Introduction

This guide covers instructions for how to load and log in to OneDrive on the most common mobile devices. It also provides instructions for how to upload a file from your student OneDrive account into Waypoint. The document is broken into sections based on mobile device operating systems and tasks.

Note: To save on potential wireless data charges, it is recommended you follow these steps while connected to wireless internet (Wi-Fi). If you don't have Wi-Fi in your home, there are many locations, including your local public library, that may offer free Wi-Fi.

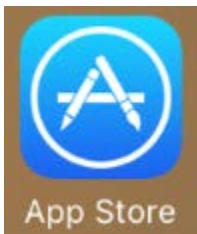Click below to jump to any corresponding document section:

Load OneDrive to your Device - iOS Operating systems (iPhone or iPad)
Load OneDrive to your Device - Android Operating systems (Samsung, LG, HTC, Asus, etc.)
Upload a file from OneDrive to the Classroom *(Waypoint)* on your mobile device

Load OneDrive to your Device - iOS Operating systems (iPhone or iPad)

On your iPhone or iPad, open the App Store.

Tap the "Search" option, tap into the search field, type "OneDrive" and tap "Search." When Microsoft OneDrive File & photo cloud storage appears, tap "*GET", then "INSTALL".
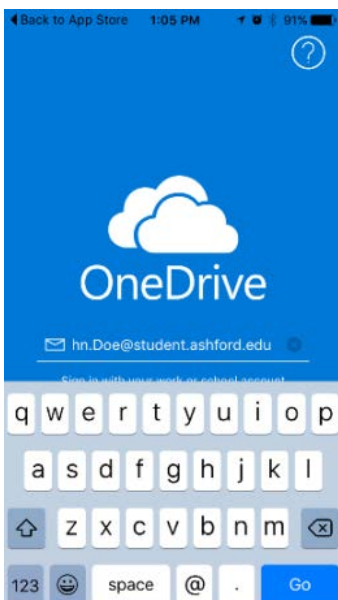
Follow your phone's instructions to complete the installation.

Log in to your OneDrive Account

Once installed, tap "OPEN" to open the app and log in; or, find the OneDrive app icon on your device and tap it to open.

Use your Ashford student email address, located in your student portal, and Ashford student portal password to login to OneDrive on your device. Follow the prompts to complete the login.
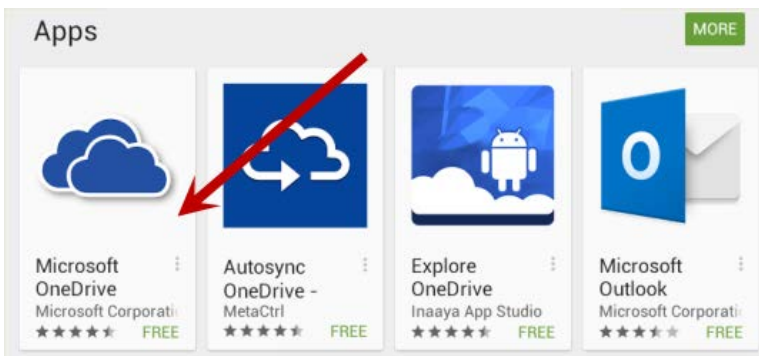
Load OneDrive to your Device - Android Operating systems (Samsung, LG, HTC, Asus, etc.)
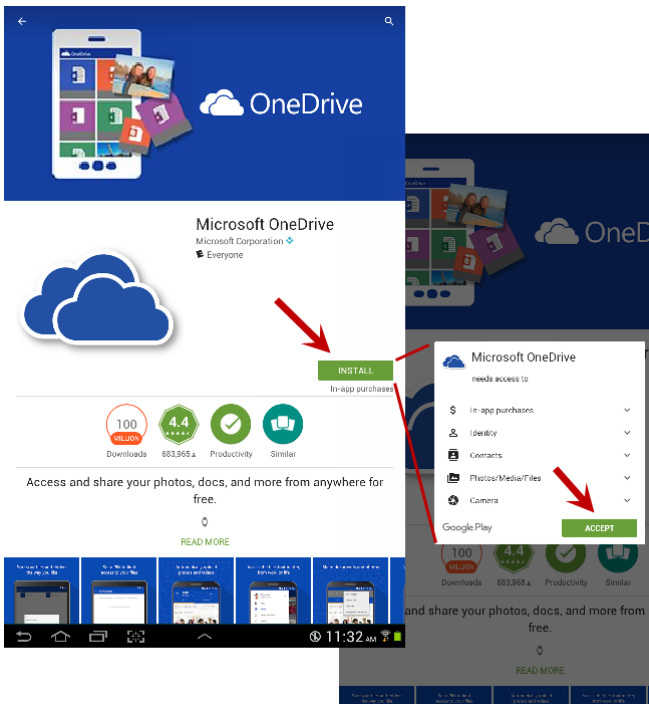
On your Android compatible device (either phone or tablet), go to the Google Play Store app and tap to open it.

