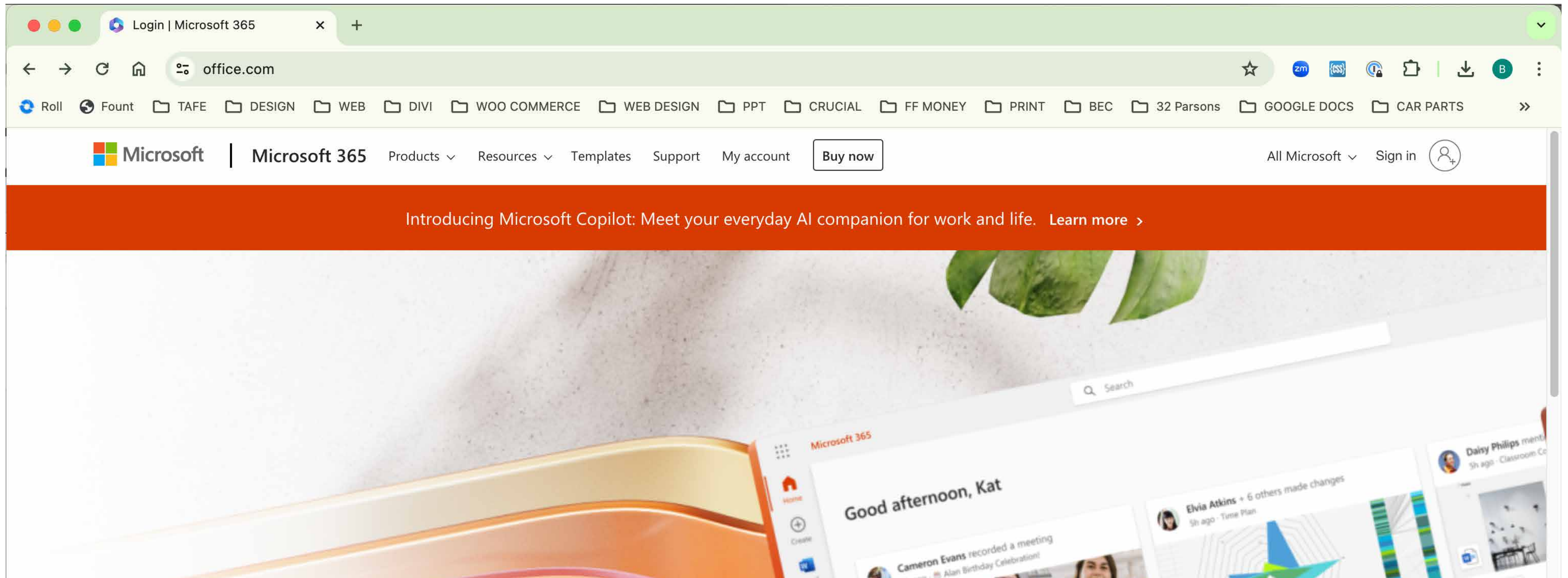




Managing your design files using Microsoft One Drive

Your Tafe Microsoft Office 365 Account

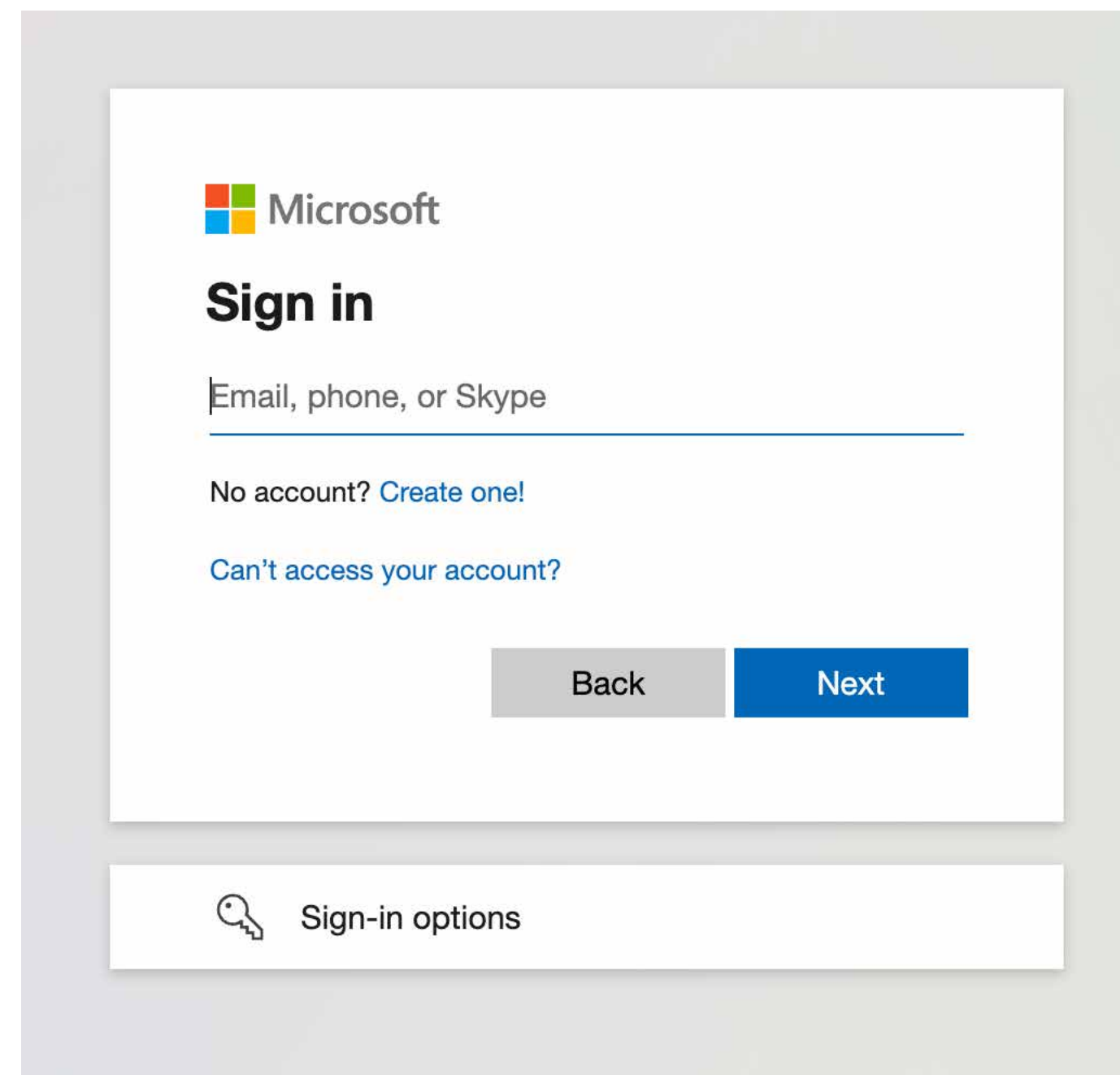
Go to **office.com** and select **sign in**



Your Tafe Microsoft Office 365 Account

It will take you to this sign in page where you add your Tafe email

Username: firstname.lastname#@studytafensw.edu.au

A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the heading "Sign in". There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the sign-in section are two buttons: a grey "Back" button and a blue "Next" button. Below the sign-in section is a separate box containing a key icon and the text "Sign-in options".

Microsoft


Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Back Next

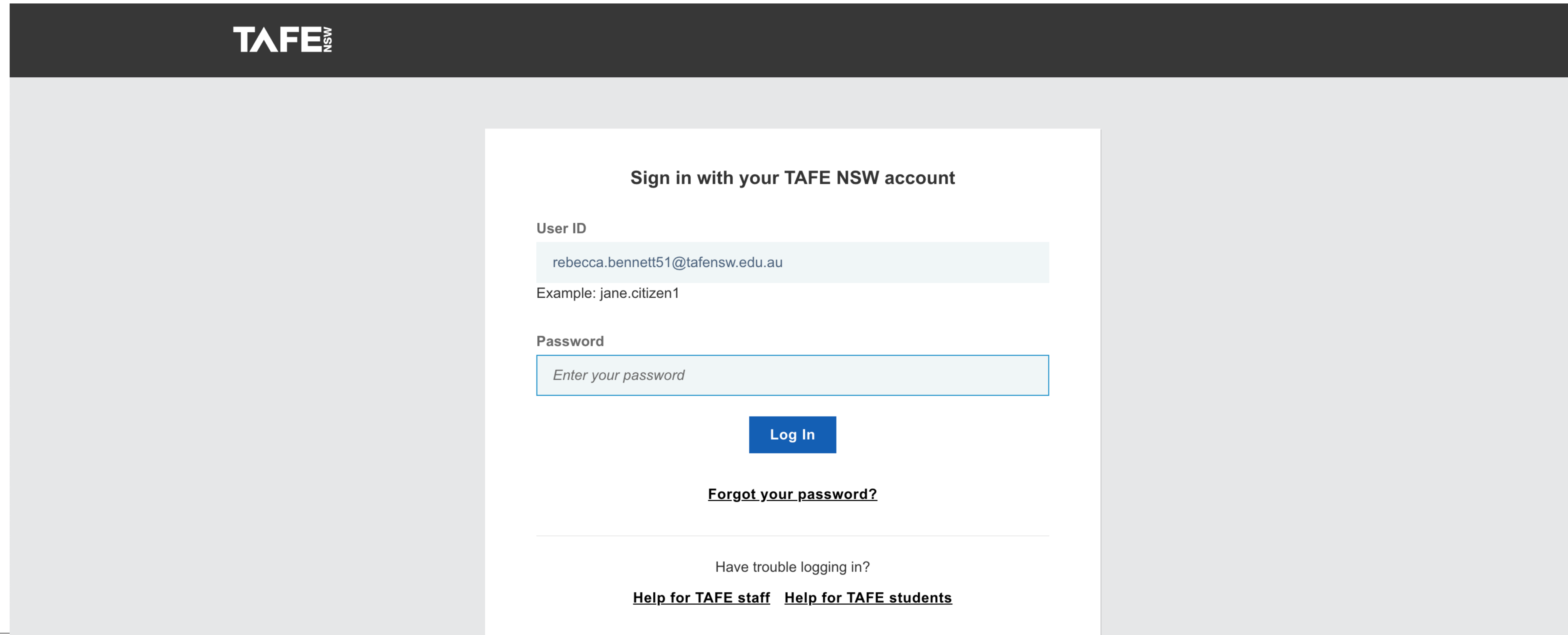
 Sign-in options

Your Tafe Microsoft Office 365 Account

It will then take you to your Tafe NSW sign in page:

