

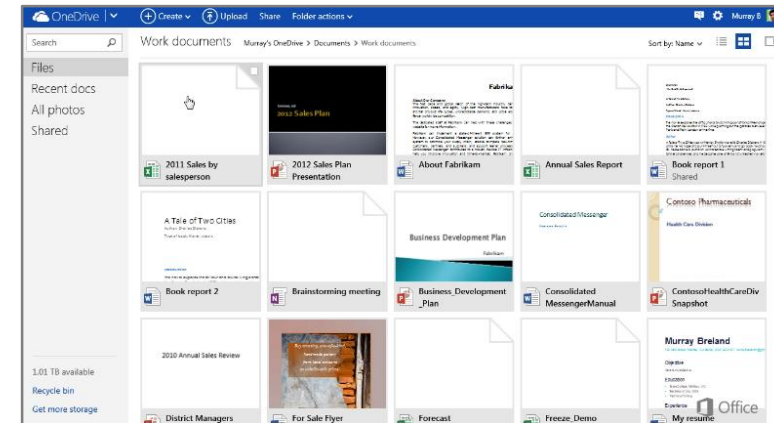
What is OneDrive?

OneDrive is Microsoft's cloud storage service.

You can store all your pictures, videos, documents, and other files in OneDrive up. You have 1TB of space available.

With your files in OneDrive you can:

- Access and update files from any device connected to the Internet.
- Instantly view pictures you take with your mobile phone on your Windows PC, iOS, or Android device.
- Work on a document you create at home on a laptop at work.
- Share your photos and files with others.
- Work on documents with others at the same time.



(Click the image to play the [video](#))

Learn About

[Saving Files](#)

[Opening Files](#)

[Upload Files](#)

[Recover Files](#)

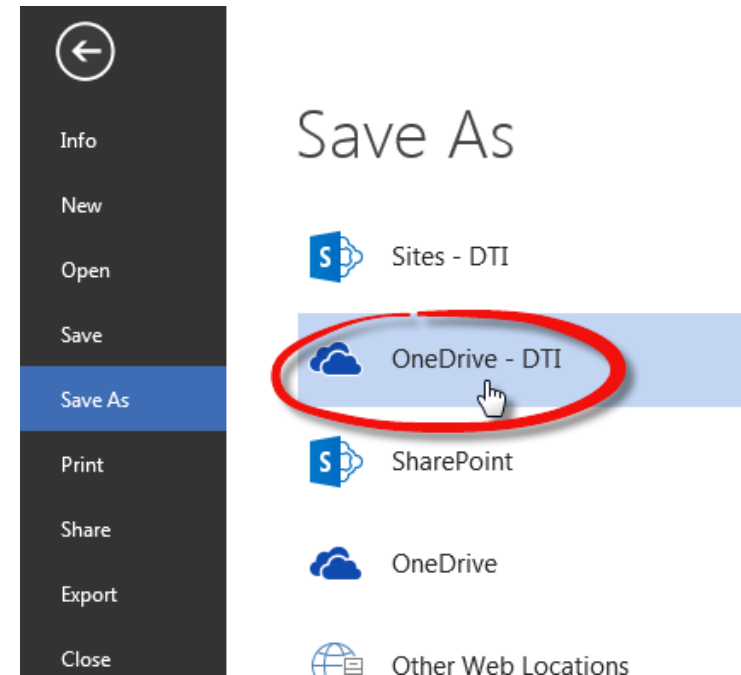
[Additional Resources](#)

Save a File

Save a file to OneDrive for Business from an Office desktop app:

1. Open a document in an Office desktop app such as Word, Excel, or PowerPoint, and then click **File > Save As > OneDrive - DTI**

Browse to the location where you want to save the file, and then click **Save**.

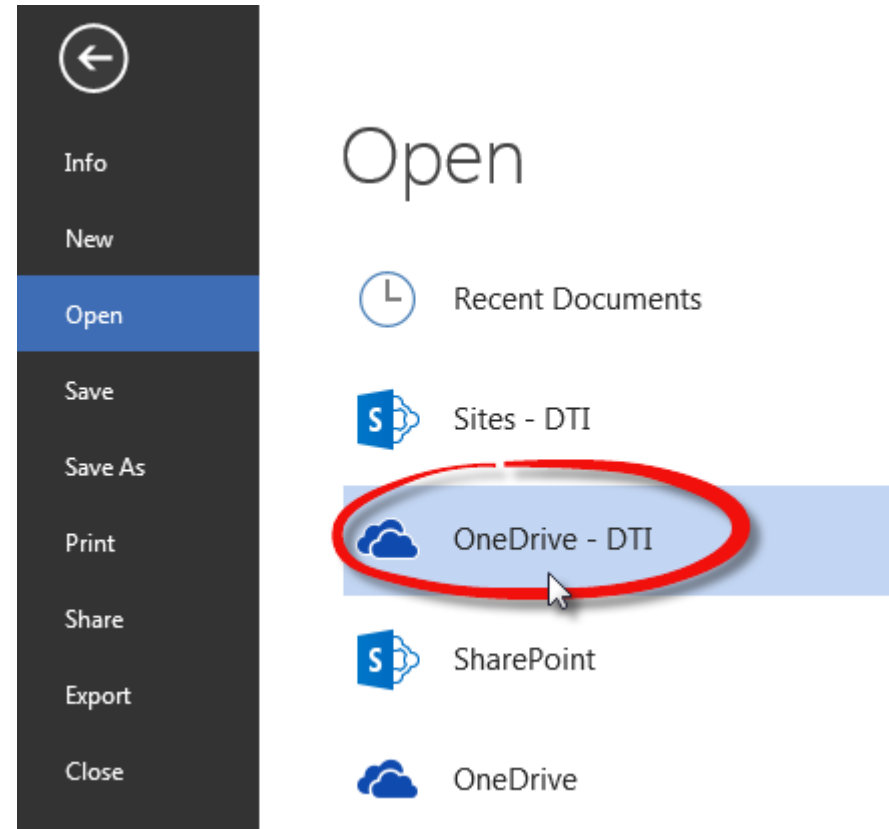


Open a File


Open a OneDrive for Business file from an Office desktop app:

