

How to use OneDrive

August, 2025
Information Technology Center

This section explains how to use OneDrive, one of the Microsoft 365 services.

Please note that OneDrive software synchronization is not available on student computers on campus, as they are used by an unspecified number of people.

What is the OneDrive?

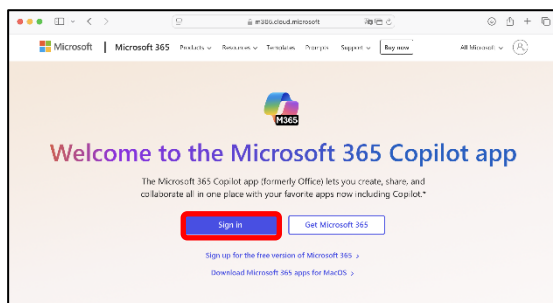
Microsoft's online storage service allows you to store up to 100 GB per person (300 GB for full-time faculty and staff). This convenient file storage service allows you to save and open files via the Internet from your computer, tablet, or smartphone.

How to open OneDrive

1. Open the Microsoft365 site. The URL is <https://www.office.com/>.



2. Sign in to Microsoft 365.



Students

Username : **Mail Address**

Graduate Students : g[student ID]@st.ygu.ac.jp

University Students : u[student ID]@st.ygu.ac.jp

Junior College Students : j[student ID]@st.ygu.ac.jp

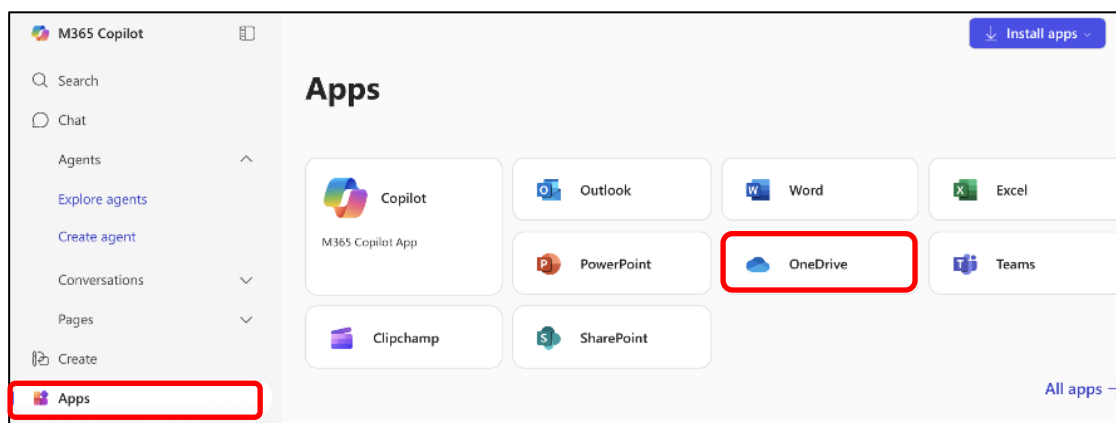
Password(Default) : **NTPW+BD(mmdd)**

* ex Birthday is April 1st: NTPW0401

