



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

The screenshot shows the Parkdale Secondary College website with a grid of service links. The links are:

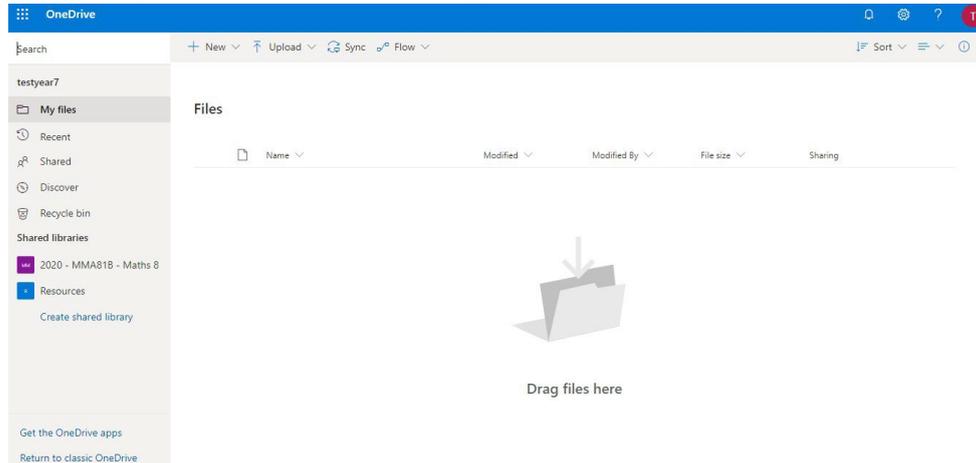
- Compass (T0/Student/Parent code)
- Log a ticket using PSC email
- Office 365 (PSC email)
- Teams (PSC email)
- Software and IT Resources (PSC email)
- Vivi
- Library (T0/Student code)
- Web Print (Only at School)
- Mobility Print (Only at School)
- Clickview (PSC email)
- PSC Careers website
- NAPLAN locked down browser
- Sound Check
- My wellbeing
- Excel Online
- Word Online
- Email
- Forms
- FlipGrid
- OneDrive

The OneDrive link is highlighted with a blue arrow.

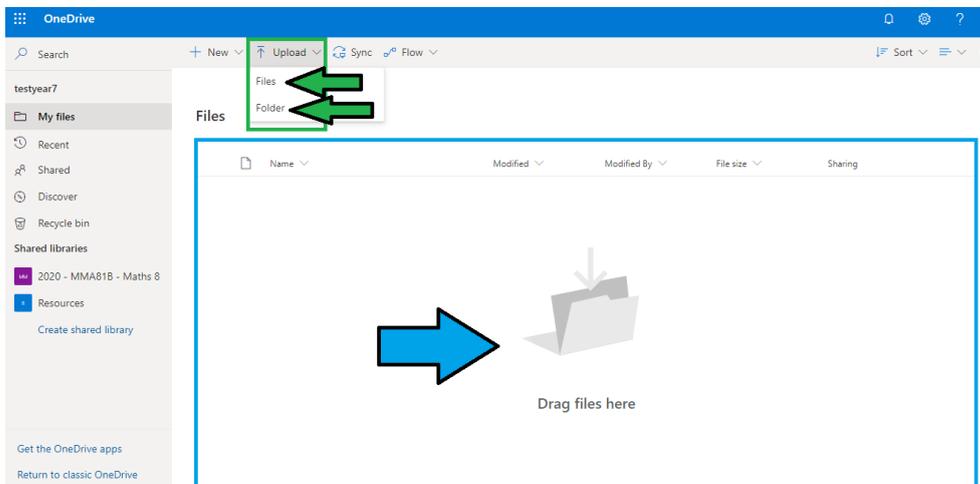
3. Type in your Parkdale email address (studentcode@parkdalesc.vic.edu.au) and Compass password.

The first screenshot shows the 'Sign in' page with the email address BAY0001@parkdalesc.vic.edu.au entered. The second screenshot shows the 'Enter password' page with the password field filled with dots.

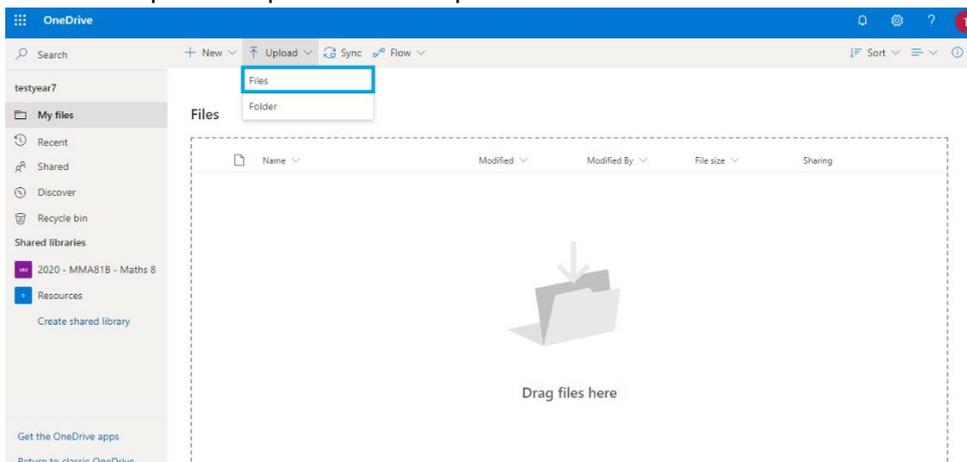
- If you are prompted to setup your secret questions and a 2nd email address, please do so. This allows you to reset your password without having to come to IT
- You will be presented with the following screen



