

OneDrive for Business training for end users

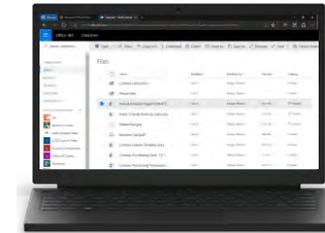
We are now using OneDrive for Business, so you can share and collaborate on all your files from anywhere.



 OneDrive - Sandhills Community College

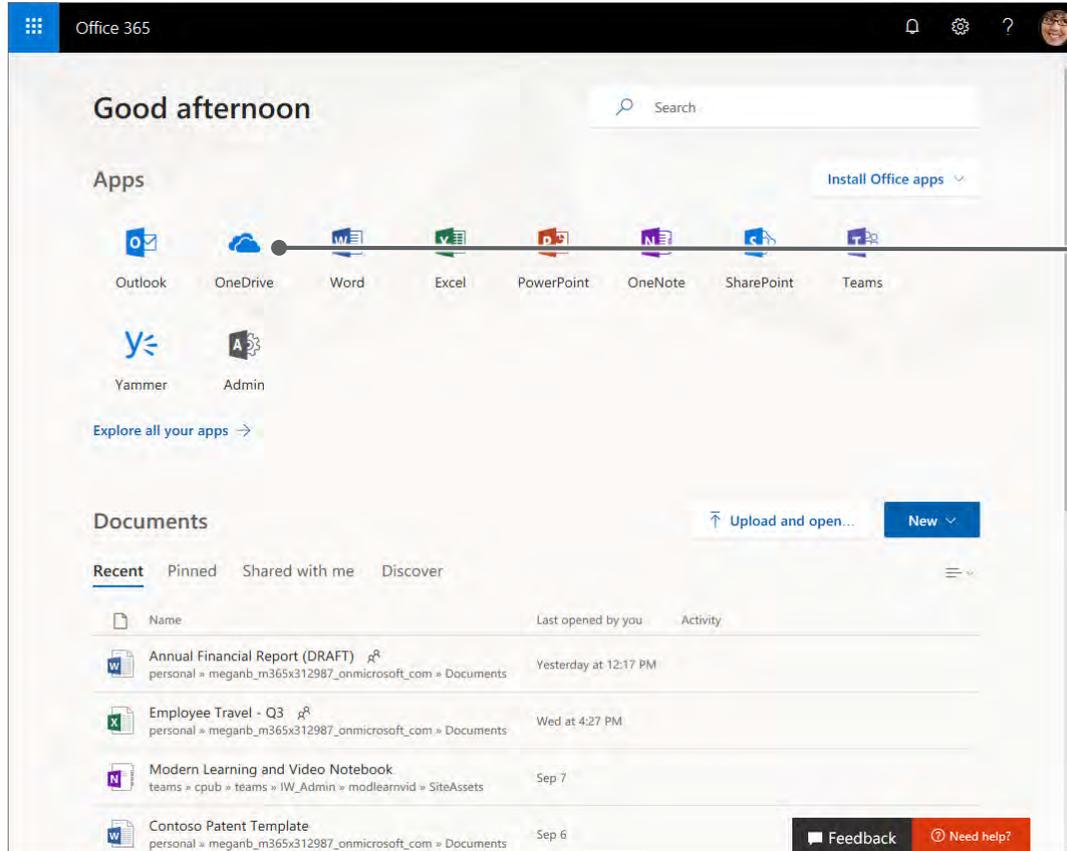
With OneDrive, you can:

- Access and edit your files from all your devices
- Share inside or outside your organization
- Work together in real-time on Office documents
- Quickly find the files that matter to you
- Keep your files protected and backed up



