

How to use OneDrive

You can use OneDrive to send files to people that are over the 30mb email limit at PSC and to store up to 1,000gb of personal data

- 1. Click on GO PSC! https://www.parkdalesc.vic.edu.au/go
- 2. Select the OneDrive link on the bottom row



3. Type in your Parkdale email address (studentcode@parkdalesc.vic.edu.au) and Compass password.

<u>.</u>	
Sign in	← BAY0001@parkdalesc.vic.edu.au
BAY0001@parkdalesc.vic.edu.au	Enter password
Can't access your account?	
Sign-in options	Forgot my password
Back Next	Sign in



- If you are prompted to setup your secret questions and a 2nd email address, please do so. This allows you to reset your password without having to come to IT
- 5. You will be presented with the following screen

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Get the OneDrive apps									
Return to classic OneDrive									

6. You can upload files using the upload button (files or folder), or drag files in to the "Drag files here" area

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7. In this example the "upload -> files" option is used

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8. Select your file and click open, your file will upload



9. Wait for the file to complete uploading

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Shared libraries					
2020 - MMA81B - Maths 8		N.			
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Create shared library					
		Drag files here			
Get the OneDrive apps					
Return to classic OneDrive					

10. The below screen shows a complete upload with a Share link button

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Shared libraries							
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Create shared library							
Get the OneDrive apps Return to classic OneDrive							



11. Click on the share link and type in the teacher's name

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Create shared library									
Set the OneDrive apps									

12. Type in a message for your teacher. Once you are ready to share your file, click send

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Hi Ms Brett, here is my oral exam that was due on here is my oral exam that was due on the 15th of April 2020. Thank you	StephCurryOralExamination15thApril2020	A few seconds ago	testyear7	1.42 MB	Private			
Cory Life Controls	Message to teacher							
Get the OneDrive apps								
Return to classic OneDrive								

13. You will see a link sent message as below. Your teacher now has access to it.

X								
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Create shared library								
Get the OneDrive apps								
Return to classic OneDrive								



14. If you have any problems please email <u>helpdesk@parkdalesc.vic.edu.au</u> from your student email or join the Public - ICT Helpdesk - Students and Staff team (search or join by team code) for instant help.