

Using OneDrive from Home

1. Open your web browser.
1. Go to www.c2kschools.net
2. Enter your username and password



3. Click on the Office 365 app.

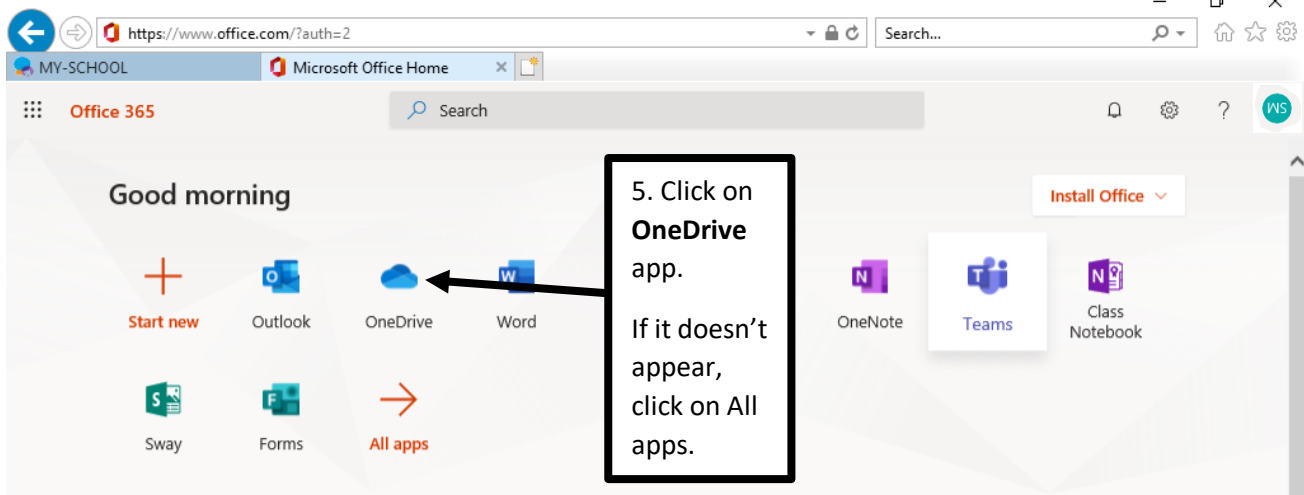
4. Click Continue to Sign In.

adfs.c2kschools.net

The site that you are accessing requires you to sign in. Select your organization from the following list.