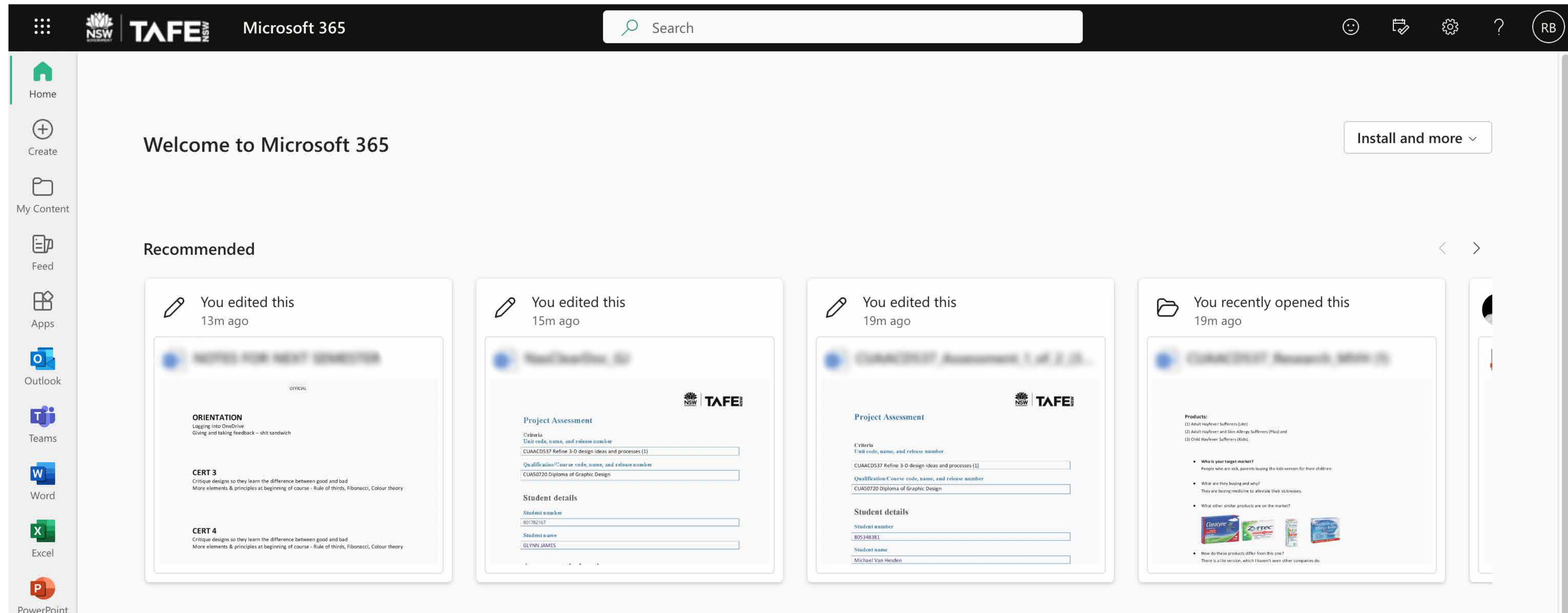
Username: firstname.lastname#@studytafensw.edu.au

Password: The one you set

A screenshot of the TAFE NSW sign-in page. The page has a dark grey header with the TAFE NSW logo. The main content area is light grey and contains a white sign-in box. The box has a title 'Sign in with your TAFE NSW account'. Below the title are two input fields: 'User ID' and 'Password'. The 'User ID' field contains the text 'rebecca.bennett51@tafensw.edu.au' and has an example 'jane.citizen1' below it. The 'Password' field has a placeholder 'Enter your password'. Below the fields is a blue 'Log In' button. At the bottom of the box is a link 'Forgot your password?'. Below the box, there is a link 'Have trouble logging in?' and two links: 'Help for TAFE staff' and 'Help for TAFE students'.

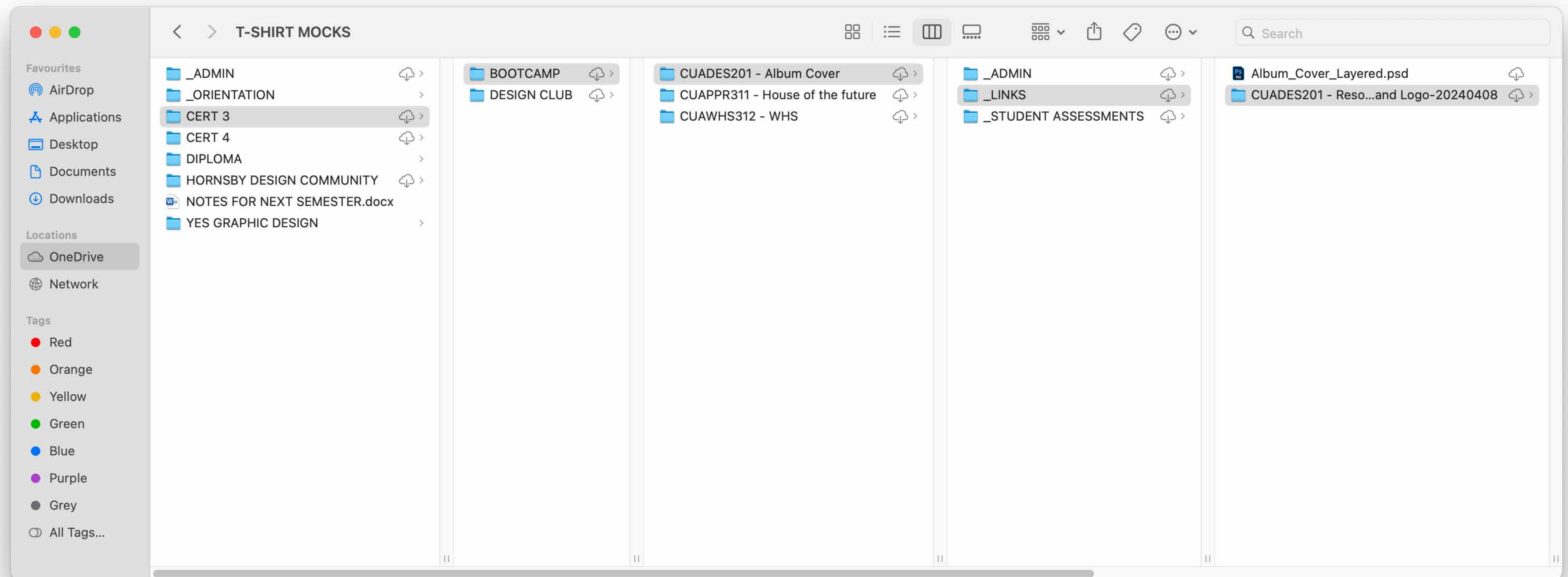
Your Tafe Microsoft Office 365 Account

Once logged in you will see that you have access to all your files, your Tafe Email & the Microsoft apps
But this layout isn't great for organisation and folder structure.



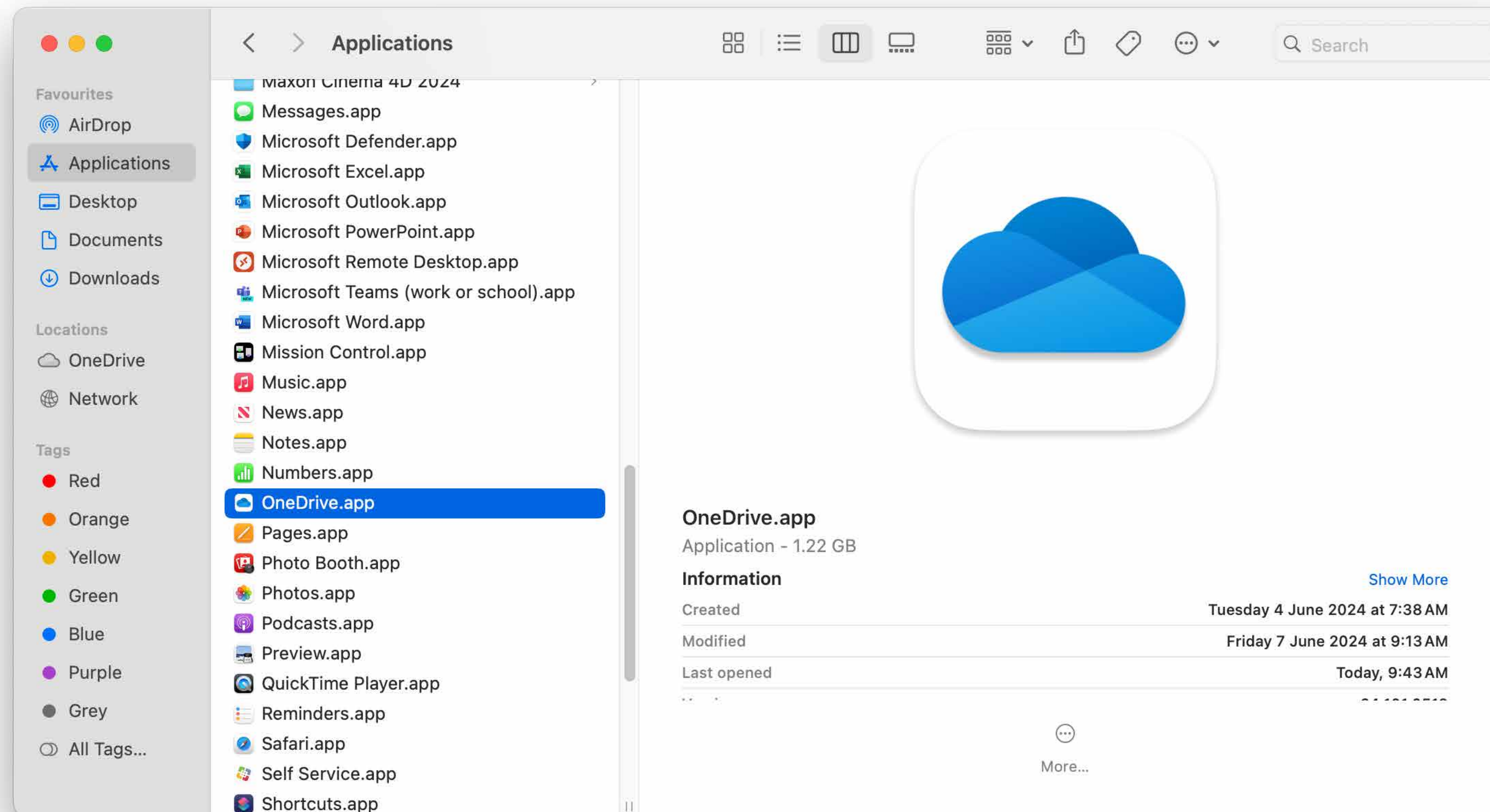
Using OneDrive on your Mac

So it's best to setup OneDrive on **every Mac you sign into at Tafe, and your home computer,** so you can access your folders and files for each class **from Finder.**



