


The uiuLearn Office 365 (O365) Widget

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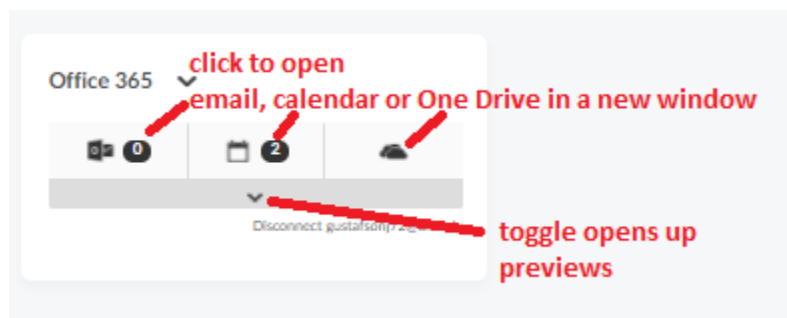
Where is the O365 widget?

When using a PC or laptop, click the uiuLearn  home icon to go to the global homepage. The Office 365 (O365) widget is found on the right side of the global homepage below the main menu (image below) and is also on most uiuLearn course homepages.

NOTE: If you are using a tablet or phone, you will need to scroll down to view the widget.

Accessing O365 with the Widget

The first time you use the widget in uiuLearn, it will prompt you to sign in to Office 365. After that initial login, whenever you sign in to uiuLearn, the widget contents will be open and available unless you take the steps to disconnect it. Click widget icons to access your O365 email, calendar or OneDrive folders/files in a separate web browser tab. You can also see a preview of your UIU email inside uiuLearn if you click the toggle.



OneDrive

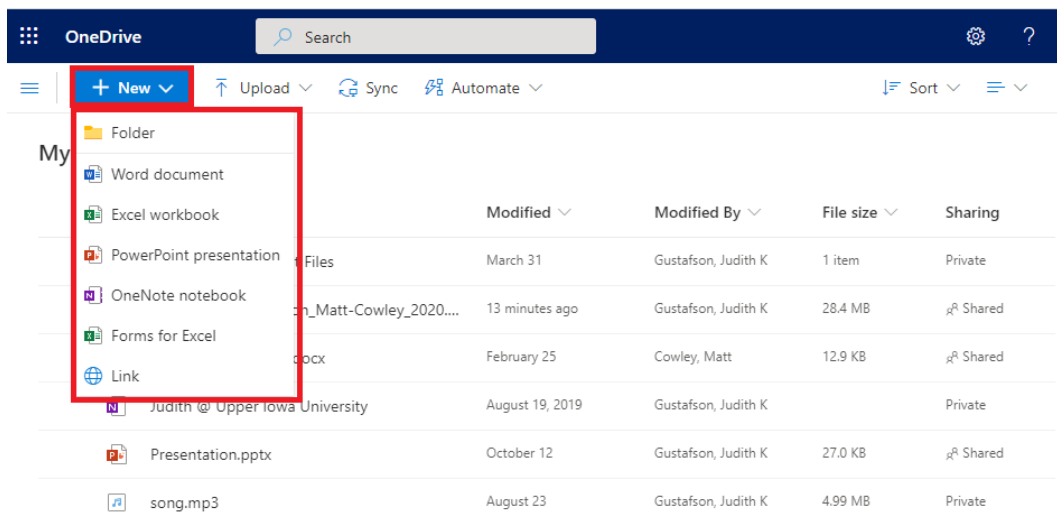
What is OneDrive?

OneDrive is a super-convenient “cloud” storage where uiuLearn users can create folders and save files (e.g., Word, video/audio, PowerPoint, etc.) so they can be accessed from any computer with internet access. uiuLearn users have 1 TB of OneDrive file storage available to them, which is plenty of room for many files, even large video or audio files.

NOTE: It may take a while for large files to upload to One Drive, so make sure to give the upload time.