**Access: Access and edit your files
from all your devices**

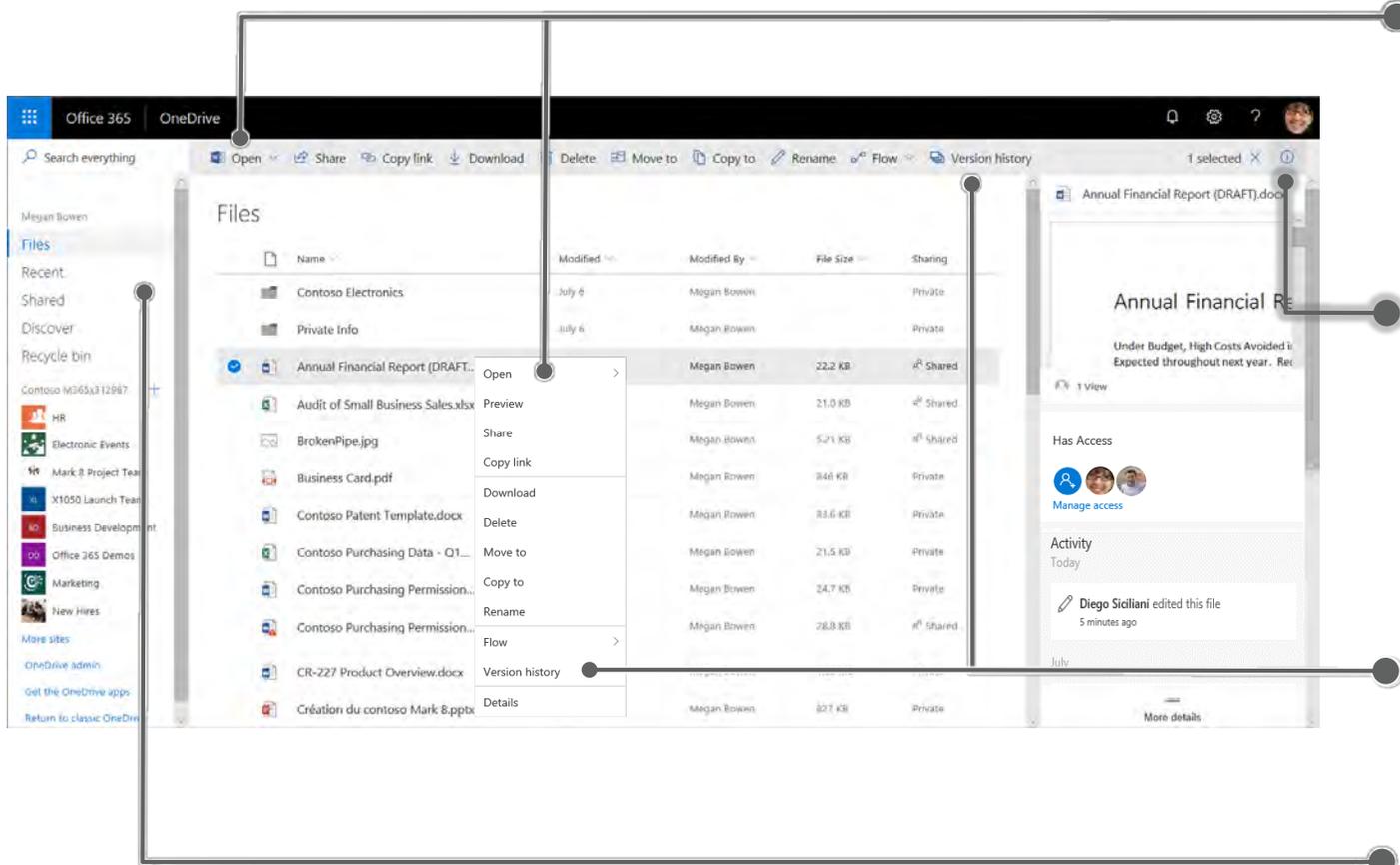
Open OneDrive



Sign in to **office.com**, then select **OneDrive**



OneDrive tour



Select a command from menu bar, or right-click a file in the list and select a command from menu

