

File Storage



St. Lawrence College

This manual contains pertinent
information about your File Storage
space at SLC.

May 2019

File Storage

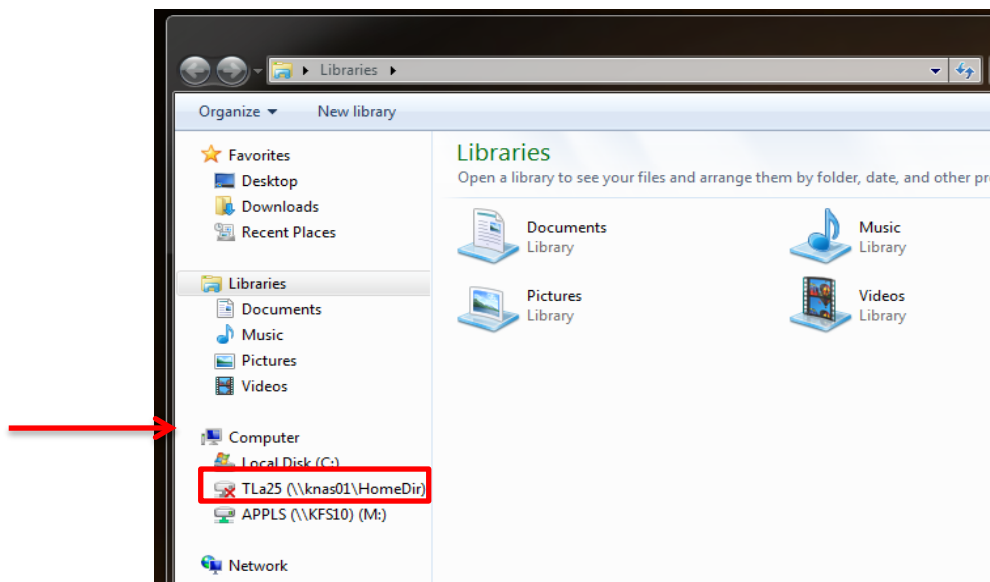
About

All students at SLC are provided with an allotment of secure storage space to save and store files. Firstly, each student has a Home Directory (H:) on the college network with **1GB of hard storage** space that can be accessed from on-campus or at home through SLC.me. Students also have access to **unlimited storage space** on the **OneDrive plus** (cloud based) server through your college email account. We suggest that all students use the storage provided to avoid loss of information due to lost or stolen devices or unsecured access to your personal files.

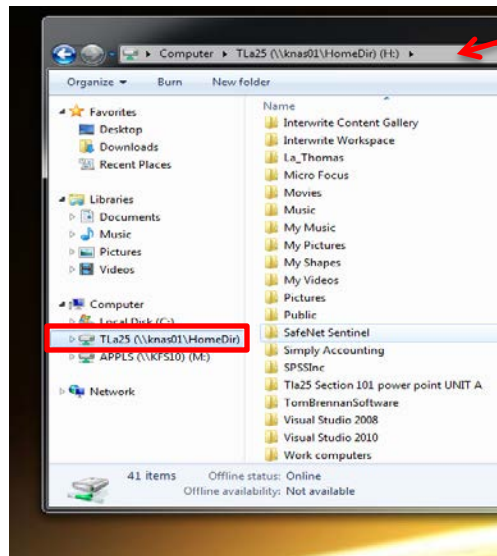
Home Directory (H: Drive)

Each student has their own **H: Drive (1 GB storage space)** that can be accessed on any **college computer** on campus.

To locate your **Home Directory**, open a **File Explorer** from the desktop or start menu and find your **Home Directoy** under **Computer**.