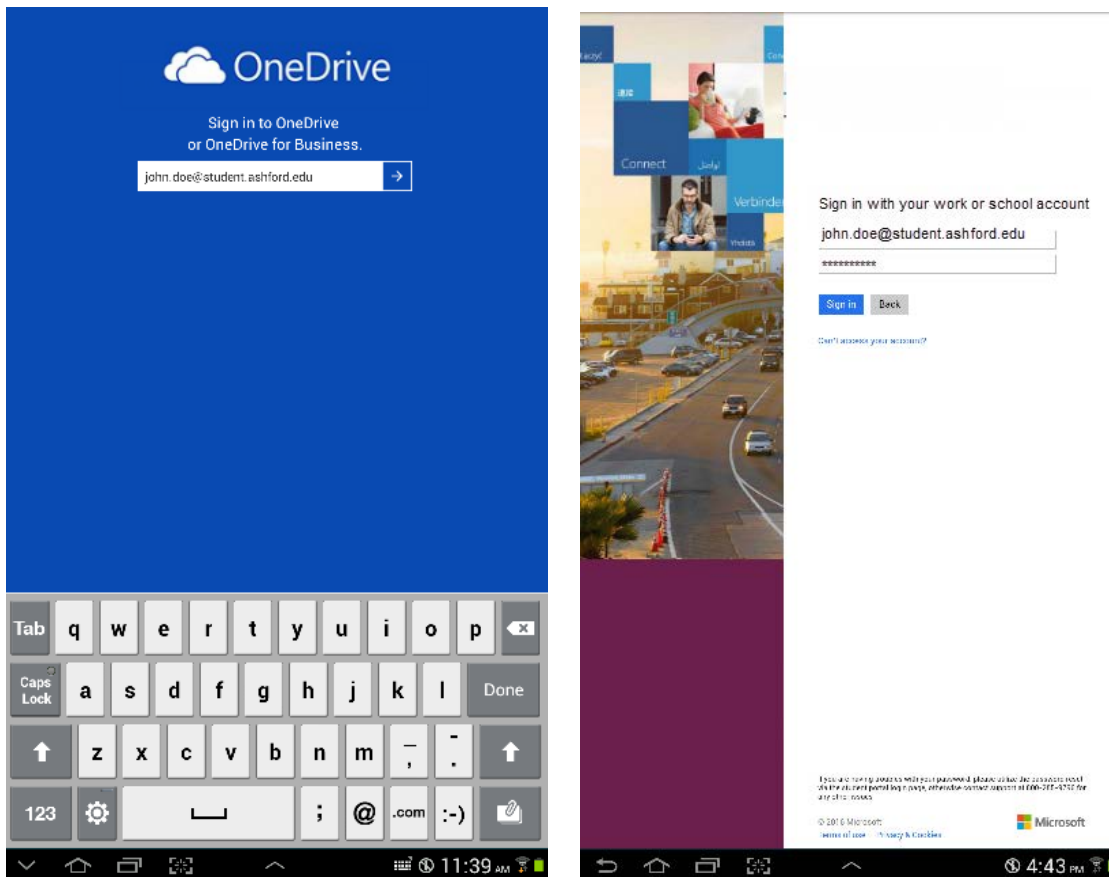In the top navigation area, type "OneDrive" to search for the app.

Tap the Microsoft OneDrive icon. Then tap on "INSTALL" and follow-up by tapping to accept the license agreement.
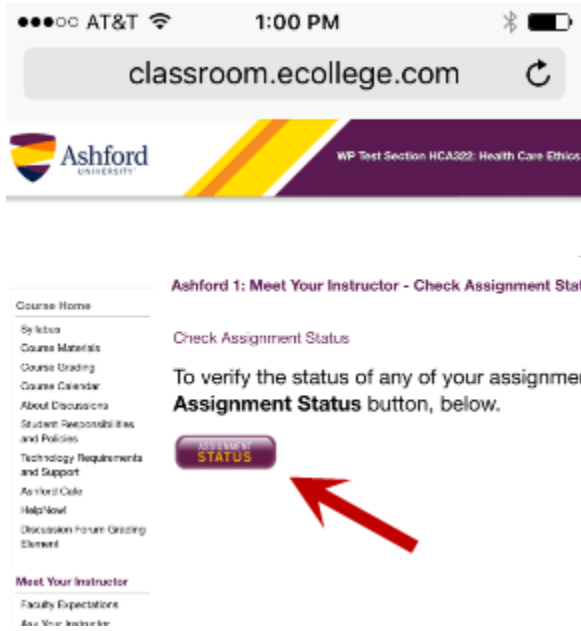
Log in to your OneDrive Account