Accessing OneDrive on your Mac

On any Tafe Mac, go to **Applications >> One Drive** and open it

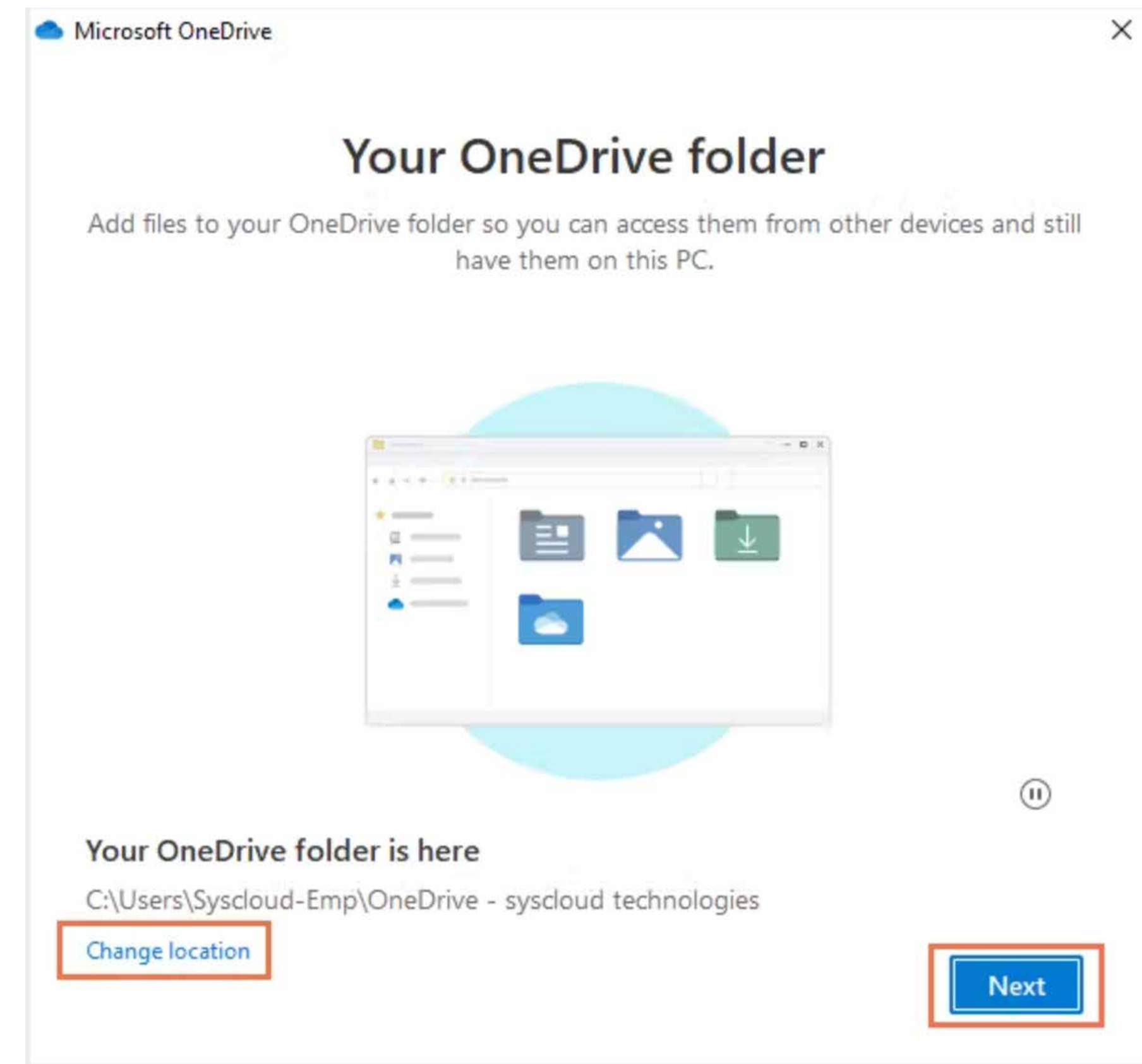
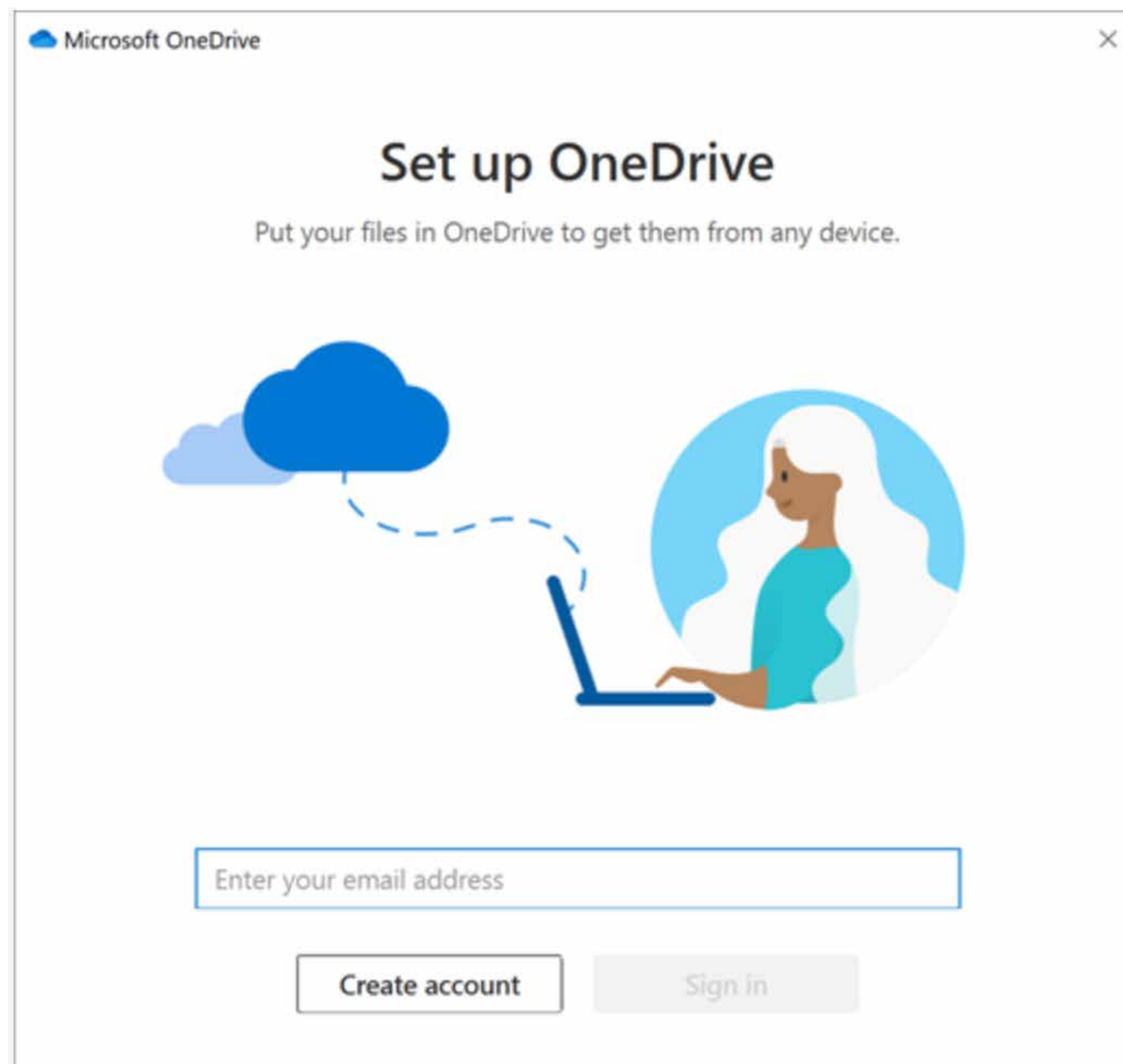


Accessing OneDrive on your Mac

It will ask you to **login with your Tafe ID**, and go through the setup wizard

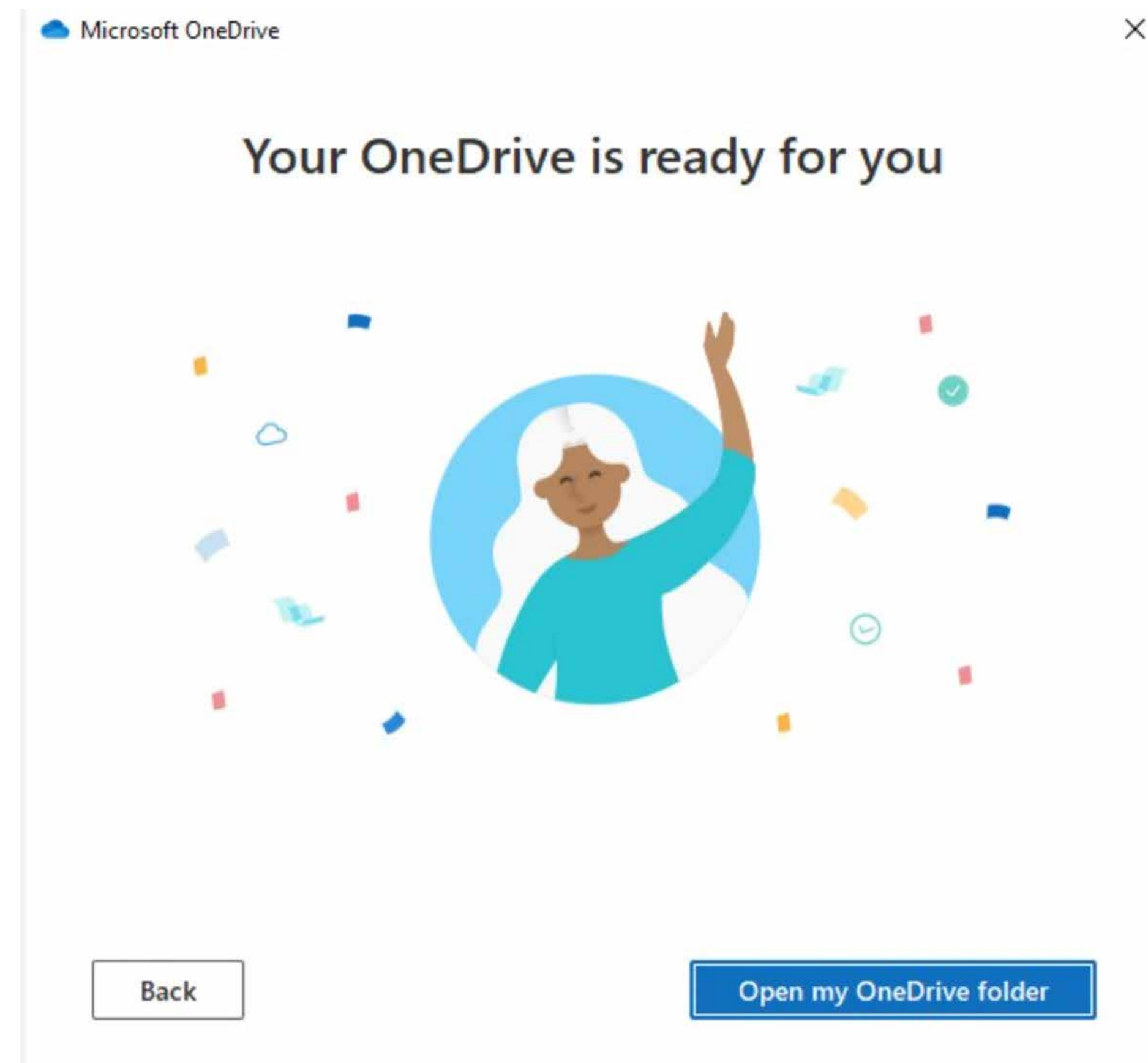
Username: firstname.lastname#@studytafensw.edu.au

