

## Office pakket met Onedrive Word, Excel, PowerPoint

If you have a hotmail, outlook.com or live-mail account please go to:

<https://www.office.com/>



Click on sign in



## Aanmelden

E-mailadres, telefoonnummer of Skype-naam

Geen account? [Maak nu een account](#)

[Hebt u geen toegang tot het account?](#)

[Aanmeldingsopties](#)

Volgende

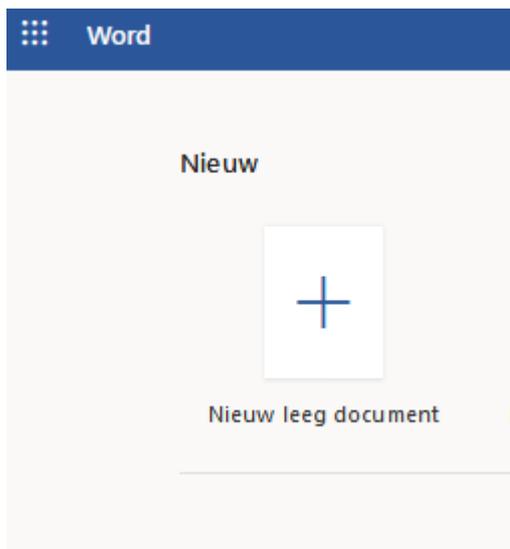
If you don't have a Microsoft account you can create one.

And if you do, log in with your email address and password and you will see the office package.

Click on understood.



Click on Word en then on new document



Now you can write and save it as...



Your files will be in the Onedrive folder

### **Login to Onedrive.com**

Whatever device the user has, he can always access his OneDrive account via the website Onedrive.com.

- Surf to Onedrive.com
- Click on Sign up in the upper right corner.
- Type the email address and click Next.
- Type the password and click Login.

- For the first time, OneDrive will give you a guided tour. Click Next twice and then Let's get started.

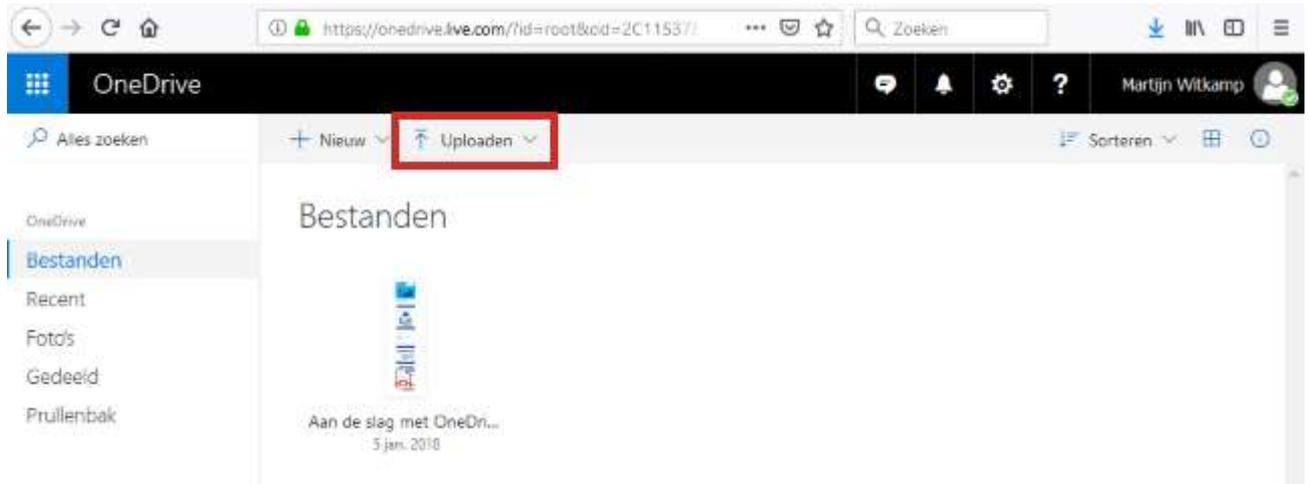
- Microsoft may want you to sign up for a payment plan. You don't need to do that right away. Click on the cross in the upper right corner of the window to close the offer.

The overview with the files stored in OneDrive opens.

Upload file or folder

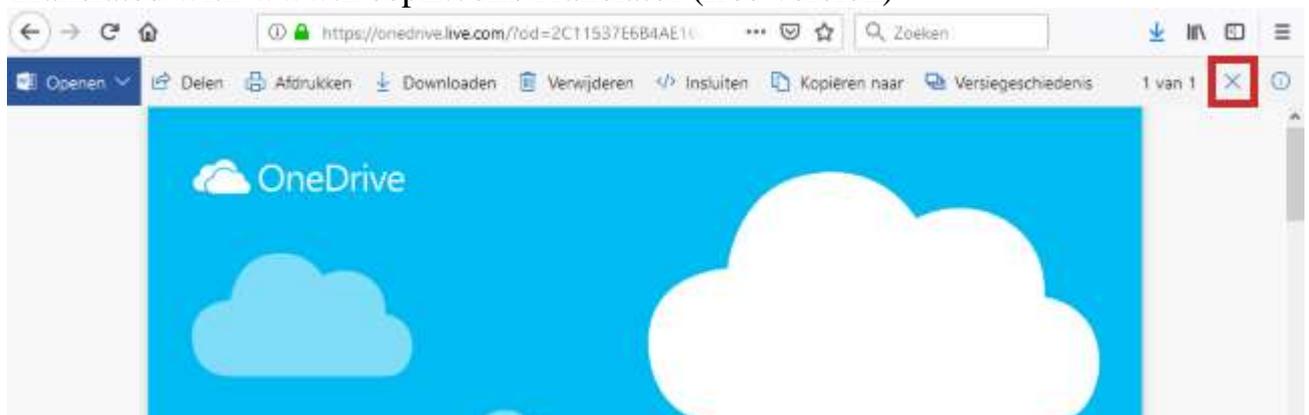
In the cloud service OneDrive the user can store and view all kinds of files. Upload a file or folder via the website as follows:

- Click on Upload.