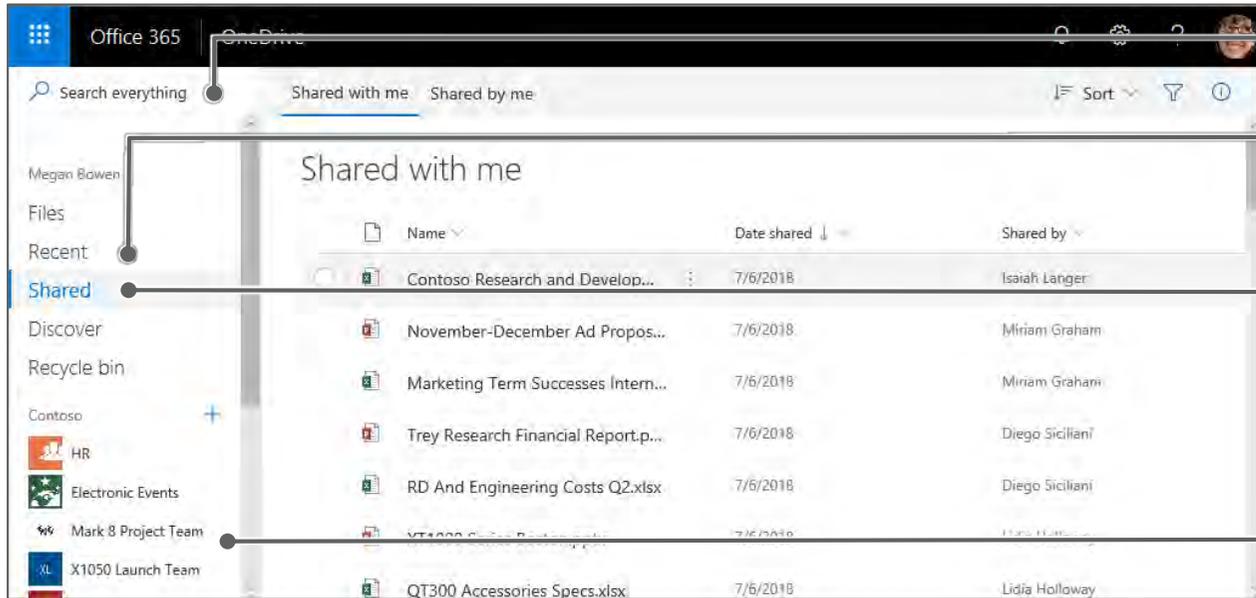
Select a file, then select  to see the file's info, preview, and recent activity, and to manage sharing rights

Find and restore earlier versions of your files

Find trending content, files shared with you, SharePoint sites you're following, and more



Access the file you want



Search for files across Office 365

See recently used files sorted by date

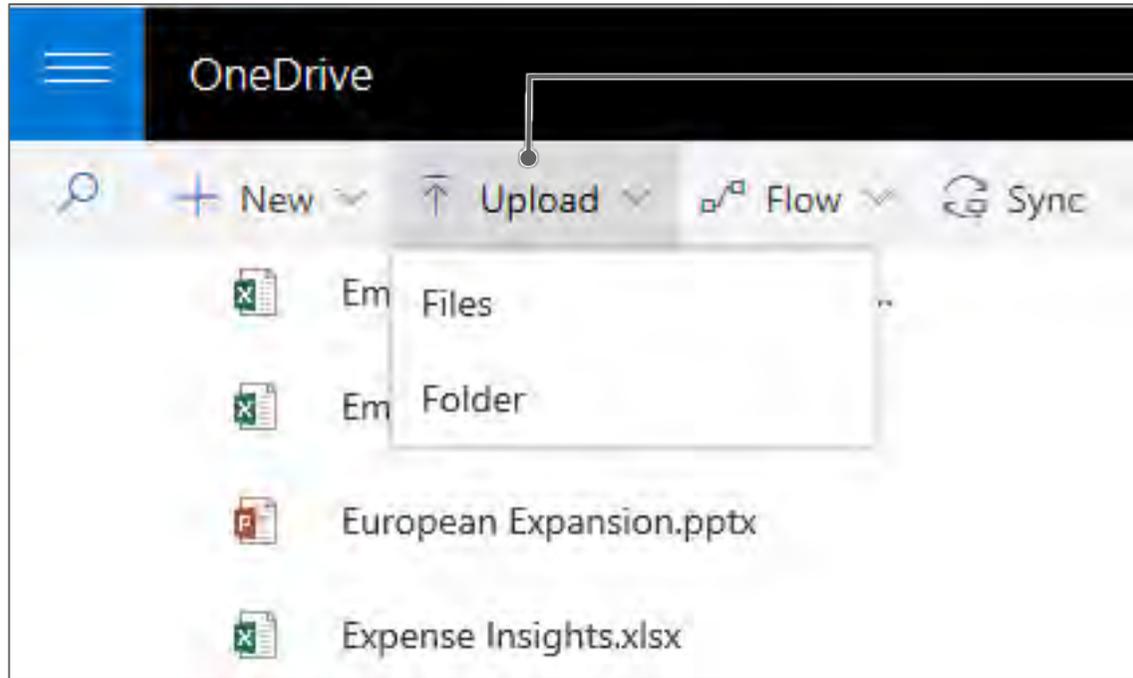
See files that have been shared with you or shared by you.