File Storage

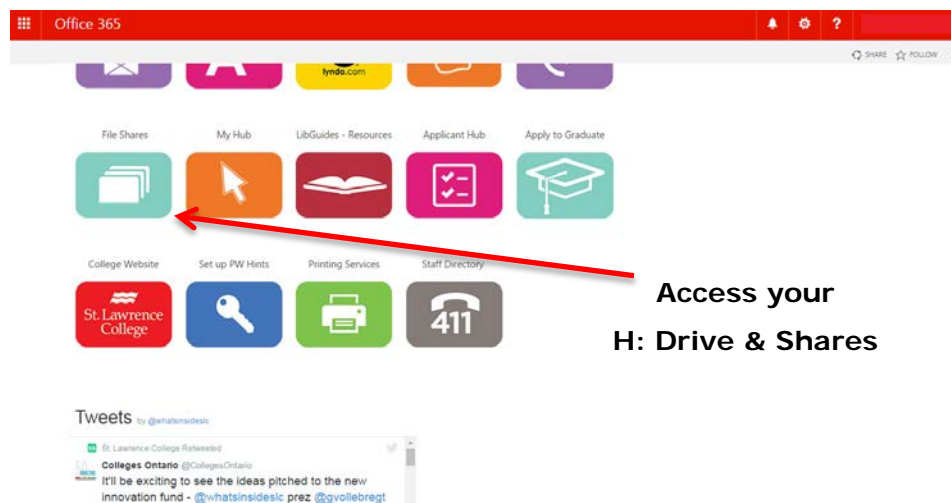


Save files to your Home Drive to ensure you can access them from any computer on campus.
Do not save files or folders to the desktop, as these are cleaned off at scheduled times.

Access your Home Director through SLC.me

You can also access and download files from your **Home Directory** at home through SLC.me.

Click on the icon **File Shares icon** to *access your h: drive and academic shares*.



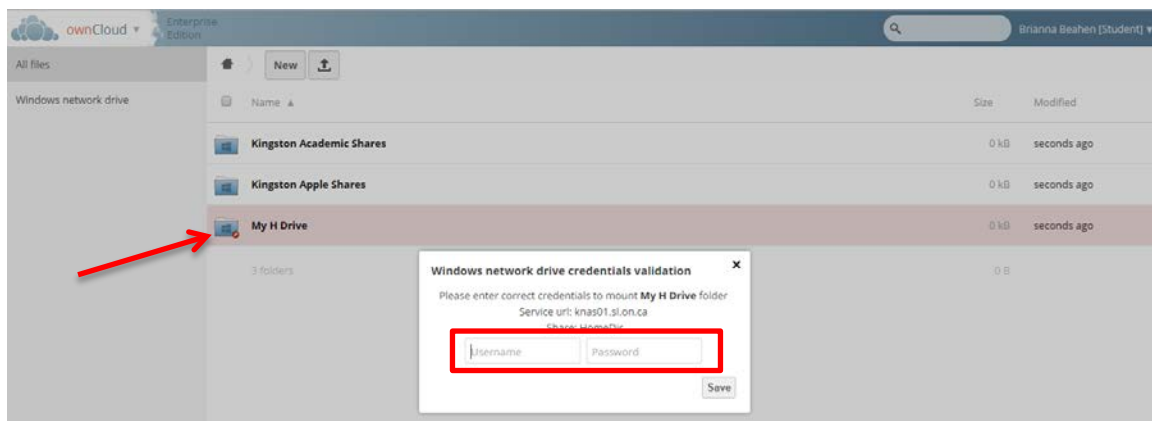
A new page will load that looks similar to the one below, asking for your username and password. To access your drives, you will use the same **username** and **password** you use for SLC.me. Click **Log in**.



Once you have logged in, you will be taken to a new page that lists your shares and drives. Here you will be able to **view and download files** from your *H: drive, academic shares, and apple-shares*.



Please note: in order to initially access each of these shares/drives, you may need to click on the name of the share/driver (as shown above) and enter your login credentials. The login credentials you must enter are the same ones you use to login to SLC.me.



