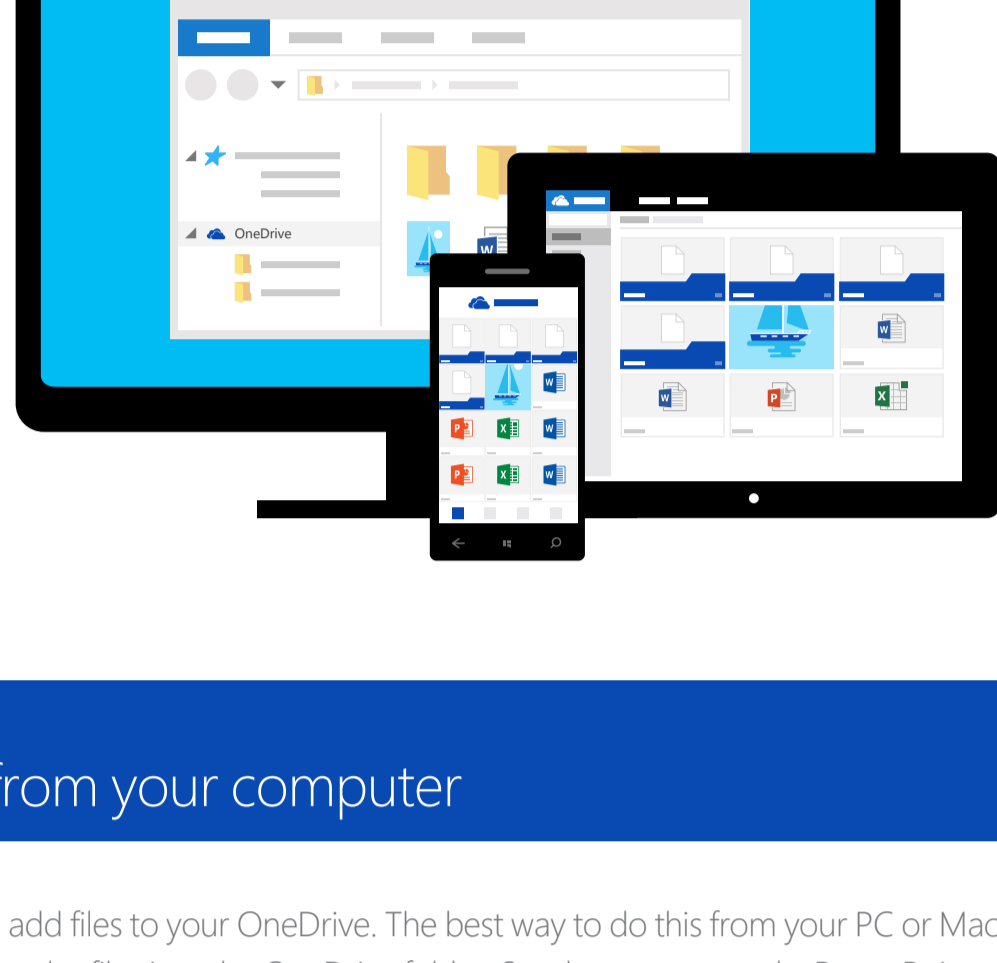


Get started with OneDrive

What's OneDrive?