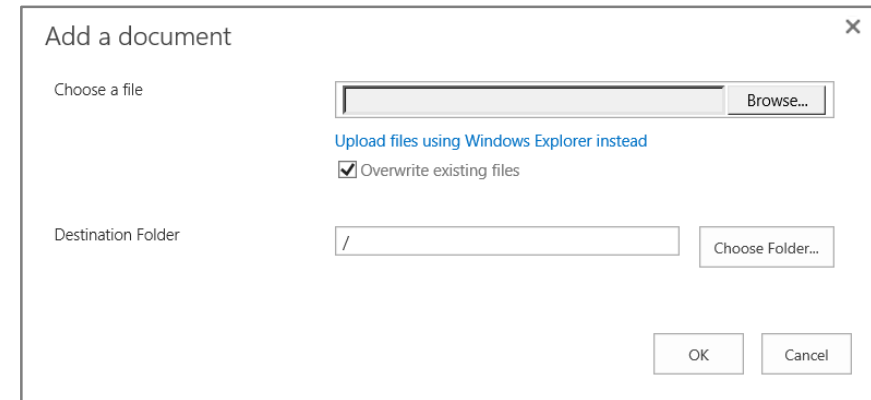
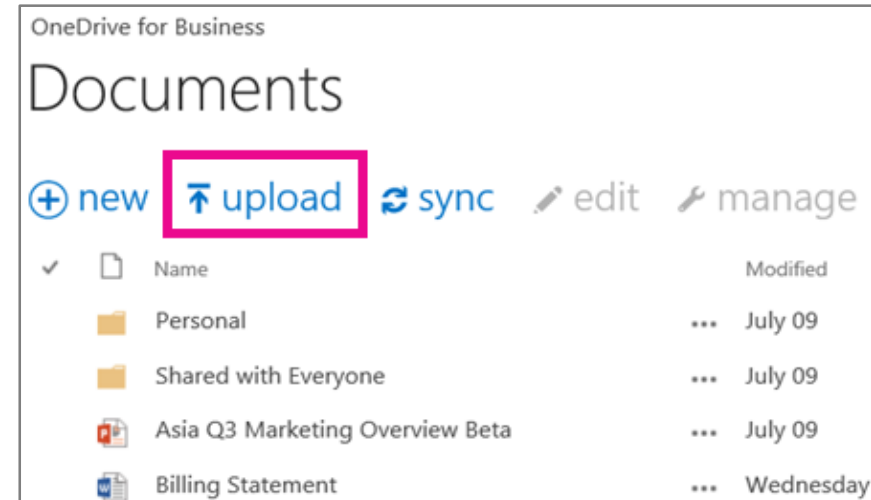
1. In an Office desktop app such as Word, Excel, or PowerPoint, click **File** > **Open** > **OneDrive - DTI**

Browse to the file you want to open, and then click **Open**.




Upload Files

1. Log into <http://outlook.k12.de.us>
2. Click the app launcher icon  in the top, left corner and select **OneDrive**.
3. Select **Upload**.
4. **Choose File to Upload** dialog box, select the files you want to upload, and then click **Open**.

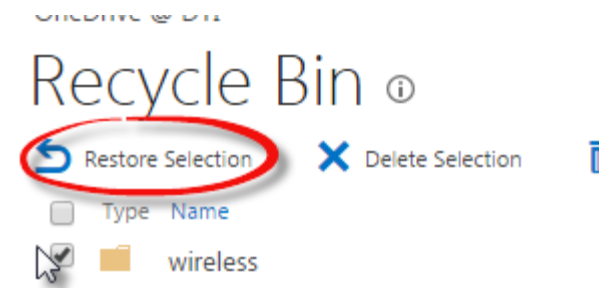
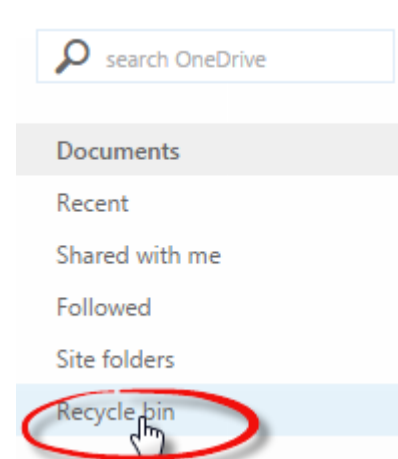


Recover Files

You can recover files that you accidentally delete.

1. Log into <http://outlook.k12.de.us>
2. Click the app launcher icon  in the top, left corner and select **OneDrive**.
3. From the left-hand menu, click **Recycle Bin**.
4. Select the file or folder you would like to restore.
5. Click on **Restore Selection**. The file or folder will be moved back into your OneDrive.

Note: You have 93 days to recover files that have been deleted.



Additional Resources

For more information about OneDrive see the following resources:

- [Store and Share Documents Quick Start Guide](#)
- [Sharing files with others](#)
- [Get the OneDrive mobile app for your device](#)
- [Office 365 Quick Reference Guides](#)

