

## Accessing One Drive (and other Microsoft Apps online)

All students, faculty, and staff have access to the entire Microsoft Suite online through their TVCC account. One of these features in One Drive, a cloud-based storage solution.

To access One Drive, you will start by going to your TVCC email account.



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[MyTVCC](#)

### Welcome to the MyTVCC!

This portal environment is intended to serve as a "First Stop" resource for Students, Faculty and Staff. From here, you will have access to information about your courses, grades and other important campus information.

Students, Faculty & Staff:

Please use your TVCC Network Login information to gain full access to this system.

### Quick Links



Course Search



Canvas



TVCC College Email



Net Partner / Financial Aid Online



TVCC Alert System



Technology Help



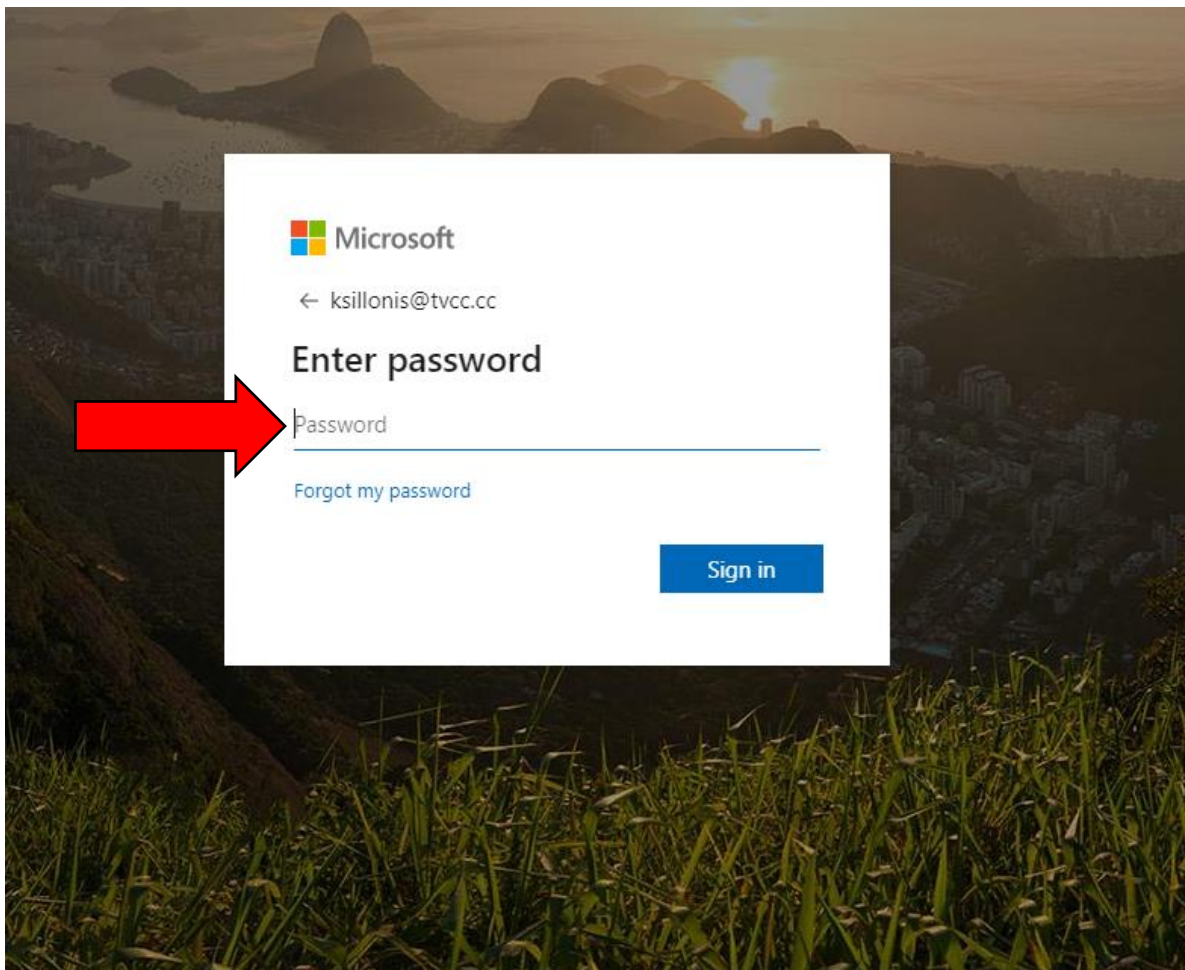
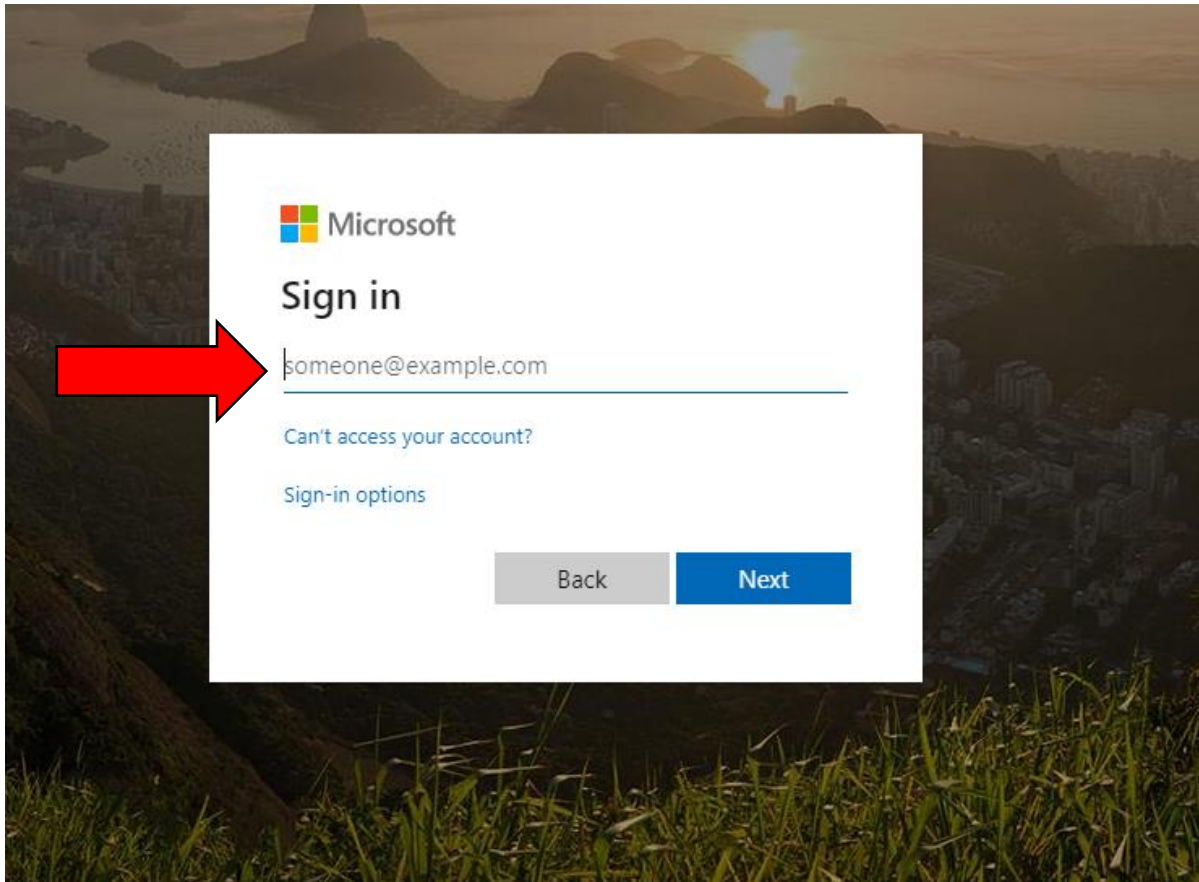
New User Help