- You can upload files using the upload button (files or folder), or drag files in to the “Drag files here” area

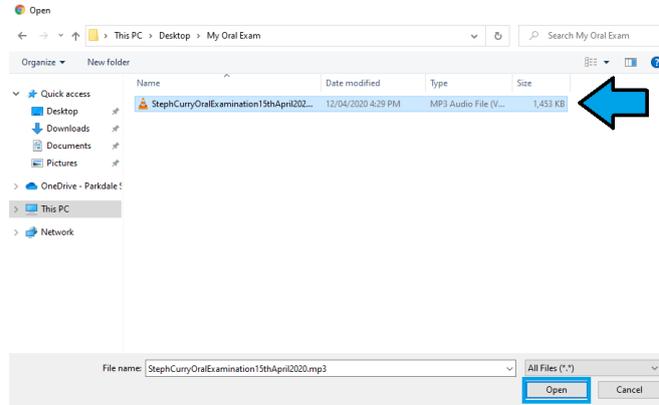


- In this example the “upload -> files” option is used

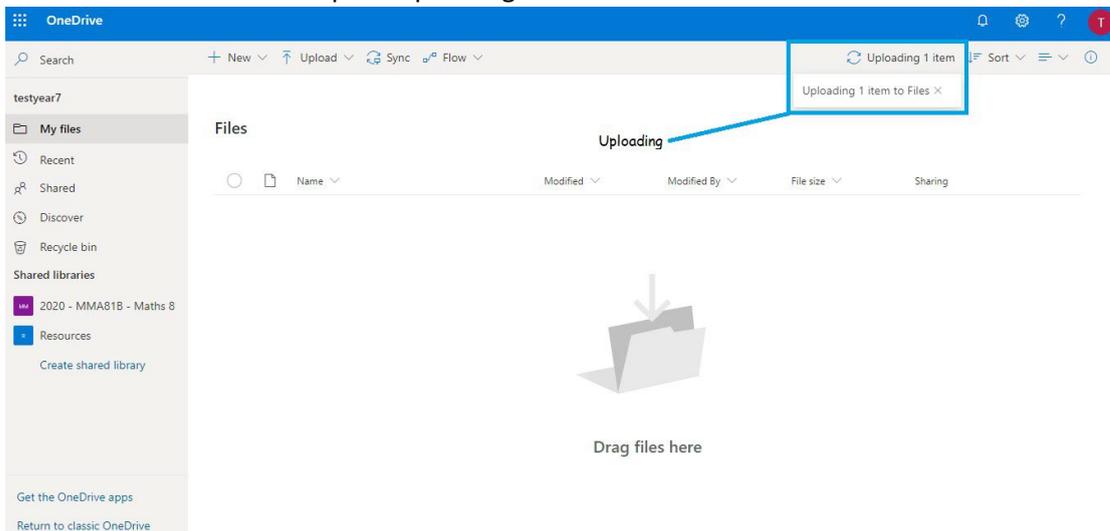




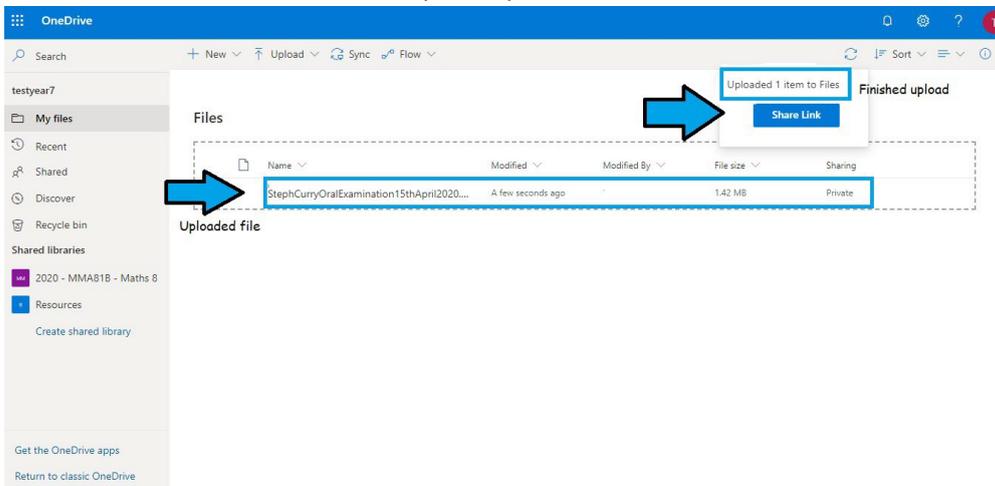
8. Select your file and click open, your file will upload