Once it's installed, use your Ashford student email address, located in your student portal, and Ashford student portal password to log in to OneDrive on your device . Follow the prompts to complete the login.
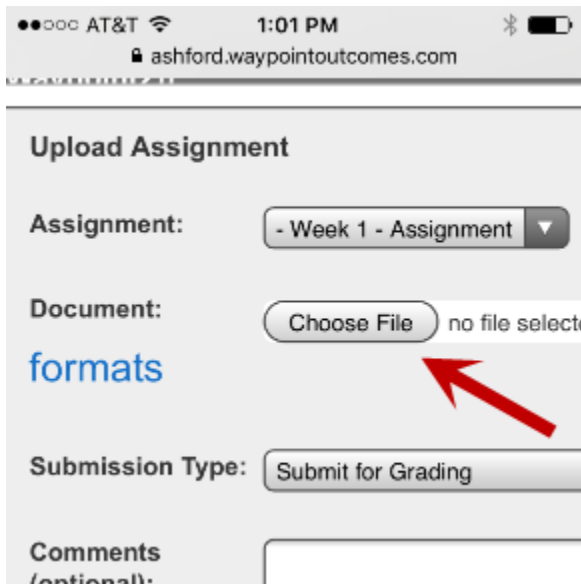

Upload a file from OneDrive to the Classroom *(Waypoint)* on your mobile device

Before you open a browser to go into the classroom, make sure you are currently logged in to OneDrive. (See prior iOS or Android instructions).
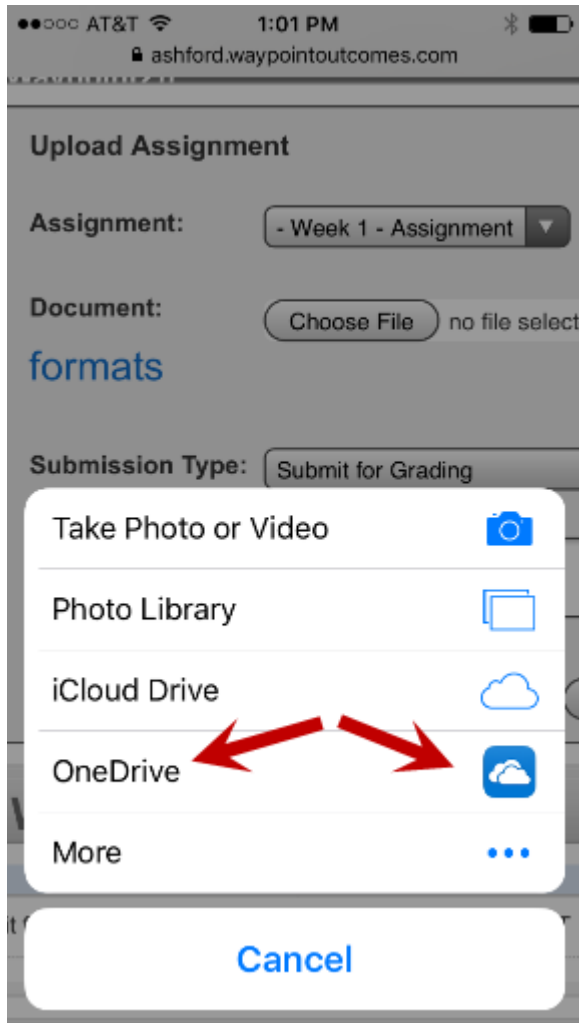
1. Open a web browser on your mobile Apple device. Log in to the classroom and navigate to the "Assignment Status" button that takes students to Waypoint.

2. Click on the button and wait for the SSO to Waypoint to complete.

3. Select the proper assignment from the dropdown assignment selection, then tap "**Choose File**" to select your assignment for upload.

4. A pop-up will open, showing amongst other selections, OneDrive. Tap the OneDrive option then navigate within your OneDrive to find and select your assignment. Now complete the upload into the classroom.