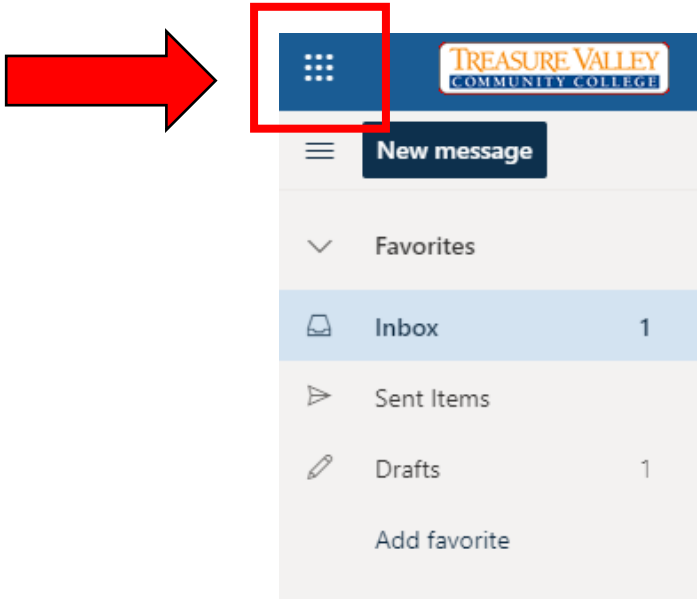
Event Scheduler



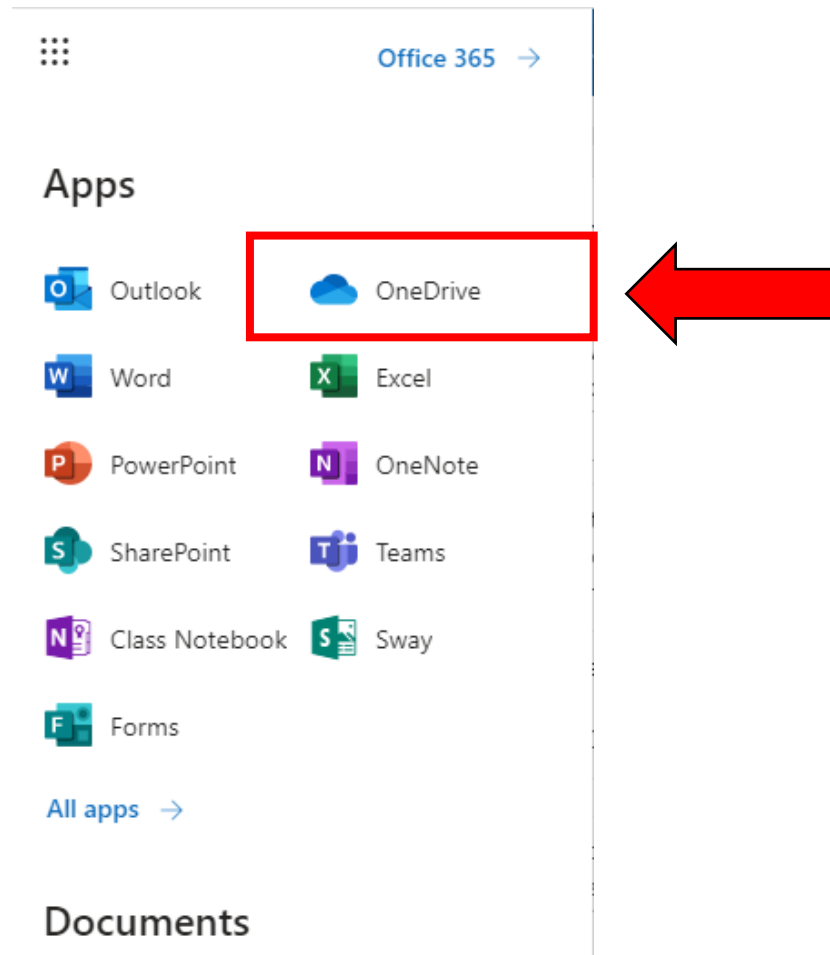
Sign in with your TVCC email address and password



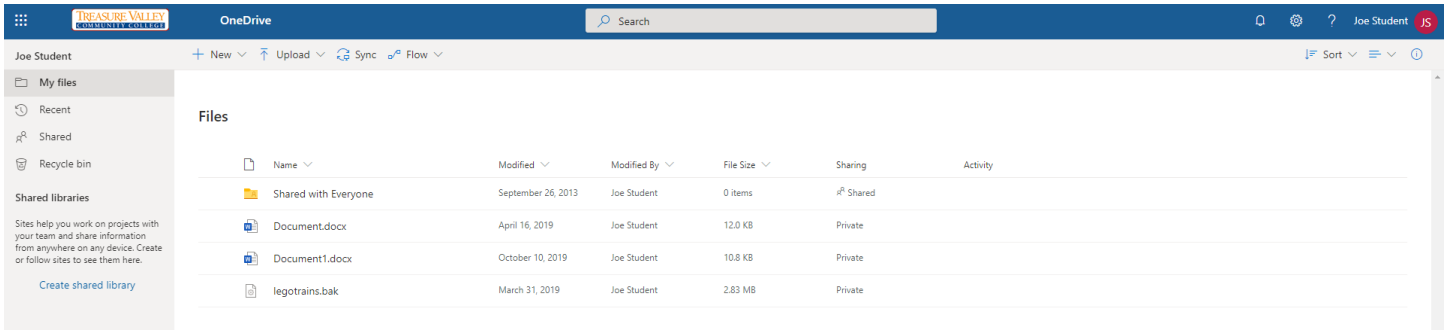
At the top left of your screen by the TVCC logo, click on the square made of smaller squares