Password: The one you set



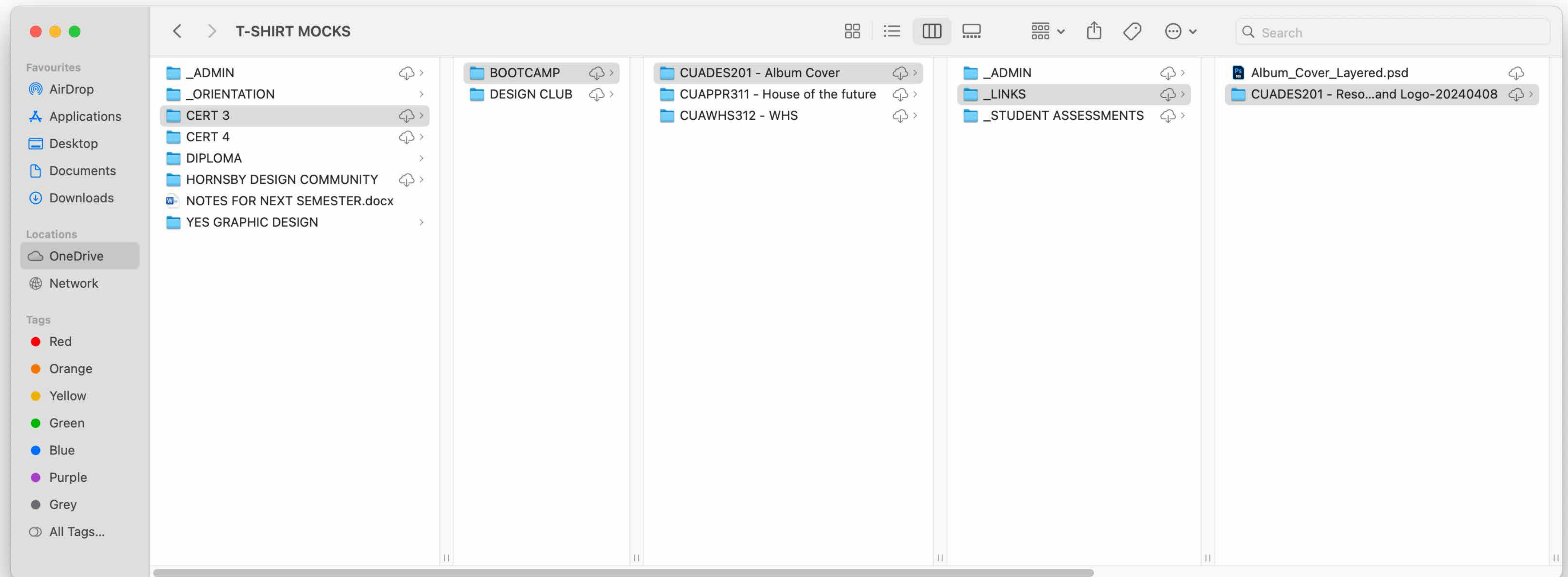
Accessing OneDrive on your Mac

Once you get to this success screen, click on **Open my OneDrive folder**



Accessing OneDrive on your Mac

And it will open your OneDrive folder in Finder



Accessing OneDrive on your Mac

But! You may run into syncing issues if OneDrive isn't open every time you login to that Mac.
If you login to a Mac and find OneDrive isn't syncing:

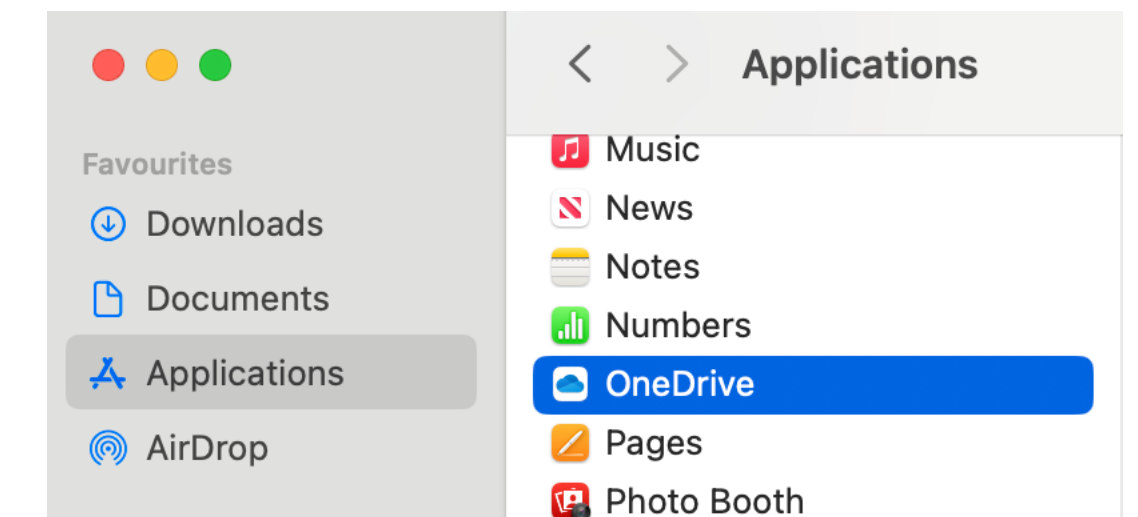
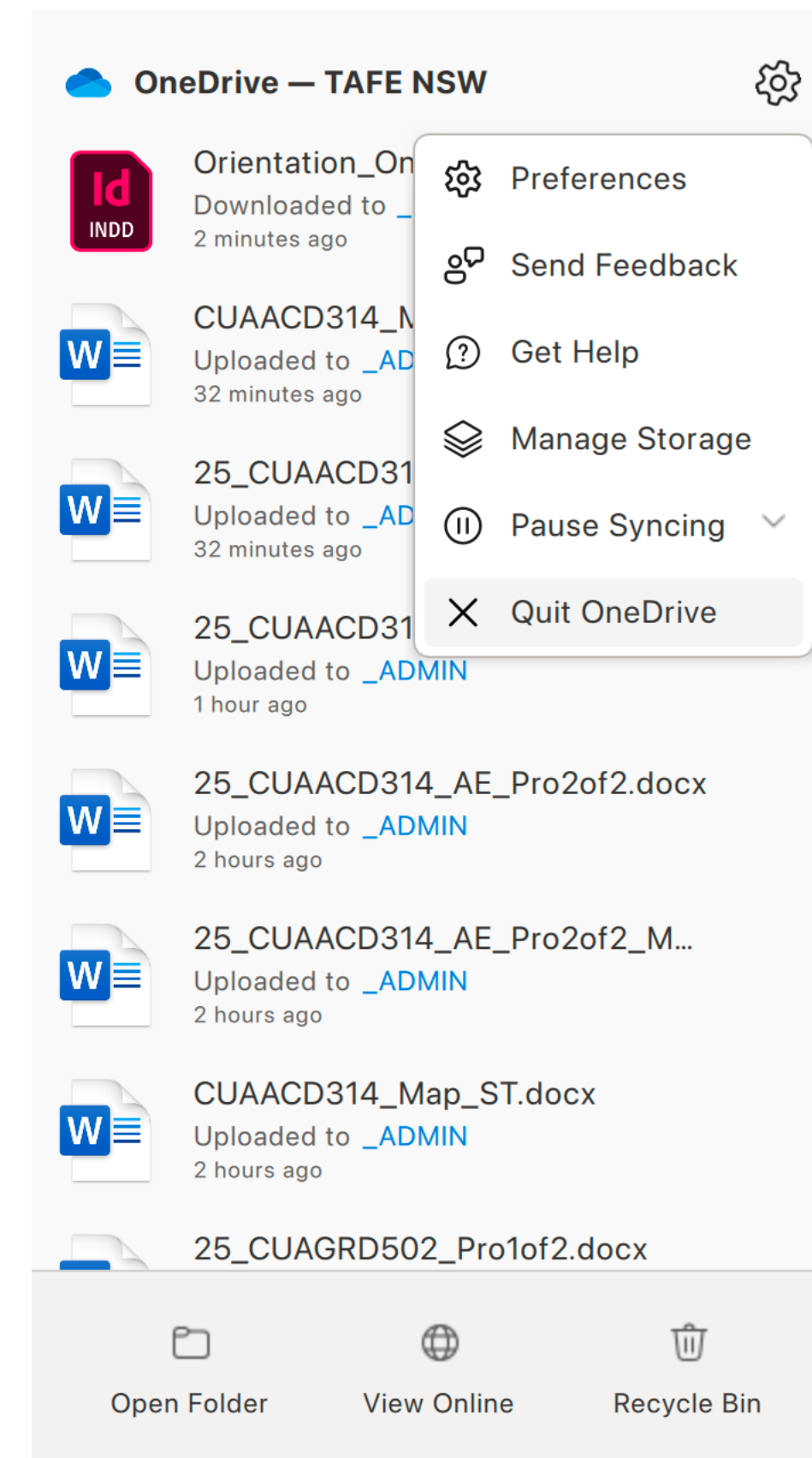
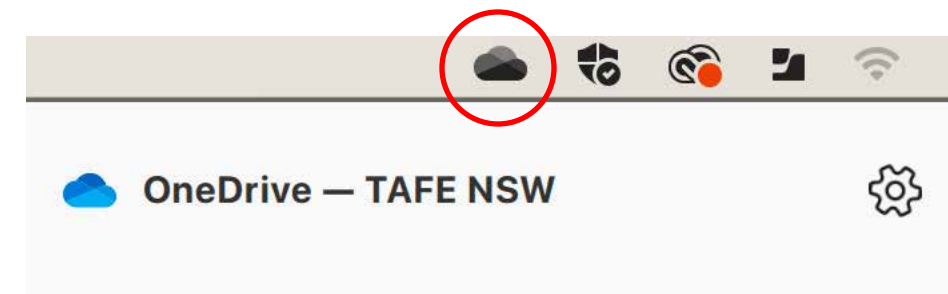
In the taskbar on the top right of your Mac, click the **OneDrive cloud icon**

Ensure you are signed in.

