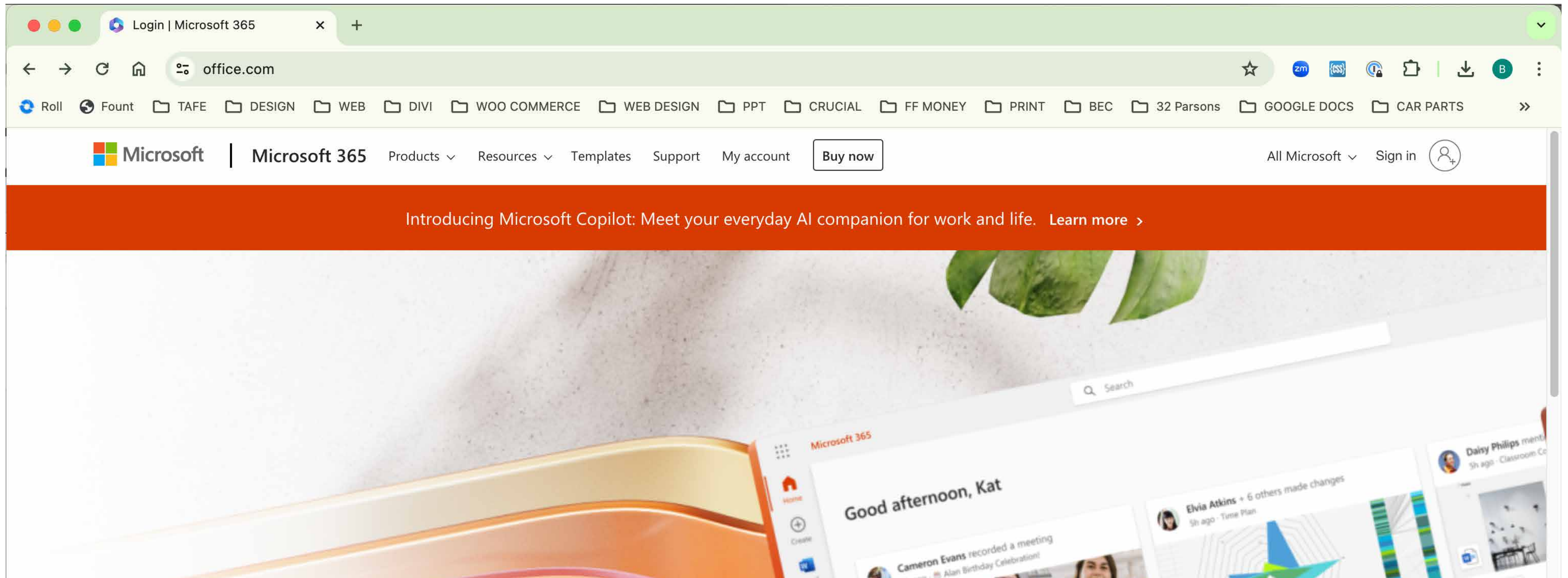# Managing your design files using Microsoft One Drive

Your Tafe Microsoft Office 365 Account
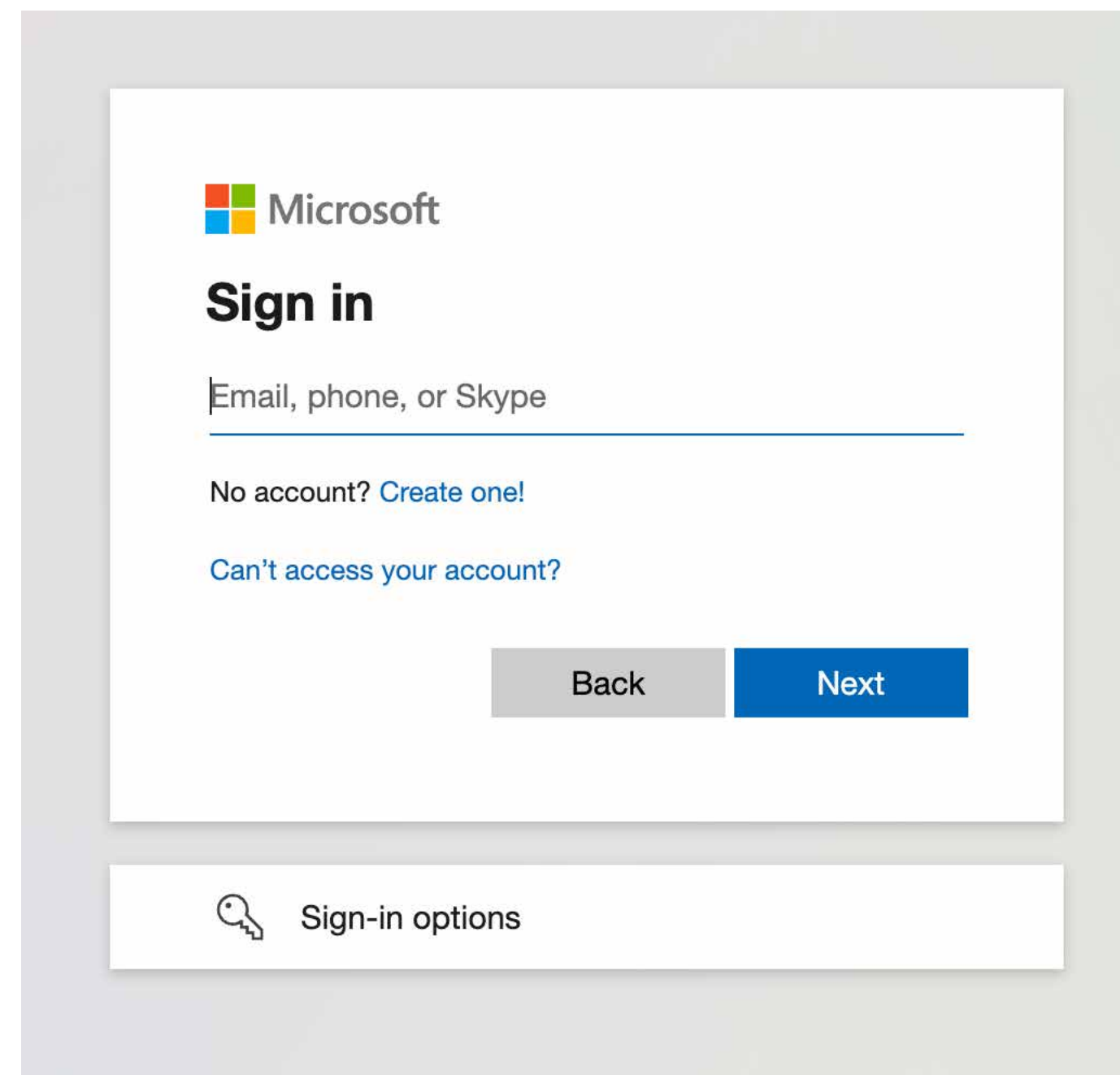
Go to **office.com** and select **sign in**

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

Your Tafe Microsoft Office 365 Account

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

Username: firstname.lastname#@studytafensw.edu.au
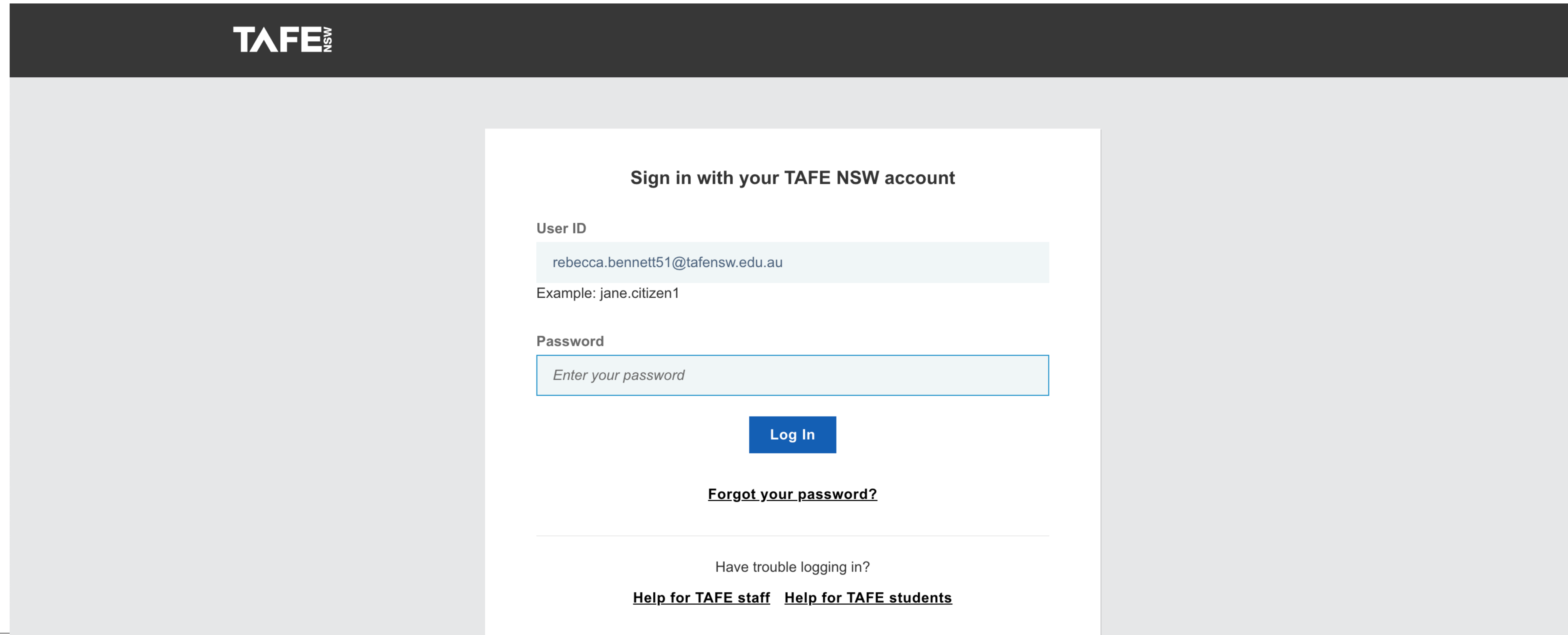**Password:** The one you set