Select  to filter by when modified, file type, or who shared file

See files from SharePoint sites and Teams



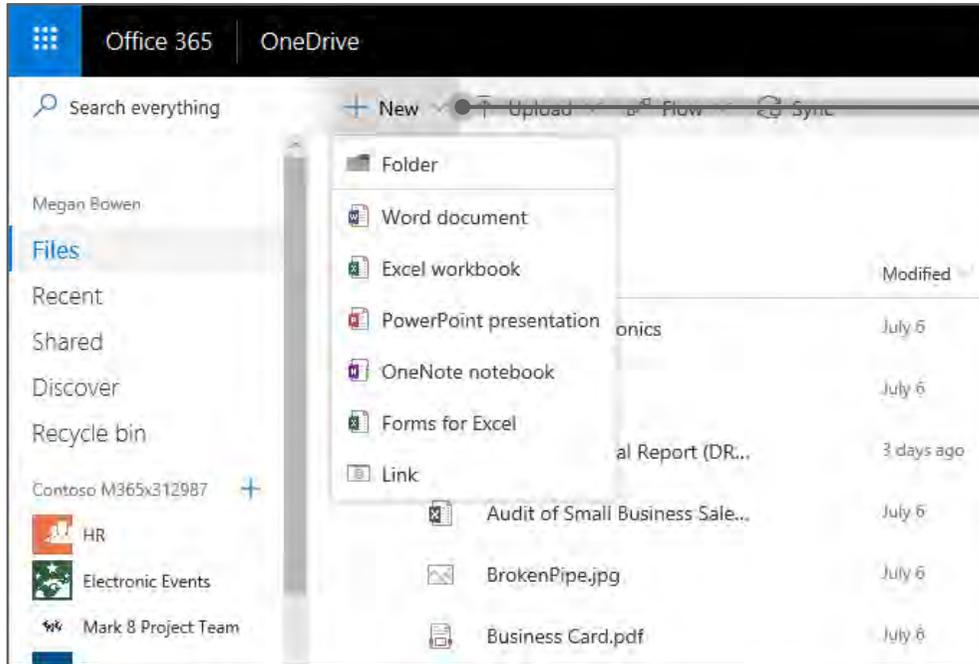
Upload a file



Select **Upload** > **Files**. Select the file or files to upload and then select **Open**. Or drag and drop from File Explorer.



