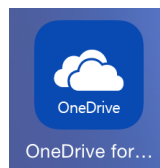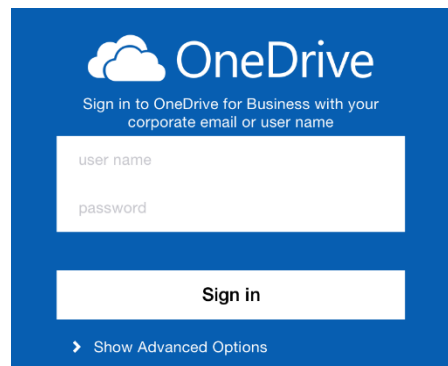# Using OneDrive for Business on iPad

OneDrive is a cloud storage system. This means that files stored on OneDrive are not stored directly on your iPad unless specified with the offline option. OneDrive is useful if you need to access files from any computer or iPad. You can never forget your files because as long as you have an internet connection you are able to access your files.
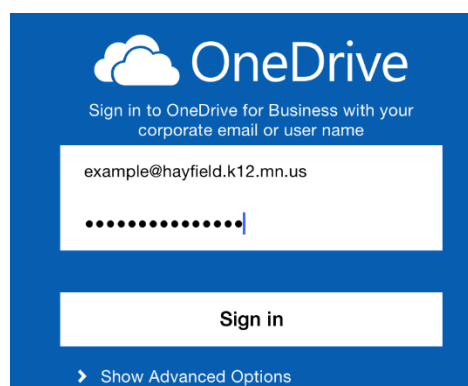
Initial set up

1. Open the OneDrive for Businness app.

2. You should be prompted with a sign in screen as shown below.

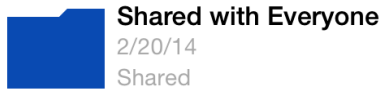3. Your username and password is your school email and password.

4. You should now be logged in and see a screen showing any folders and files you have as shown below. OneDrive for Business is now set up and ready to be used.

OneDrive @ Hayfield Community Schools   •••

Shared with Everyone
2/20/14
Shared

Storing files on your OneDrive

1. Open up the app where your file or document is stored. In this example I will using a file in Notability. Although other apps will be different, there are two key things to look for in any app. There will usually be a "Share" button of some sort and that should give you the option "Open in…" which is used to move files to other apps. Some apps may only have the "Open in…" option and no share button.
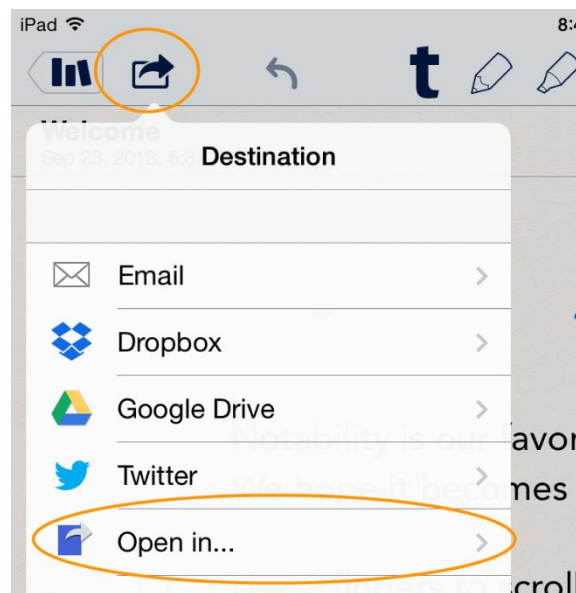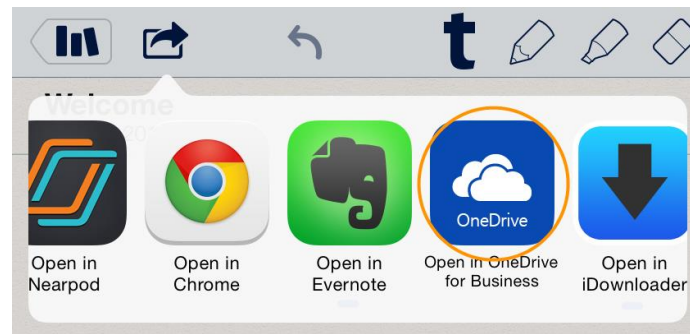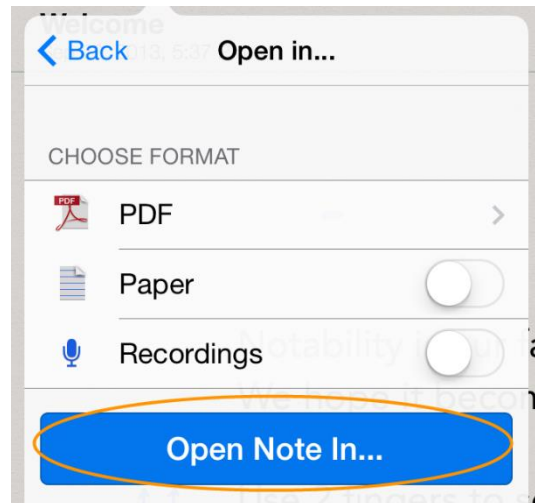
2. After choosing to open the file in OneDrive, you should now see a screen that shows your file. At the bottom click on the "Upload to OneDrive for Business" option.

