

# Student Emails and OneDrive

**Go to [webmail.gcsnc.com](http://webmail.gcsnc.com)**

## **Login information:**

**Username** – student ID number as email

ex. 123456789@stu.gcsnc.com

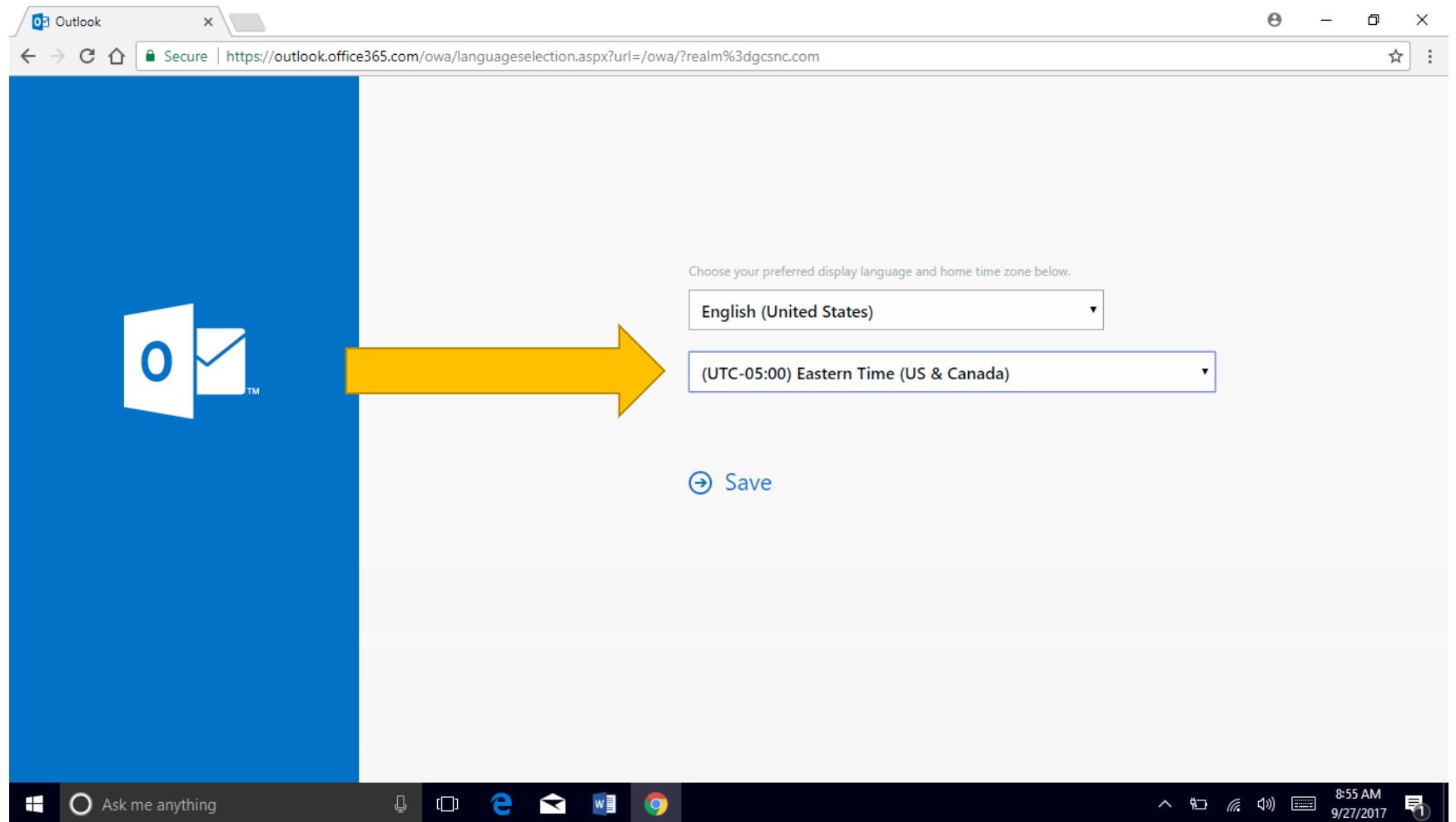
**Password** – student date of birth

ex. MMDDYYYY

# Student Emails and OneDrive

At home, you'll have a login screen before this page.

Use the login info on the first slide.