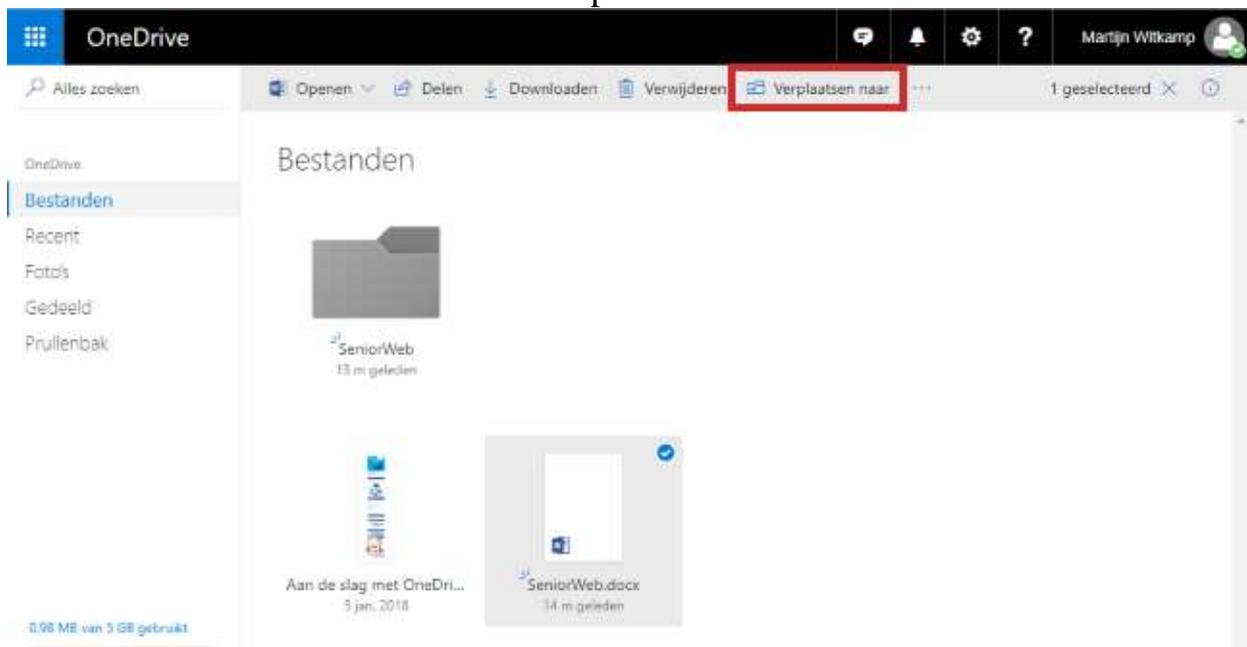


- - Click on Files or Folder.
- - Navigate to the desired file and click on it.
- - Click Open or Select Folder.
- The file or folder is now on OneDrive.
- Viewing a file
- Open a file like this:
  - - If necessary, first click on My files in the left menu.
  - - Click on a file to open it.
  - - The file may open on a new tab. Are you finished with the file? Close it by clicking the cross on the tab or next to the file.

• Translated with [www.DeepL.com/Translator](http://www.DeepL.com/Translator) (free version)



- Create Folder
- Folders are useful for organizing files. Create a new folder in this way:
  - - If necessary, first click on Files in the left menu.
  - - If necessary, first click on a folder in which you want to create the new folder.
  - - Click on New at the top.
  - - Click on Folder.
  - - Type the name of the folder.
  - - Click Create.
- The folder has been created.
- Moving the file
- Move files to another folder:
  - - If necessary, first click on Files in the left menu.
  - - Move the mouse pointer over the file and click on the circle that appears with the file.
- - The file will be ticked. Click at the top on Move to.



- - The folders on OneDrive appear on the right side of the screen. Browse to the appropriate folder and select it.
- - Click on Move.
- The file is now in the selected folder.
- Delete file
- Delete files that do not need to be saved. This frees up space for other files.
  - - If necessary, first click on Files in the left menu.
  - - Move the mouse pointer over the file and click on the circle that appears with the file.
  - - The file will be ticked. Click on Remove at the top of the screen.
- The file is now in the 'Trash' folder. Files will remain in this folder for thirty days. When the Recycle Bin is full, the oldest items are automatically deleted after three days.
- Restore deleted file
- Save the file, right? Then put it back.

- - Click on Trash in the left menu.
- - Click on the file.
- - Click Restore.
- The file is now back in the root directory of OneDrive.
- Sharing a file
- The user can share files and folders with others. Someone then gets access to the shared item. Share a file or folder via the website as follows:

- If necessary, first click on My files in the left menu.
- Move the mouse pointer over the file and click on the circle that appears with the file.
- The file will be ticked. Click on Share at the top.
- Share file directly via e-mail. Click Enter a name or e-mail address and type in the recipient's e-mail address.
- o With the paid version of OneDrive you can set an expiration date and a password.
- If necessary, click on Add message to add a message.
- Click on Send.

The recipient will receive an e-mail with the name of the file or folder you share with a link to it.

Use the link (link to the file) to share the file in a different way than with e-mail:

- If necessary, first click on My files in the left menu.
- Move the mouse pointer over the file and click on the circle that appears with the file.
- The file will be ticked. Click on Share at the top.
- To retrieve the link, click Copy link > Copy.
- For example, paste the link into a chat window or into another program to distribute it.