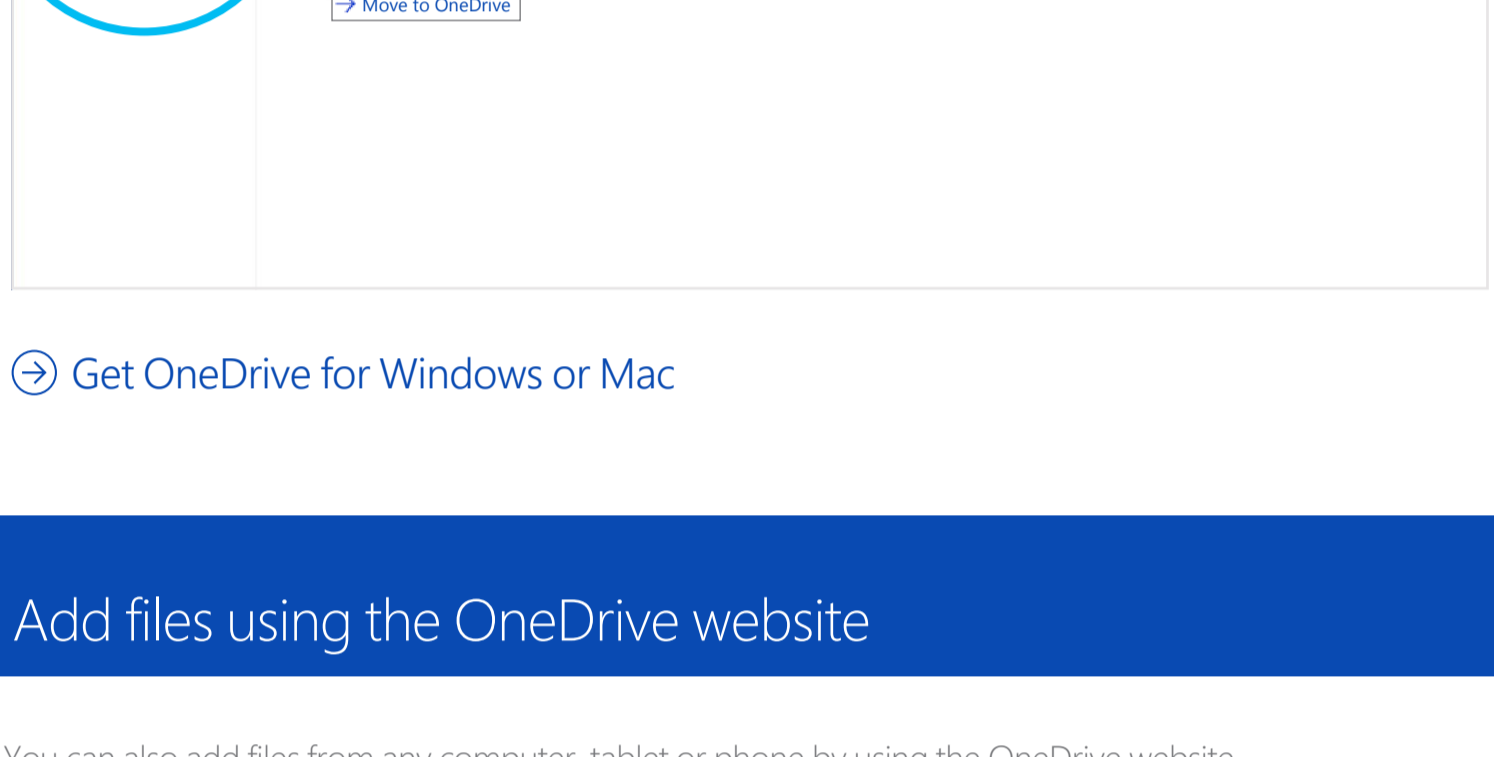
OneDrive is online file storage you can get to from anywhere. It makes it easy to save Office documents and other files to the cloud so you can access them from any device.

With OneDrive, you can share documents, photos and more without sending bulky email attachments. You can also easily work with OneDrive files directly in Windows or Mac.