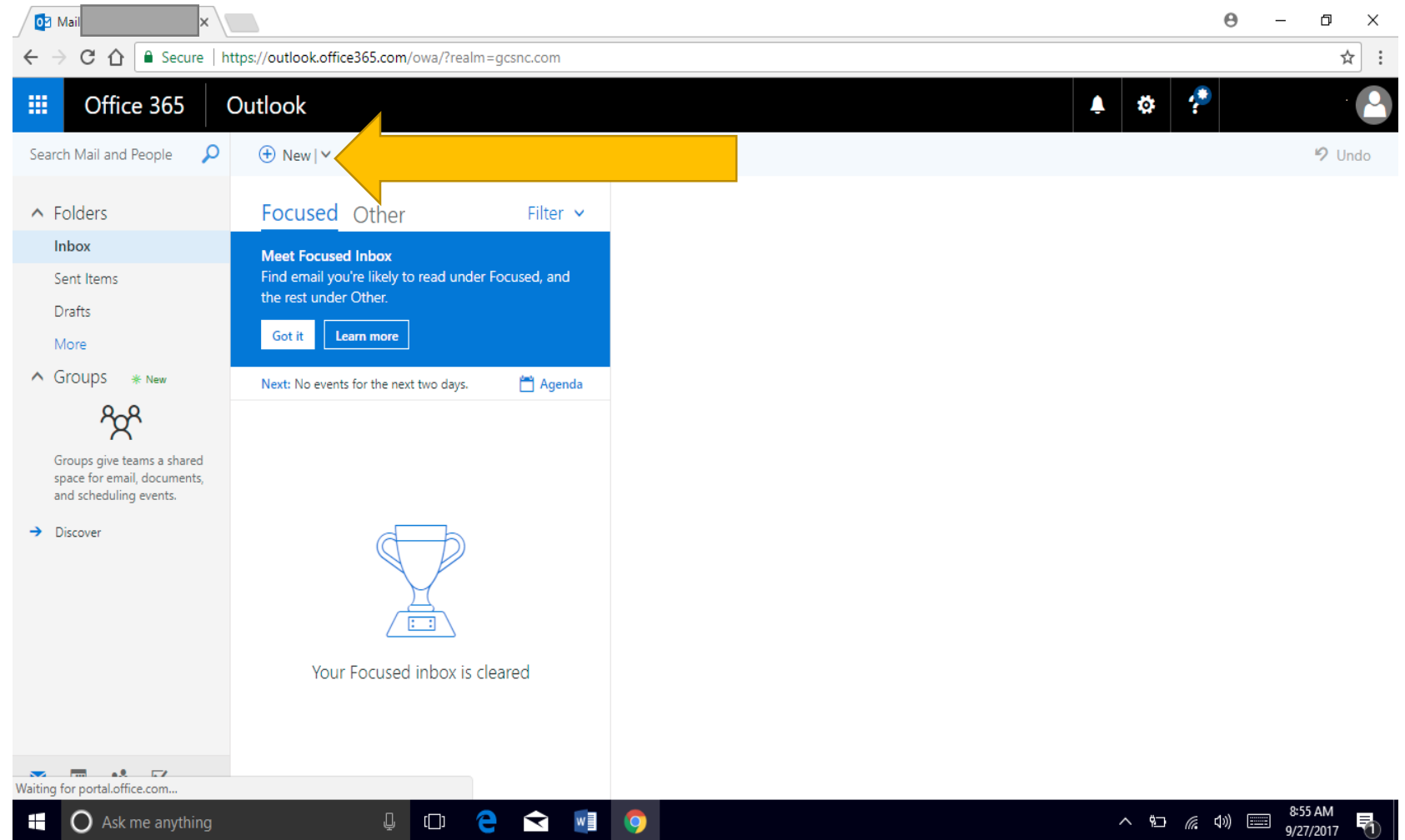


# Student Emails and OneDrive

This is the email.

To send a new email, click new.

