OneDrive for Business allows staff and students access to 5TB of cloud storage space. Please do not confuse this with OneDrive which is not linked to the Institution and is altogether different.

OneDrive is not a replacement for your home drive but is designed to complement it.

The two primary uses of OneDrive we recommend are:

1. It can be used to move data that isn't used on a daily basis to make space in your home drive if you are starting to run out of space.

2. It can be used as a Cloud USB stick to transfer data from your network drive/s to it to work at home and then transfer it back when you come back.

There is a 90 day recycle bin. Once this data is gone, it is gone. Users should be careful what they delete. The school does not hold its own backup of this data.
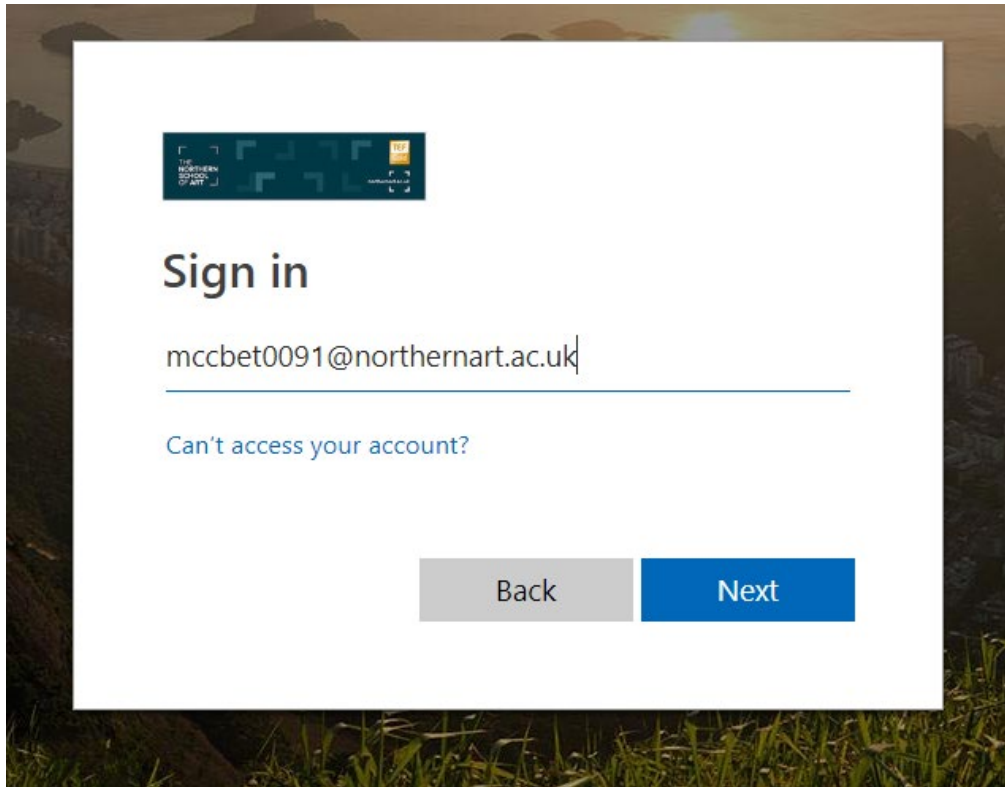
When a user leaves they will lose access to their One Drive.

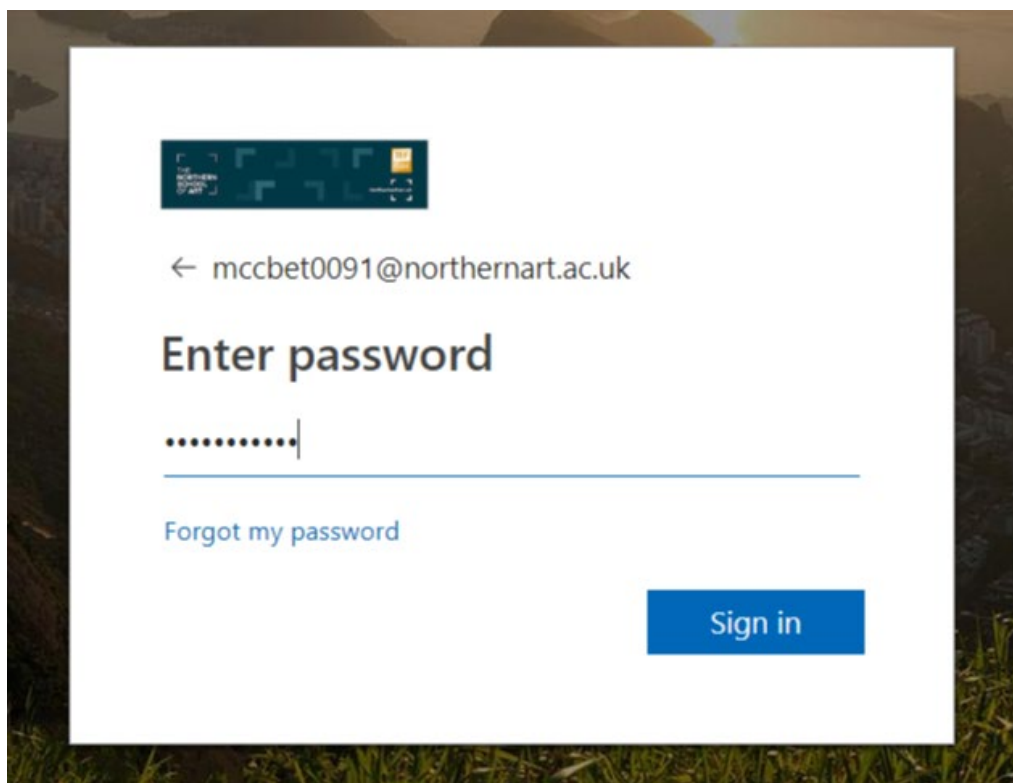To access your personal Northern School of Art OneDrive, please follow the instructions below.