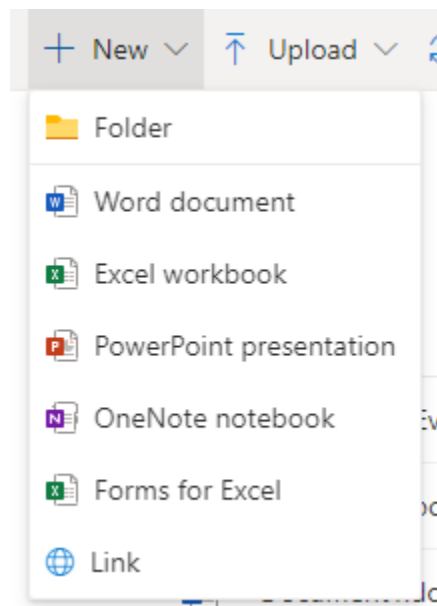
This will give you a menu of different apps available to you. Click on One Drive



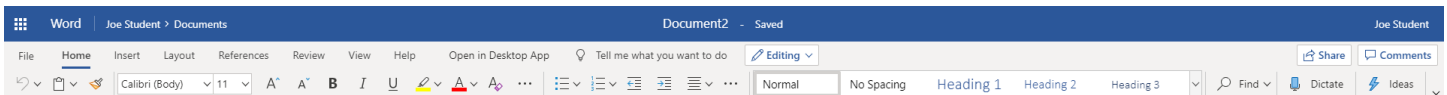
This is your main One Drive screen. You can create, open, and upload documents from here.



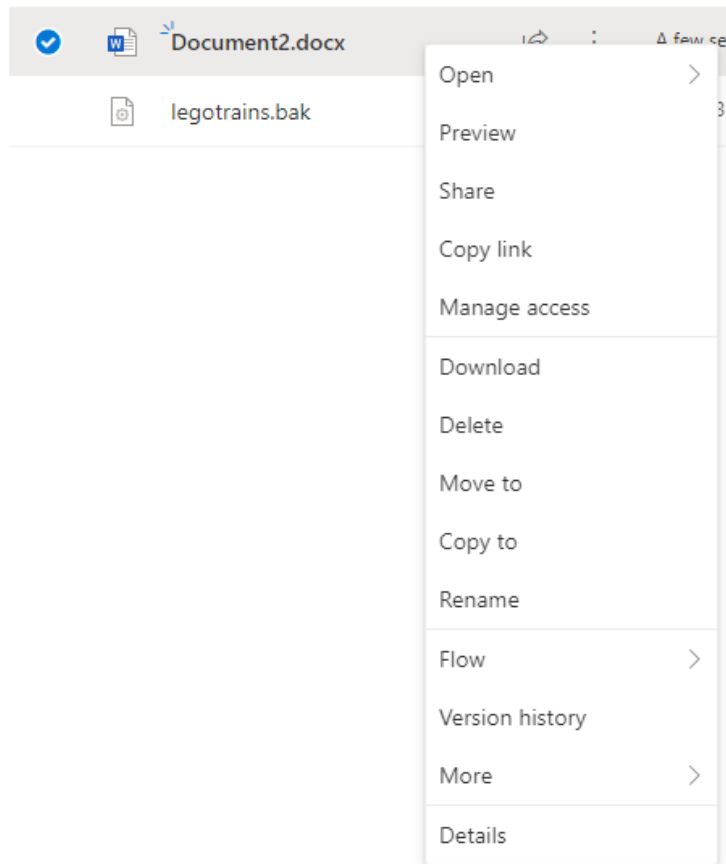
To create a new document, select + New and the type of document you need.



Documents you create online through your TVCC account will be **automatically** saved to your One Drive. You will have to go through File – Save if you want to save it anywhere else.

