

OneDrive Guide from Students Portal

Access files from any device using your phone, tablet, or computer to continue what you started. Any changes you make will be updated on all your devices. Collaborate and share files, folders, and photos with friends and faculty.

STEP 1:

Log into the portal at www.hccc.edu with student username and password.

STEP 2:

On the student page

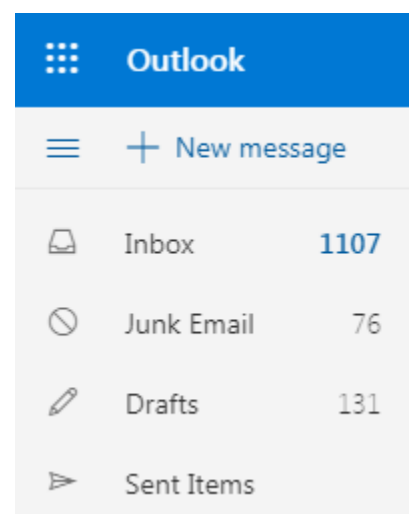
- Locate the “Quick Links” section
- Click on “My HCCC Email”



STEP 3:

From the email:

- On the top left side of the page, locate the button and click on it



STEP 4:

Under “Applications” you will find apps such as Word, Excel, and PowerPoint online. To create a new document select the app that would you like to work on.




Applications



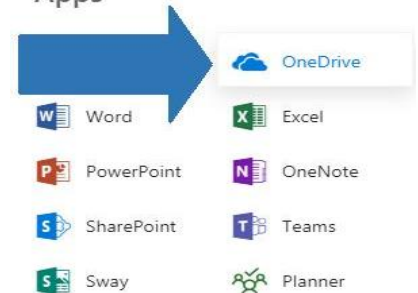
Note: Documents are automatically saved in “Files,” ONLY if you work on Office Online from OneDrive apps.

STEP 5:

To check previously saved documents

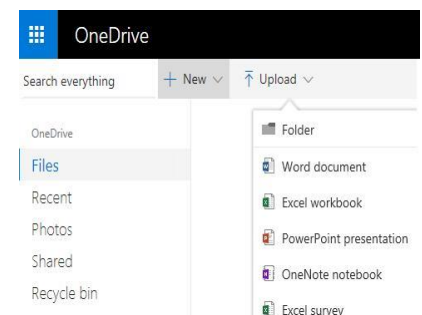
- Click the  button
- Click on “OneDrive”

Apps



STEP 6:

- Click on “Files”
- Select the document you would like to edit, download or share.



Contact:
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