Create a file

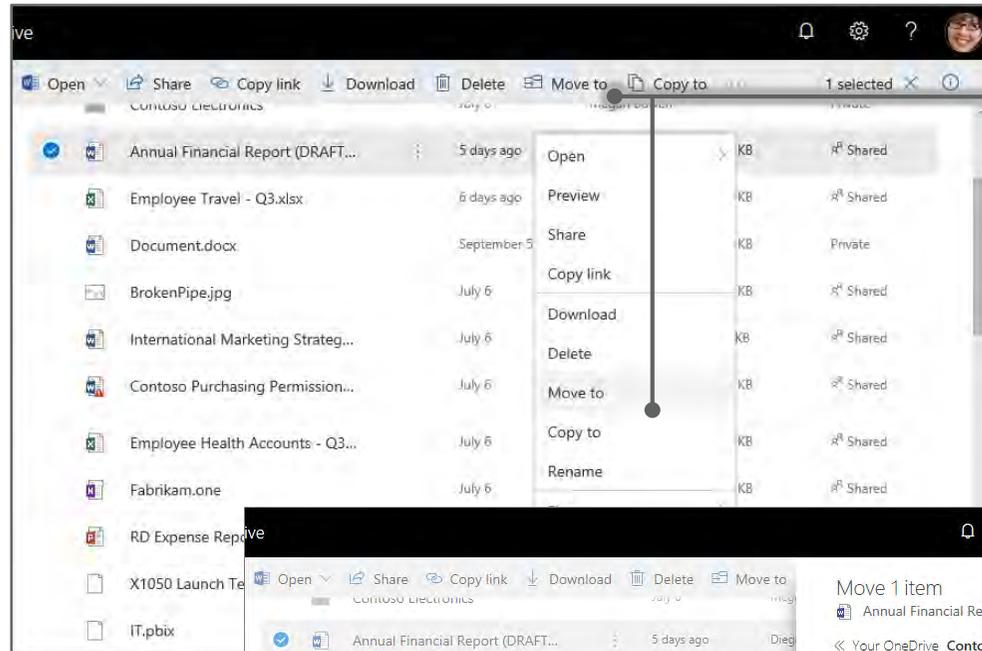


Select **+ New**, and then select the type of file to create

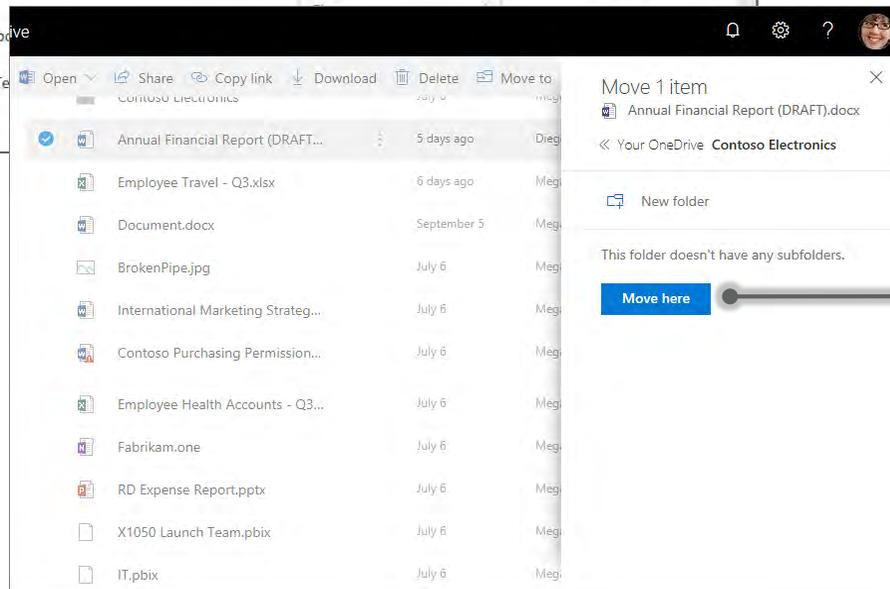
If you don't see the **New** command, make sure to deselect any files in your list