Faculties

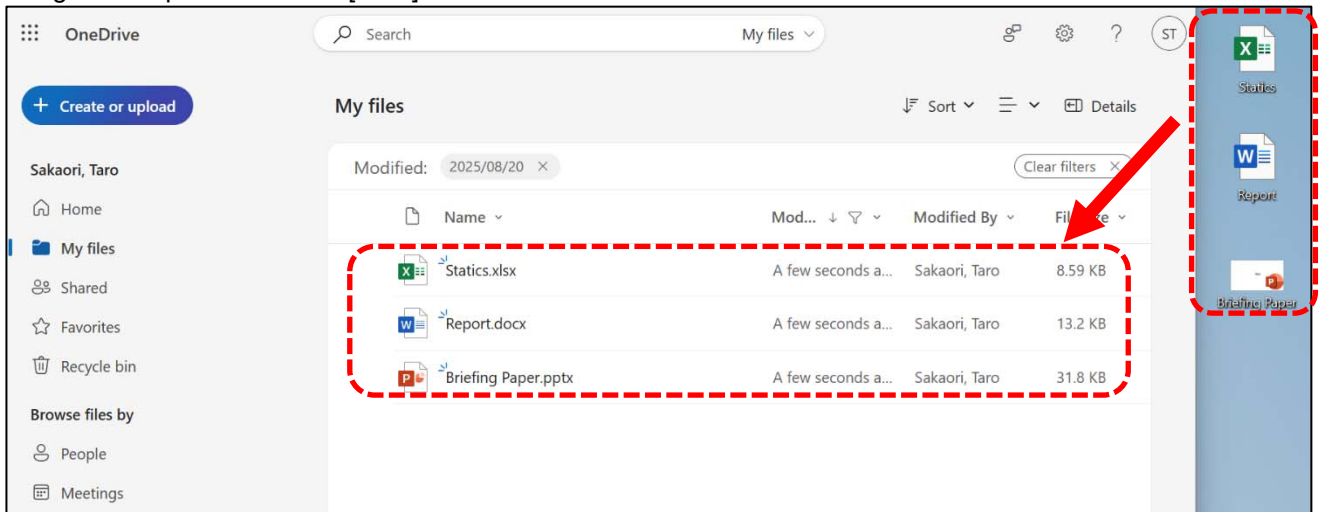
The username and password assigned by
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3. Click on **Apps** in the menu on the left and select **OneDrive**.



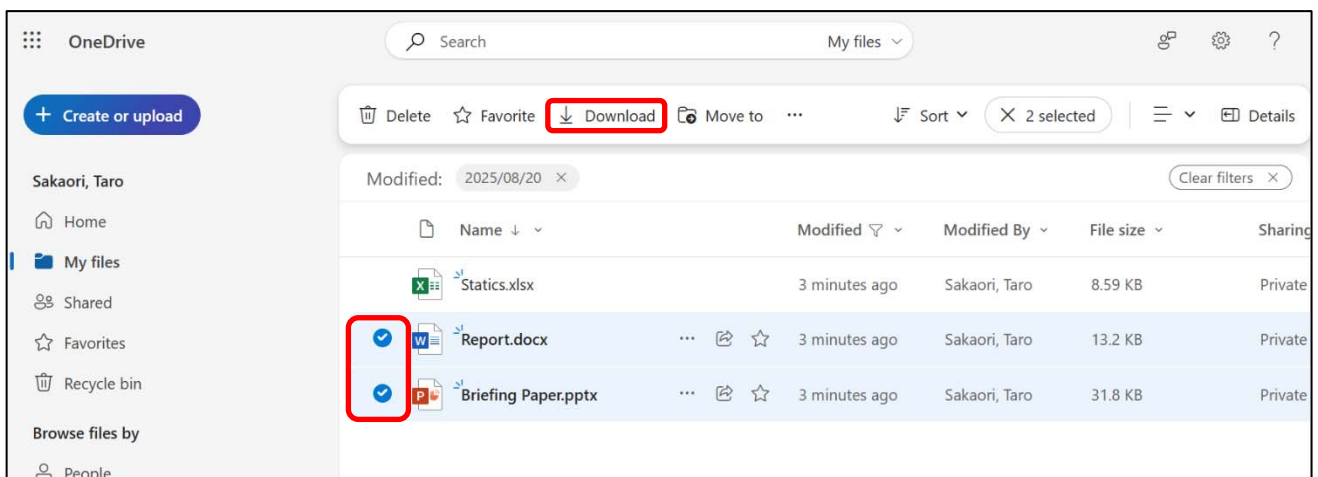
How to save files to OneDrive

Drag and drop the file to the [Files] screen.



How to save files from OneDrive to own devices

Check on a file to save, and click **[Download]**. It is saved in the download folder of own devices.



About Office Online

OfficeOnline is useble Excel, Word, PowerPoint etc. on the cloud service. Specification differs from Office installed on devices.

- * If you open Excel, Word, PowerPoint files on OneDrive, and select Office Online and change the data, it will be saved automatically in real time immediately.
(If you want to return to the state before saving, you can select the corresponding file, right click and return from the version history.)
- * You can share the file with another Microsoft account and edit it directly.