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.
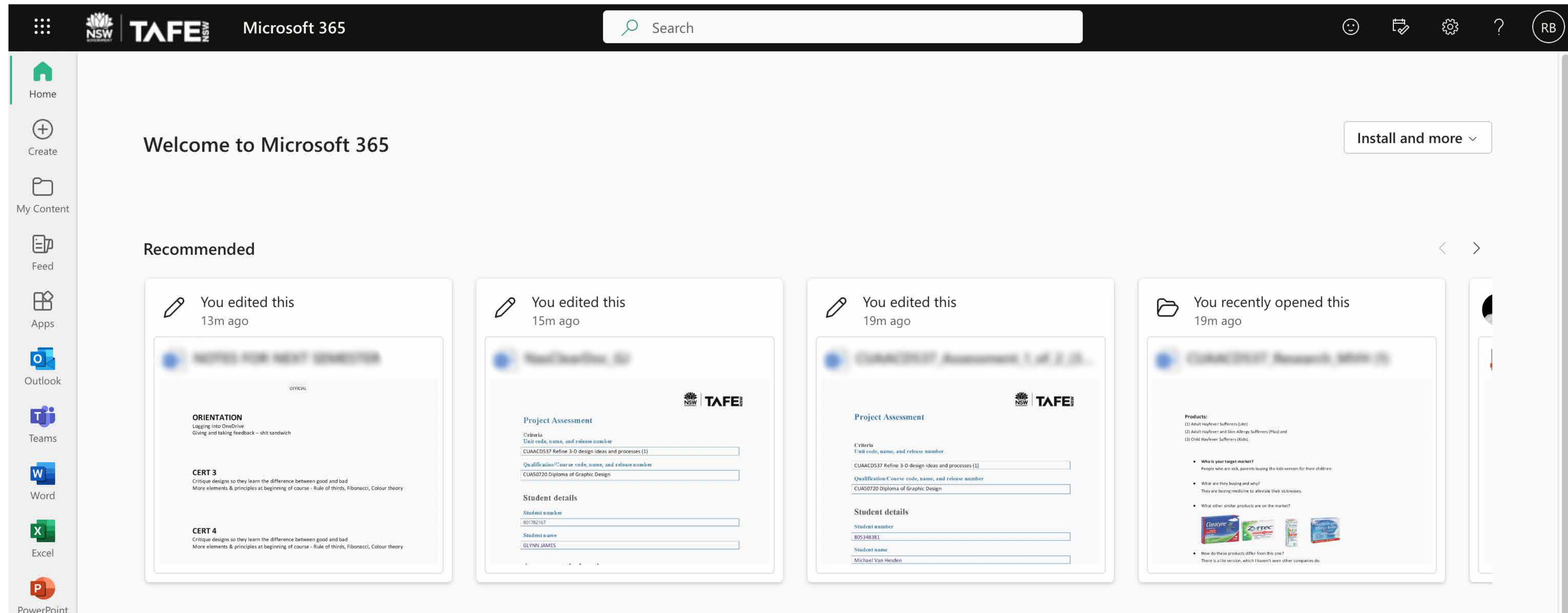
Using OneDrive on your Mac

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**.
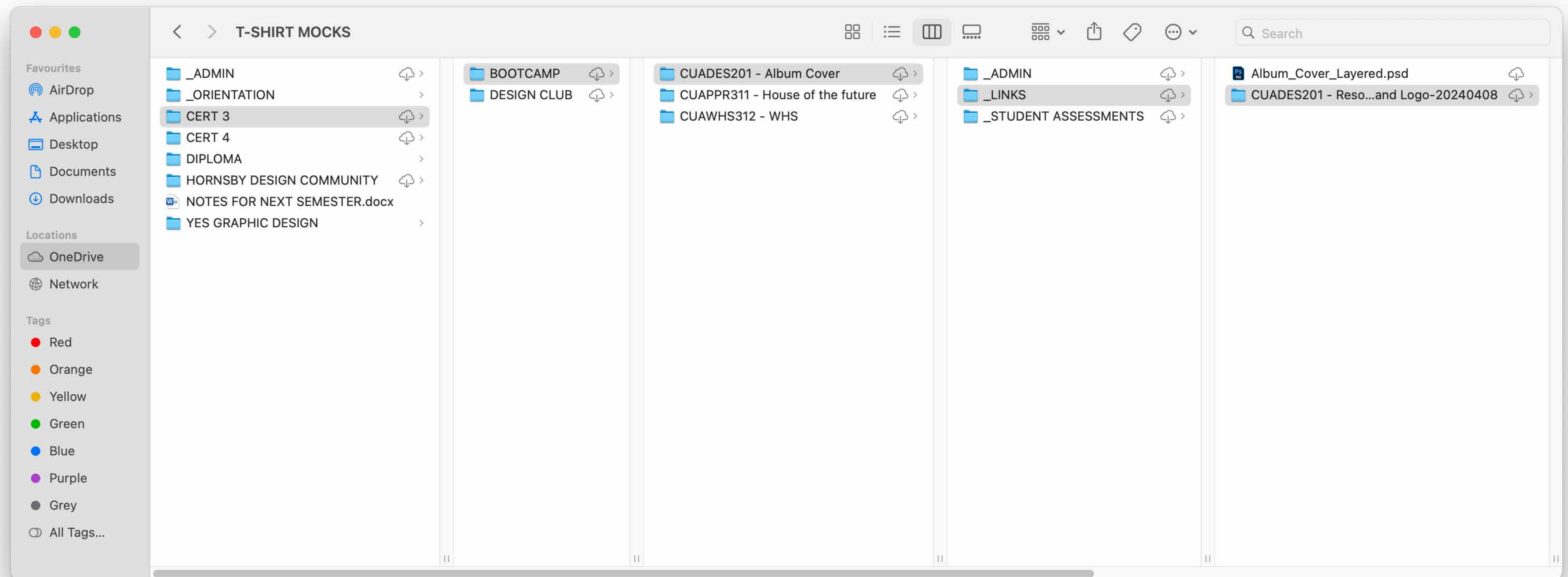
Accessing OneDrive on your Mac