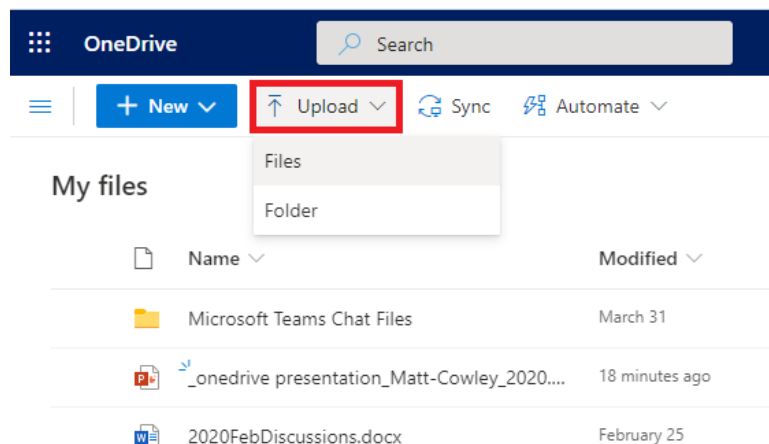
Creating and Organizing Documents in OneDrive

When you click the uiuLearn O365 widget OneDrive icon, it opens your OneDrive folder in a separate browser tab. Click the New button to create a new folder or start a new document in Word, PowerPoint, or other O365 program. You can also create a URL link to items in your OneDrive folder to share.



Uploading Documents to O365

Click the Upload button to move files or contents of entire folders to your OneDrive storage. Large files may take a while to upload, but you have 1 TB of storage, which should be more than sufficient even for multiple very large video or audio files.



OneDrive Sharing from your UIU computer


In four easy steps, you can also share files from your UIU computer, which have the One Drive icon  in File Explorer. Send via email or copy a link to share per the below instructions.

