

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

My files > Guides and HowTos > Guides for Main Website > Office 365

	Name ▾	Modified ▾	Modif
	Configure Outlook on Android.docx	43 minutes ago	Patricia
	Configure Outlook on IOS.docx	39 minutes ago	Patricia
	Email Signature Mission Statement 2021.jpg	36 minutes ago	Patricia
	How to Download Microsoft Office.docx	A few seconds ago	Patricia

- 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

		Configure Outlook on Android...			Open	>	Open in browser
	Configure Outlook on IOS.docx				Preview		Open in app
	Email Signature Mission Statement 2021.jpg				Share		Open in Immersive Reader
	How to Download Microsoft Office.docx				Copy link		
					Manage access		

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

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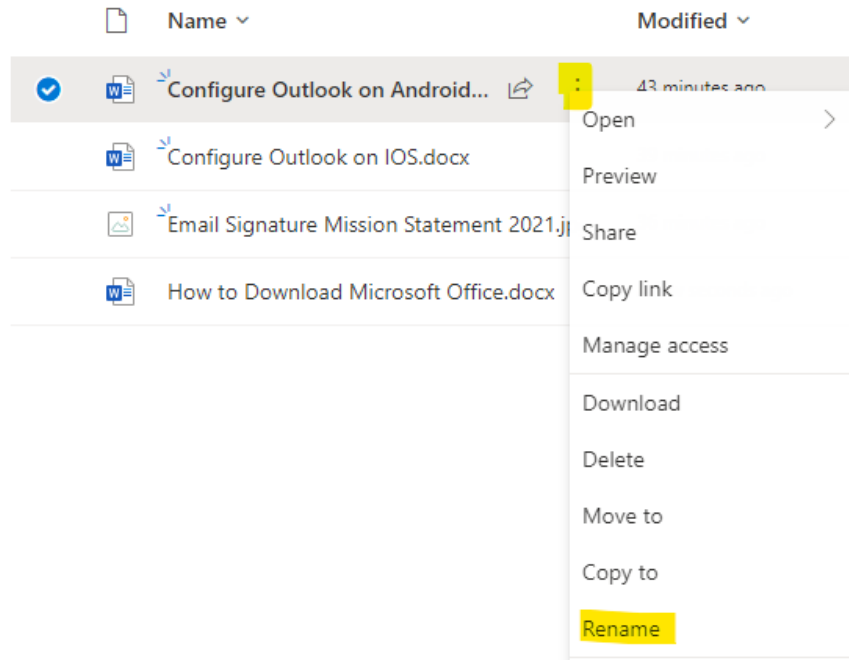
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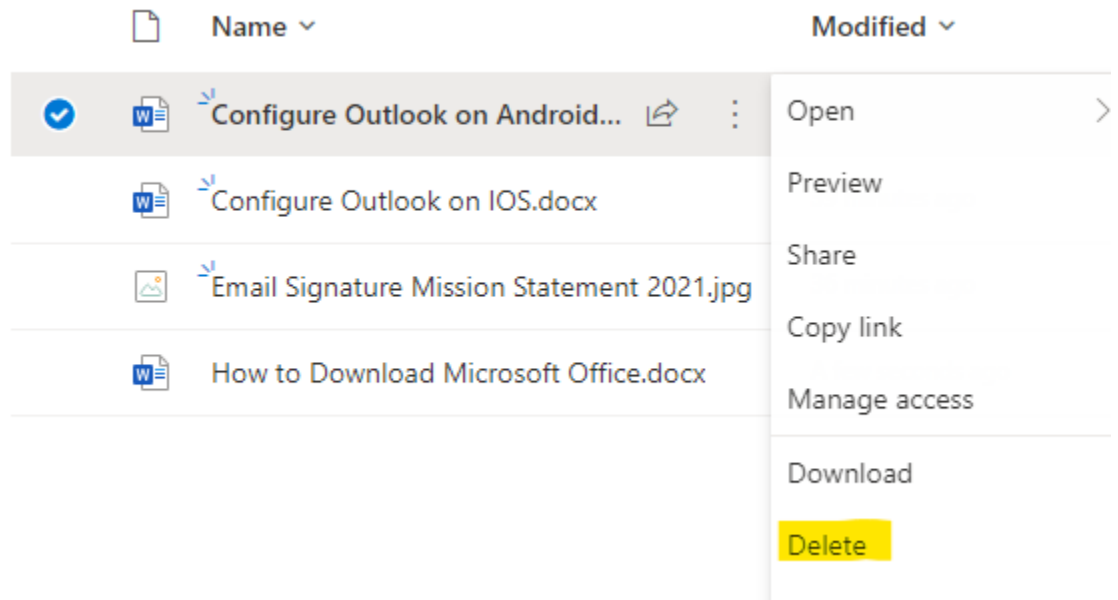
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- b. Select Rename



- 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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