Move or copy a file



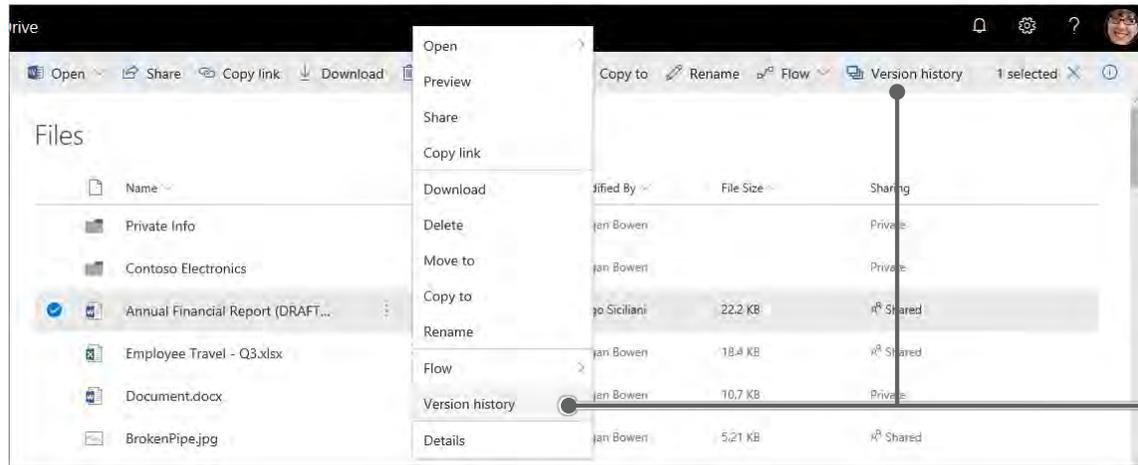
To move or copy a file to a new location, select **Move to** or **Copy to**.



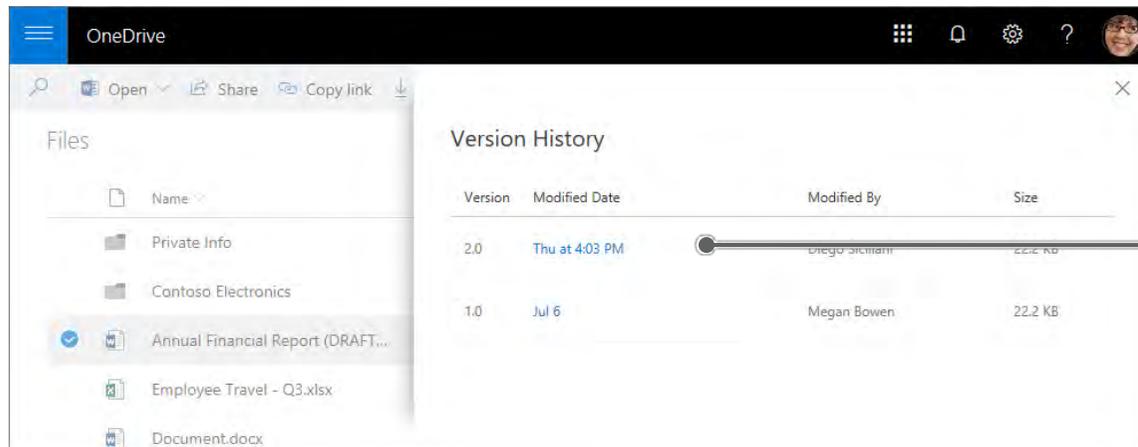
Then select where to move or copy the file, and select **Move to** or **Copy to**.