Image #1

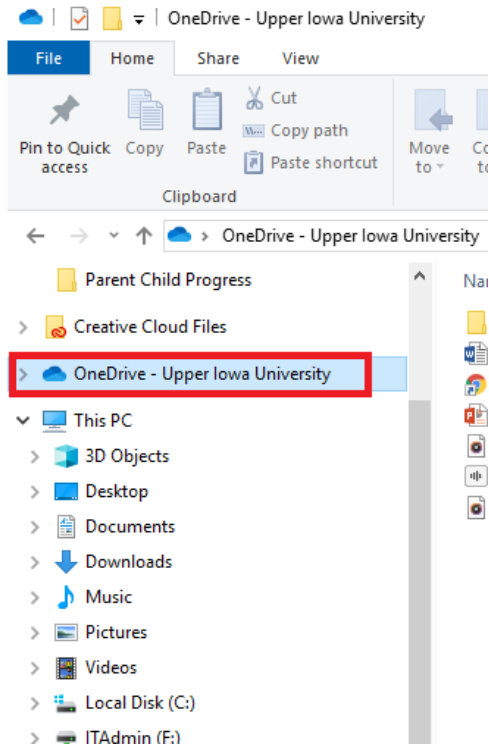


Image #2

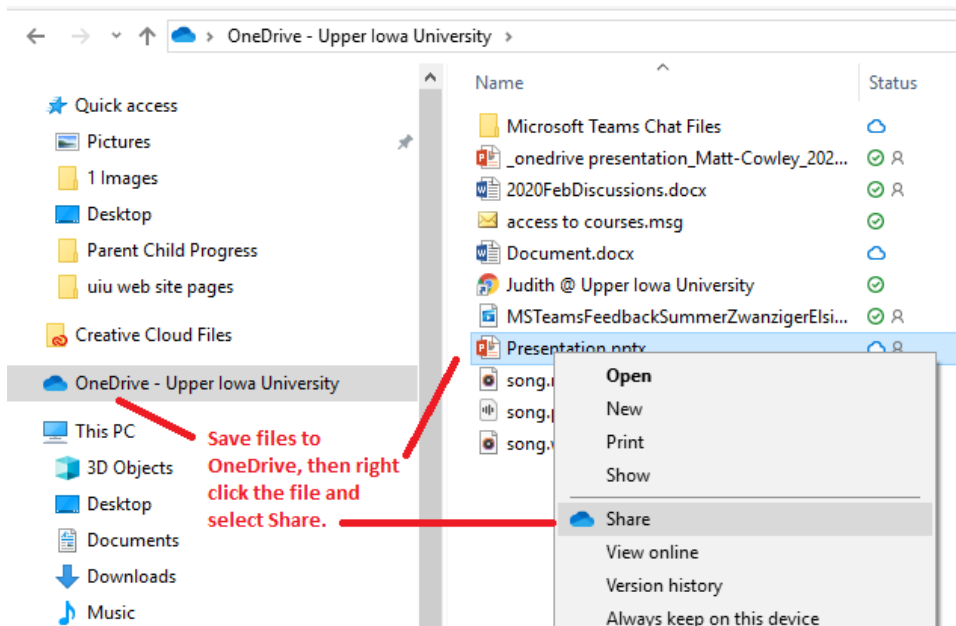


Image #3

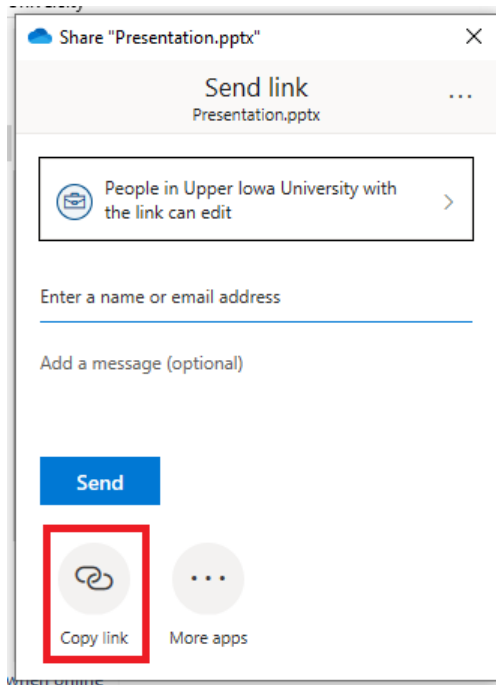
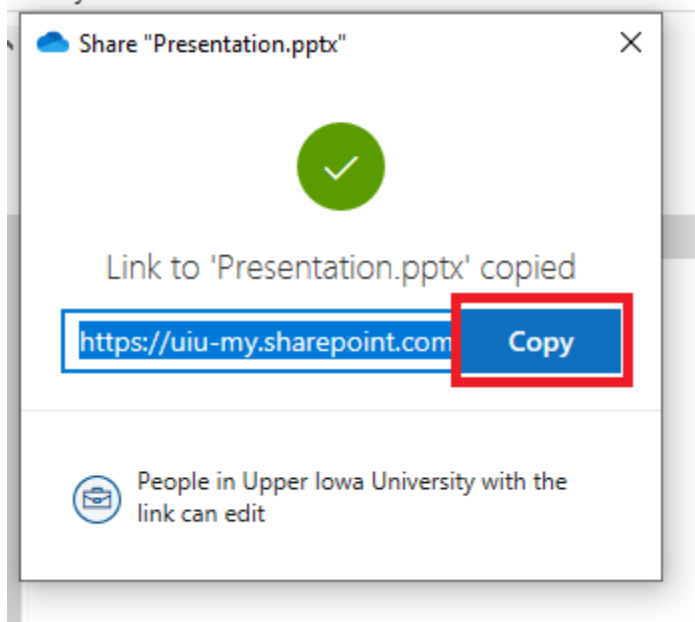


Image #4



Additional Training

[One Drive PowerPoint](#) presentation (fall 2020)