

Using OneDrive Off the BCPS Network

Staff and students have several locations that they can save files when working on their BCPS device. The best place to save files in their Office 365 OneDrive. This is a cloud-based location that can be accessed from any device with an internet connection. The OneDrive Sync Client allows users to save files if they are connected to the web or not.

Students can work in Microsoft 365 Online from their BCPS One account. *Word, PowerPoint* and *Excel* files created online are automatically stored in the OneDrive.

Access Microsoft Online

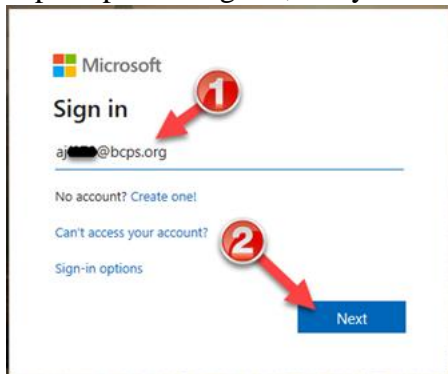
1. Open a web browser, like *Microsoft Edge* or *Chrome*, and go to <https://bcpsone.bcps.org/>. Log in with your BCPS credentials.
2. Click on the **Instructional & Productivity Tools** tile.



3. Click on the **Microsoft Online** tile.



4. If prompted to sign in, use your FULL BCPS username which includes @bcps.org.



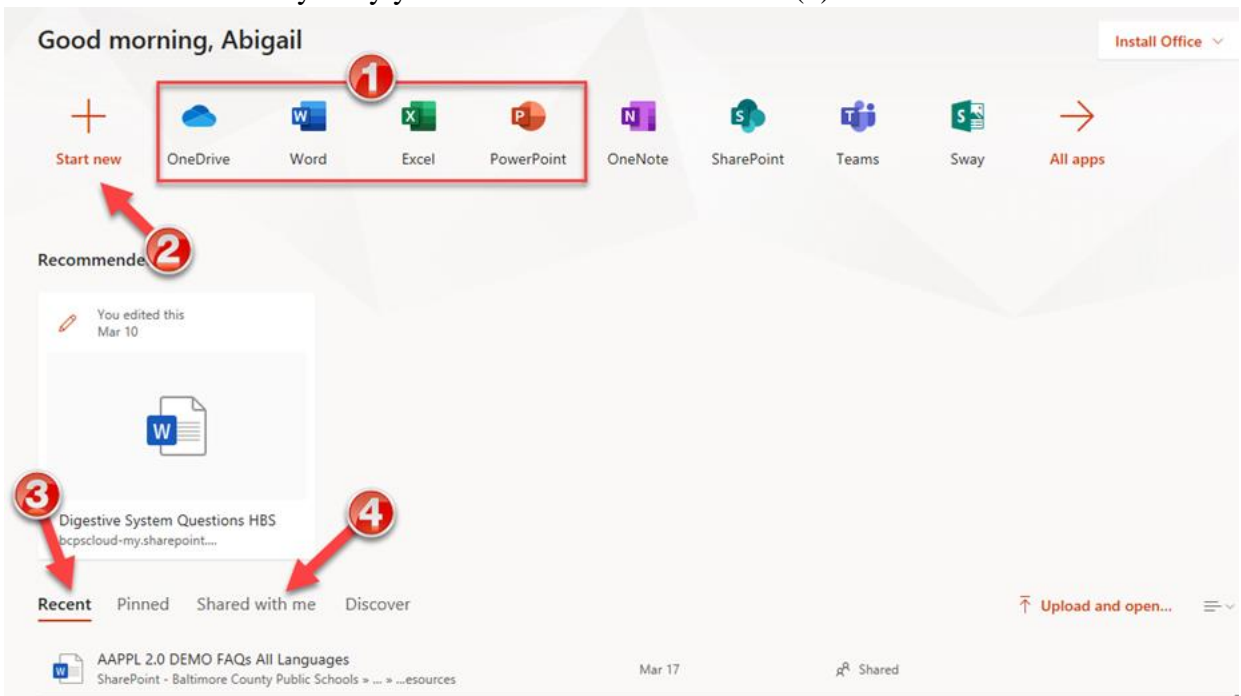
5. Type your BCPS password if prompted.