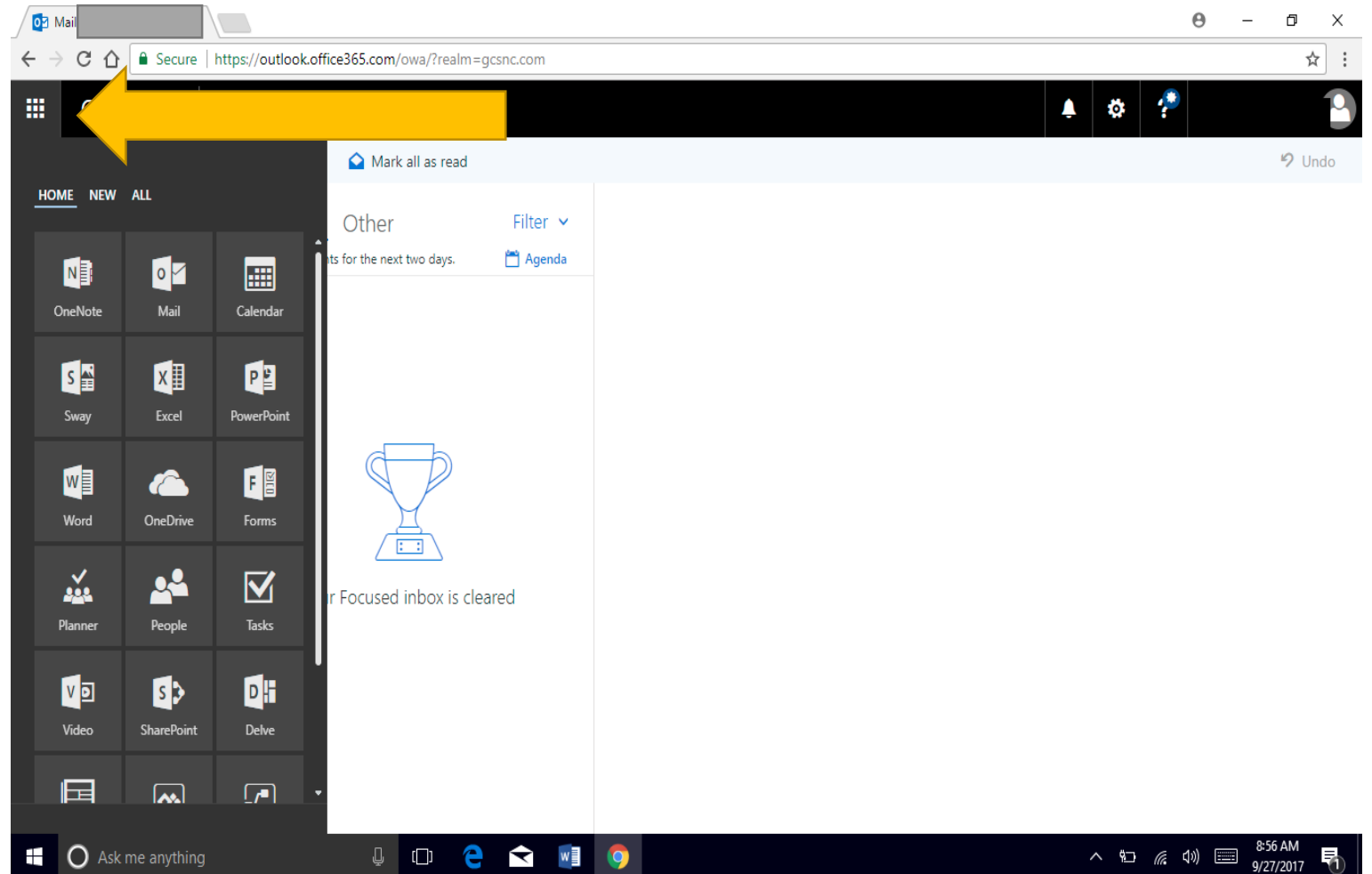
On the left in the gray bar, you can see sent emails and your inbox.



