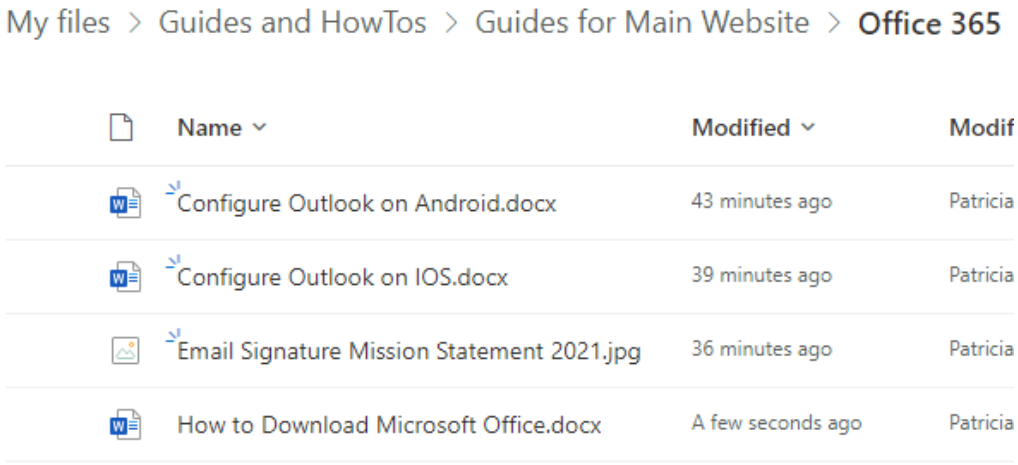
Information Technology Services

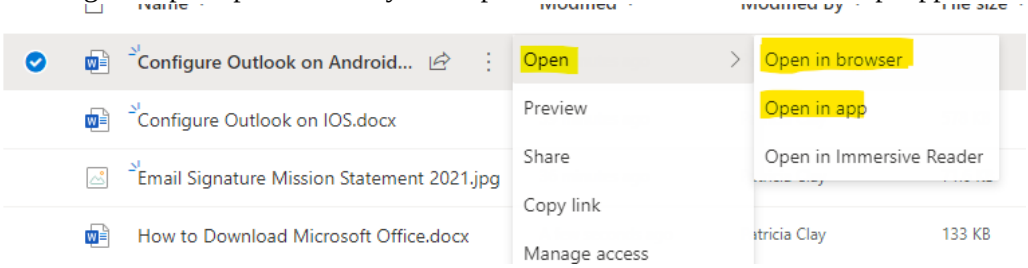
Support Phone: (201) 360-4310 **Support Email**: itshelp@hccc.edu
Website: https://www.hccc.edu/administration/its/index.html **Twitter**: @HCCC_ITS

How to Open and Rename Documents in OneDrive

1. Login to OneDrive – two methods
    a. Go to https://portal.office.com
    b. OR go to https://myhudson.hccc.edu and choose "I Need to Access My Email"
    c. Login with your HCCC credentials using your full email address and password
2. Opening a document
    a. Click through your folders to the file you are looking for

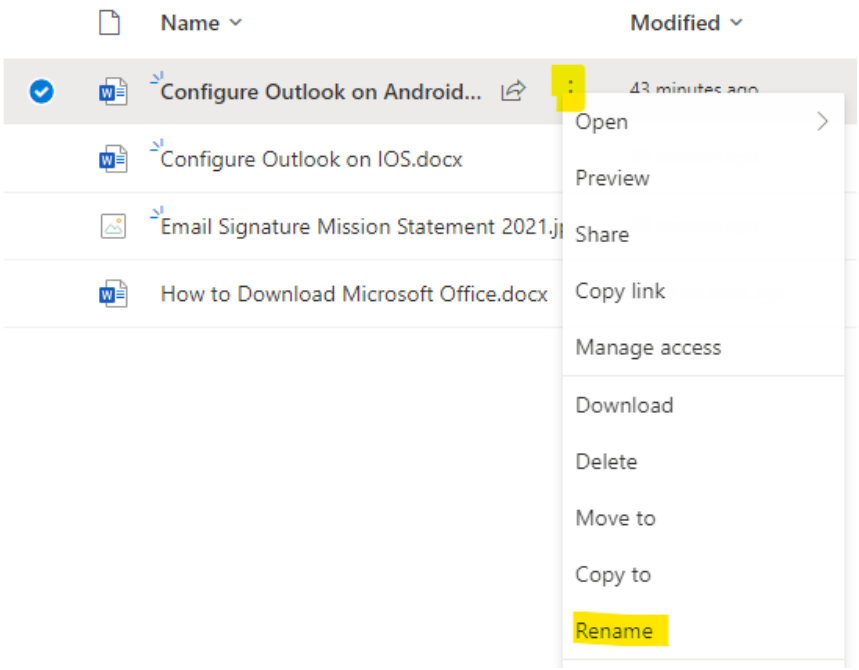


    b. Double-click to open in the browser
    c. Choosing the Open option allows you to open in the Browser or in a Desktop App



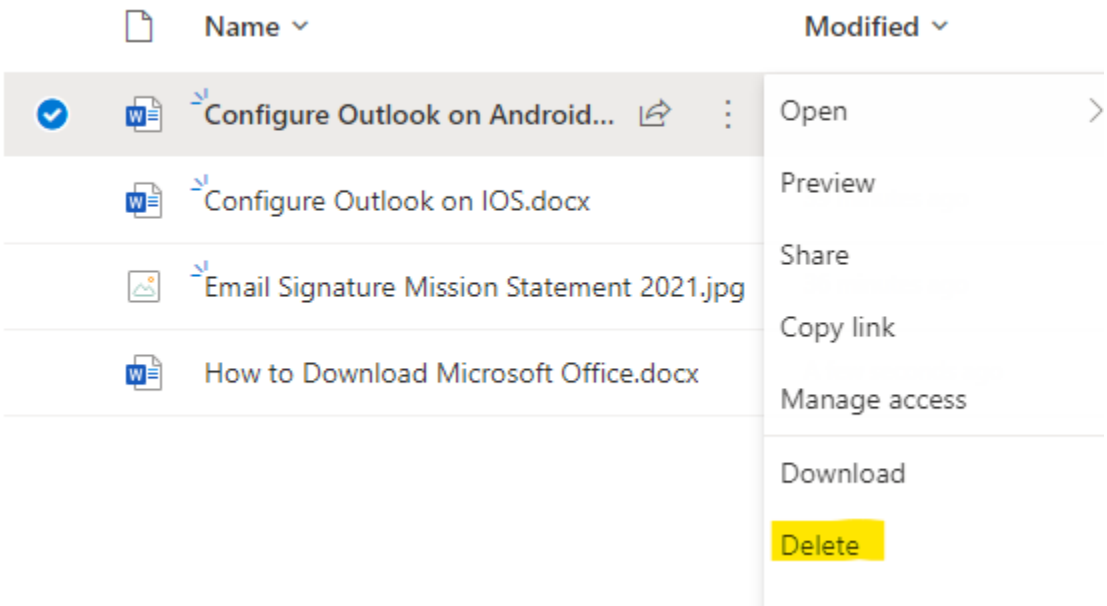
3. Renaming a Document
    a. Choose the file to be renamed, select the three vertical dots

b. Select Rename



c. In the following screen, you can update the file name

4. Deleting a Document
   a. Choose the file to be deleted, select the three vertical dots
   b. Select Delete



c. Confirm deletion

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