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

Accessing OneDrive on your Mac

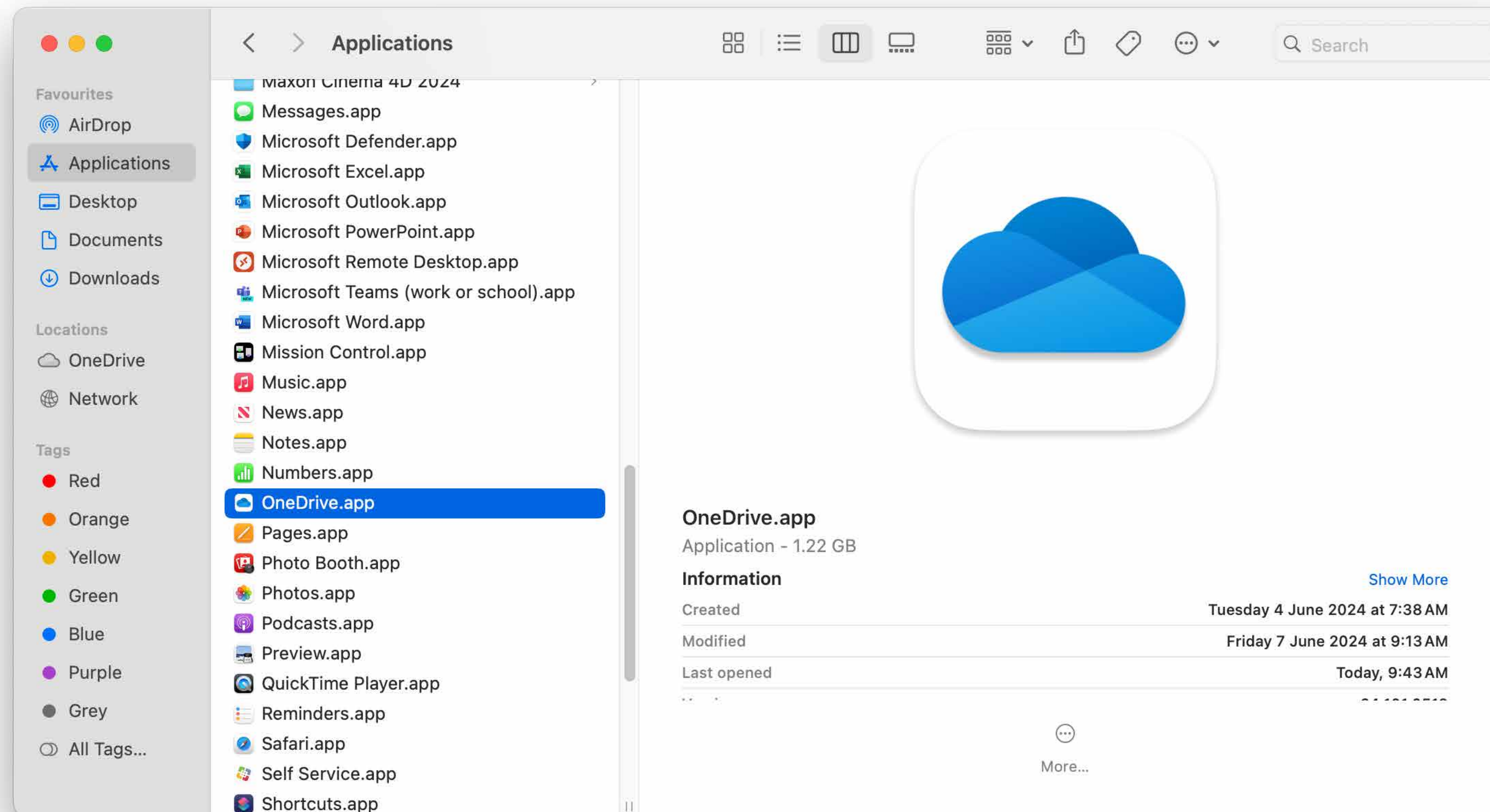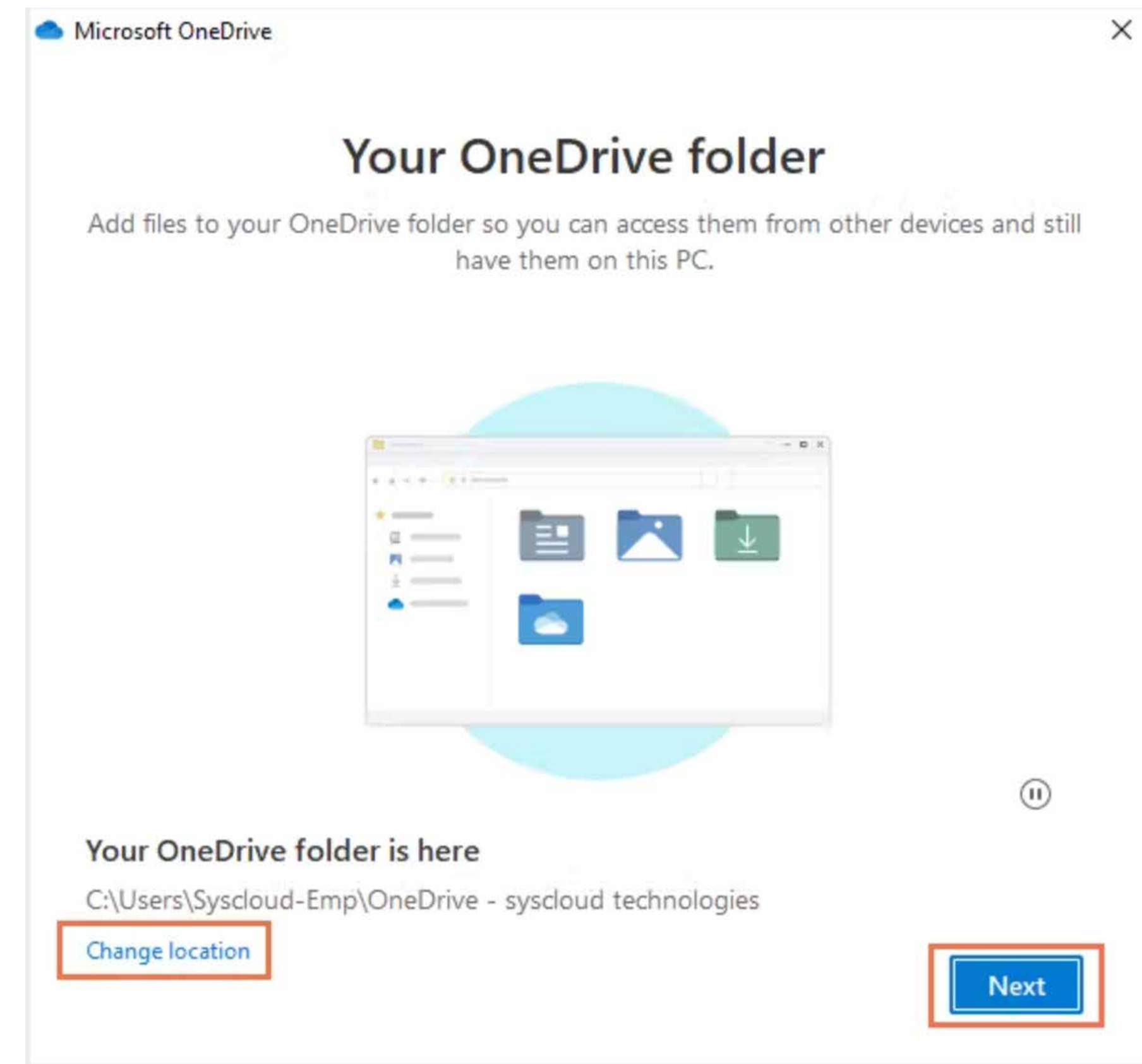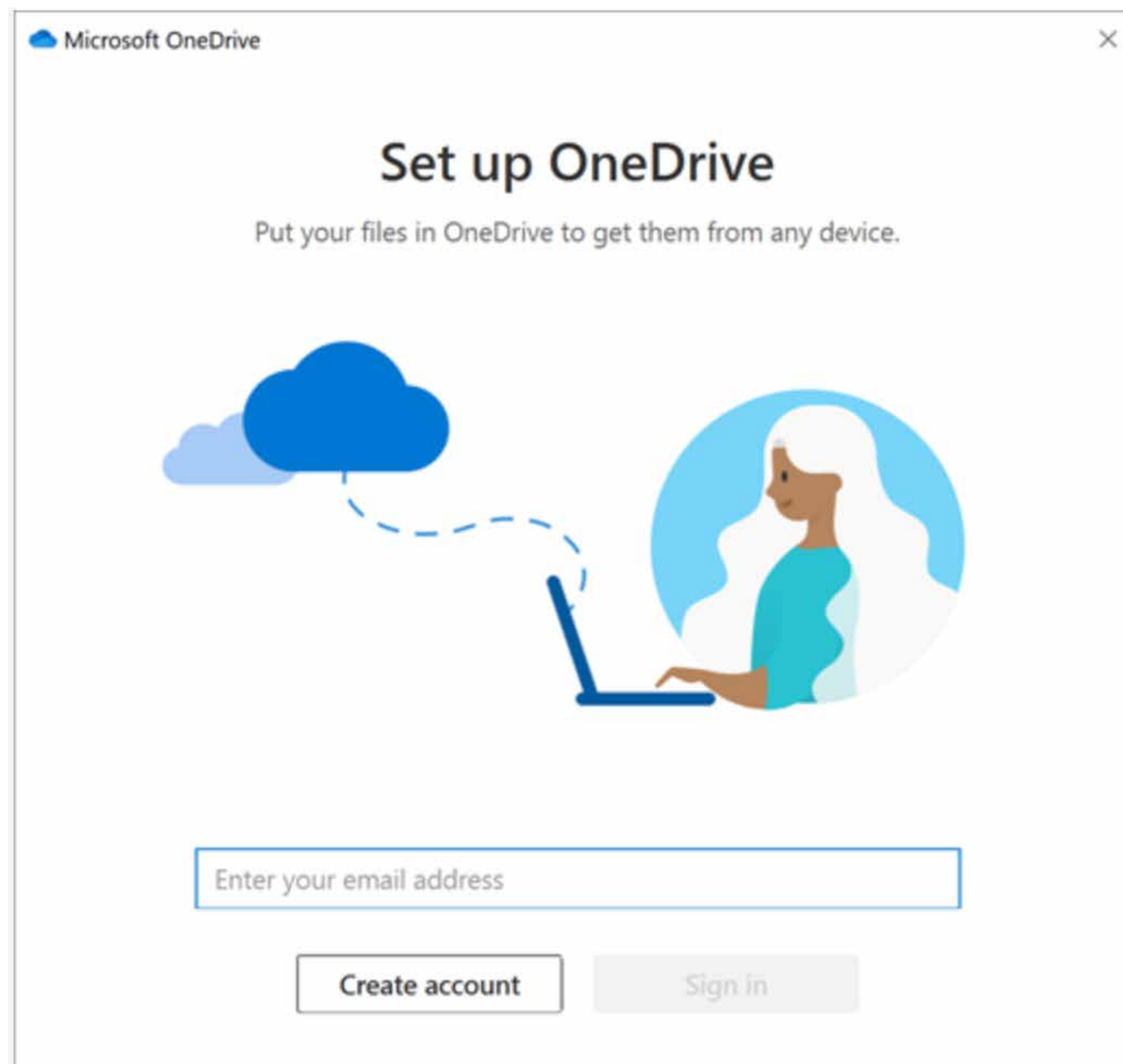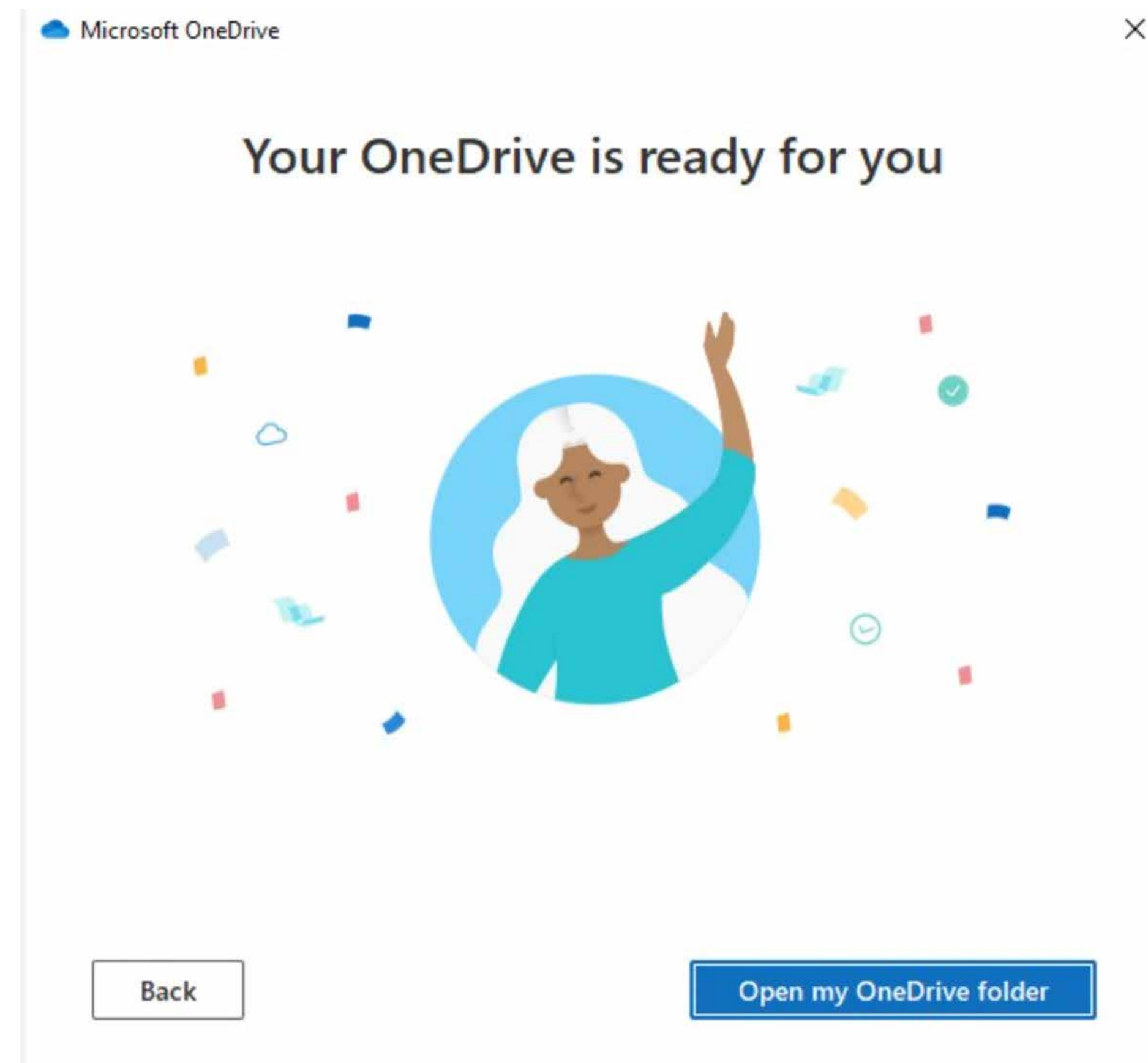It will ask you to **login with your Tafe ID**, and go through the setup wizard