6. If prompted, click **Yes** to stay logged in.



7. Now you have access to your 365 account. There are icons to connect to applications (1). A **Start New** button (2) to allow you to begin a new document or file. You can access recent files (3) and see files that have been shared with you by your teachers or other students (4).



Local OneDrive First Run

To access OneDrive from File Explorer on a Windows machine it must first be set up.

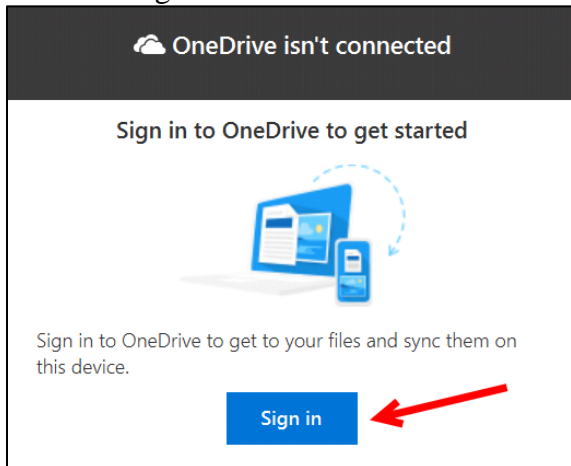
1. Make sure that Office has been launched, open Word, and that the Accept and start button has been clicked.



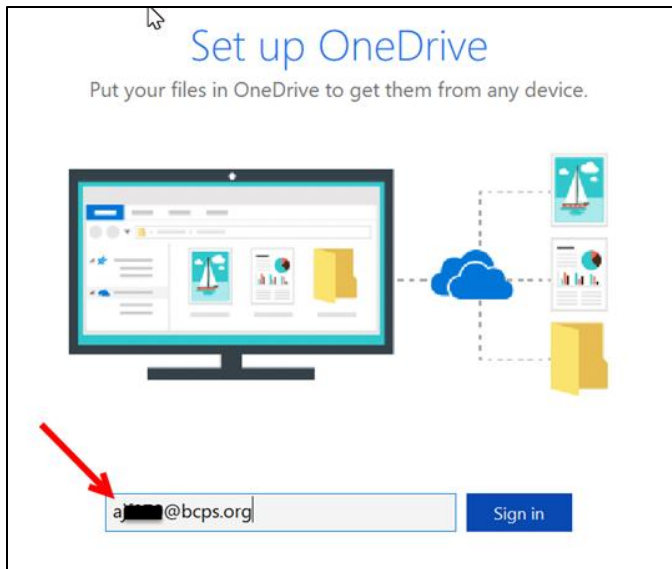
2. Click on the OneDrive clouds icon in the system tray.



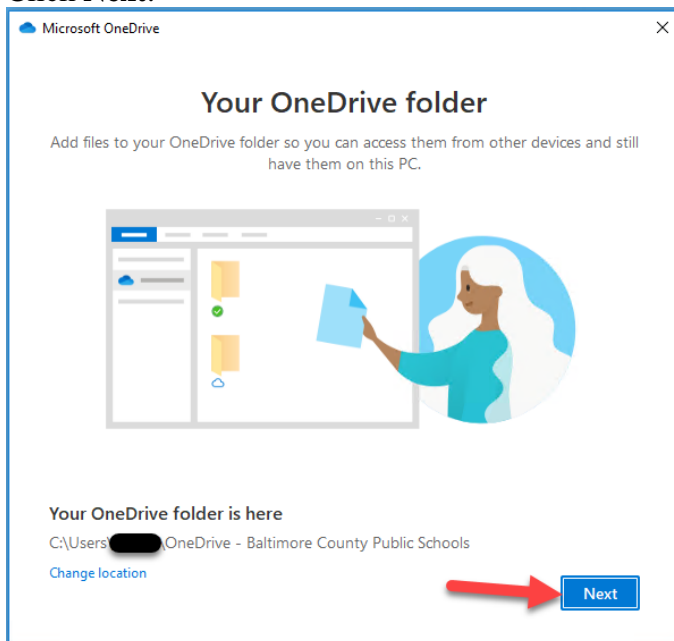
3. Click the Sign In button.