Upload to OneDrive for Business

3. You should see a message that your upload was successful. If not, try again. After uploading, click on "Done" in the upper left corner.
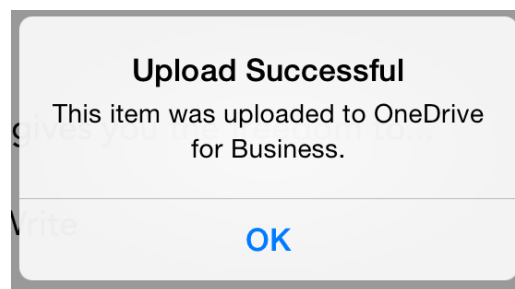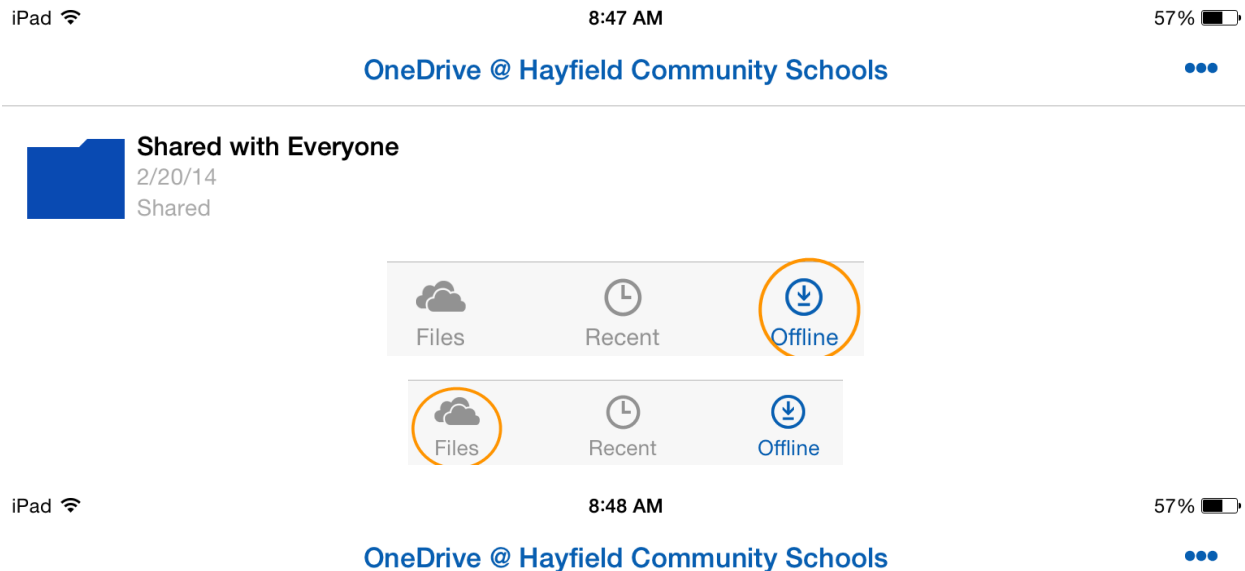
Upload Successful
This item was uploaded to OneDrive for Business.

OK

4. You should now be taken to a screen showing your OneDrive files and folders. If your document does not appear there simply click on either "Recent" or "Offline" at the bottom of the screen and then click on "Files" again. This should refresh it and your file should appear. Note that it may take some time to upload depending on your internet speed.

iPad 🛜   8:47 AM   57% 🔋

OneDrive @ Hayfield Community Schools   •••

Shared with Everyone
2/20/14
Shared

☁️	🕐	⬇️
Files	Recent	Offline

☁️	🕐	⬇️
Files	Recent	Offline

iPad 🛜   8:48 AM   57% 🔋

OneDrive @ Hayfield Community Schools   •••

Shared with Everyone
2/20/14
Shared

Welcome.pdf
Today   1.7 MB

5. Your file should now be uploaded.

Online Help

OneDrive for Business has an excellent article that explains in detail on how to fully utilize OneDrive. I highly recommend reading it if you have any more questions on how to use the OneDrive for Business app. To view the article you click on the gray gear icon in the lower right corner in the OneDrive app. Then click on "Online Help."

ABOUT

Version	1.2.1
Online Help	>