Username: firstname.lastname#@studytafensw.edu.au
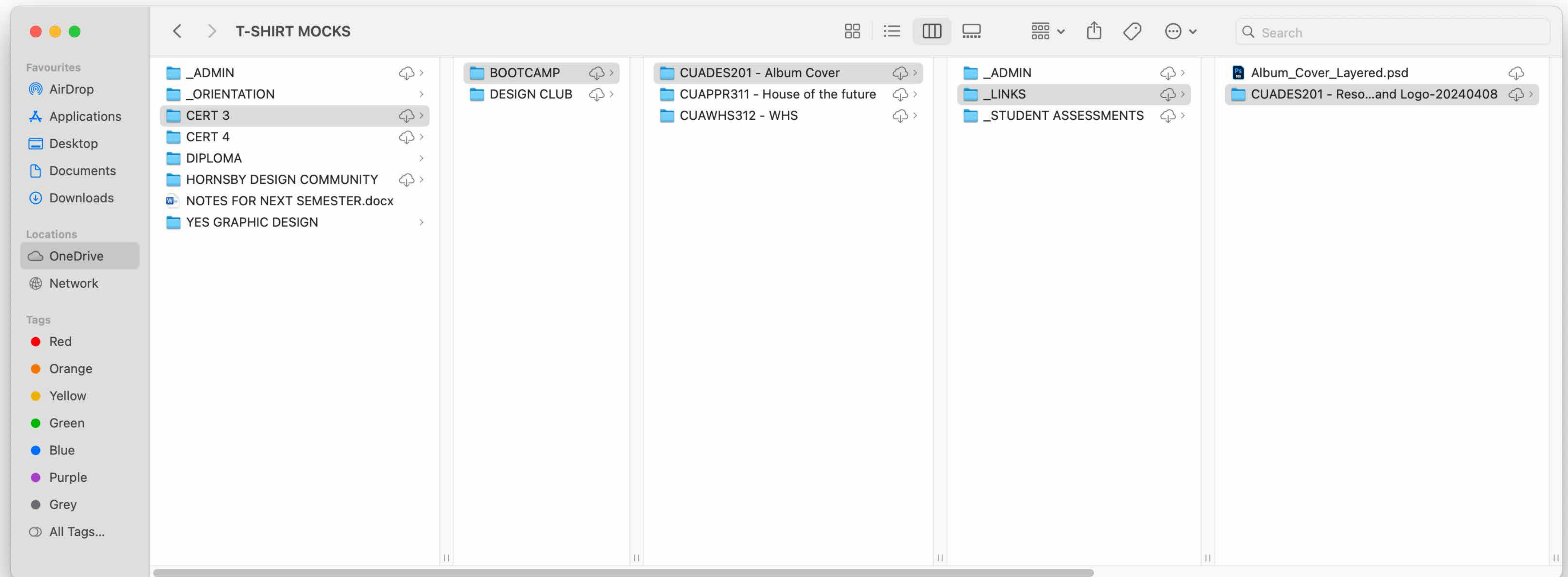**Password:** The one you set

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.
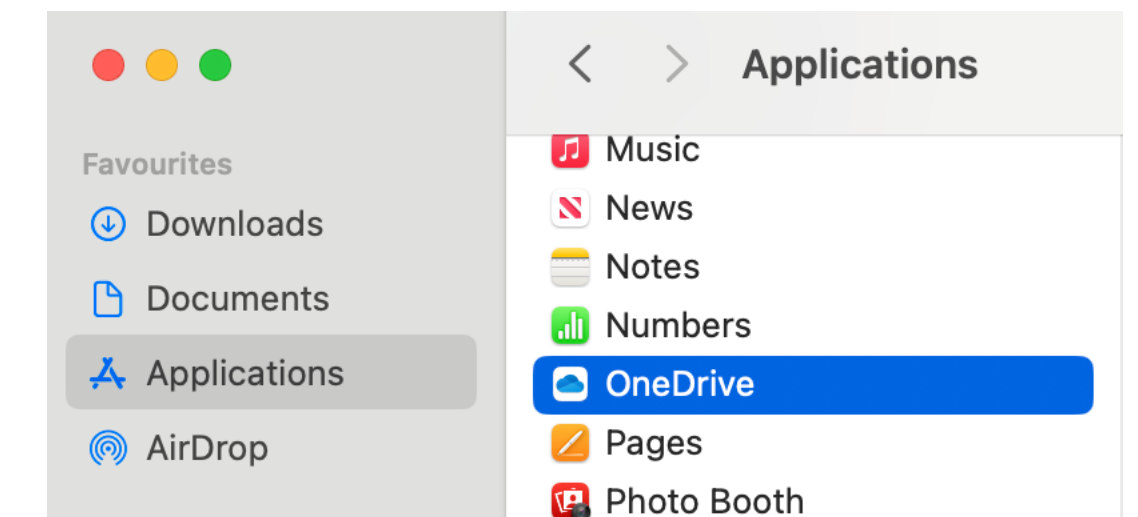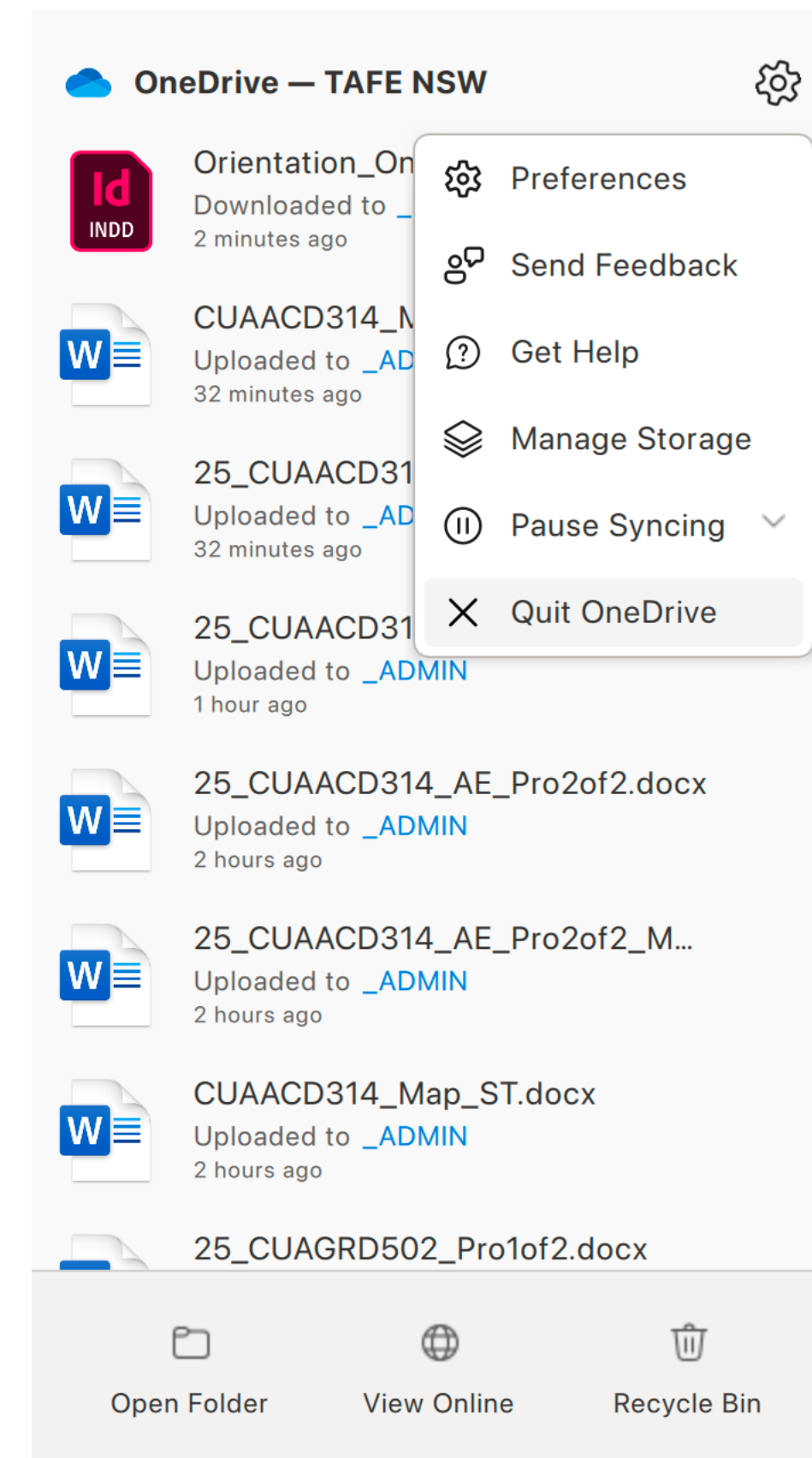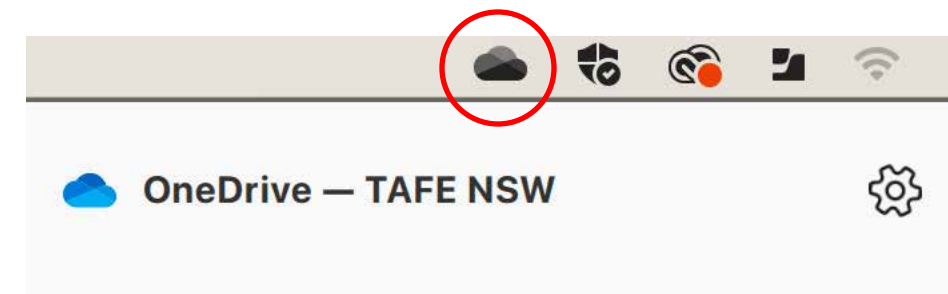If you login to a Mac and find OneDrive isn't syncing:

