



All Saints Catholic College - Guide - OneDrive/SharePoint

Using OneDrive and SharePoint through a web browser at home or school:

To access your OneDrive and SharePoint accounts from a web browser navigate to the following links:

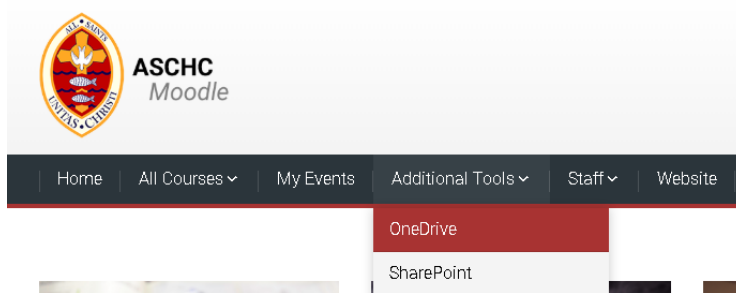
This is your personal OneDrive account (replaces personal H:/ drive):

<https://allsaintscatholiccollege-my.sharepoint.com/>

This is SharePoint site (replaces STAFFSHARE):

<https://allsaintscatholiccollege.sharepoint.com/>

Both of these links can be found on Moodle under 'Additional Tools' then 'OneDrive' or 'SharePoint':

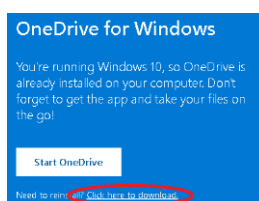


Accessing OneDrive and SharePoint through File Explorer from home:

Using the OneDrive sync tool it's possible to mount both your personal OneDrive and the SharePoint libraries to File Explorer (without having to use a web browser), this is achieved in the following way:

1. Download the sync tool from the following website:

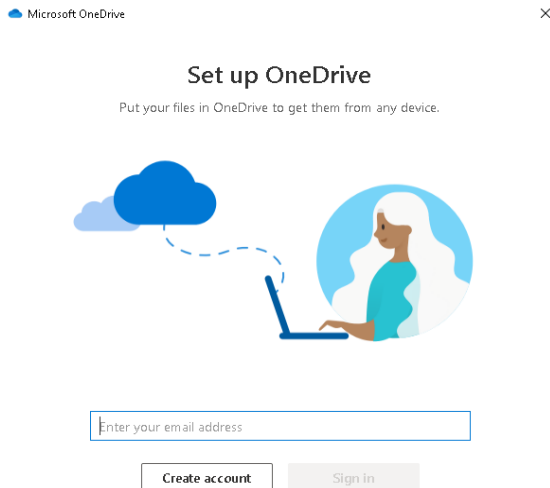
<https://onedrive.live.com/about/en-GB/download/>





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2. Once installed run the OneDrive client (this is the OneDrive desktop app not 'OneDrive for Business').



When prompted put in your school email this is user@aschc.com. Input your password if requested and follow through the wizard to the end by pressing next. This should then automatically start syncing your OneDrive personal folder to File Explorer (the new H:/ drive). To add the additional SharePoint libraries you will need to login to SharePoint through a web browser and press the sync button for each SharePoint Library you would like to add.

For example syncing the new STAFFSHARE:

Home Governors ICT Support Finance Faculties Gallery EDIT LINKS

All Saints Catholic College Team Site

Welcome to the All Saints online portal. Here you will be able to access files from any device. It is also easy to upload a document, and if you are editing a document is easy too, simply make the changes you want and exit the document.

Documents

+ New Upload **Sync** Share More

Create a synchronized copy of this library on your device

✓	Name		
	Achievement Co-ordinators	...	October 10, 2018
	Assemblies	...	October 10, 2018
	ATI	...	October 10, 2018
	BFL	...	November 6, 2018
	Careers	...	October 10, 2018

EDIT LINKS



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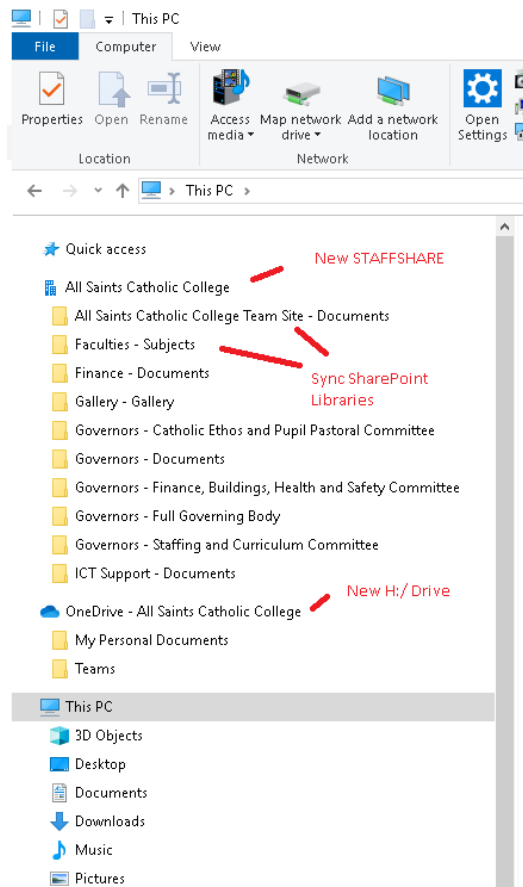
STAFFSHARE:

<https://allsaintscatholiccollege.sharepoint.com/SitePages/Home.aspx>

Faculties:

<https://allsaintscatholiccollege.sharepoint.com/fac/>

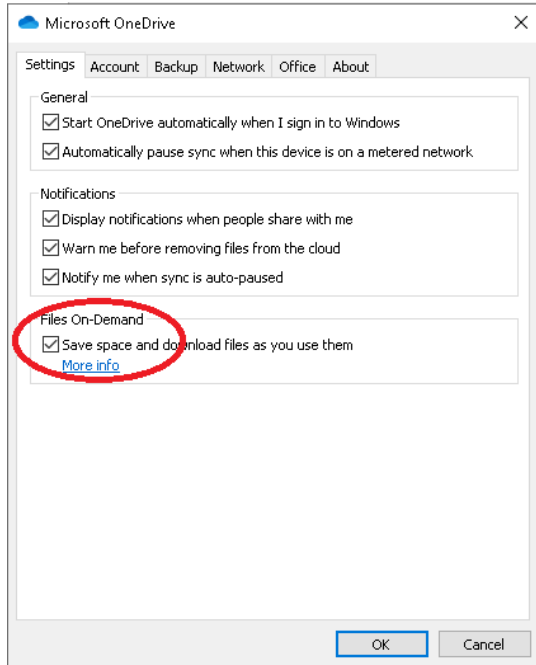
OneDrive will now be automatically synced along with any SharePoint libraries you have manually synced.



At school this process will happen automatically, for both OneDrive and all the SharePoint libraries you have access to. Another useful setting is the ability to set files to 'Files On-Demand' this means that files will only be downloaded as you use them. THIS IS HIGHLY RECOMMENDED IF USING THIS METHOD AT HOME (As it will download the contents of the shared library onto your hard drive).



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This option can be found in the system tray (bottom right), click on the OneDrive icon > Settings > Then the 'Settings' tab and make sure 'Files On-Demand' is ticked.