# Student Emails and OneDrive

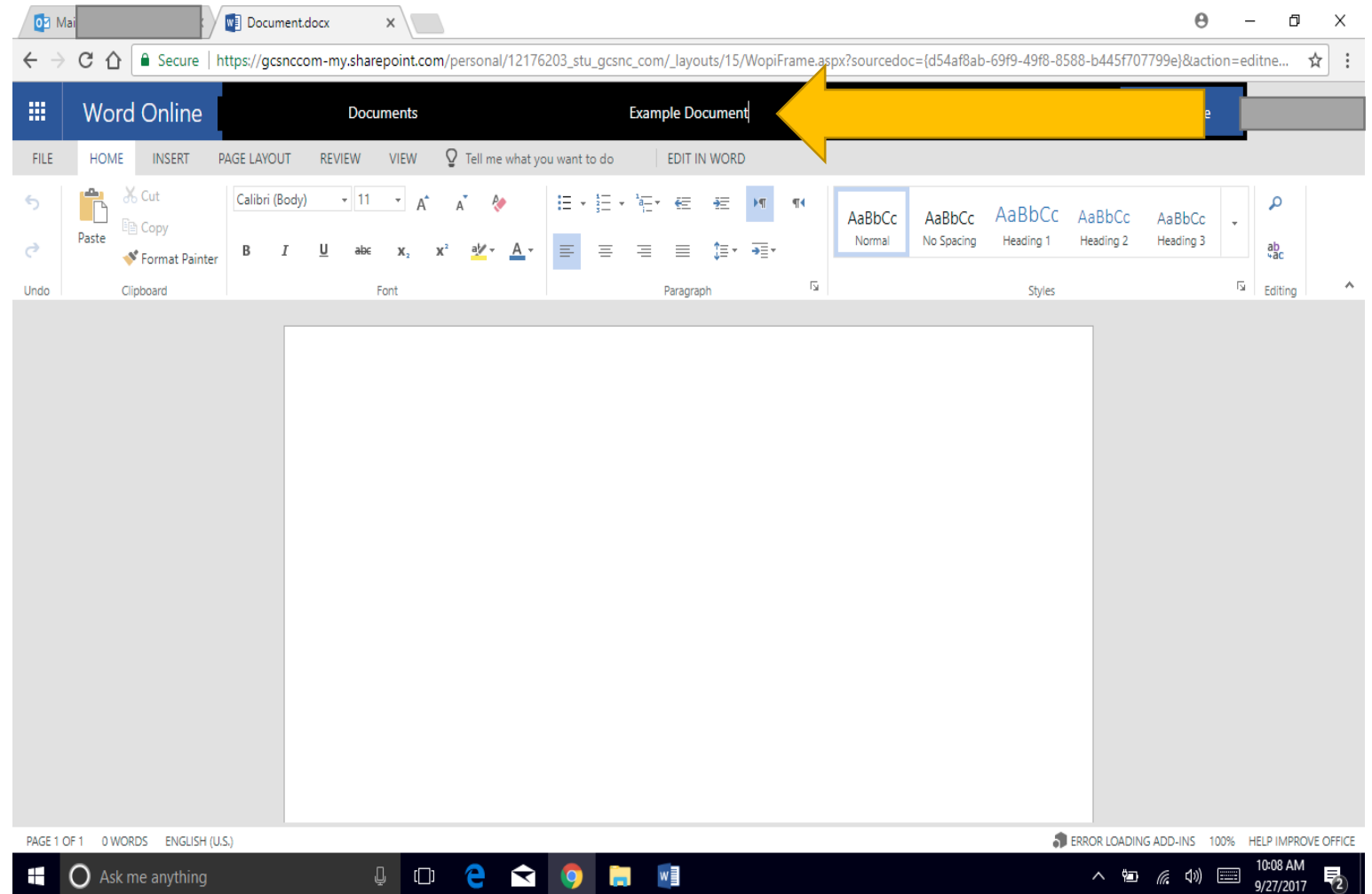
Click on the waffle  
to access Word,  
PowerPoint,  
Excel, etc.

Click on the tile  
for the program  
you want to use.