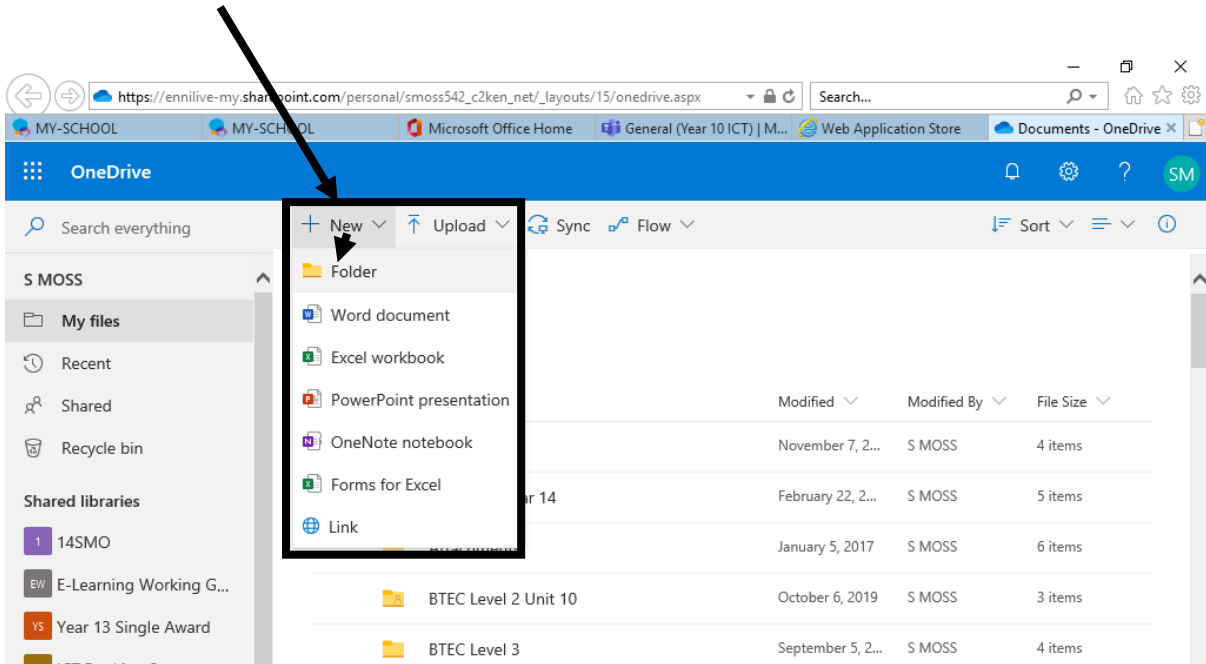
adfs.c2kschools.net

Continue to Sign In

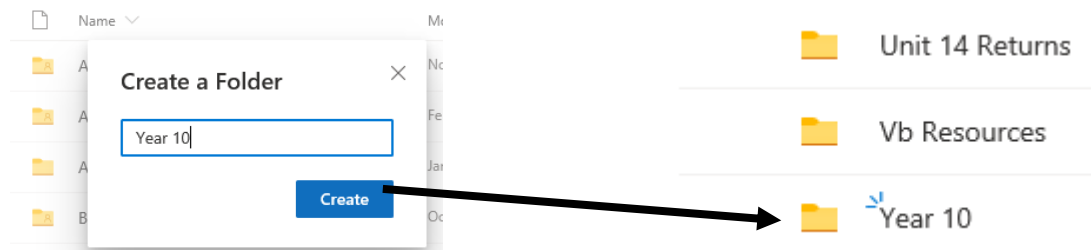


One Drive

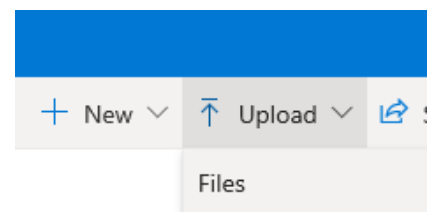
6. Click on **New** and **Folder** to create a folder for your group



7. Enter the **folder name** and click **Create**, the folder will be added to your OneDrive



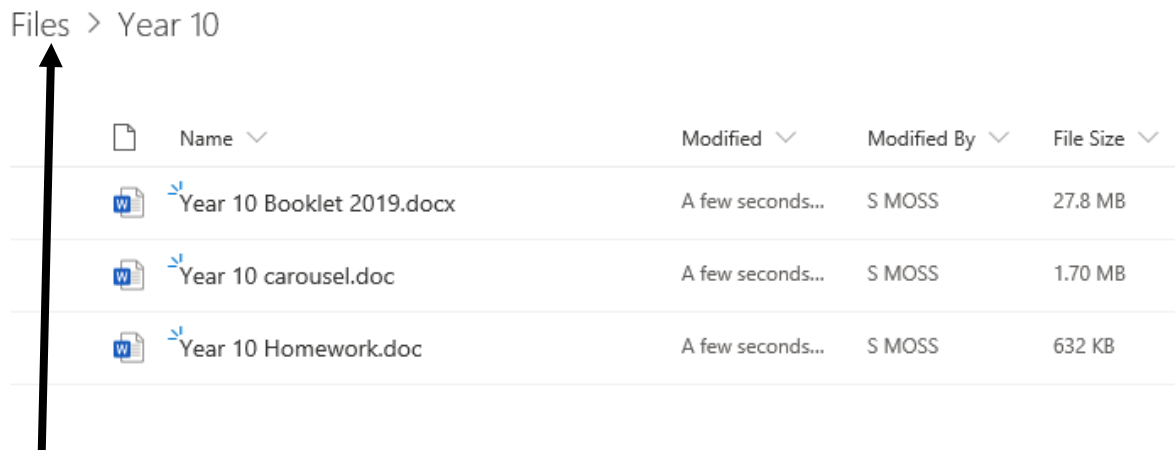
8. Double click on the folder to open it, to upload files, click on Upload and then Files.



9. Browse to locate the files. You can add several files at the same time by holding down **SHIFT** and selecting the files you want.

One Drive

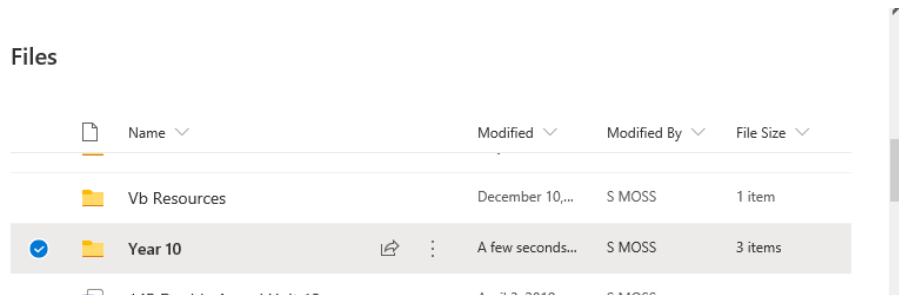
10. The files will be added to the folder