If you aren't, then **sign in**.

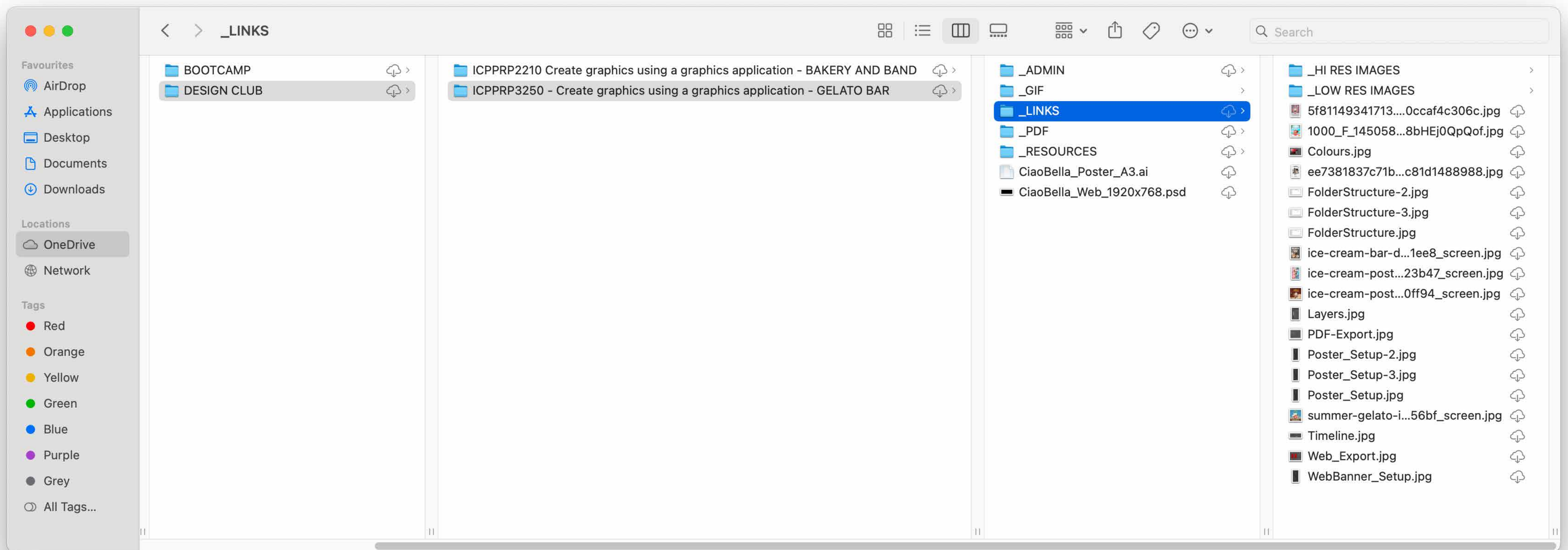
If you are, then **Quit OneDrive and re-open it** from the Applications folder in Finder.

It should re-sync.