# Student Emails and OneDrive

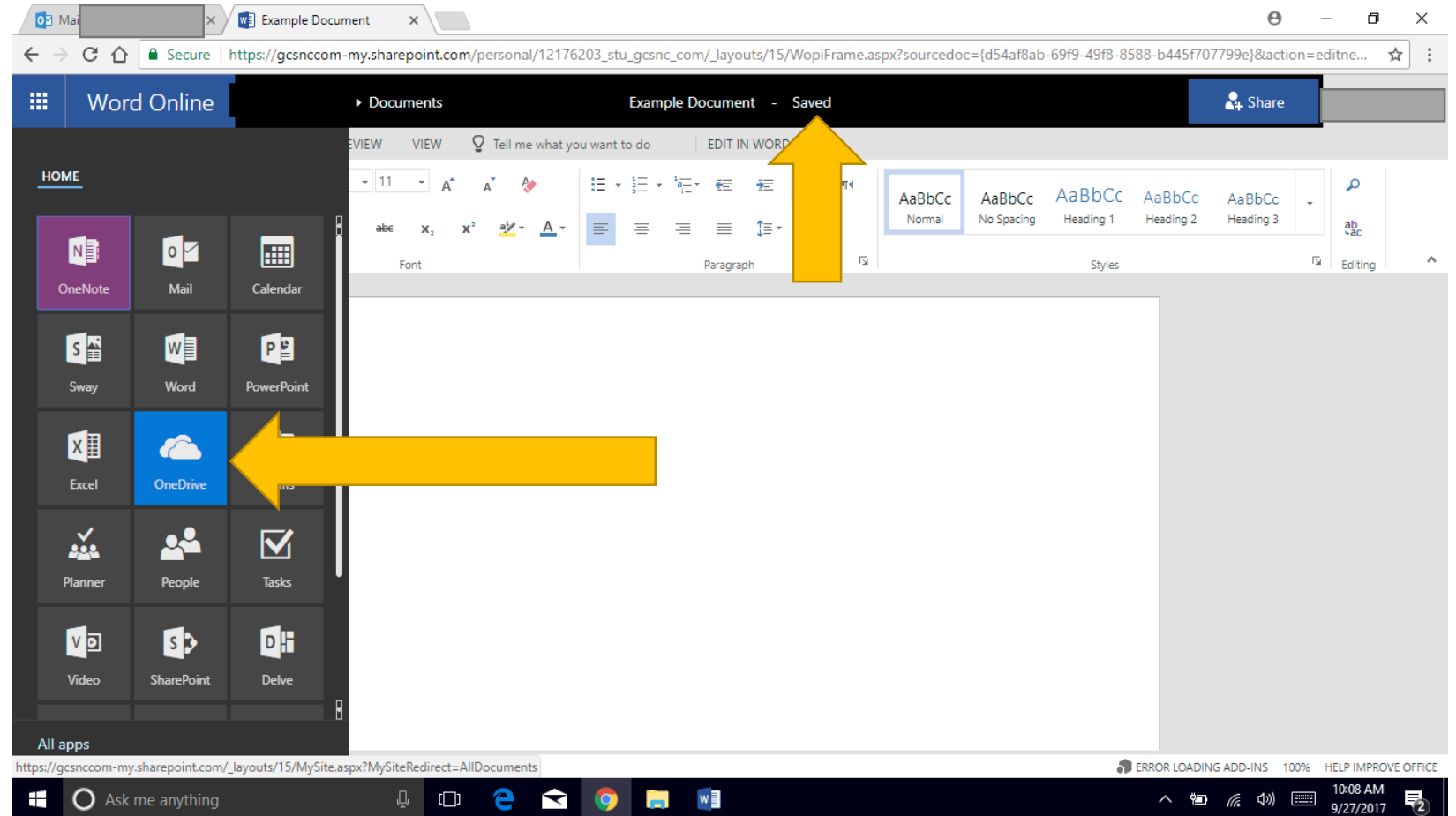
Change the name of the document at the top by clicking on 'Document' and typing.



# Student Emails and OneDrive

Your document automatically saves as you work.

To see all your documents, click on OneDrive.



# Student Emails and OneDrive

You can create folders by clicking on new to organize your files.

Click on the title of the document to open it and continue working.

The gray boxes are to hide the student's information.

The screenshot displays the OneDrive interface within a web browser. The browser's address bar shows the URL: [https://gcsnccom-my.sharepoint.com/personal/12176203\\_stu\\_gcsnc\\_com/\\_layouts/15/onedrive.aspx](https://gcsnccom-my.sharepoint.com/personal/12176203_stu_gcsnc_com/_layouts/15/onedrive.aspx). The OneDrive header includes the Office 365 logo and the text 'OneDrive'. A search bar is located on the left side of the interface. The main content area shows a list of files with the following columns: Name, Modified, Modified By, File Size, and Sharing. A yellow arrow points to the '+ New' button in the top navigation bar. Another yellow arrow points to the title 'Example Document.docx' in the file list. Gray boxes redact student information in the 'Modified By' column and the file names. The Windows taskbar is visible at the bottom of the screen, showing the time as 10:09 AM on 9/27/2017.

Name	Modified	Modified By	File Size	Sharing
Attachments	May 4			Only you
Shared with Everyone	October 21, 2014			Shared
6TH PERIO [redacted].docx	February 16		17.3 KB	Only you
Example Document.docx			10.7 KB	Only you
[redacted].xls	September 15			Only you
[redacted].pptx	January 31		1.24 MB	Only you
[redacted].docx	August 30, 2016		12.5 KB	Only you
[redacted].docx	September 15		15.0 KB	Only you
[redacted].docx	October 22, 2014		16.5 KB	Only you
[redacted].docx	November 2, 2015		106 KB	Shared
[redacted].docx	October 30, 2015		106 KB	Only you

# Student Emails and OneDrive

Once you click on the document title, you'll click Edit in Browser to begin editing the document again.