View file version history



1 Select a file and select **Version history**

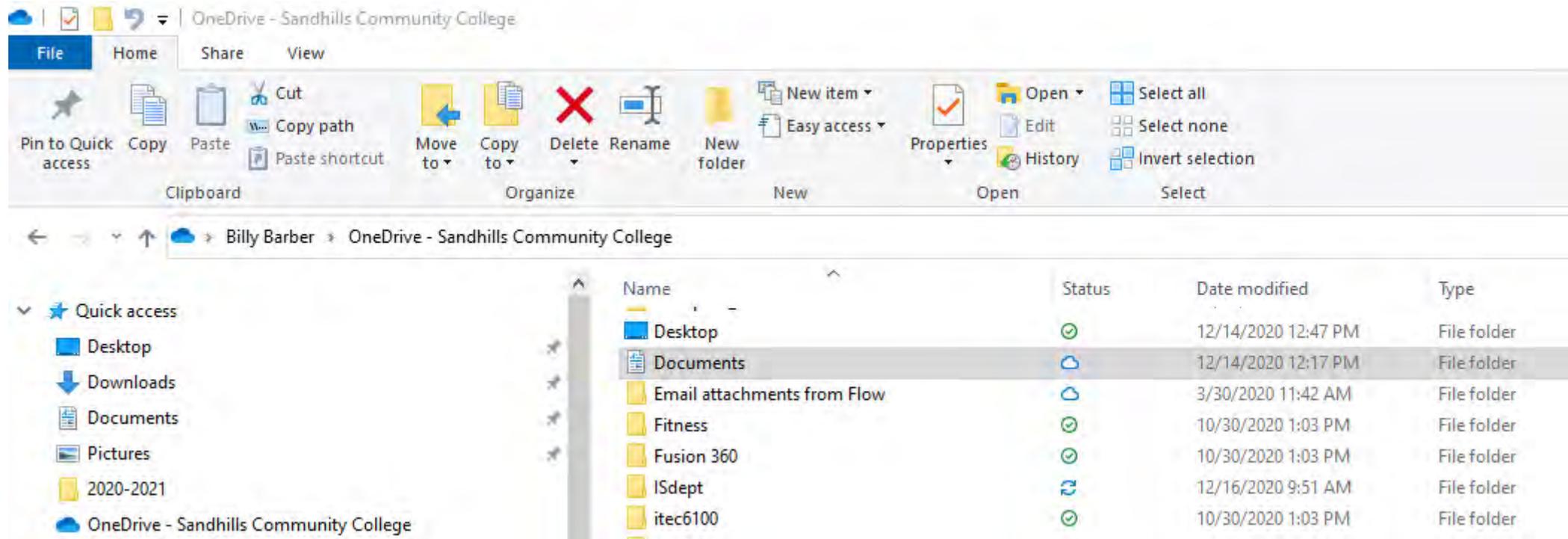


2 Select a version of the file to open it. You can then save it as the current version, or save it under a new name.



Use File Explorer in Windows to Upload and Manage Files

Click the folder icon on the taskbar



Creating, deleting, moving, or copying files to and from this folder has the same effect as managing files within the O365 web portal. This is usually easier since it is integrated into Windows and the Office apps.



Open files in Office



Select **File > Open**

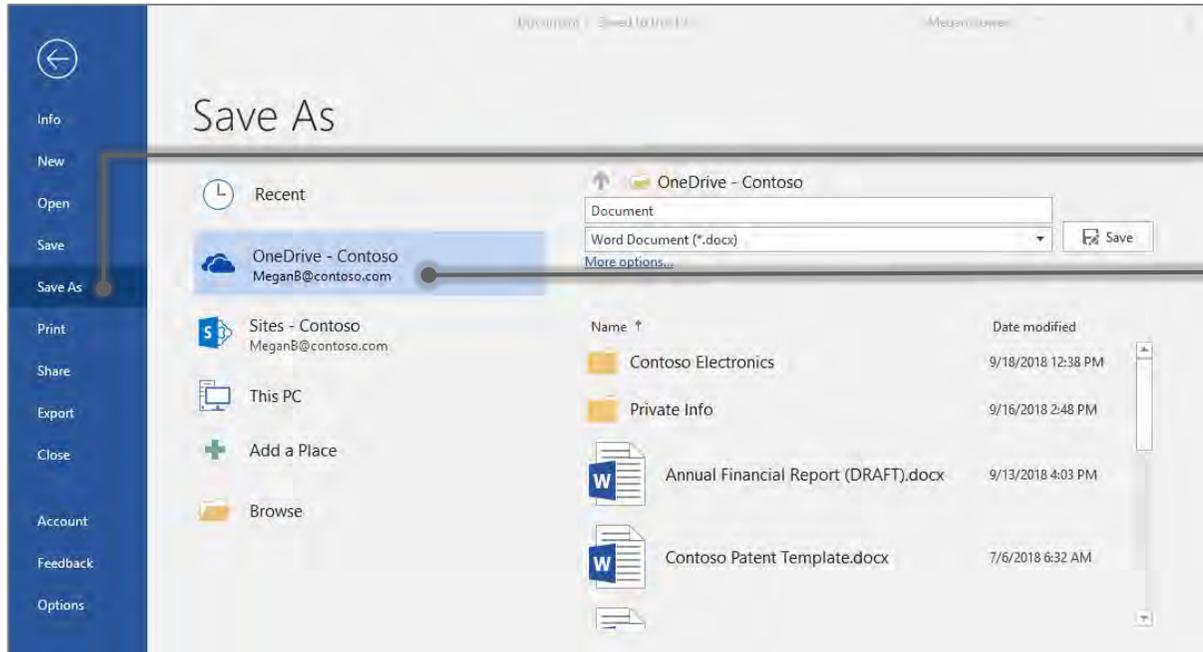
Open from the **Recent** list. **Pin** important files for easy access.