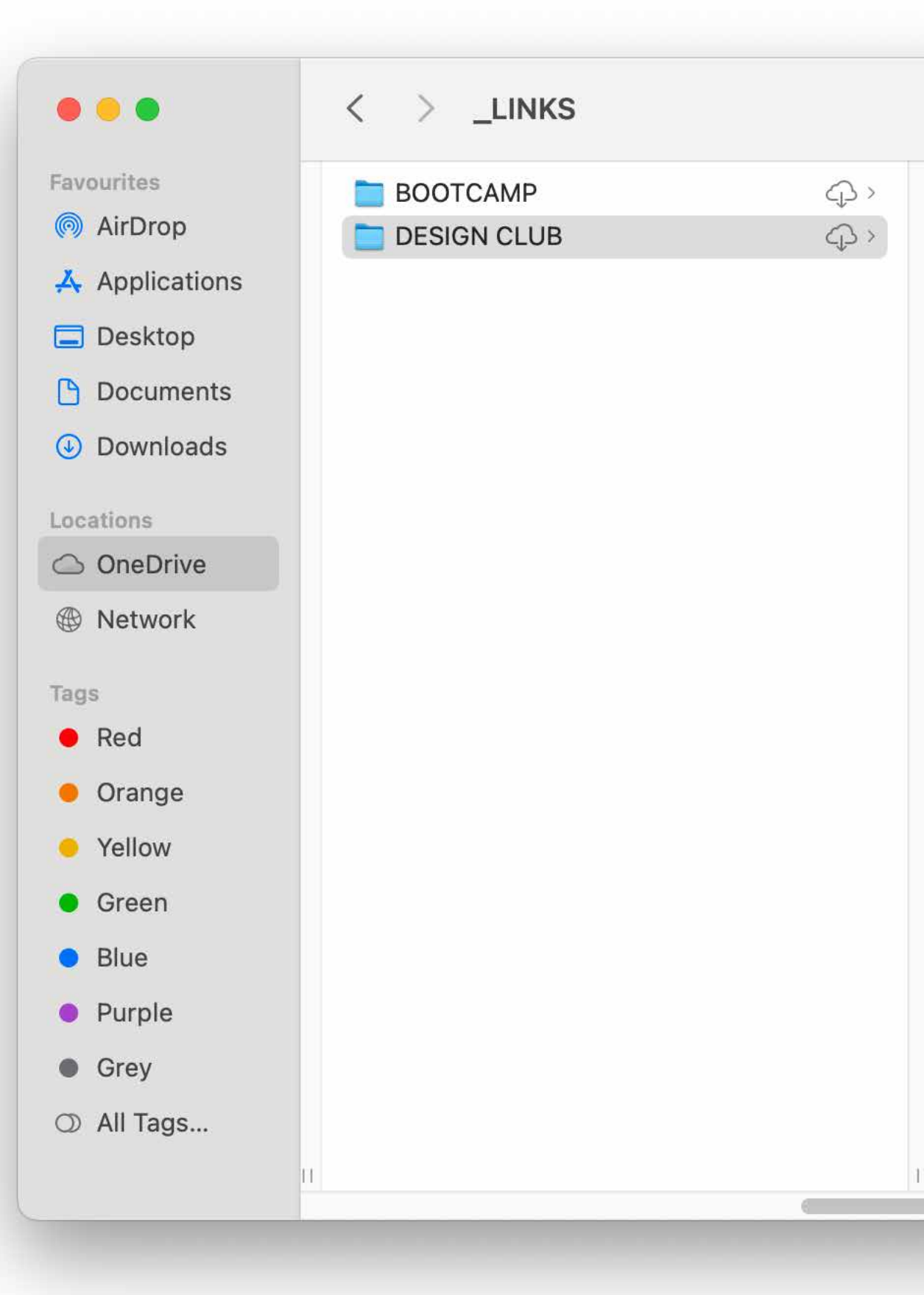
Folder structure in your One Drive

Organising your design files is important – so remember **folder structure**



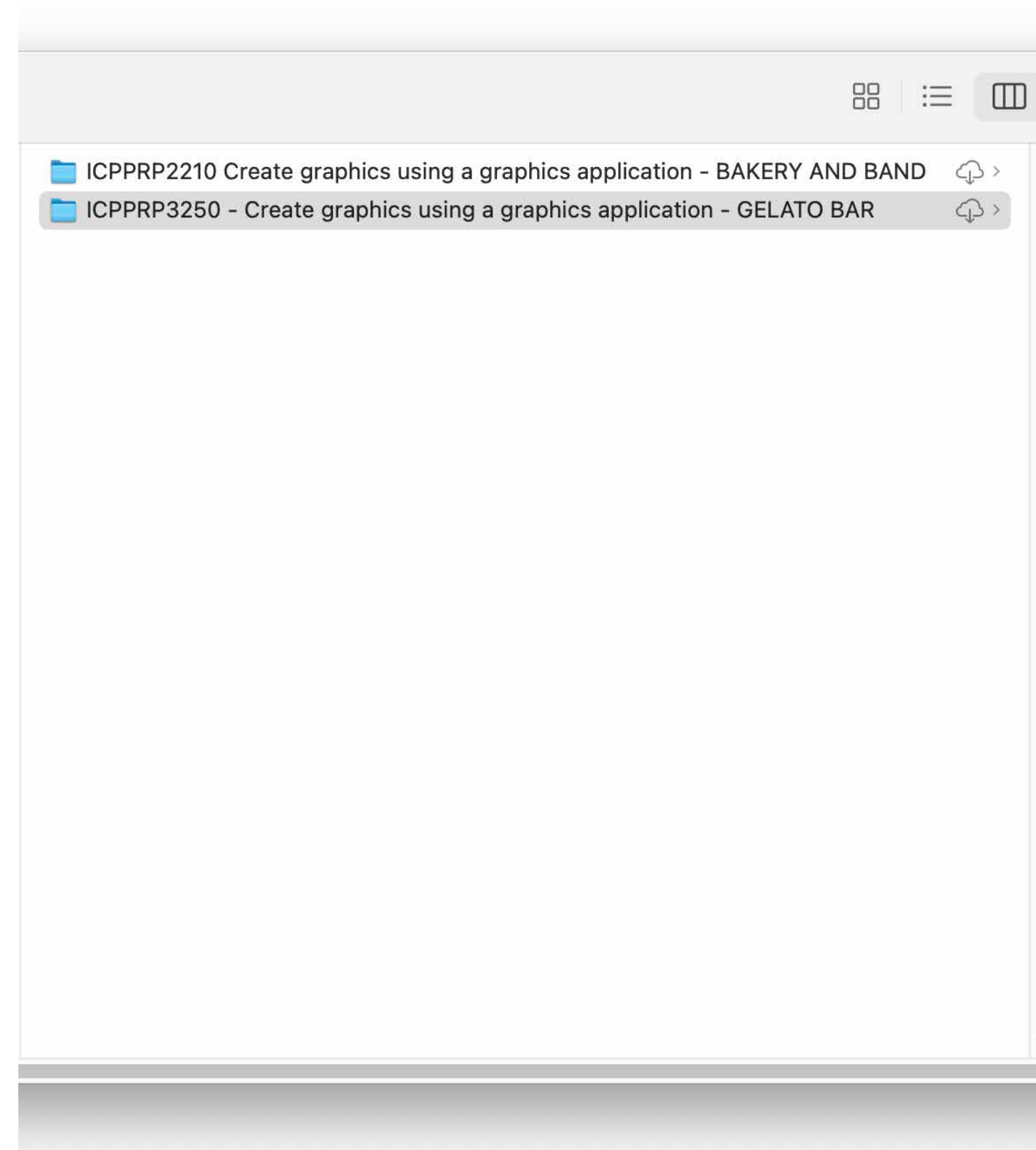
Folder structure in your One Drive

You should have a folder for **each class**



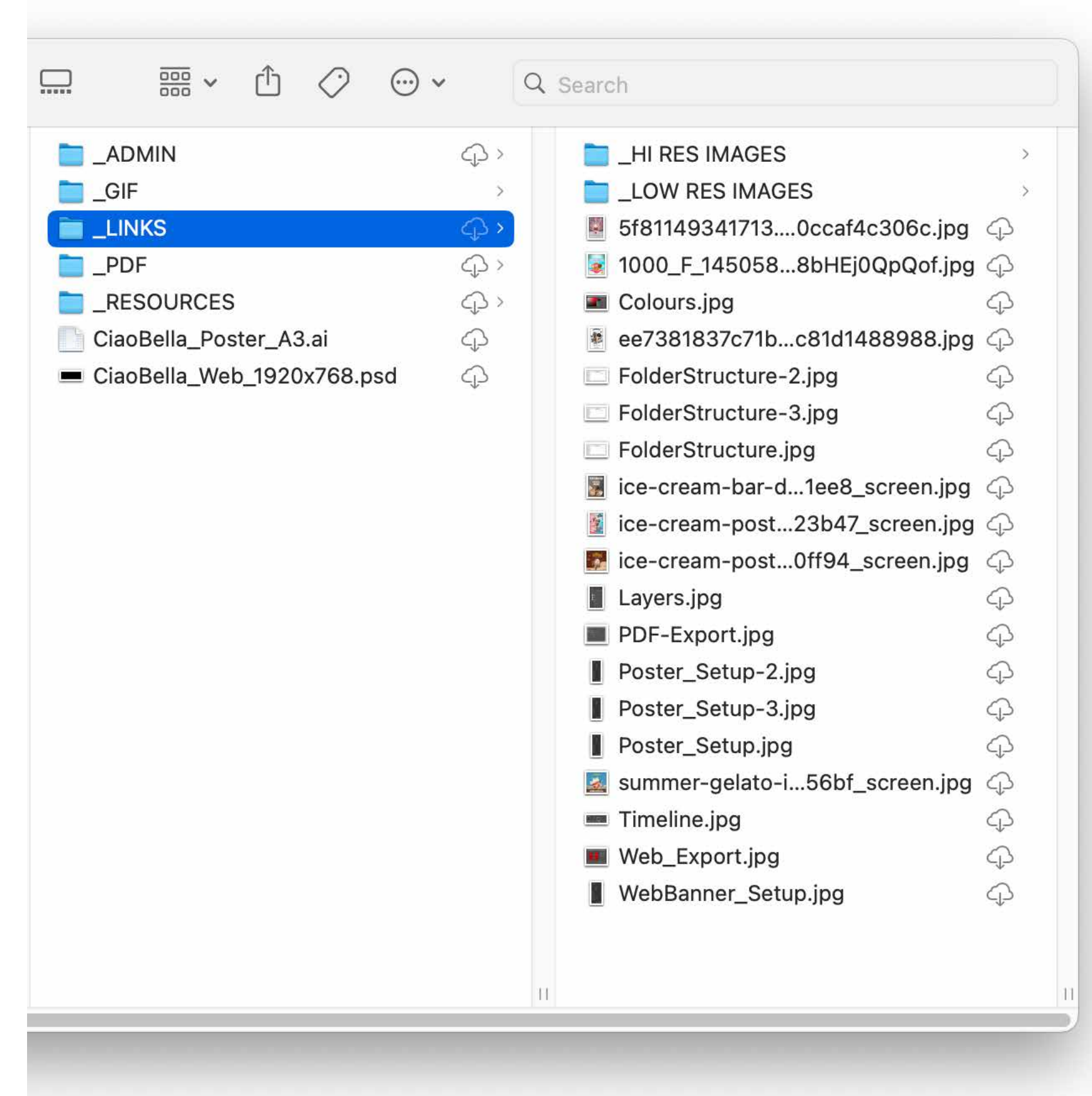
Folder structure in your One Drive

And in there, a folder for **each project**



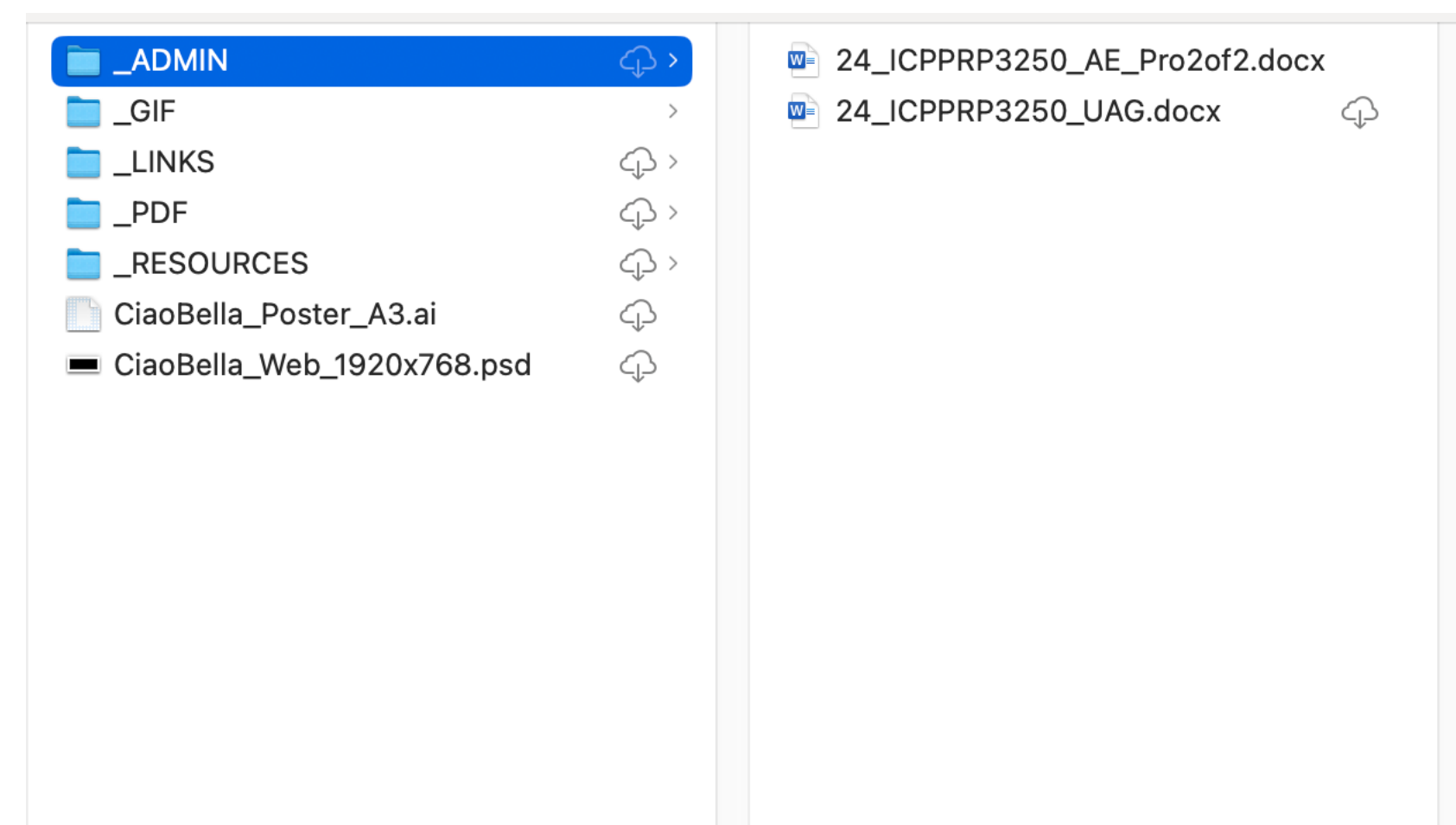
Folder structure in your One Drive

And in there, a folder to **organise your files for that project**



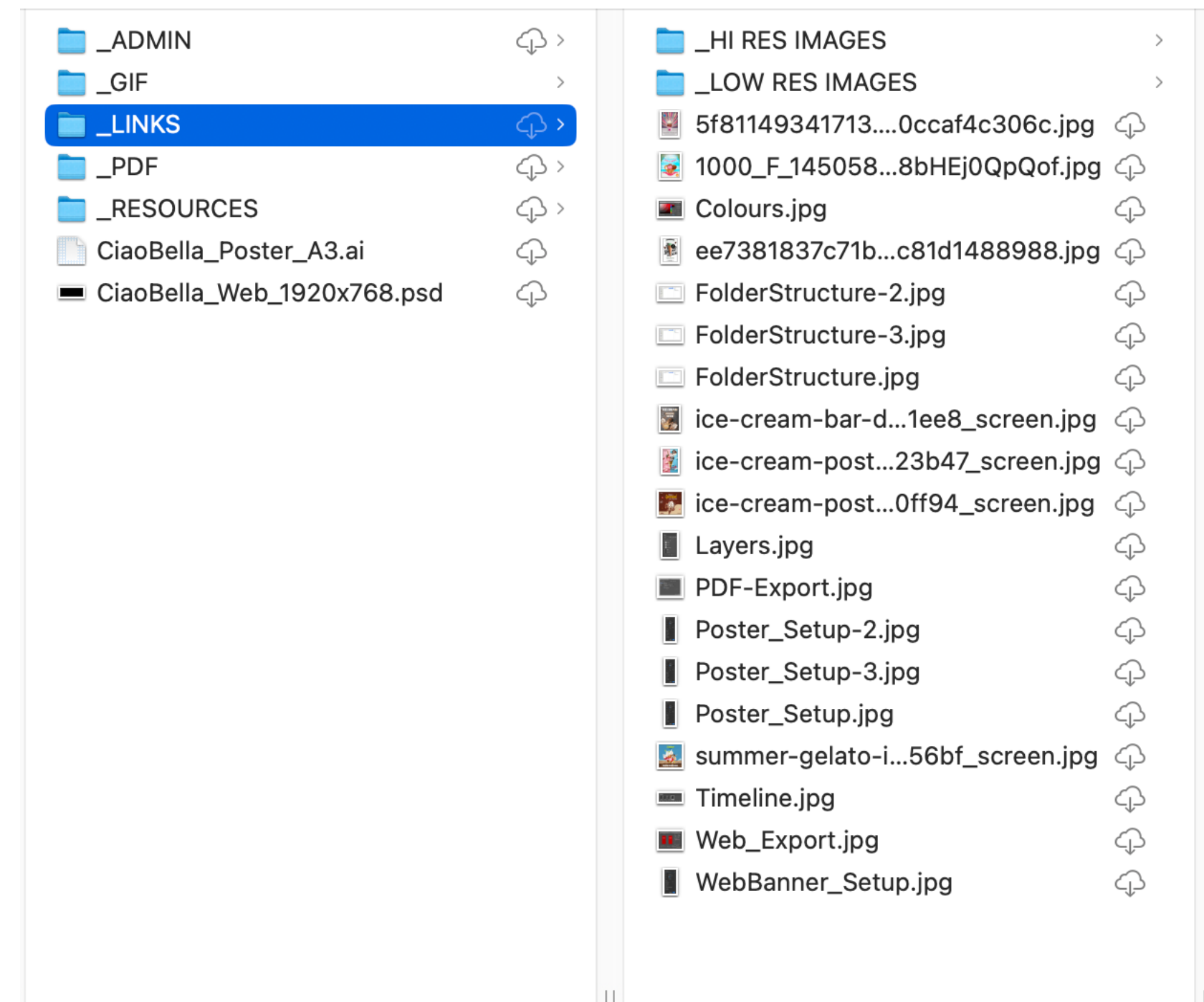
Folder structure in your One Drive