Add files from your computer

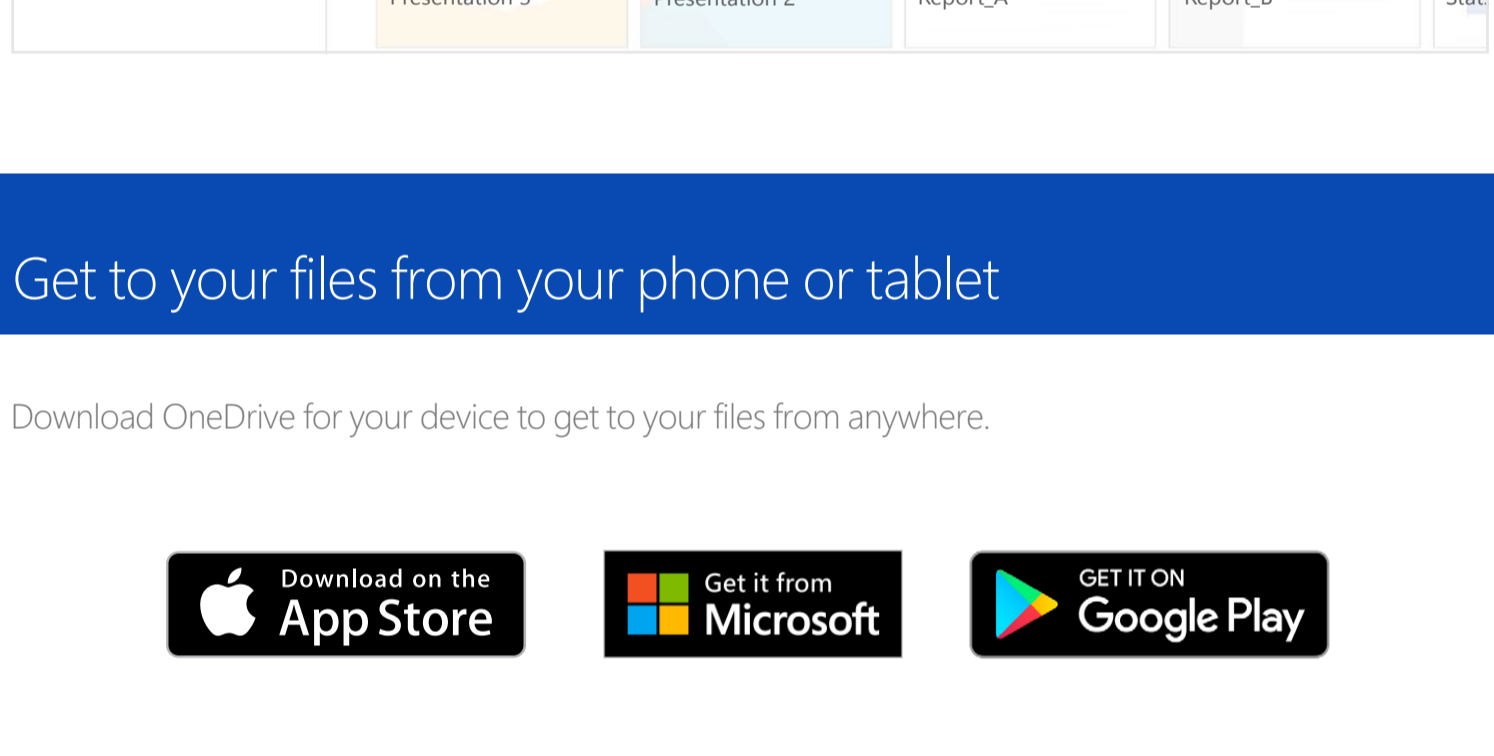
The first step is to add files to your OneDrive. The best way to do this from your PC or Mac is to download OneDrive and drag the files into the OneDrive folder. Say that you created a PowerPoint presentation on your laptop – you can drag it to your OneDrive folder to access it from your phone.



➔ [Get OneDrive for Windows or Mac](#)

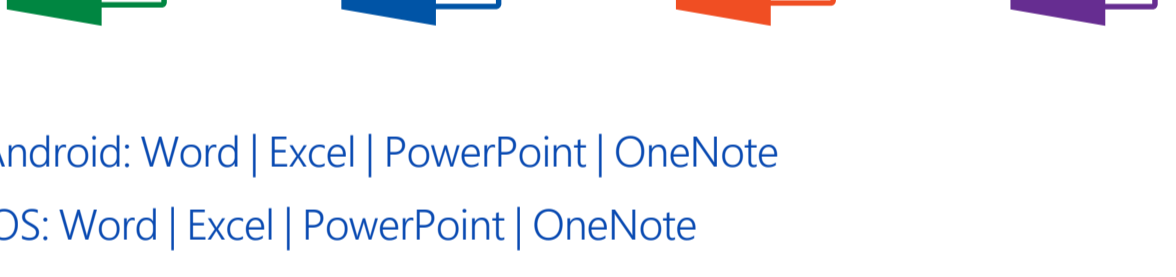
Add files using the OneDrive website

You can also add files from any computer, tablet or phone by using the OneDrive website. Just go to [OneDrive.com](#), sign in and then select "Upload".



Get to your files from your phone or tablet

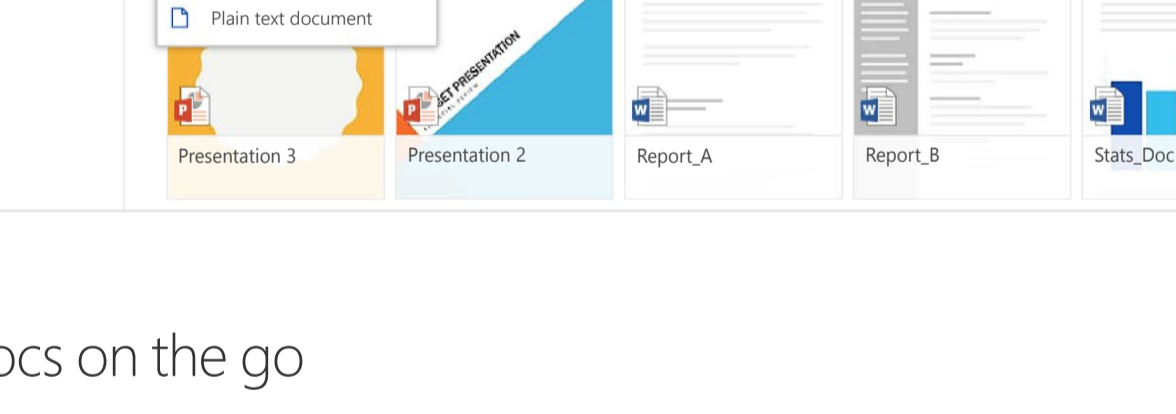
Download OneDrive for your device to get to your files from anywhere.