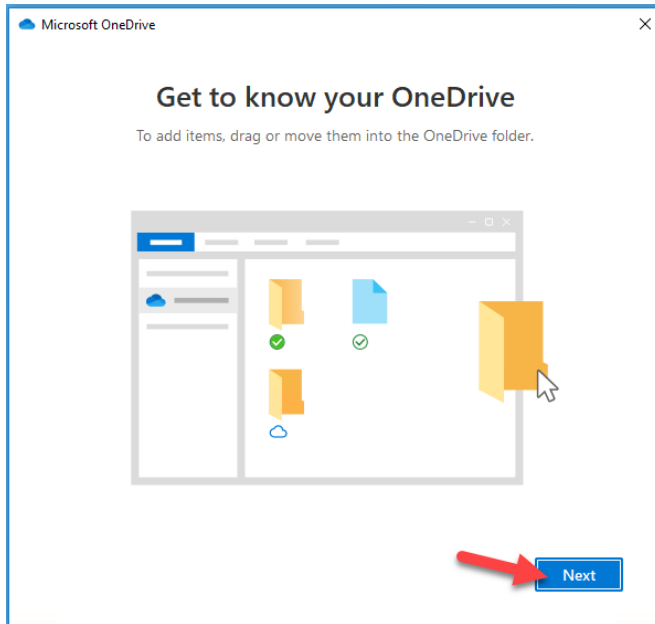
4. Enter FULL username WITH the @bcps.org where it says Enter your email address. Do NOT use a private email account. (Graphic on next page.)



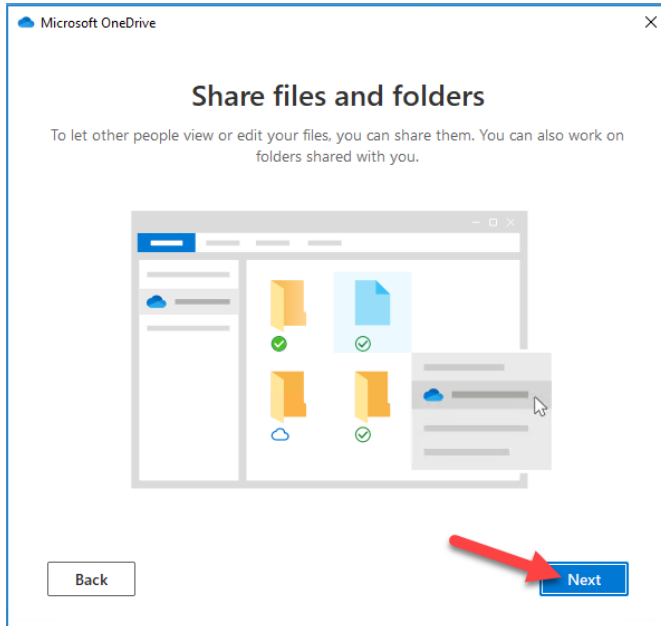
5. Click **Next**.



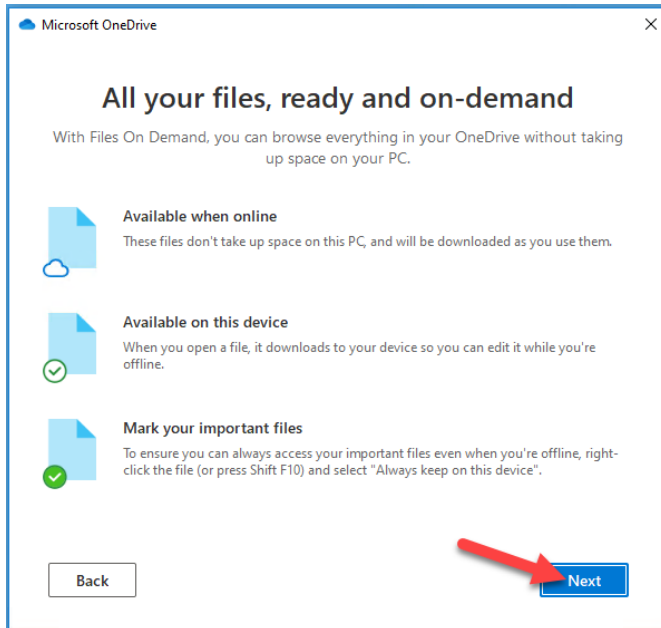
6. Click **Next**.