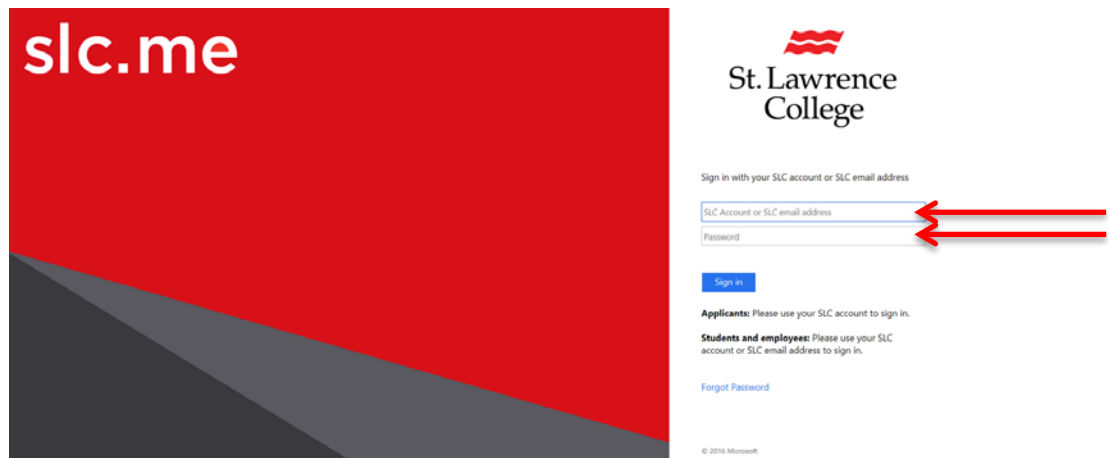
OneDrive Plus (cloud based) storage

To access your **OneDrive (Unlimited Storage Space)**, you will need to login to SLC.me.

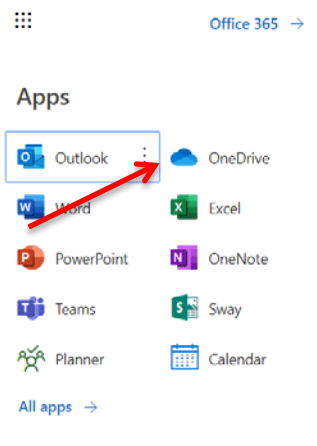
Login

Go to <http://SLC.me>

You will be presented with the login screen. On the right-hand side is where students can login with their **username** and **password**. Enter the information and click the **login** button.

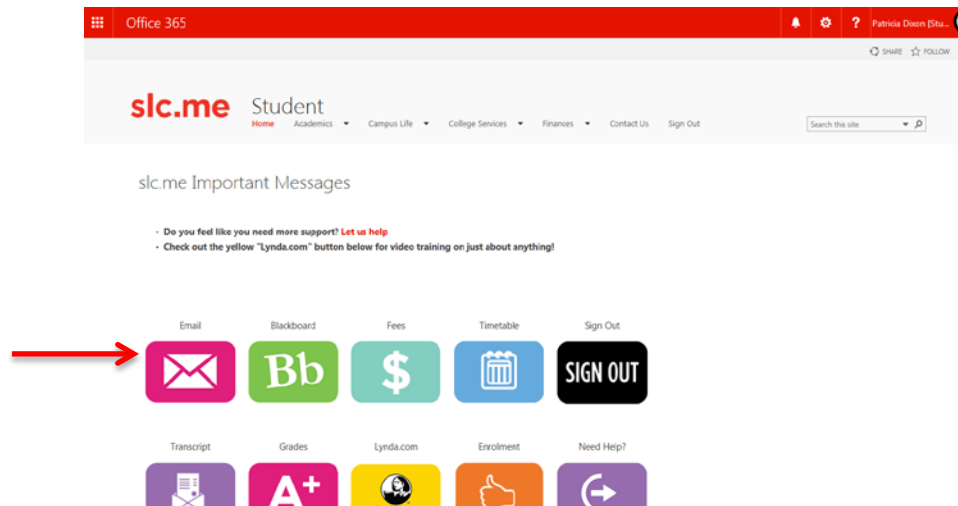


From the main SLC.me homepage, navigate to your **OneDrive** by clicking on the **Office 365** application menu in the top left corner.

