

# File Storage - OneDrive



St. Lawrence  
College

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

May 2022

## File Storage

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### About

All students at SLC are provided with an allotment of secure storage space to save and store files. Each student has a **OneDrive** (cloud-based) account on the college network with **1TB of hard storage** space that can be accessed from on-campus or anywhere you have an internet connection. 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. Please be aware that access to this file storage is available only while you're a student at SLC. You will have access to this drive for up to two years after graduation. You should take the opportunity during this time frame to transition your files to your own personal account.

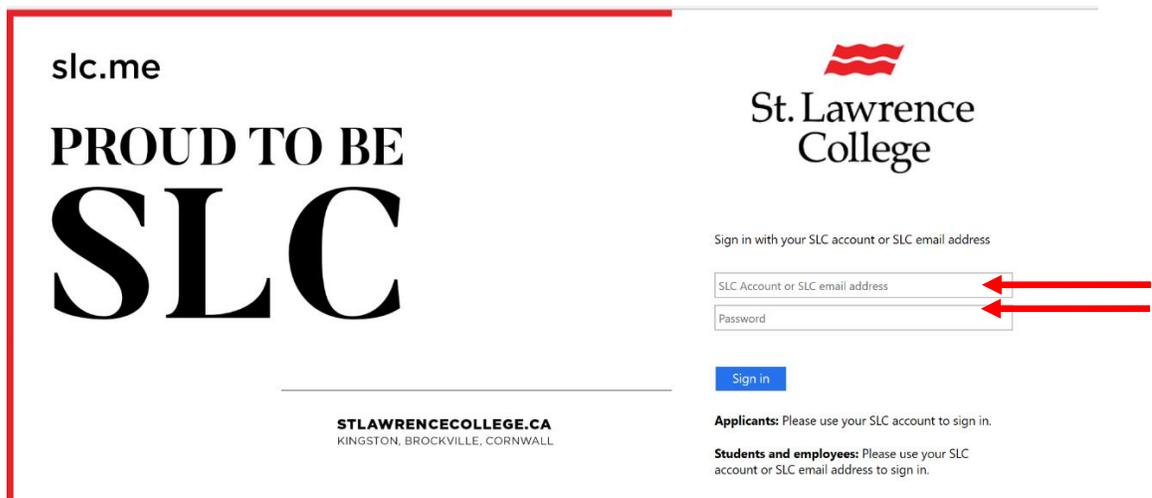
### OneDrive Plus (cloud-based) storage

To access your **OneDrive**, you will need to log in to SLC.me.

### Login

Go to <http://SLC.me>

You will be presented with the login screen. Enter your SLC email address as your **full email address** (be sure to include **@student.sl.on.ca**) and then enter your **password**. Click the **Sign in** button.



slc.me

PROUD TO BE  
SLC

STLAWRENCECOLLEGE.CA  
KINGSTON, BROCKVILLE, CORNWALL

St. Lawrence  
College

Sign in with your SLC account or SLC email address

SLC Account or SLC email address

Password

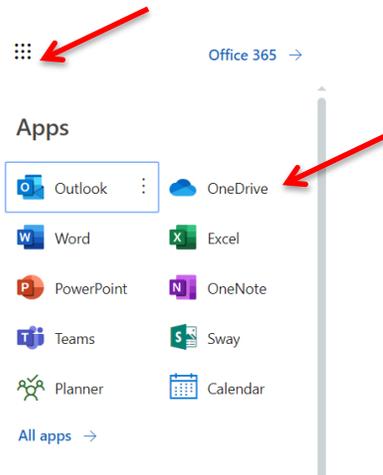
Sign in

**Applicants:** Please use your SLC account to sign in.

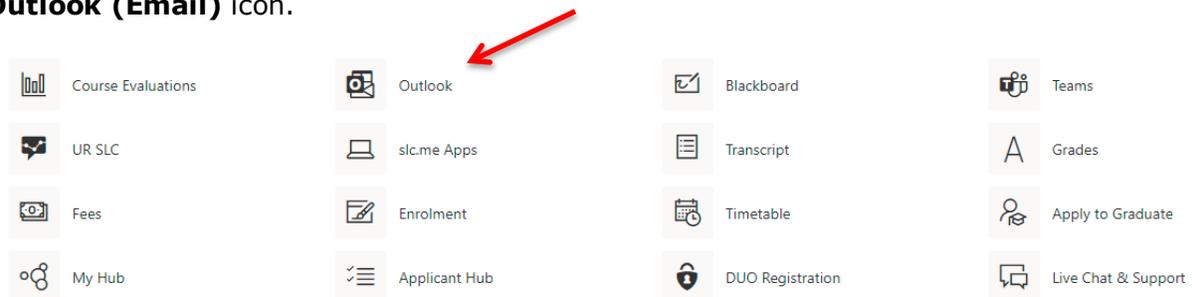
**Students and employees:** Please use your SLC account or SLC email address to sign in.