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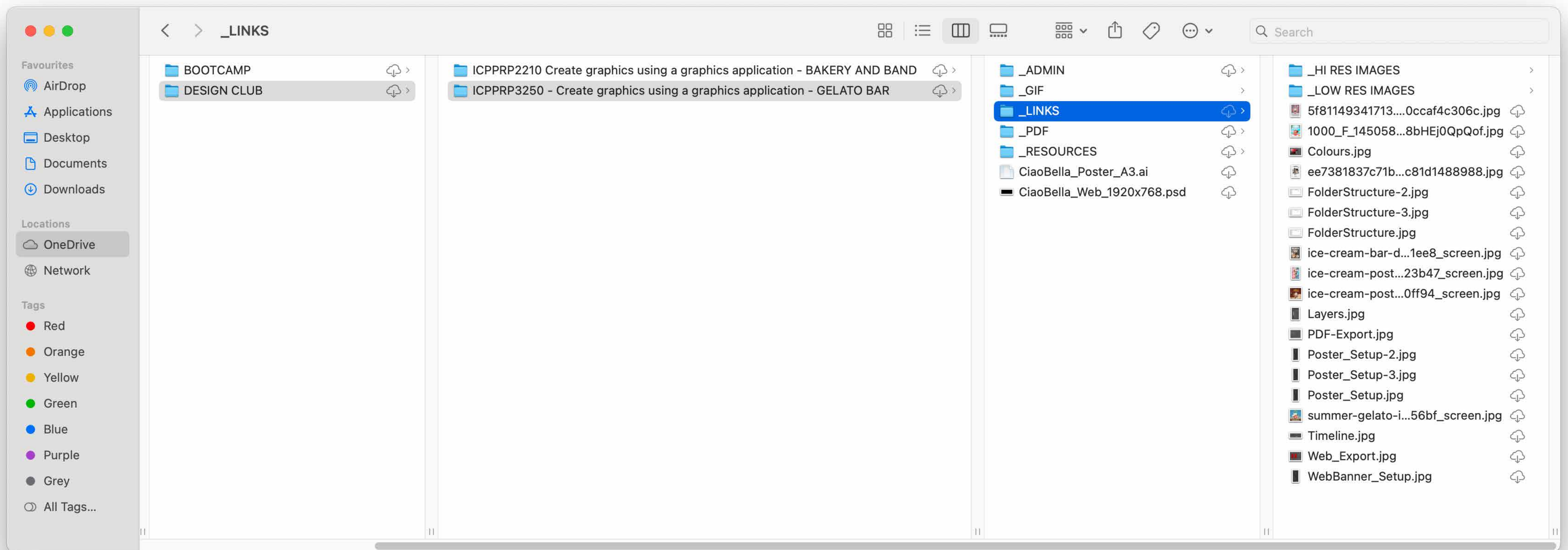
If you are, then **Quit OneDrive and re-open it** from the Applications folder in Finder.

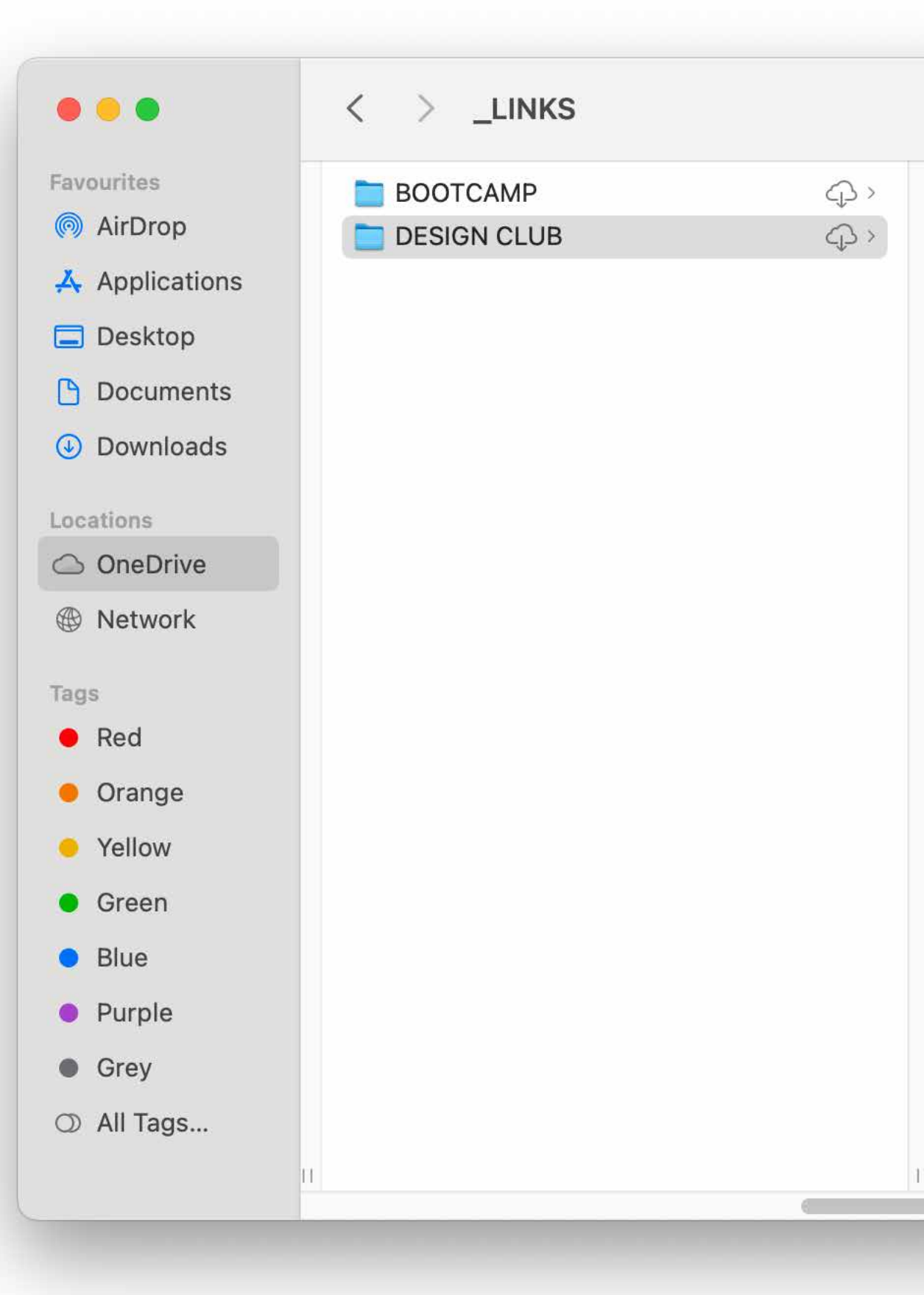It should re-sync.

Folder structure in your One Drive

Organising your design files is important - so remember **folder structure**
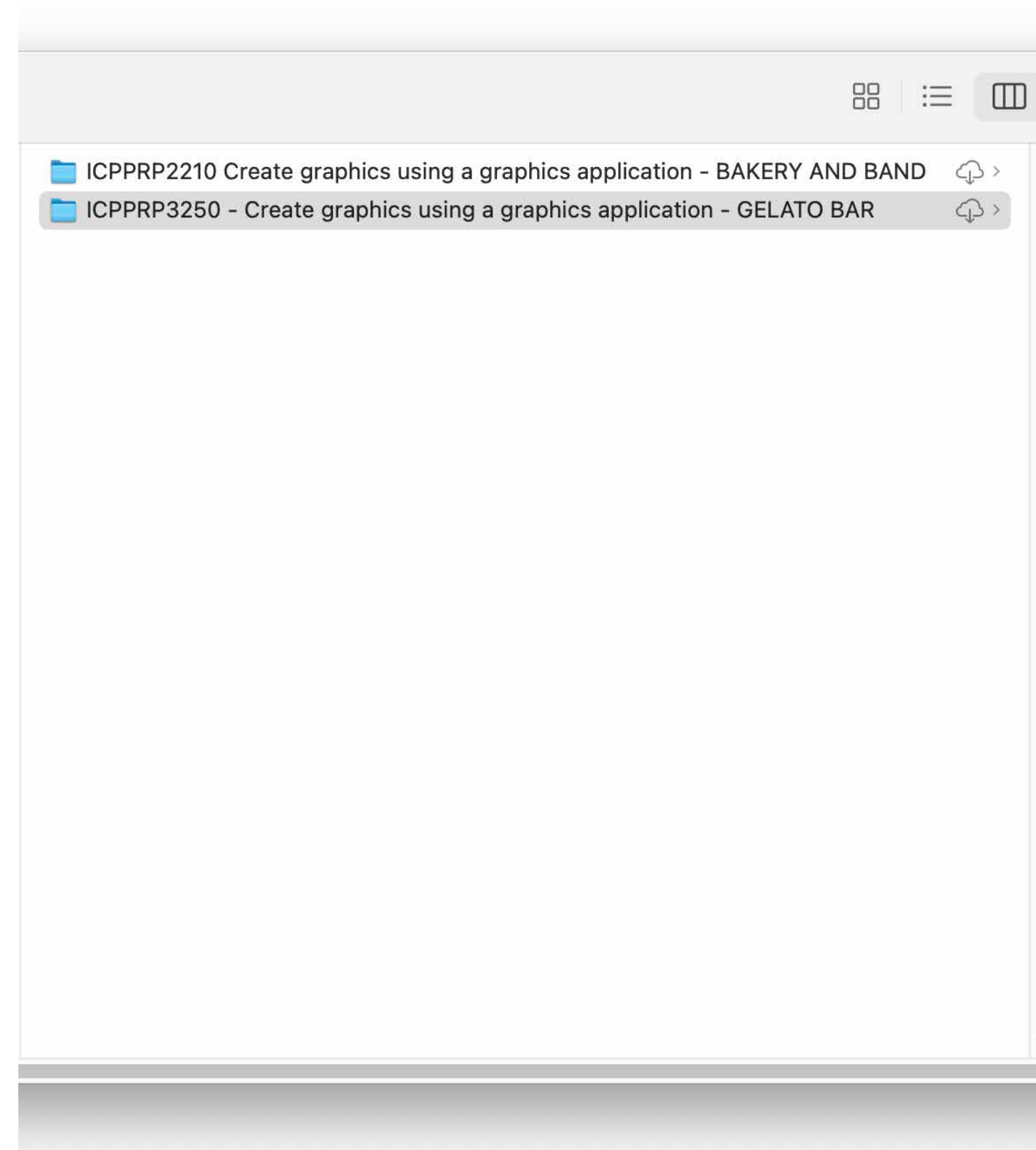
Folder structure in your One Drive