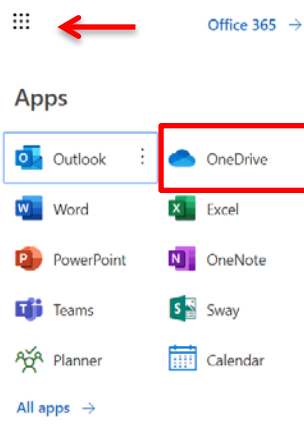


File Storage

You can also access your **OneDrive** through your student email account. First, click on the **My Email** icon on the left side.

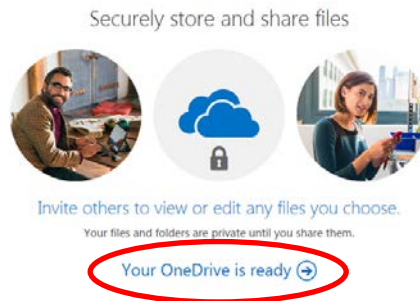


Your SLC email account will then open in a new window. On the menu bar at the top, you will need to click on the applications menu icon in the top left (**dotted square grid**). From here, a menu of icon options will drop down. Click on **OneDrive**.

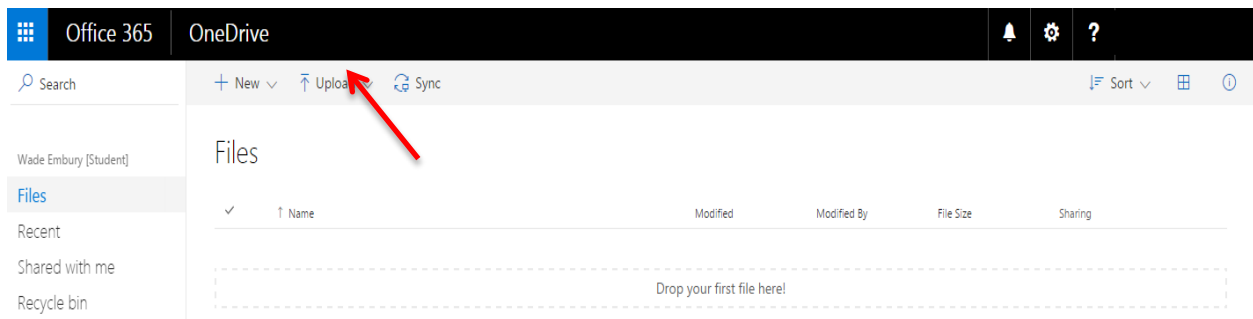


File Storage

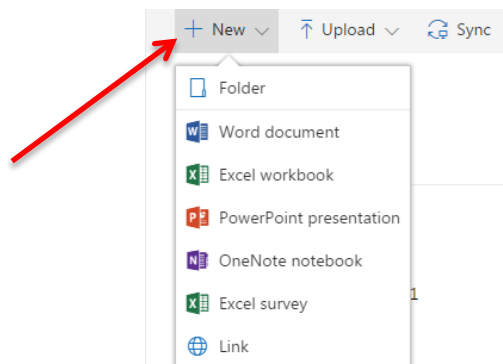
Once you have clicked on **OneDrive**, you will be taken to your **OneDrive page**. If it is your first time accessing your **OneDrive**, you can watch the quick video tutorial provided, and then click **continue to OneDrive** to start uploading files.



To upload files, simply click on the **upload button**, and choose a file from your computer to store it on your **OneDrive**. To finish upload, click **ok**.