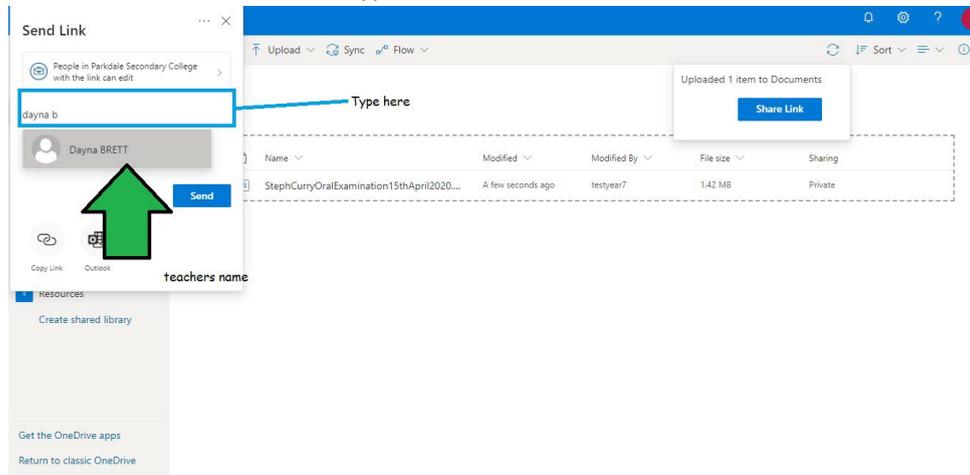
9. Wait for the file to complete uploading



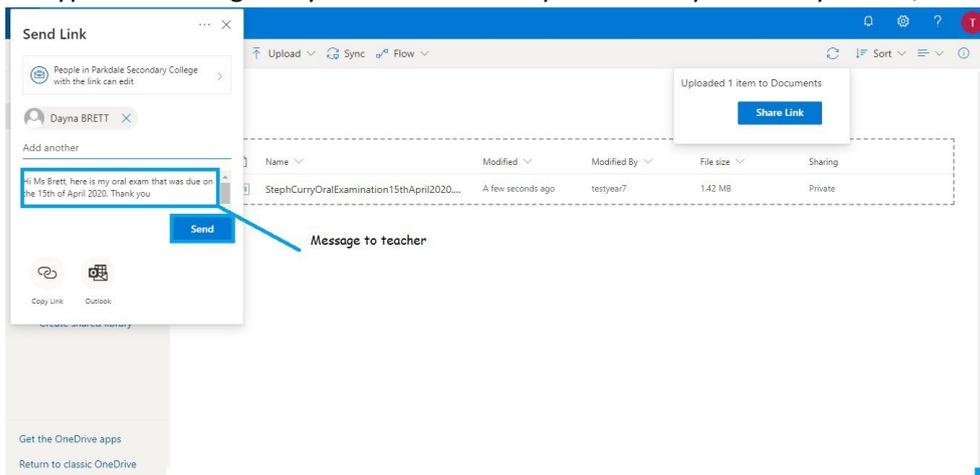
10. The below screen shows a complete upload with a Share link button



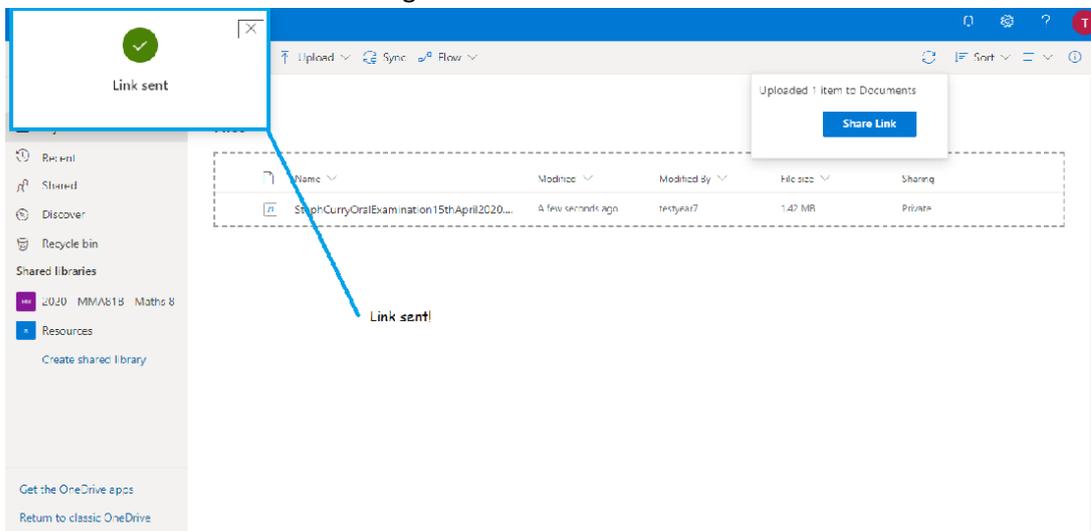
11. Click on the share link and type in the teacher's name



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



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





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