## File Storage

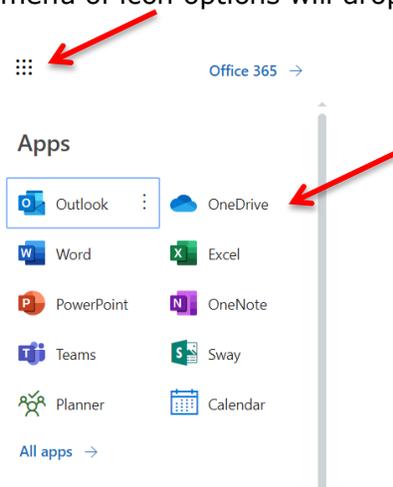
From the main SLC.me homepage, navigate to your **OneDrive** by clicking on the **Office 365 application menu** (9 dot waffle) in the top left corner, and then **'OneDrive'**.



You can also access your **OneDrive** through your student email account. First, click on the **Outlook (Email)** icon.



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 (9 dot waffle). From here, the menu of icon options will drop down. Click on **OneDrive**.



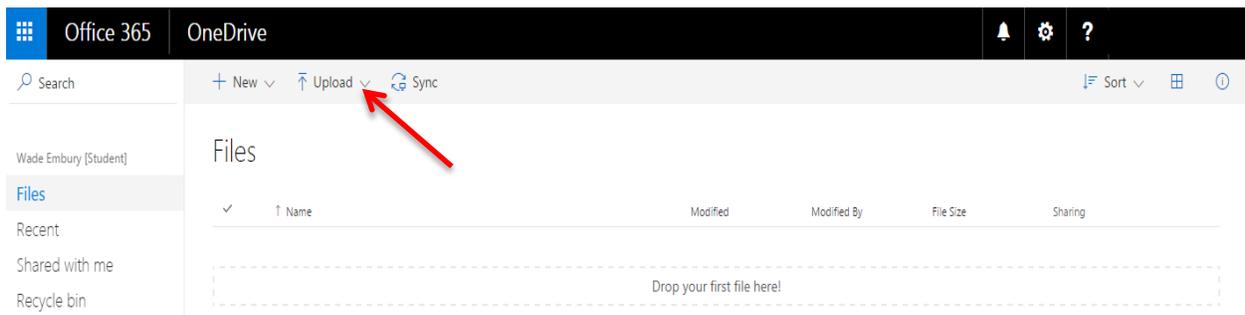
## File Storage

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.

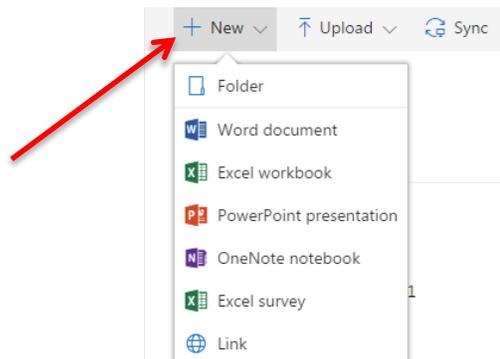


## Uploading Files

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 files'**.

## File Storage

### Sharing Files

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 Name of the file/folder, and then click on the 'Share File Icon'.

#### My files

	Name ▾		Modified ▾	Modified By ▾	File size ▾	Sharing
	Revised Student Guides 2021		A few seconds ago	Debra Dalock	8 items	Private

This will open a new window where you can search for other users by name, email address, etc. **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 'Send' to finish sharing the document.

#### Send link

People you specify can edit >

To: Name, group or email

Message...

-  **Can edit**  
Make any changes
-  **Can view**  
Cannot make changes
-  **Link settings**

If others share documents with you, these will appear under the **Shared > Shared with you** 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.

Debra Dalock

- My files
- Recent
- Shared**
- Recycle bin
- Quick access
- Staff
- slcmeredirect
- Student

**Shared with you** shared by you

Popular around you files will appear here as others share and collaborate on files.

Shared with you

	Name ▾	Date Shared ▾	Shared By ▾
	FISHBOWL personal > lgrothier_sl_on_ca > Documents	2/6/2019	Lisa Grothier
	Hello Future personal > jsmacdonald_sl_on_ca > Documents	4/20/2018	Jeff MacDonald