To **create a new file** directly on your OneDrive, click on the **New** button and then select the type of file you would like to create (**Word document, Excel workbook, PowerPoint presentation, OneNote notebook, Excel survey**) or create a **new folder** to sort your files.

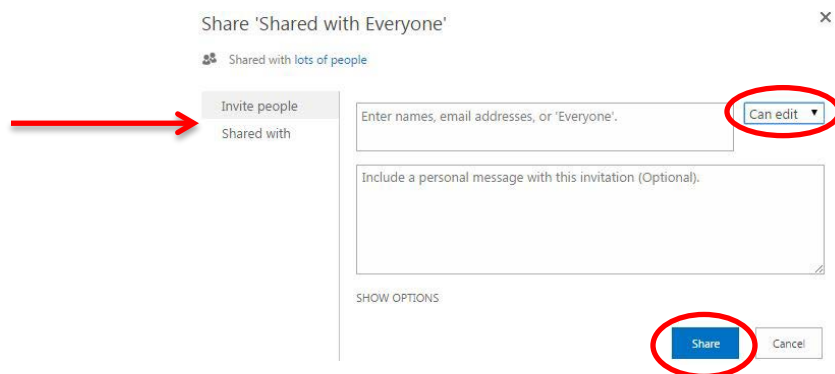
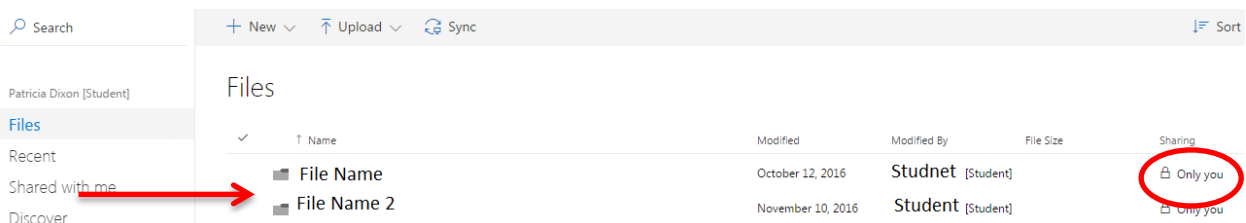


Once you have uploaded or created a document, it will appear under **My Documents**.

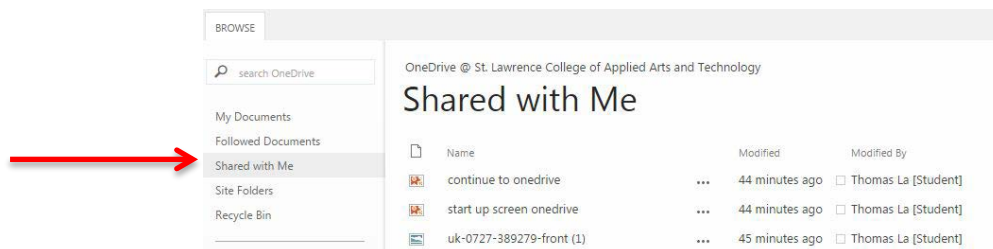
File Storage

By default, documents you upload will be shared with you only. To **edit the share settings**, and allow others to view or edit your documents, click on the icon below **Sharing**.

This will open a new window where you can search for other users by name, email address, etc. Click on the **Invite people** tab on the left, **enter the name or email** of the person you are looking for, and then select either **Can edit** or **Can view** from the dropdown menu on the right to change their permissions with this document. Include a personal message if you would like and click **share** to finish sharing the document.



If others share documents with you, these will appear under the **Shared with Me** tab on the left-hand side. You will receive an email notifying you that a document has been shared with you and then you will be able to view it here.



If you have any other questions about how to use your OneDrive (*download documents, follow documents, delete documents, etc.*), please visit us or contact us at the IT Service Desk (SLC.me@sl.on.ca or ext. 1000) and we would be happy to help.