

# OneDrive\*

Version 24

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## About

OneDrive is a cloud-based file storage service that enables you to store copies of your documents and files online and share them with your colleagues and friends. With OneDrive you can access your files anywhere, on or off campus. Files are accessible from any computer with a web browser, smartphones or synchronized with your Windows PC hard drive.

[OneDrive website](#)

## License

\* - Items with a college-wide license have an asterisk

Seneca has a licence for this tool. You can access OneDrive from [myseneca.ca](#).

## Tips for using the tool

Log in at [myseneca.ca](#), click the menu button at the top-left corner, and select OneDrive to get started.

[Information about OneDrive from ITS..](#)

## Keeping Student Information Safe When Using Online Tools

The [Quick guide to secure handling of confidential student information for faculty using online learning tools \(.PDF\)](#) (developed by the Teaching & Learning Centre and ITS) helps faculty choose secure online tools for teaching. The guide provides guidelines and examples to help faculty consider the information students might be giving up when using a new tool. It is intended for quick use of free or low-cost online tools and not for larger, more costly tools that require more rigorous data privacy vetting.

## Examples

You store up to one terabyte of content on OneDrive, including videos, audio, documents and zip files.

## Related tools

- Google Drive
- Dropbox

## Additional resources

- information from ITS
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## Contact us

### The Teaching & Learning Centre

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