For example, I use an **Admin folder** to keep my assessment documents in



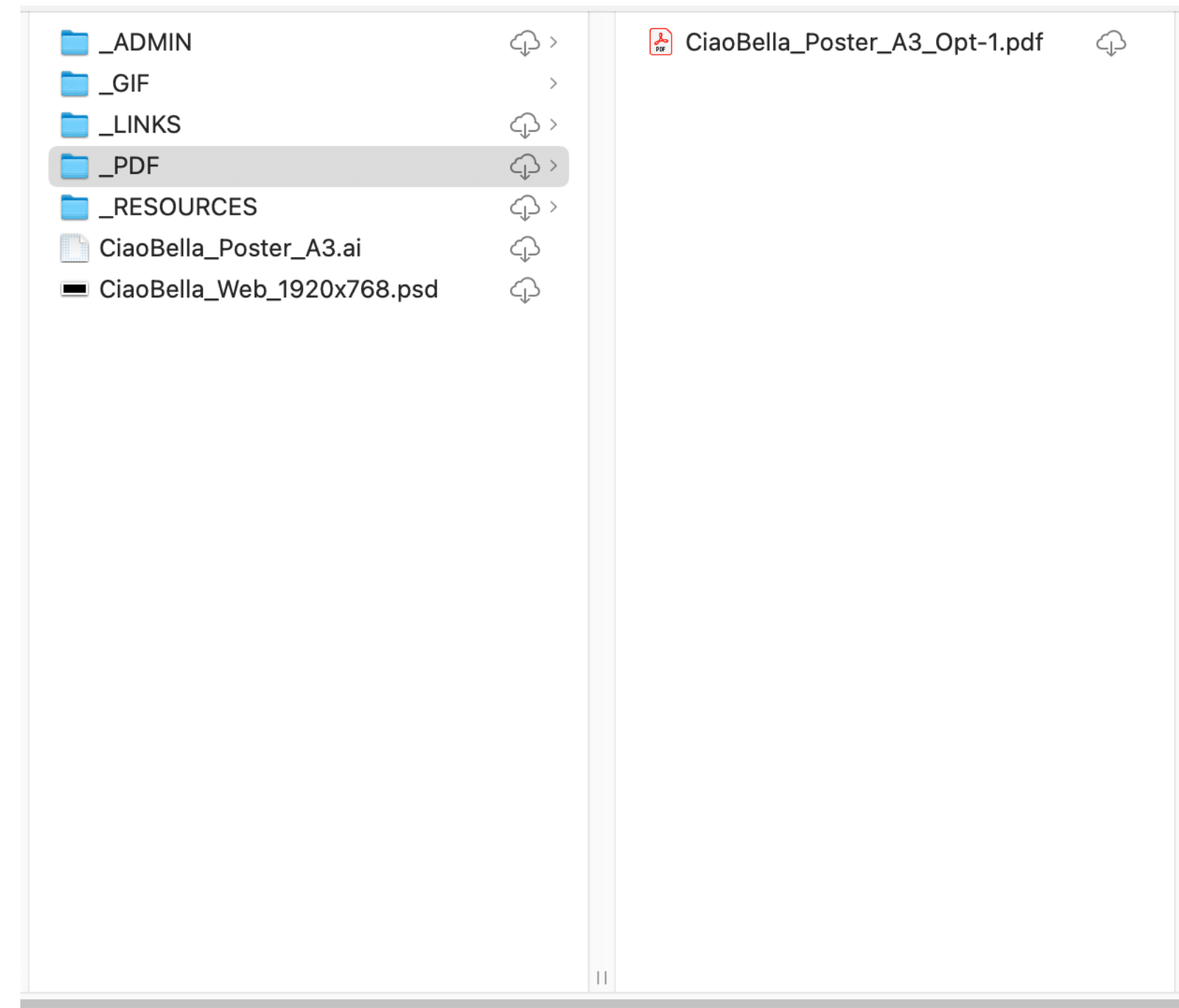
Folder structure in your One Drive

And a **Links folder** for all my images



Folder structure in your One Drive

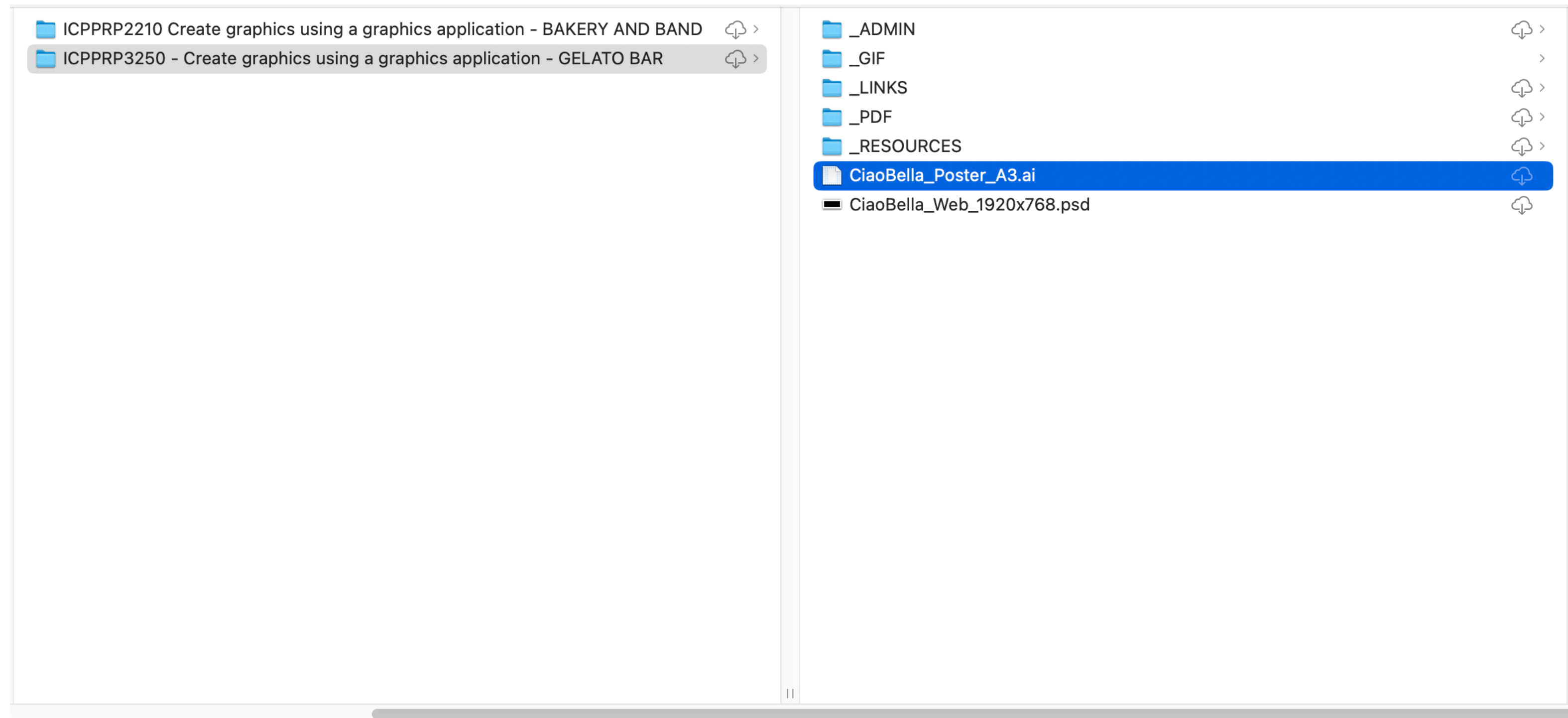
And a **PDF folder** for all the artwork PDFs that I will need to submit



Folder structure in your One Drive

I keep all my **main artwork files** in the main project folder, but that's just personal preference.

You can setup your folders and files how you wish,
but devise a structure that works for you and use it across all your classes.



