

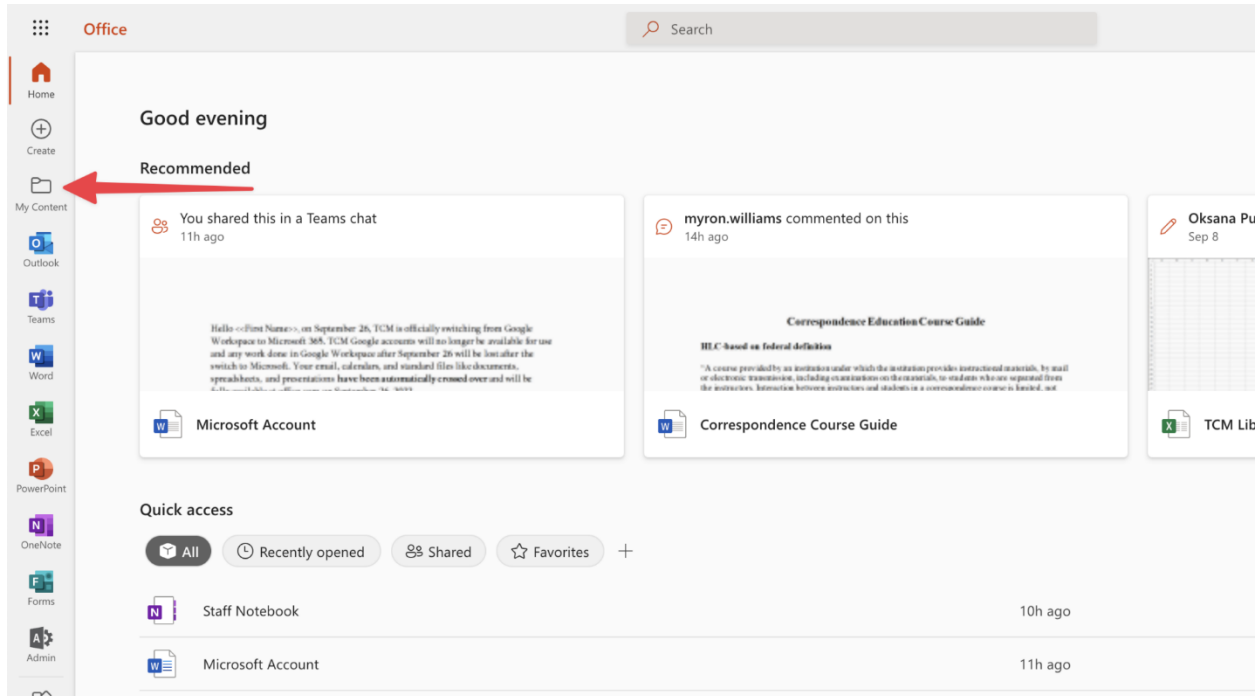
Accessing Files in OneDrive

Microsoft OneDrive is a central location of all of your files. This includes Word documents, Excel spreadsheets, PowerPoint Presentations, and any other files that you choose to upload to OneDrive. You can sync your files across Mobile and Desktop devices as well as access them via the web.

- [Video Tutorials on how to use OneDrive](#)

For accessing files in Microsoft Teams, please view the [Accessing Files in Teams guide](#).

You can access your personal and shared files through Microsoft OneDrive. Go to office.com and click on [My Content](#).



This will take you to Microsoft OneDrive on the web where you can view your personal drive and shared drives.

My content

The landing page of My Content will show you the latest personal files that you have worked on as well as documents that have been sent to you in an email via attachments

My content

All

Filter by keyword **Filter**

Name	Modified	Owner	Activity
Staff Notebook SiteAssets	10h ago	Kaleb Heitzman	
Microsoft Account Kaleb Heitzman's Files	11h ago	Kaleb Heitzman	You shared this in a Teams chat
index.esp RE: Translations	Yesterday at 8:56 PM		Ryan sent this
cookies.esp RE: Translations	Yesterday at 8:56 PM		Ryan sent this
prayerfast.esp RE: Translations	Yesterday at 8:56 PM		Ryan sent this
resources.esp RE: Translations	Yesterday at 8:56 PM		Ryan sent this
Inventory Handbooks Handbook Catalog Inventory	Yesterday at 10:55 AM	Sara Fudge	Sara sent this
Research and Writing Handbook 2022-2024 final Handbook Catalog Inventory	Yesterday at 10:55 AM	James Stevens	Sara sent this
5 Elements of Hybrid Learning Pages	Yesterday at 9:30 AM		
Class Hybrid Learning Notebook SiteAssets	Yesterday at 9:29 AM	Kaleb Heitzman	
Incarnational Digital Learning Kaleb Heitzman's Files	Tue at 10:36 PM	Kaleb Heitzman	You edited this
Microsoft Transition Kaleb Heitzman's Files	Tue at 10:36 PM	Kaleb Heitzman	
Moodle Kaleb Heitzman's Files	Tue at 10:36 PM	Kaleb Heitzman	

Feedback **Need help?**

Cloud Files

Clicking cloud files will take you to folders and files that have been shared with you as well as files uploaded through Microsoft Teams.