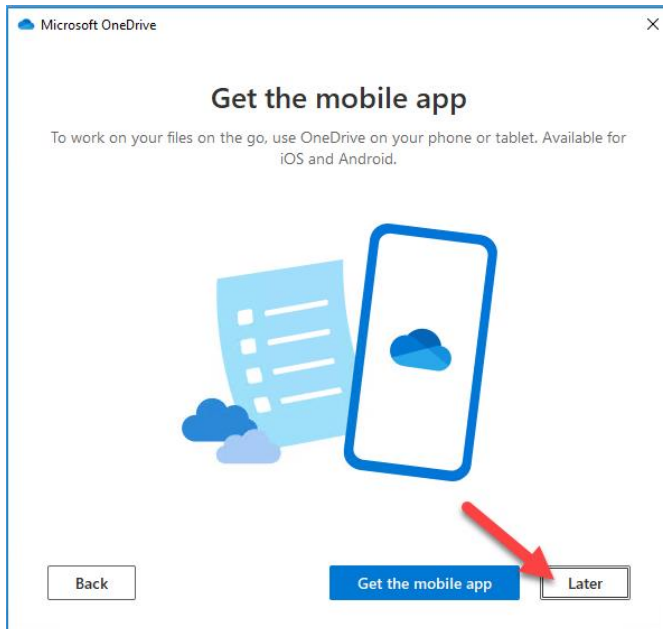
7. Click **Next**.



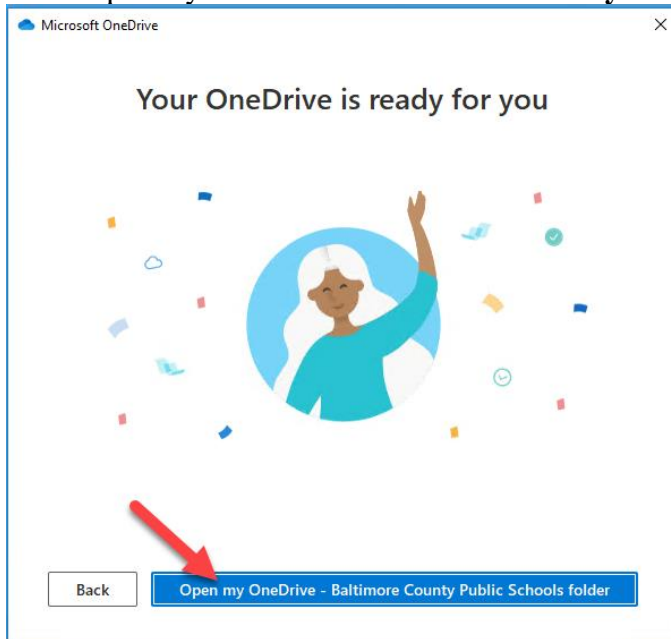
8. Click **Next**.



