# Make the most of cloud storage with OneDrive

Set aside 5 minutes each day for a week to learn how to use OneDrive at the University of Reading – whether you're new or have been using OneDrive for a while, we've gathered top tips below.

Don't worry if you miss a day — you can always catch up tomorrow.

LinkedIn Learning

University of Reading

| Monday | Tuesday | Wednesday | Thursday | Friday |
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| Set up your access to LinkedIn Learning and OneDrive | Working with documents | Finding documents in your OneDrive | Organising your OneDrive | Working collaboratively |
| **Activity:** Activate your LinkedIn Learning account | Create a new file in OneDrive (49s) | **Activity:** Create a document listing your upcoming classes next week | **Activity:** Create one or more folders to store documents related to your upcoming classes | Share a file in OneDrive (1m 20s) |
| **Activity:** Log into your University of Reading Microsoft 365 account | Saving an Office file to OneDrive (54s) | Search content in OneDrive (1m 39s) | Move documents from folder to folder (46s) | Co-author a document in OneDrive (38s) |
| **Optional activity:** Set a learning goal in LinkedIn Learning and link your account to your LinkedIn profile | Upload a file to OneDrive (1m 2s) | **Activity:** Search for the title of the document, and then the title of one of your classes using the OneDrive search | Sort OneDrive library contents (1m 9s) | **Activity:** Share the document you created this week with a classmate or colleague – ask them to make changes to your document |
| **Activity for Staff:** Learn more about choosing between storage options in OneDrive and Teams at the University of Reading | Delete a file in OneDrive (24s) | Sync OneDrive files to your desktop (2m 22s) | Change Library views in OneDrive (1m 5s) | Access files shared with you or by you (1m 2s) |
| **If you are a new student,** start by completing both stages of enrolment to set up your IT account | Restore a file in OneDrive (57s) | **Mac users:** Read this support article on syncing OneDrive files | Pin a shared library (1m 17s) | **Activity for Staff:** Access your OneDrive Library within Teams (49s) |