Create, edit and share Office docs

Get the apps

Use the Office apps to create and edit Office documents from anywhere.



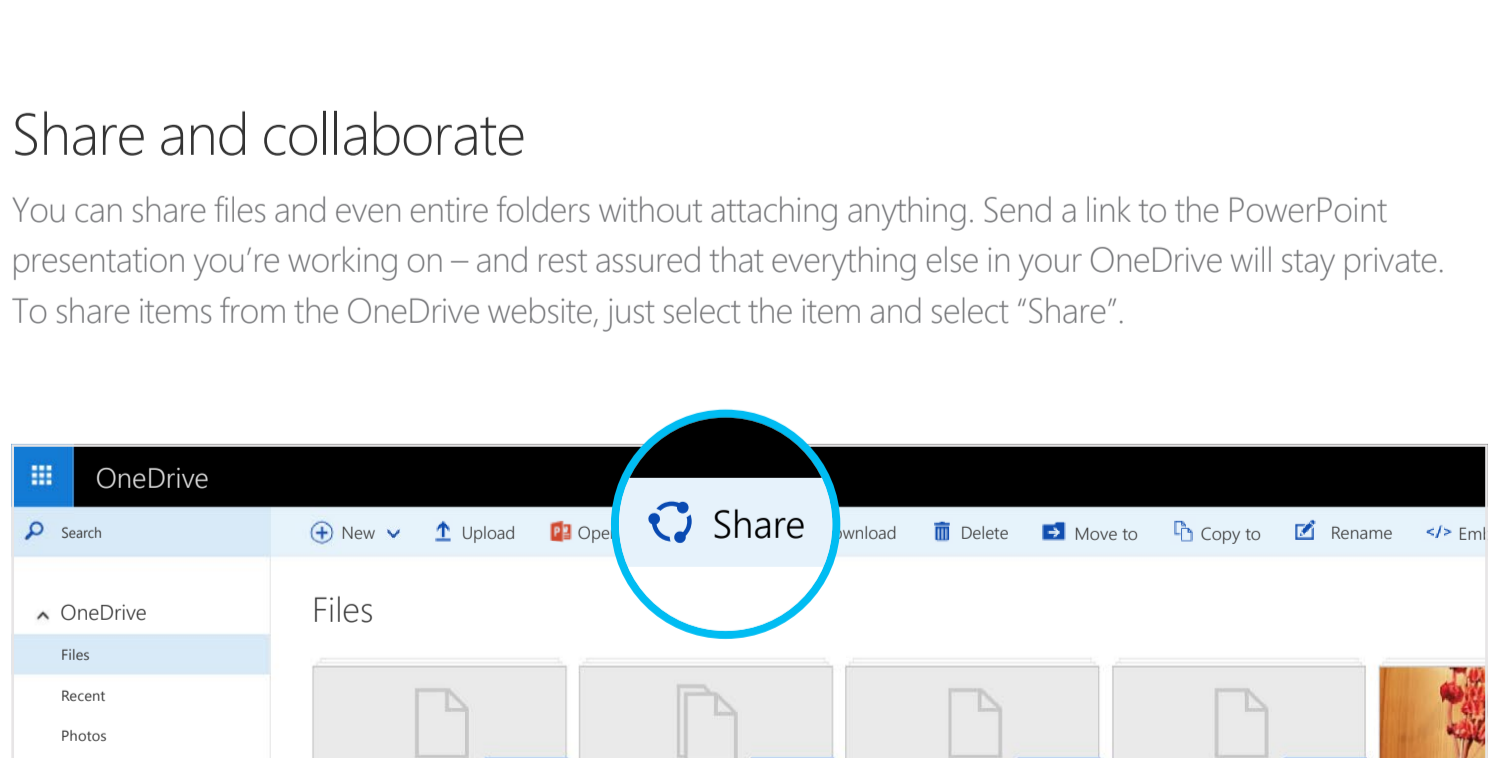
➔ For Android: Word | Excel | PowerPoint | OneNote

