

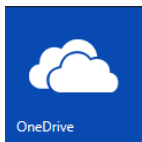
Create a Document in your OneDrive

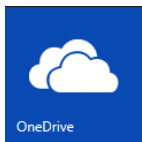
Revised: March 26, 2014

With My.UCDSB, you can create and share documents in your own personal OneDrive.

To create a document in your OneDrive, follow the steps below:

- 1) Log into your My.UCDSB account at <https://my.ucdsb.ca>



- 2) Click on the  button located at the top of your screen.



- 3) Click on the  button.

- 4) In the **Create a new file** window you will have the following options:

Word document (Opens the Microsoft Word)


Excel workbook (Opens the Microsoft Excel)

PowerPoint presentation (Opens the Microsoft PowerPoint)

OneNote notebook (Opens the Microsoft OneNote)

Excel survey (Opens the Microsoft Excel and the Survey template)



The  button allows you to upload an existing file from your computer)

- 5) Simply click on the desired file type you would like to create.
- 6) In the **Create a new document** box, give your file a name and click **OK**.
- 7) Your new Document will open in your web browser.