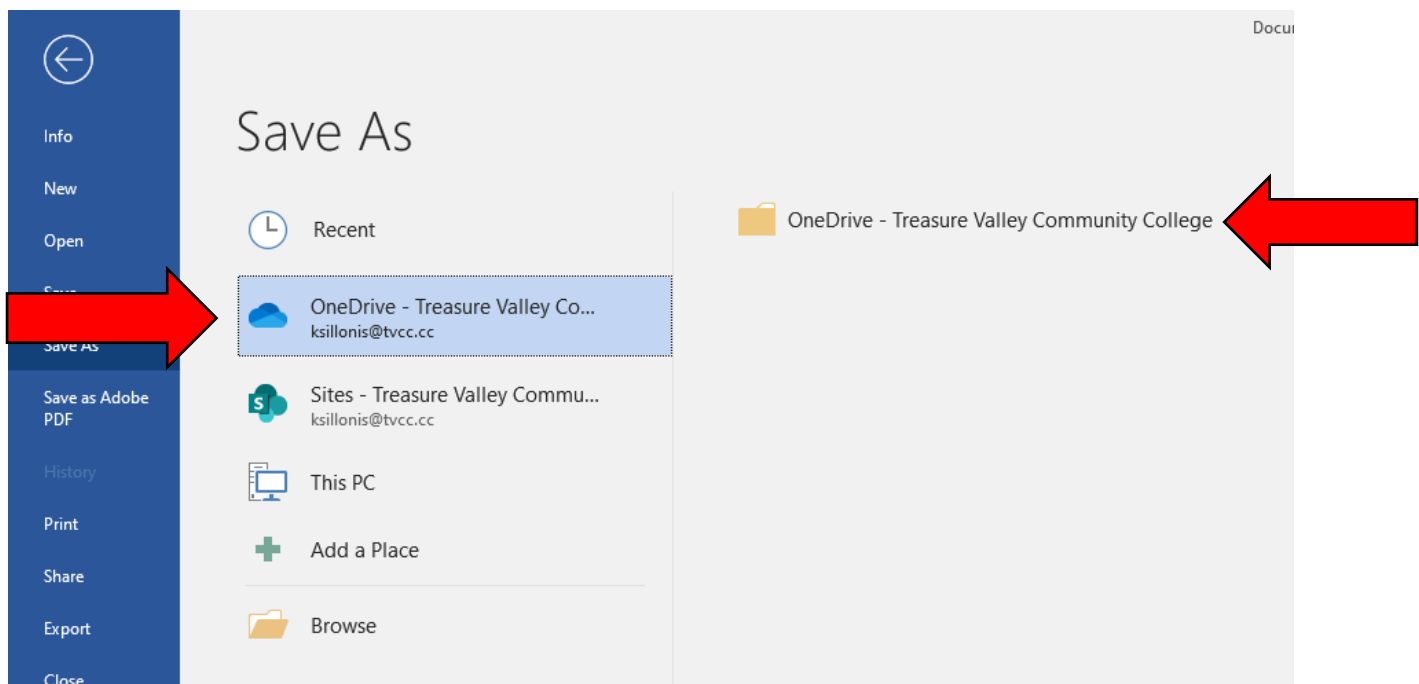


If you right click on the document (if you're on a PC), you will get a list of options for that document