Accessing OneDrive on your Mac

And remember, when you sign into a **new Mac** at Tafe:

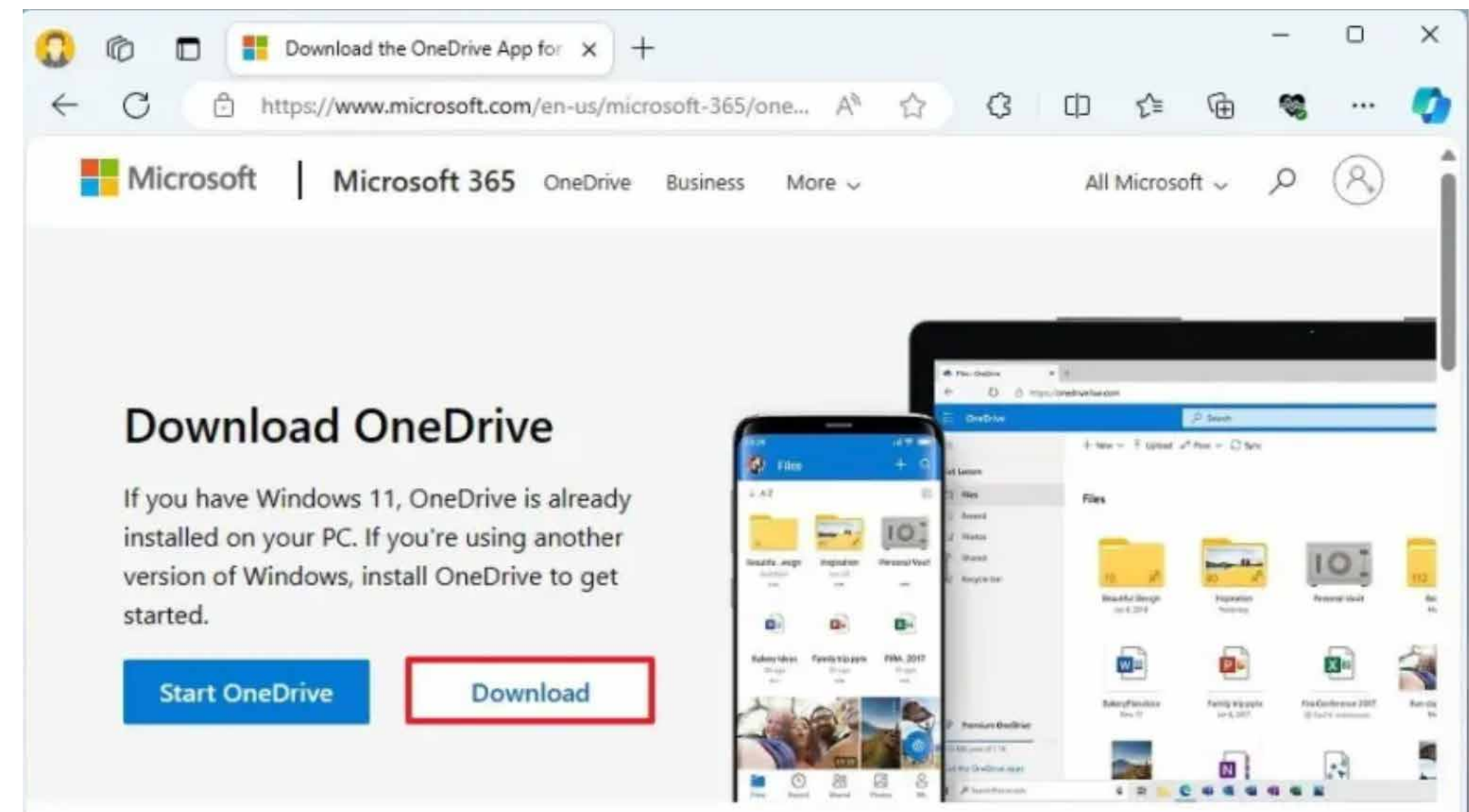
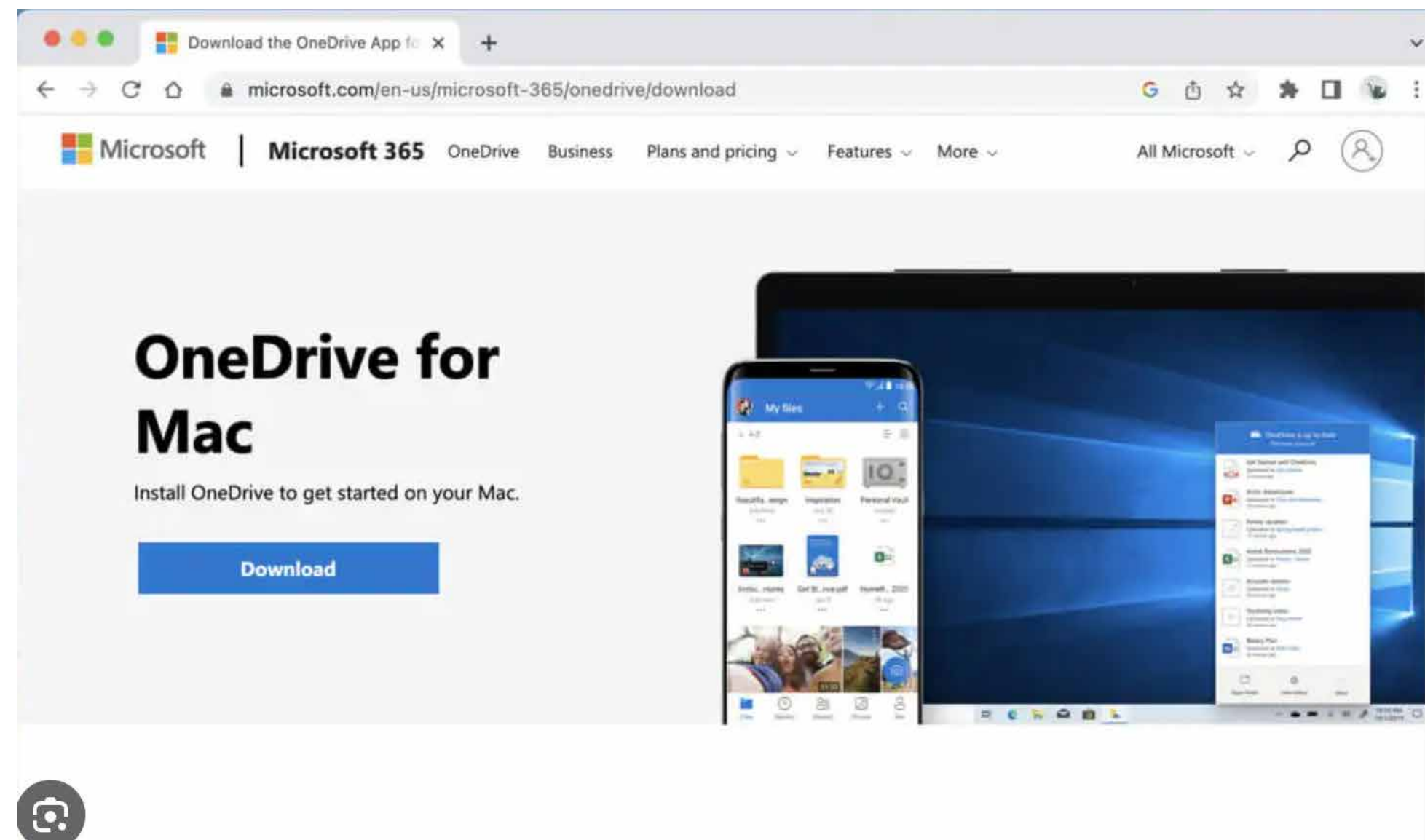
Open **OneDrive** from **Applications**
Login and go through the **setup Wizard**
Set it to **open at login** in the **preferences**

And you will have access to all your organised folders and files.



Accessing OneDrive from your home computer

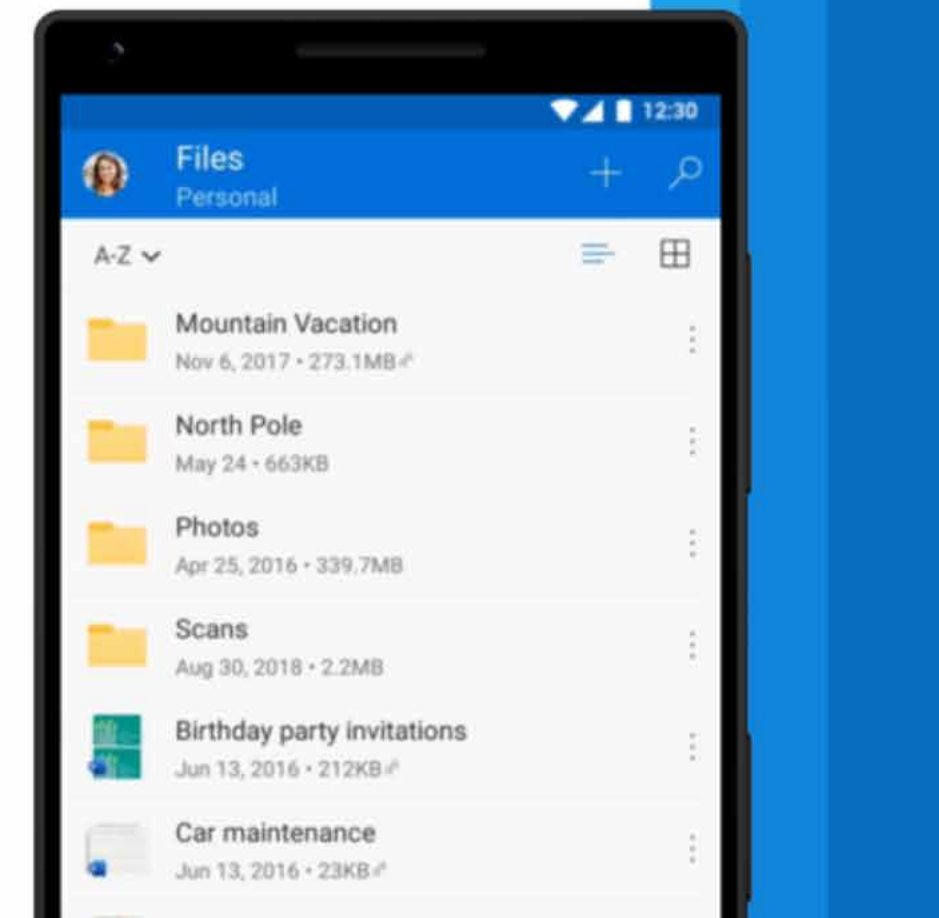
The OneDrive desktop App can be downloaded from
<https://www.microsoft.com/en-au/microsoft-365/onedrive/download>
(Just google 'download one drive')



OneDrive for mobile

And there's even a handy app for your mobile device

OneDrive
**Use the OneDrive
mobile app**



Troubleshooting OneDrive

If you find that you can't open or sync files in OneDrive, there may be an issue.

Click the **OneDrive icon** in the **taskbar**

Review the error that OneDrive is displaying

Follow the steps to **resolve it**