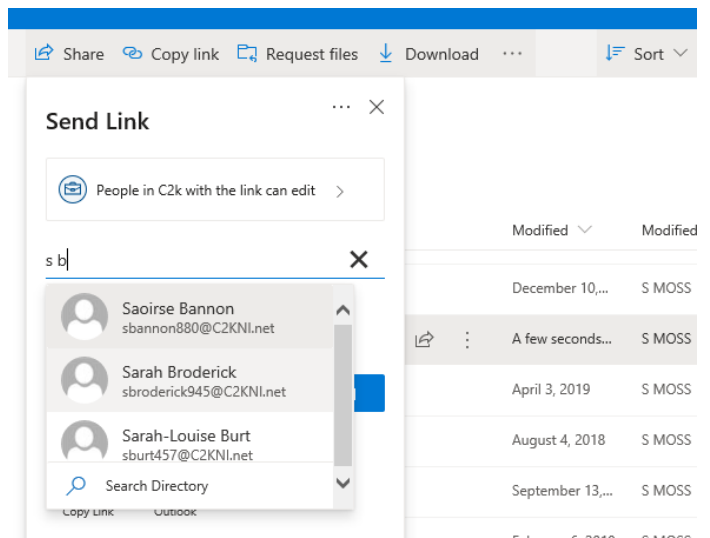
Next, you need to **share the folder** with staff or pupils.

11. Click on **Files** to go back out the main OneDrive page

12. Place a tick in the toggle button beside your folder

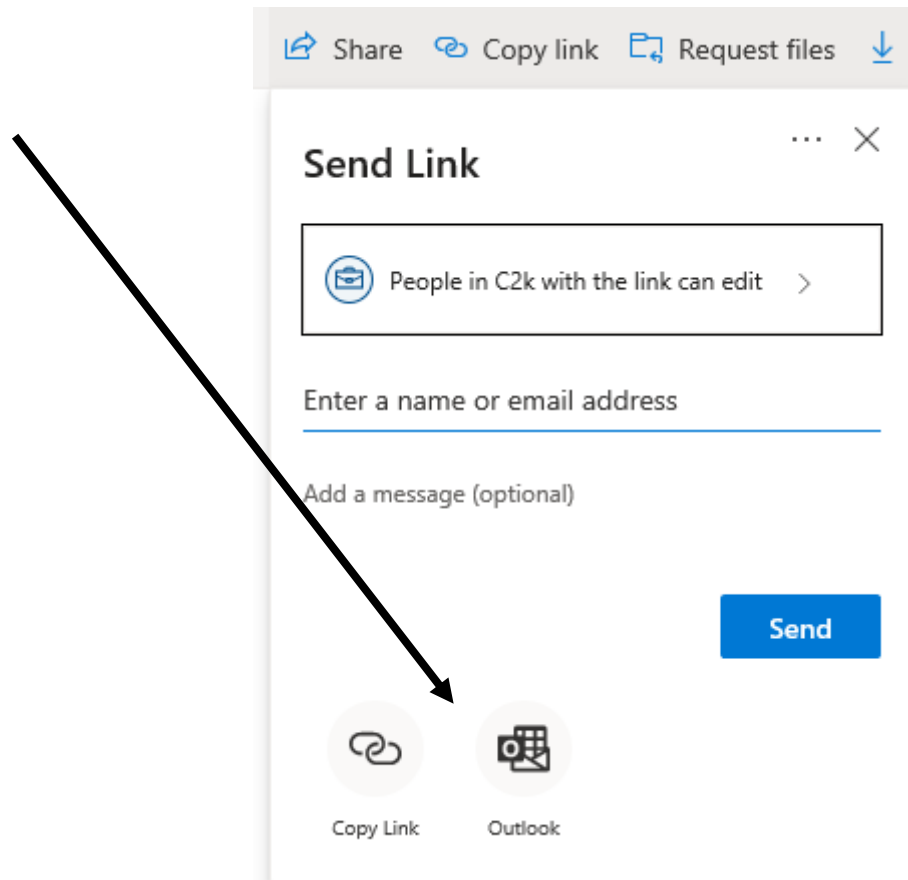


13. If you want to share with specific students enter name as shown here



One Drive

14. **Alternatively**, you can **email the link to students** by clicking on **Outlook**, your school email will open and you can send link to students.



15. You can send to individual students or to an entire year group.

