



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

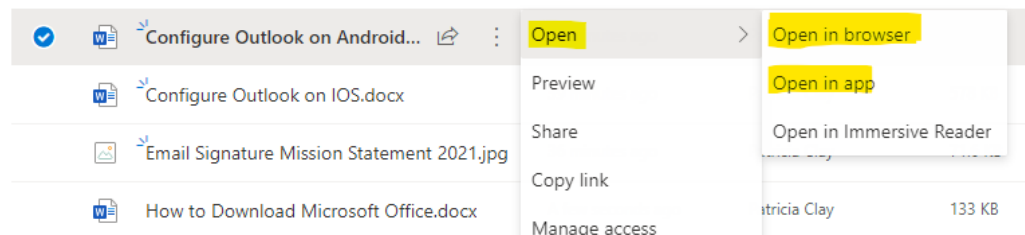
How to Open and Rename Documents in OneDrive

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



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

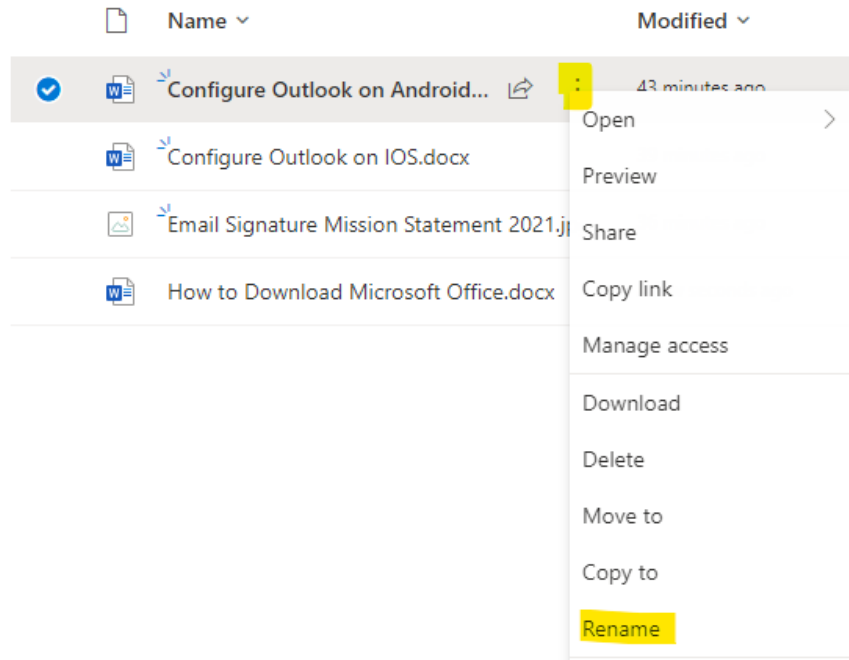
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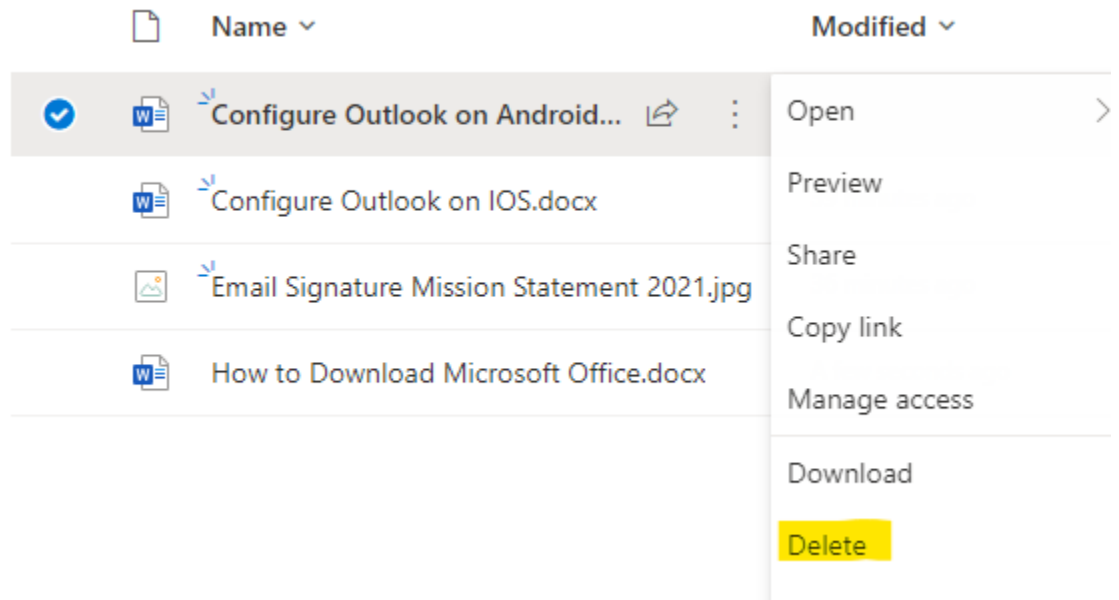
b. Select Rename



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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