You should have a folder for **each class**
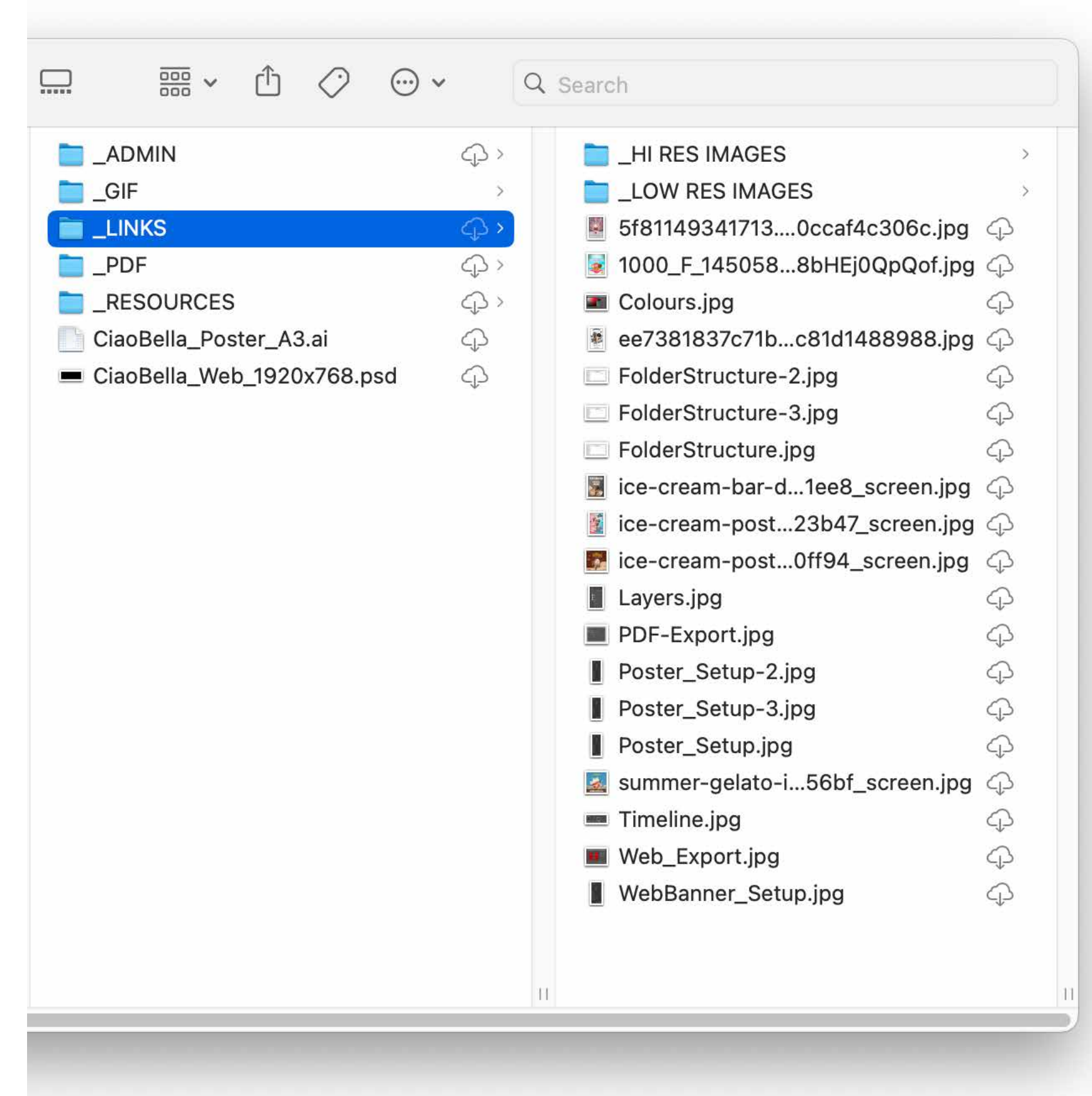
Folder structure in your One Drive