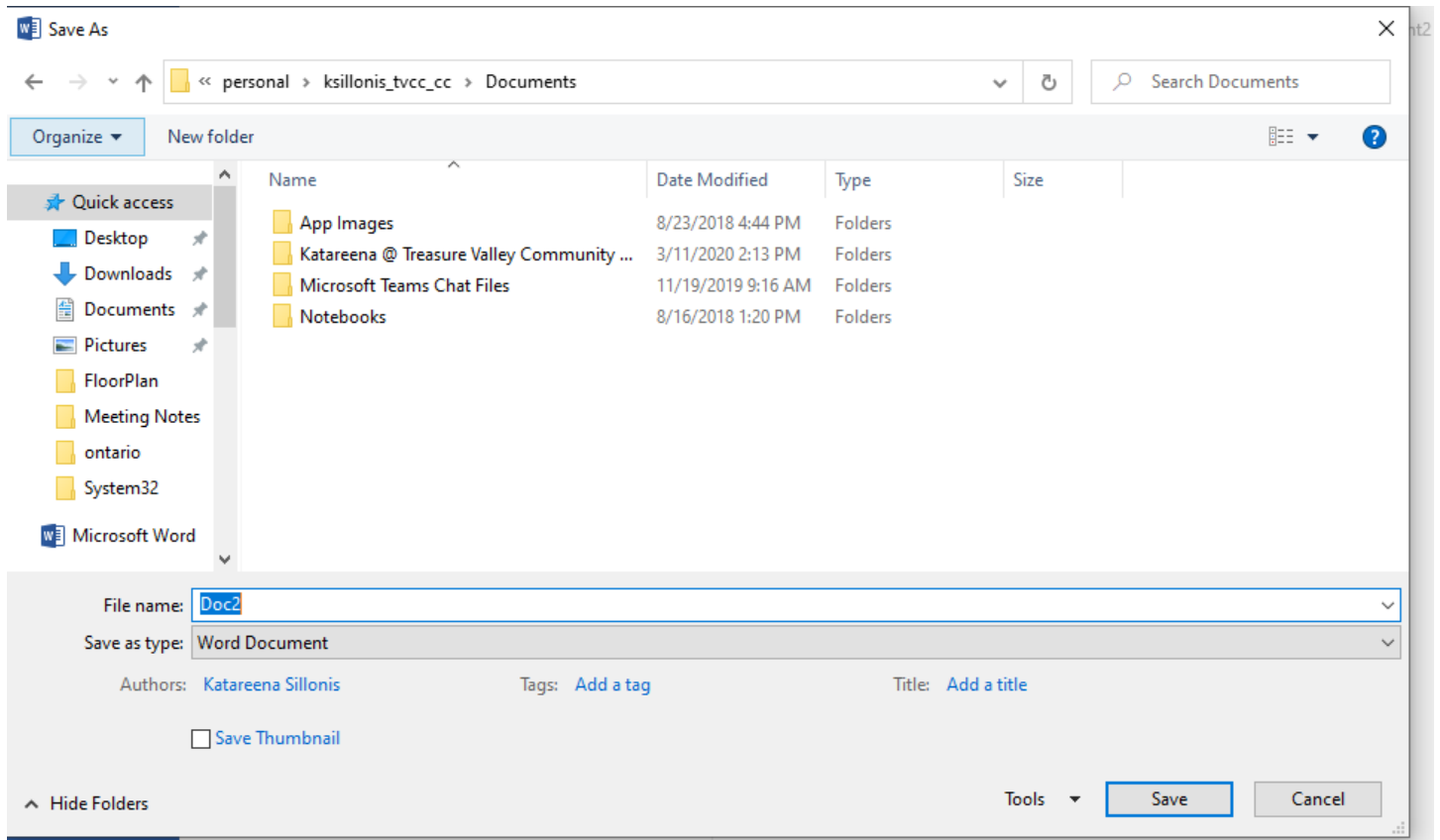


## Saving a document to One Drive from your Computer

Go to File – Save As – One Drive – Treasure Valley Community College



This should automatically take you to a box that has all of your One Drive Files in it.

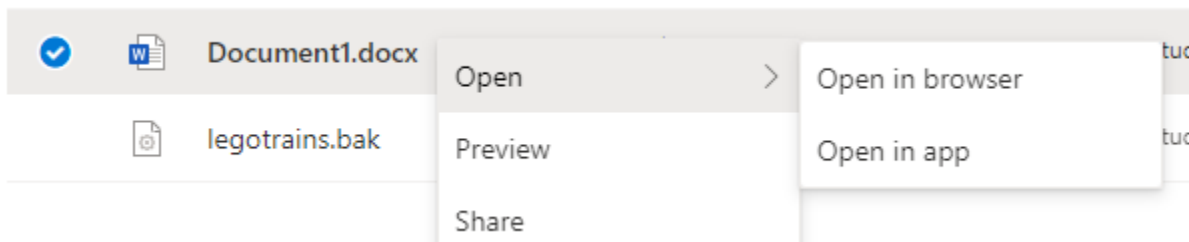


Name the document, click Save, and it's in your One Drive!

## Opening a document from One Drive to your Computer

You can access One Drive from your browser, select the document you need and right click, and select open.

Choose open in browser or app



If you open in browser, the document will be on an online version of Word, and will be on your internet browser. It will save automatically.

If you select open in app, it will open on the Word program on your computer. It may ask you to sign in on your computer. If so, use your TVCC email address and password.