9. Click **Later**.

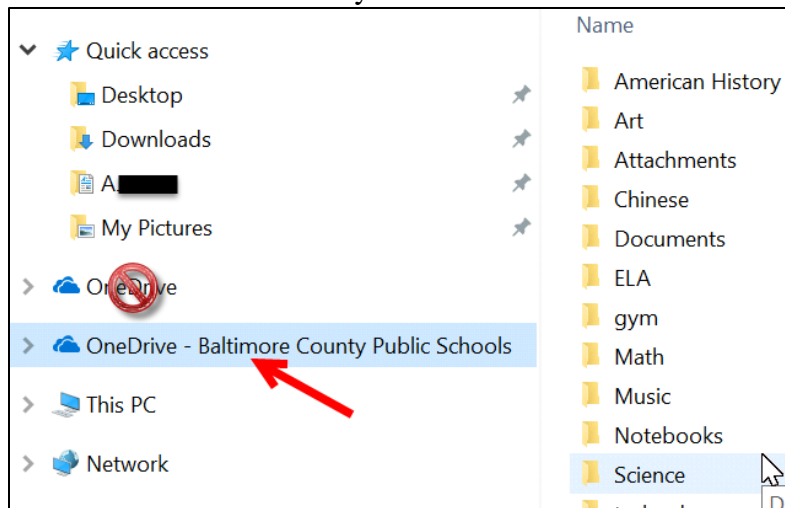


10. Click Open my **OneDrive – Baltimore County Public Schools** folder button.



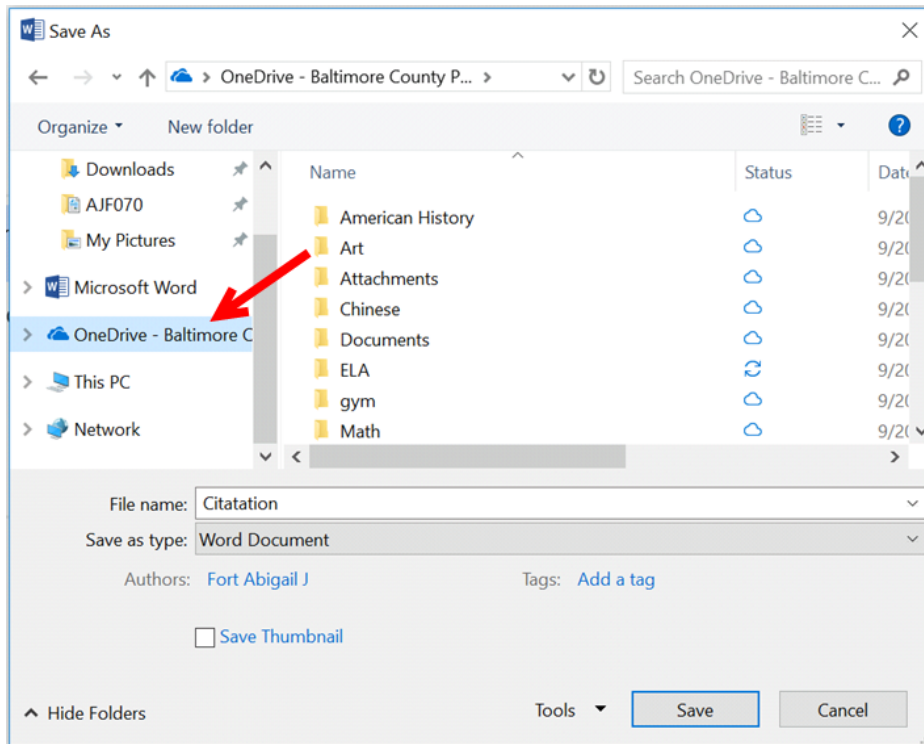
11. The folder will open, and the OneDrive cloud icon will turn blue. 

12. OneDrive Baltimore County Public Schools is now available in the File Explorer.



Save Directly to OneDrive

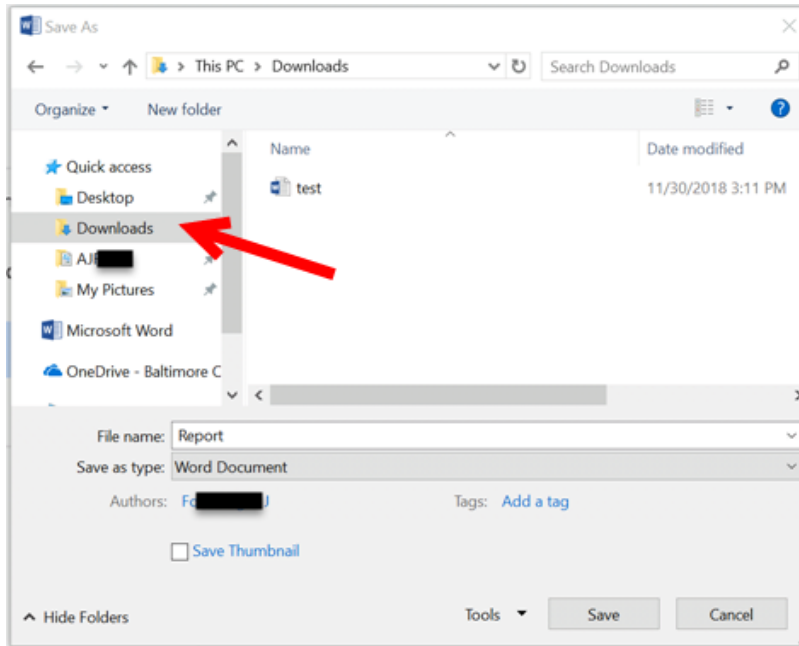
1. From the save dialog box select **OneDrive – Baltimore County Public Schools** and save the file as normal.



2. This location can be used even if the device is off line. The file is stored locally and then uploaded to the cloud location when back on the network.

Local Saving Option

1. If for some reason the **OneDrive – Baltimore County Public Schools** location is not available there is a local save area that students can access on their devices.
2. From the save dialog box click on **Downloads** that will be under **Quick access**. Saving files in this location is allowed.



3. If **Quick access** does not list Downloads go to **This PC** and then scroll to **Downloads**.