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

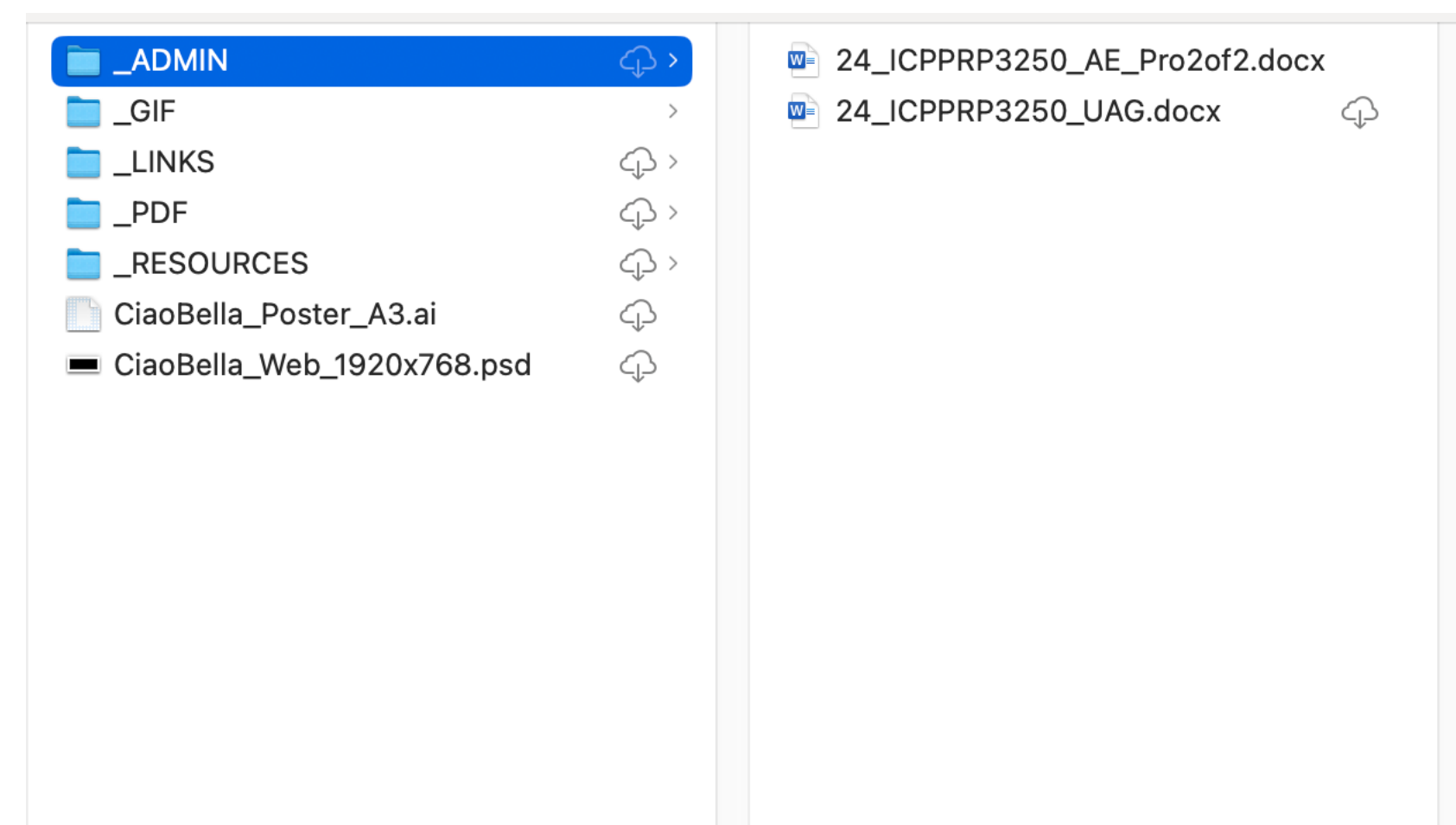# Folder structure in your One Drive

And in there, a folder to **organise your files for that project**
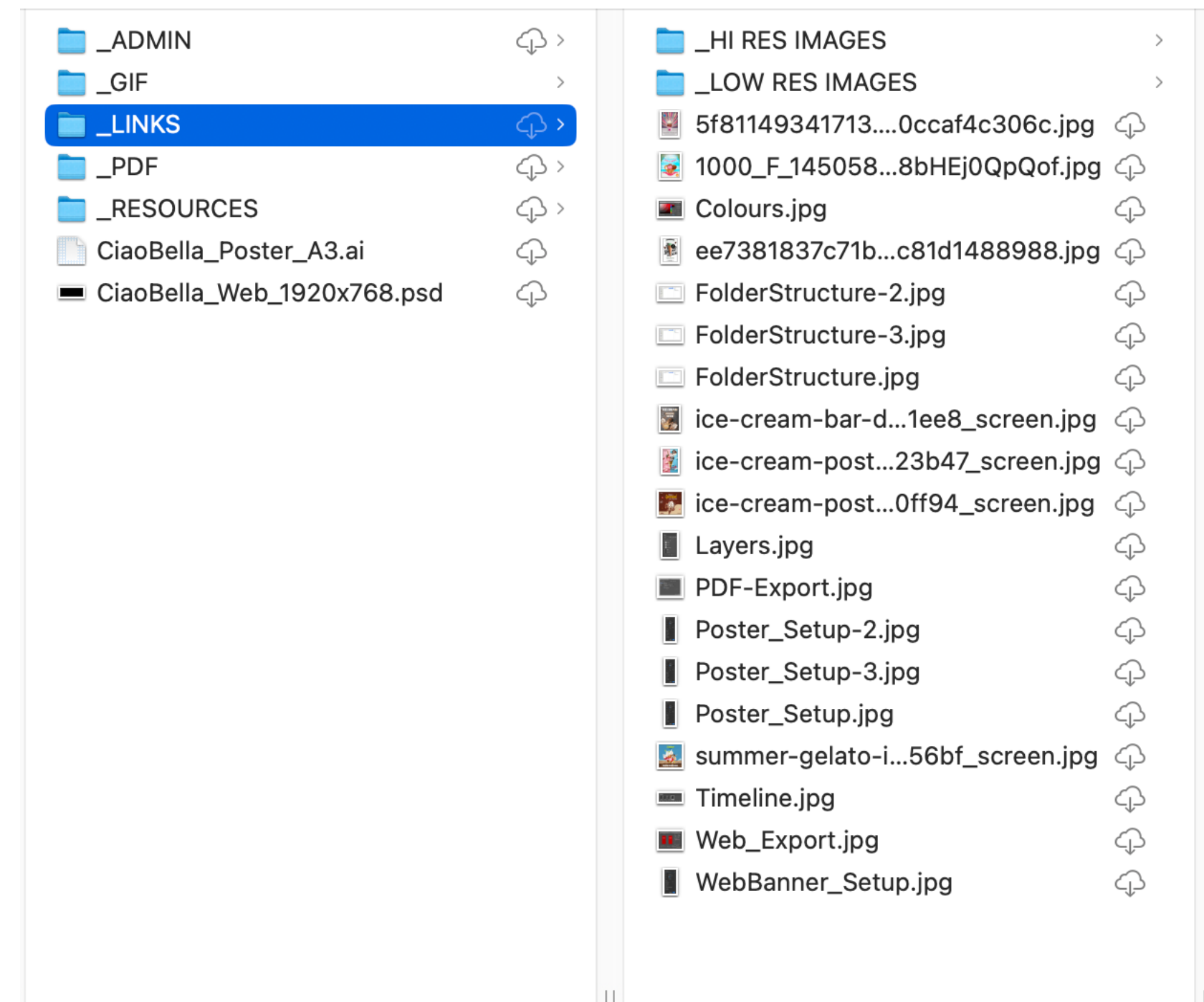
Folder structure in your One Drive

For example, I use an **Admin folder** to keep my assessment documents in
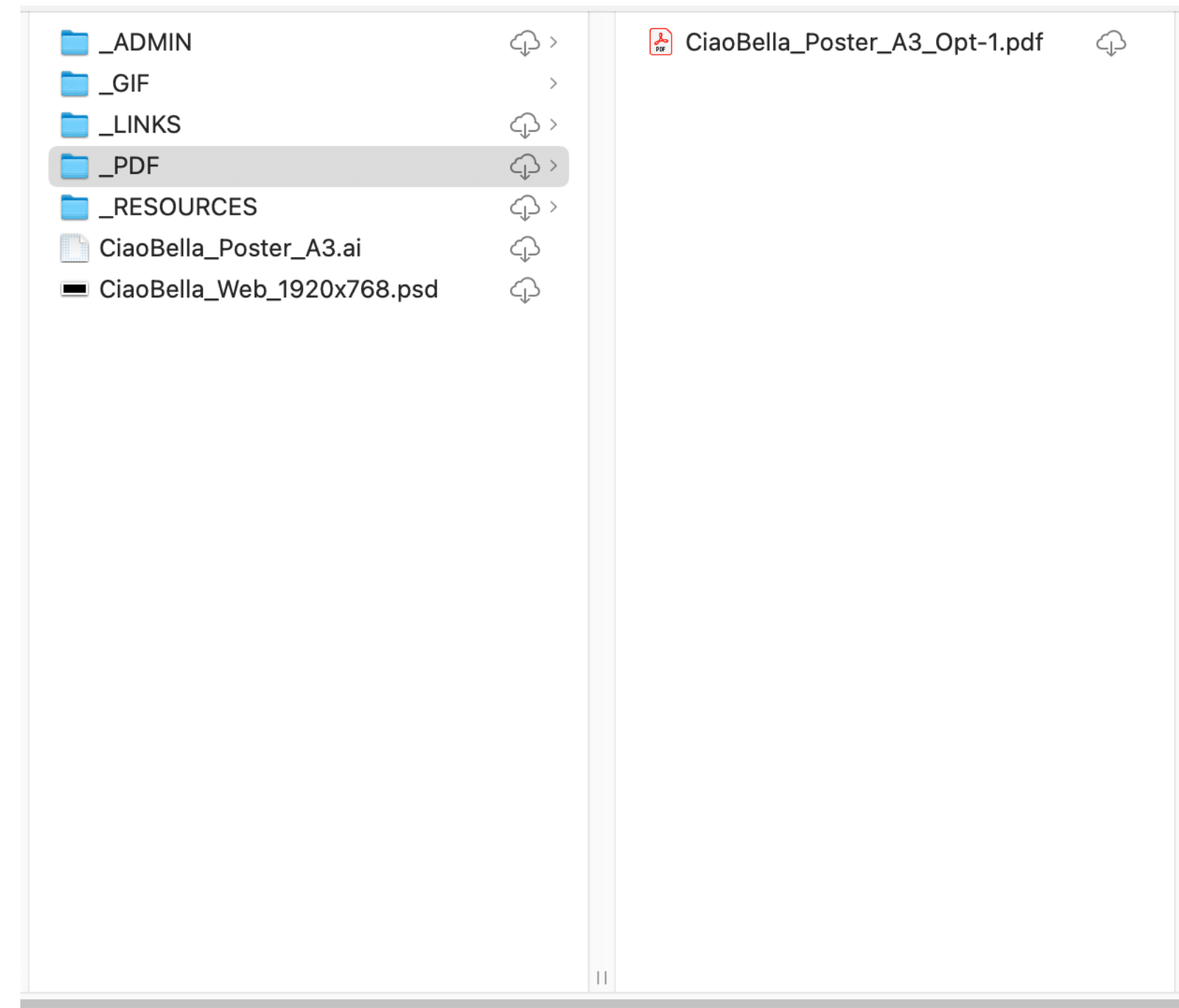
Folder structure in your One Drive

And a **Links folder** for all my images
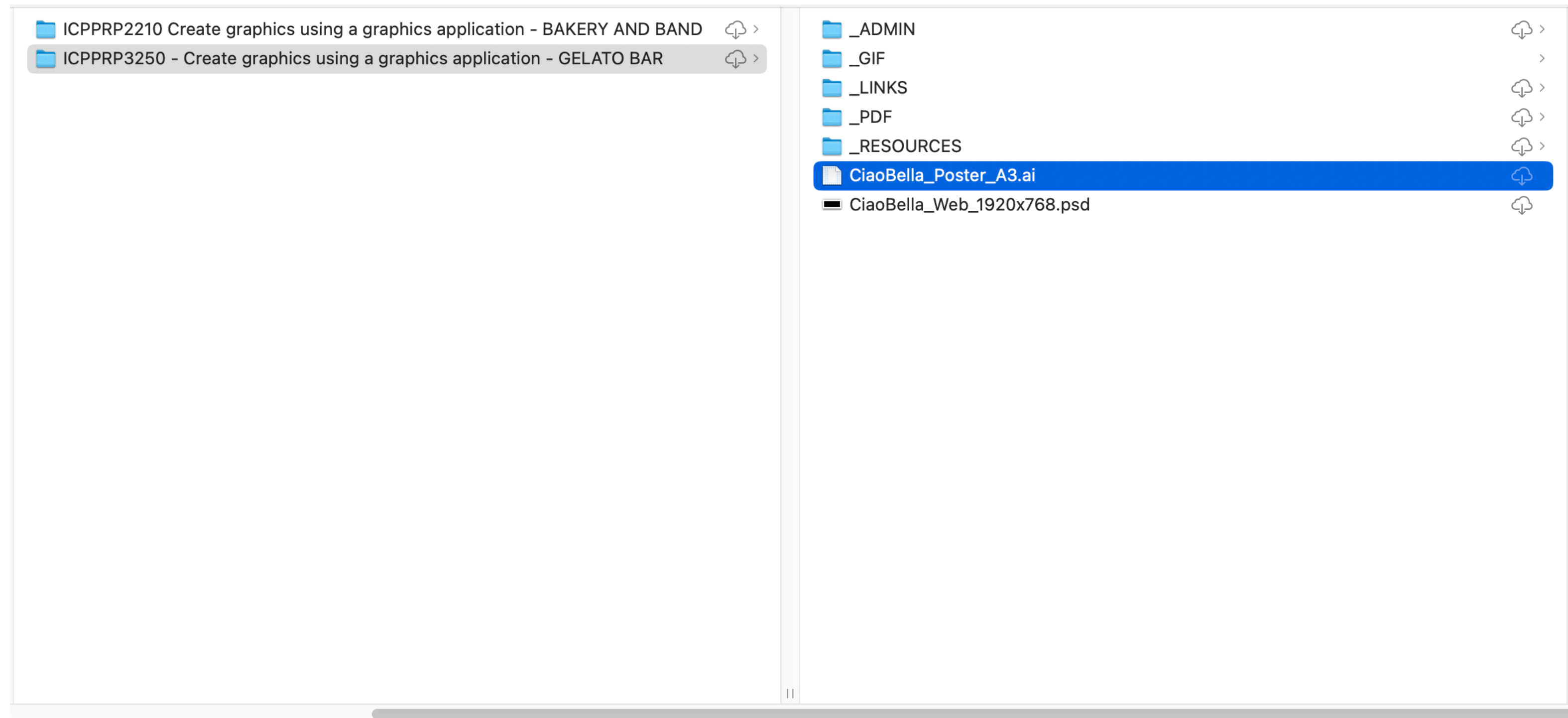
Folder structure in your One Drive

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.

