

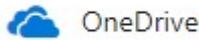
OneDrive for Students

To access OneDrive as a student please do the following

1. Go to your school emails by opening a web browser and typing in 'owa.eq.edu.au'. You can also click on the link on your desktop (if you have one). Googling 'MIS email' will also get you there
2. When you are in your emails, click on the Waffle/ Launchpad at the top left hand corner of the page



3. From this list please select the OneDrive icon



4. This will now take you to your OneDrive storage/ library
If this is the first time that you have accessed this you will be offered a guide through on how it works. Please follow this if you are not sure how to use it.

What can be stored on OneDrive?

Any school related work that you would have normally stored on your school H Drive can be stored on this cloud based server.

You cannot store copyright protected movies, music or games as this will be seen as a breach of the law. School servers are considered enterprise environments where our servers are not personal storage and cannot contain personal copies of this media. Segments of movies or screenshots needed for assignments should be fine if used in relation to school work.

This table explains the level of access that the students have to OneDrive for Business

	Staff	Students
OneDrive Sync Client	x	
Five terabytes of storage	x	x
Word Online	x	x
Excel Online	x	x
PowerPoint Online	x	x
OneNote	x	x
OneNote Staff Notebook	x	
OneNote Class Notebook	x	Students can access Class Notebooks shared with them by a teacher.

For more information please consult the IT Manager of the College.