

ILLINOIS VALLEY COMMUNITY COLLEGE


Center for Excellence in Teaching, Learning, and Assessment (CETLA)

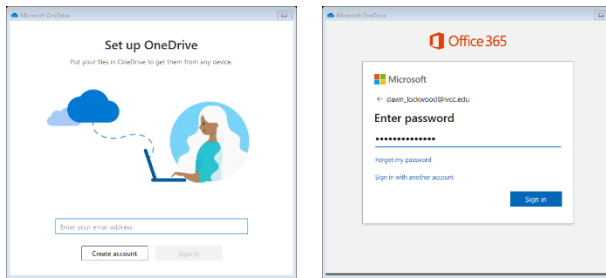
Connecting OneDrive On Campus

Why should I connect the OneDrive to my computer?


Connecting your one drive to your campus pc allows you to save your files both on your local computer and the OneDrive (Microsoft cloud storage). When the files are located on the one drive they can be accessed from any computer with internet access and can be shared with coworkers. Using OneDrive also backs up your files by saving them both to your PC and the web.

Steps to connecting OneDrive on Campus


- Click on the windows button  in the lower left hand corner of the screen to select the OneDrive tile the lower left hand box on the right side. If there is no OneDrive tile, contact 555 to install the needed program.
- Follow the on screen prompts to connect. When prompted to sign in to your Office 365 account enter your IVCC email and for password enter your network/email password.



Finding the OneDrive

- When the OneDrive is connected to your PC, there will be a little blue cloud icon  by clock in the lower right of the screen.
- A OneDrive.ivcc.edu folder is located in MS File Explorer folder and available in the Save as... dialogue box.

Finding OneDrive files on the web

- Login to your IVCC 365 account or if you are in the web based Outlook email go to the nine box icon  on the outlook bar and select the OneDrive app.
- When the OneDrive web app is open, the files and folders from the PC OneDrive folder will be available.
- To save a file or a folder to the OneDrive web app use the upload option on the file menu.

CETLA

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CETLA is a comprehensive one-stop support shop for all IVCC faculty. CETLA is located in room 321 in the E building. The space offers all faculty access to a copier, printer, computers, and the CETLA staff who can assist with any instructional need. CETLA is staffed Monday through Friday and faculty are welcome to access CETLA if staff are not present; use your IVCC ID to unlock the door.