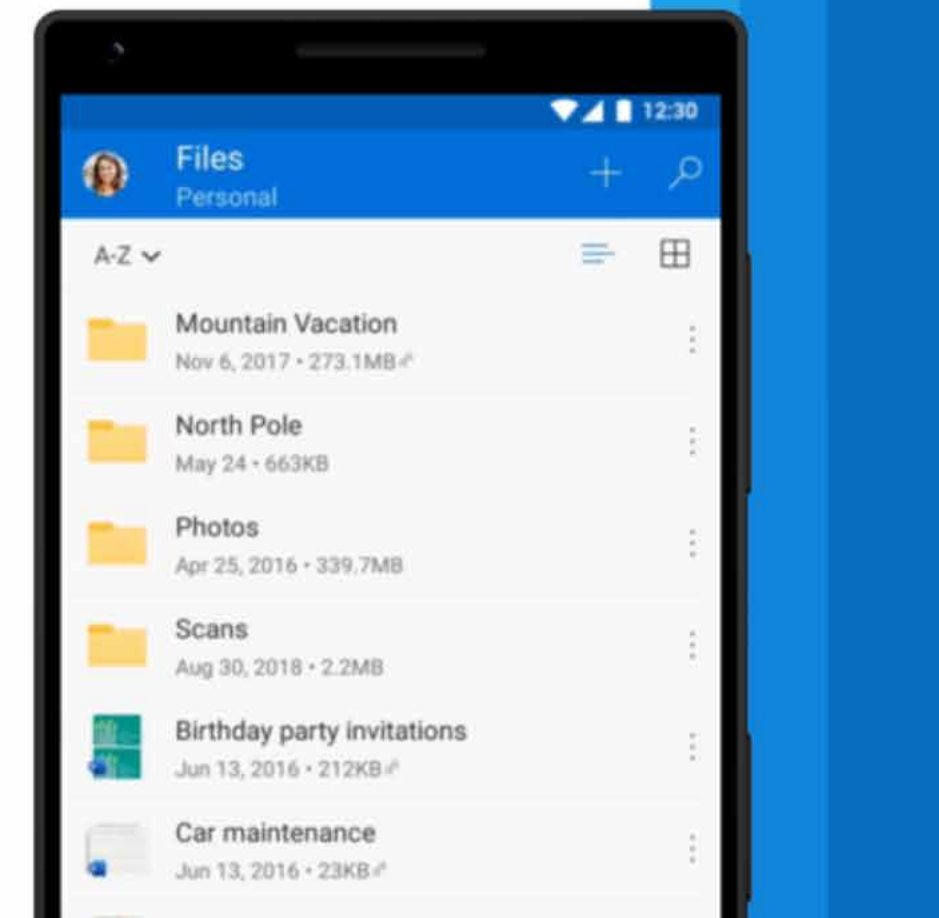# Accessing OneDrive from your home computer

The OneDrive desktop App can be downloaded from

https://www.microsoft.com/en-au/microsoft-365/onedrive/download

(Just google 'download one drive')
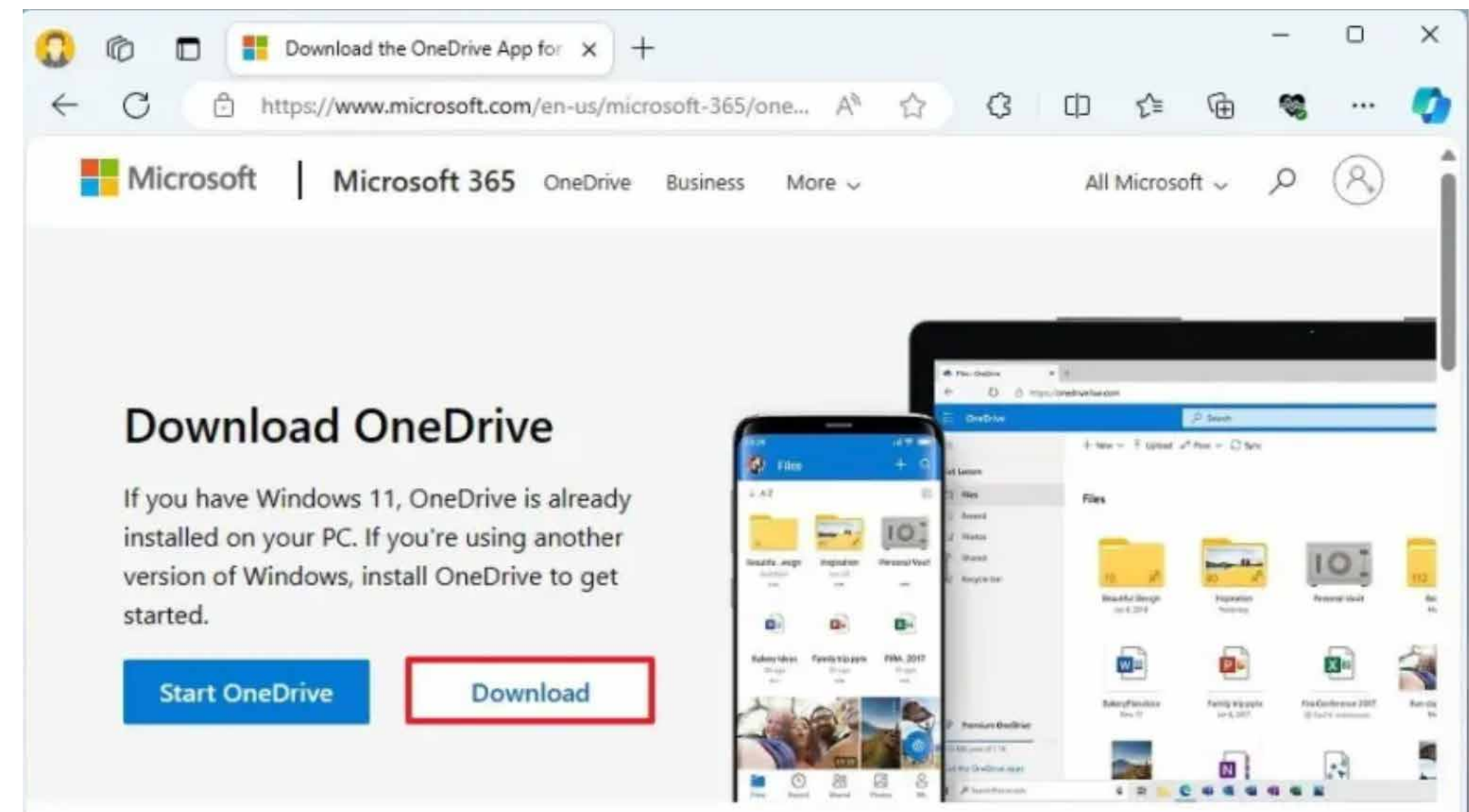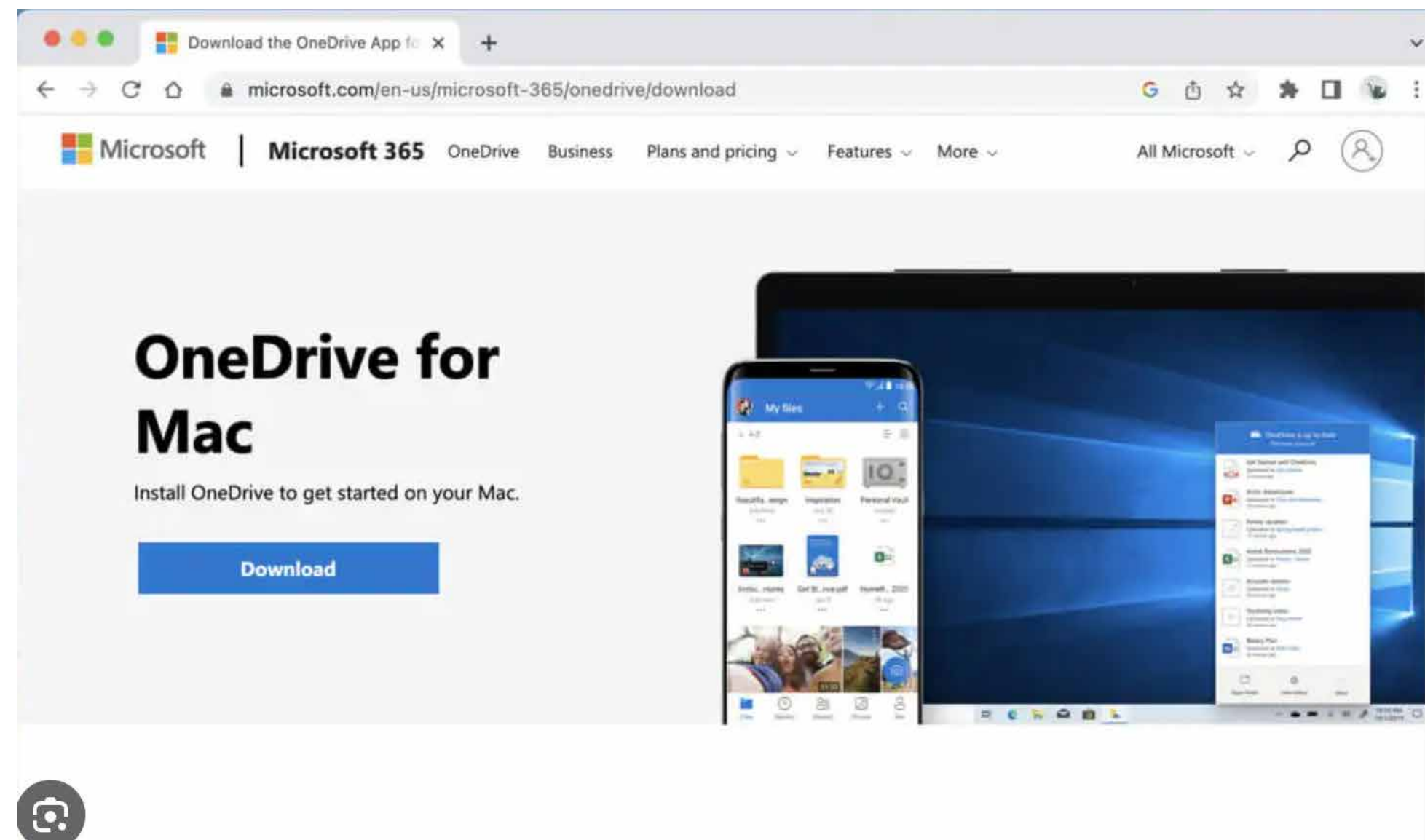
OneDrive for mobile

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

Troublelshooting 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**