

# Microsoft OneDrive

Version 3

Published 9/24/2021 by [Jennifer Kim](#) Last updated 11/3/2021 6:28 PM by [Gerald Encabo](#)

## What is OneDrive?

OneDrive is a cloud-based file storage and synchronization service by Microsoft. It enables you to securely store, share, and sync work files from anywhere, at any time. It is your personal document repository online. OneDrive is part of Seneca's license of Microsoft Office 365 (which includes Word, Excel, PowerPoint and more).

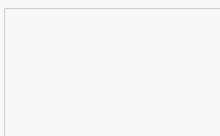
## Key features

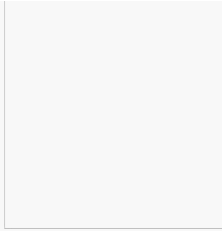
- **Secure and private online storage** – All current students have OneDrive file storage capacity of 1 Terabyte (1000 GB).
- **Access files on any device, anywhere** – Files saved to OneDrive can be accessed on and off campus, on any device (web browser, desktop, tablet and smartphone).
- **Share and collaborate** – Files in OneDrive are private and available to you only. You can choose to share files and folders, and collaborate in real-time on Microsoft Office documents (such as Word, Excel and PowerPoint).
- **Sync and work off-line** – You can sync OneDrive to your computer using a sync app available for both Windows and Mac. This allows you to work on your files offline when you're not connected to the internet.

## Resources

### Access OneDrive on web browser

- Log into [myseneca.ca](https://myseneca.ca) with your Seneca credentials (username and password).
- At the top-left corner, click the app launcher button and select OneDrive.
- Watch this [video](#) to get started.





## Access OneDrive on desktop

- [Setup OneDrive on Windows](#)
- [Setup OneDrive on MacOS](#)
- [Understanding OneDrive status icons](#)

## Manage files

- [Upload files and folders](#)
- [Create a document](#)
- [Delete files or folders](#)

## Share and collaborate

- [Share OneDrive files and folders](#)
- [Share files in OneDrive for Android](#)
- [Share files in OneDrive for iOS](#)
- [Work with shared files and folders in OneDrive](#)
- [See files shared with you in OneDrive](#)
- [See files you shared in OneDrive](#)
- [Stop sharing OneDrive files or folders or change permissions](#)

## Secure, protect and restore

- [Restore your OneDrive](#)
- [Restore deleted files or folders](#)
- [Restore a previous version of a file](#)

## Additional resources

- [Video training](#)
- [Help topics](#)

tags : file-storage, free-software, its, its-services, microsoft365, microsoft-onedrive,  
office365