1. Go to our website https://northernart.ac.uk and click on the portal link, which will bring up the page below. Then click on OneDrive
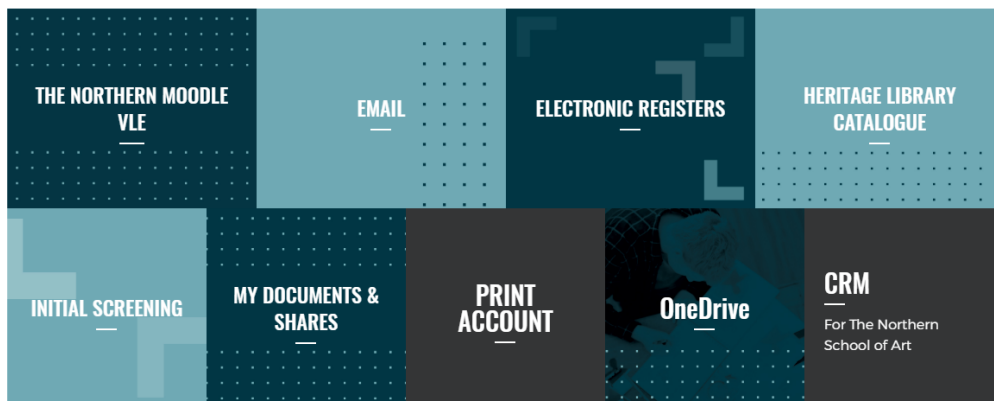
2. Enter your username following the example in the screenshot below, then hit next.

3. Enter your password and click Sign In.

4. You will then be presented with the following screen which is your interface to access, your one drive files. Office files can be worked on, straight from here using the Online versions of the office Apps. Or they can be downloaded to your local device and worked on offline. Non

office files such as Adobe Creative Cloud etc would need to be downloaded and worked on offline. All files once they have been edited and saved can then be uploaded back to OneDrive.
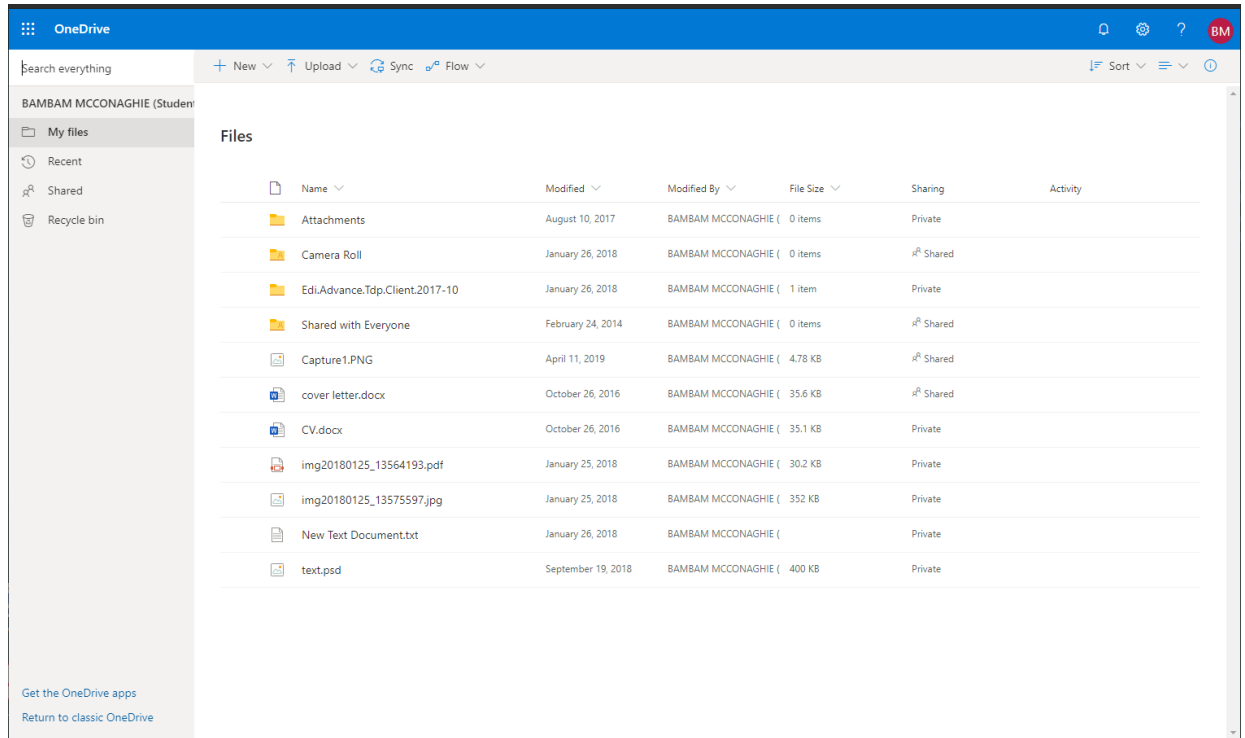
If anyone has any issues, or wants us to take you through the process or use of OneDrive for business please get in touch with your IT Dept.

Thanks