➔ For iOS: Word | Excel | PowerPoint | OneNote

➔ For Windows or Mac: Office 365

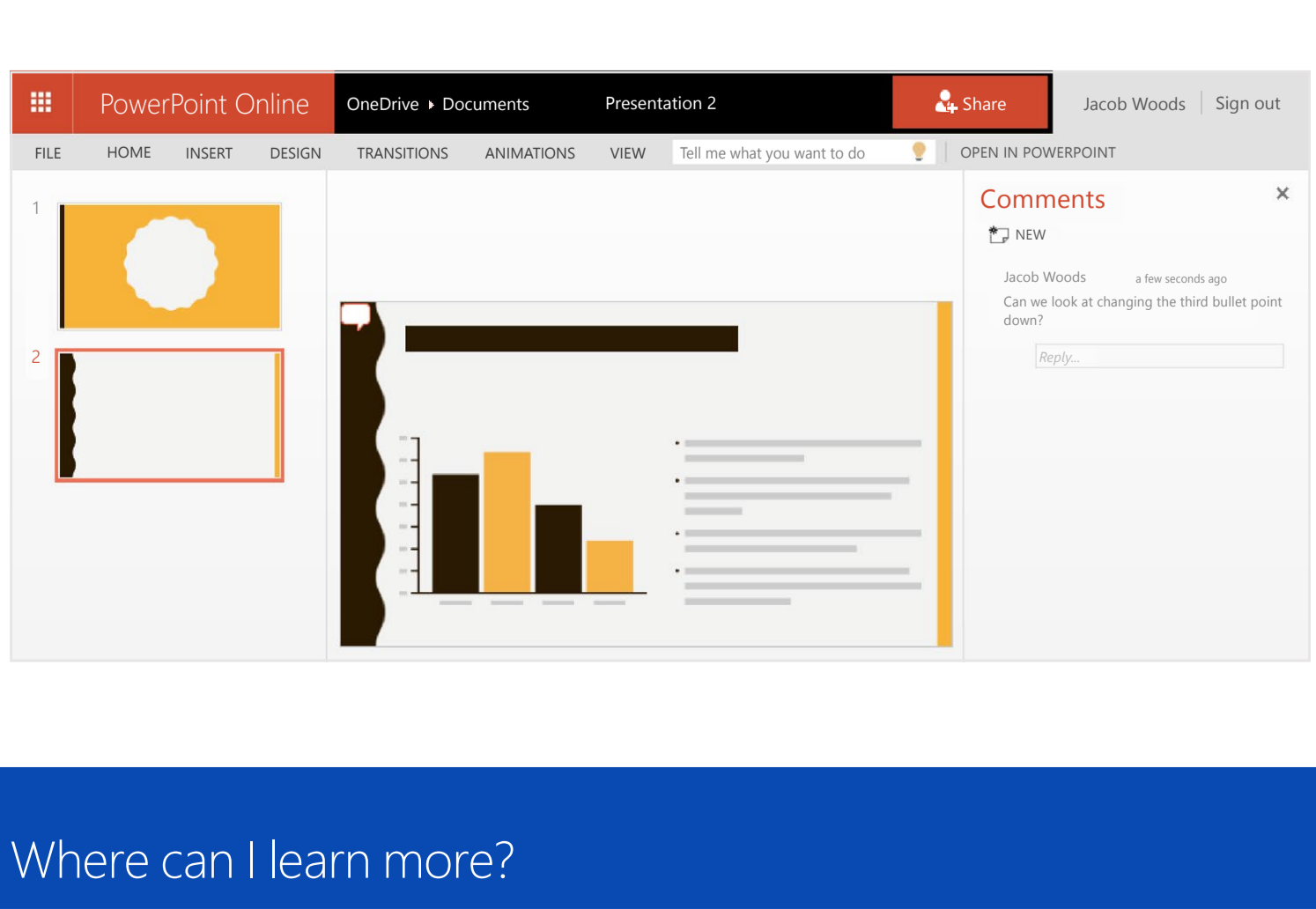
Create docs from anywhere

You can create Word documents, Excel workbooks, PowerPoint presentations and OneNote notebooks from the Office mobile apps or [OneDrive.com](#) for free. Just sign in and select "New".



Edit docs on the go

When your Office documents are in OneDrive, you can open and edit them from the OneDrive mobile apps or the OneDrive website. Say someone asks you to add a slide to your presentation – you can do it directly from your phone or from any computer.



Share and collaborate

You can share files and even entire folders without attaching anything. Send a link to the PowerPoint presentation you're working on – and rest assured that everything else in your OneDrive will stay private. To share items from the OneDrive website, just select the item and select "Share".

When you share an Office document, give people permission to edit it so you don't have to send around different copies in email. Other people can insert comments and add images and charts to the presentation themselves. With Office Online, you can even work together on the presentation at the same time.

Where can I learn more?

For more info, check out

➔ [OneDrive.com/about](#)