My content

Cloud files

Go to OneDrive

SiteAssets SiteAssets Shared Documents SiteAssets

TCM International Institute myron.williams's Files Mihai Bojona's Files Kaleb Heitzman's Files

Cloud files

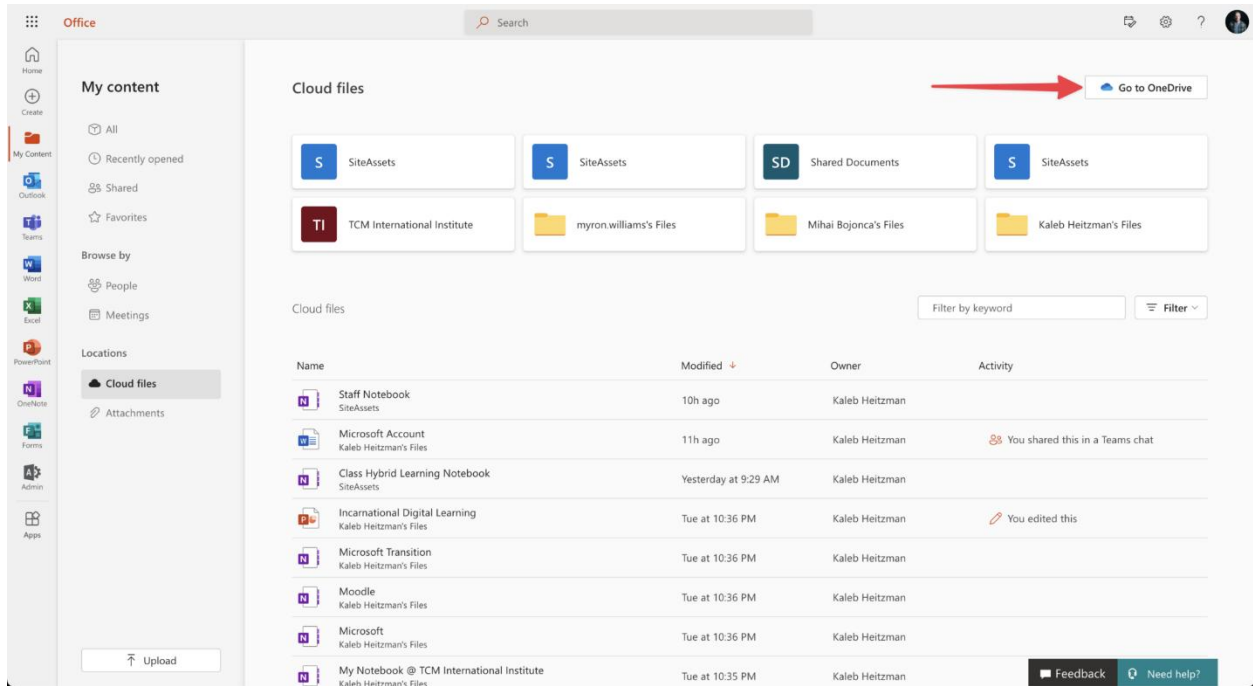
Filter by keyword **Filter**

Name	Modified	Owner	Activity
Staff Notebook SiteAssets	10h ago	Kaleb Heitzman	
Microsoft Account Kaleb Heitzman's Files	11h ago	Kaleb Heitzman	You shared this in a Teams chat
Class Hybrid Learning Notebook SiteAssets	Yesterday at 9:29 AM	Kaleb Heitzman	
Incarnational Digital Learning Kaleb Heitzman's Files	Tue at 10:36 PM	Kaleb Heitzman	You edited this
Microsoft Transition Kaleb Heitzman's Files	Tue at 10:36 PM	Kaleb Heitzman	
Moodle Kaleb Heitzman's Files	Tue at 10:36 PM	Kaleb Heitzman	
Microsoft Kaleb Heitzman's Files	Tue at 10:36 PM	Kaleb Heitzman	
My Notebook @ TCM International Institute Kaleb Heitzman's Files	Tue at 10:35 PM	Kaleb Heitzman	

Feedback **Need help?**

Missing Files?

If there are files that you can't seem to find, click on the OneDrive link at the top left of the page. This will show you all of your files and content that is similar to Google Drive.



The screenshot shows the Microsoft Office application window. The top bar includes the 'Office' logo, a search bar, and a 'Go to OneDrive' button. A red arrow points to this button. The left sidebar contains navigation options: Home, Create, My Content, Outlook, Teams, Word, Excel, PowerPoint, OneNote, Forms, Admin, and Apps. The 'My Content' section is expanded, showing 'All', 'Recently opened', 'Shared', 'Favorites', 'Browse by' (People, Meetings), and 'Locations' (Cloud files, Attachments). The 'Cloud files' section is active, displaying a grid of file thumbnails and a table of cloud files.

Cloud files

Go to OneDrive

SiteAssets SiteAssets Shared Documents SiteAssets

TCM International Institute myron.williams's Files Mihai Bojona's Files Kaleb Heitzman's Files

Cloud files Filter by keyword Filter

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Upload

Feedback Need help?