Open files from:

- Files shared with you
- Your organizational OneDrive (**OneDrive – Sandhills Community College**)
- SharePoint sites you're subscribed to
- Your personal OneDrive
- Your PC



Save files to OneDrive



Select **File > Save As**

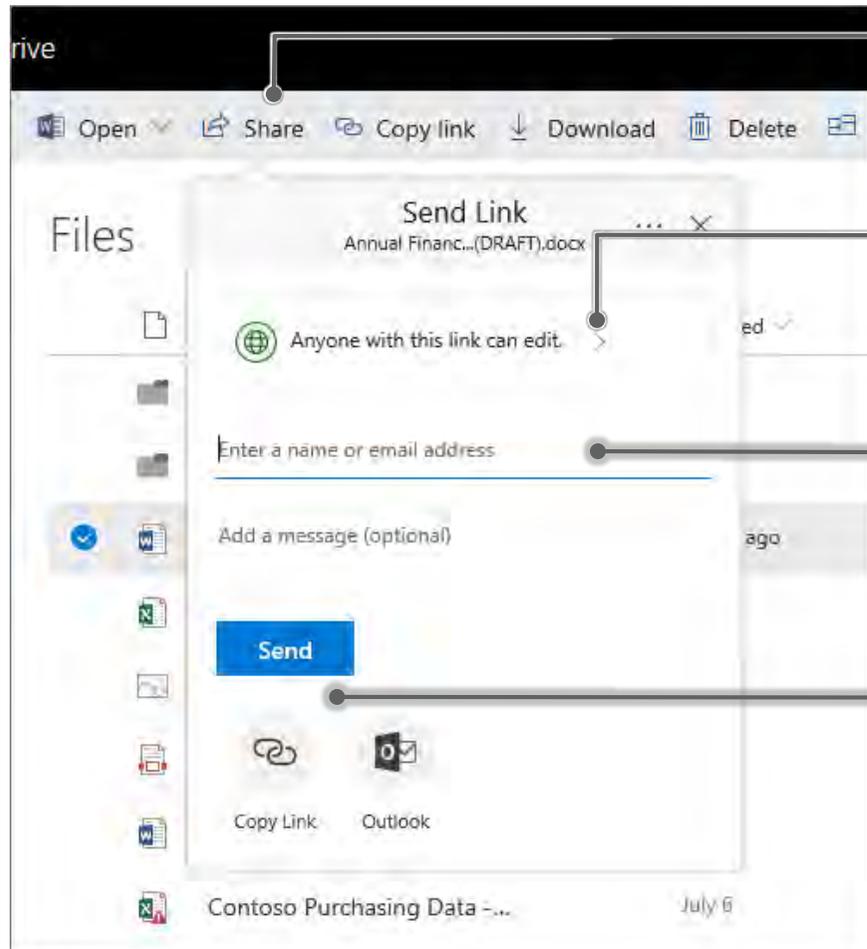
Save As to:

- Files shared with you
- Your organizational OneDrive (**OneDrive - Sandhills Community College**)
- SharePoint sites you're subscribed to
- Your personal OneDrive
- Your PC



Share: Share inside or outside your organization

Share a file



1 Select  **Share**

2 Select  to choose share settings
Note: See next slide for details

3 Enter who to share file with

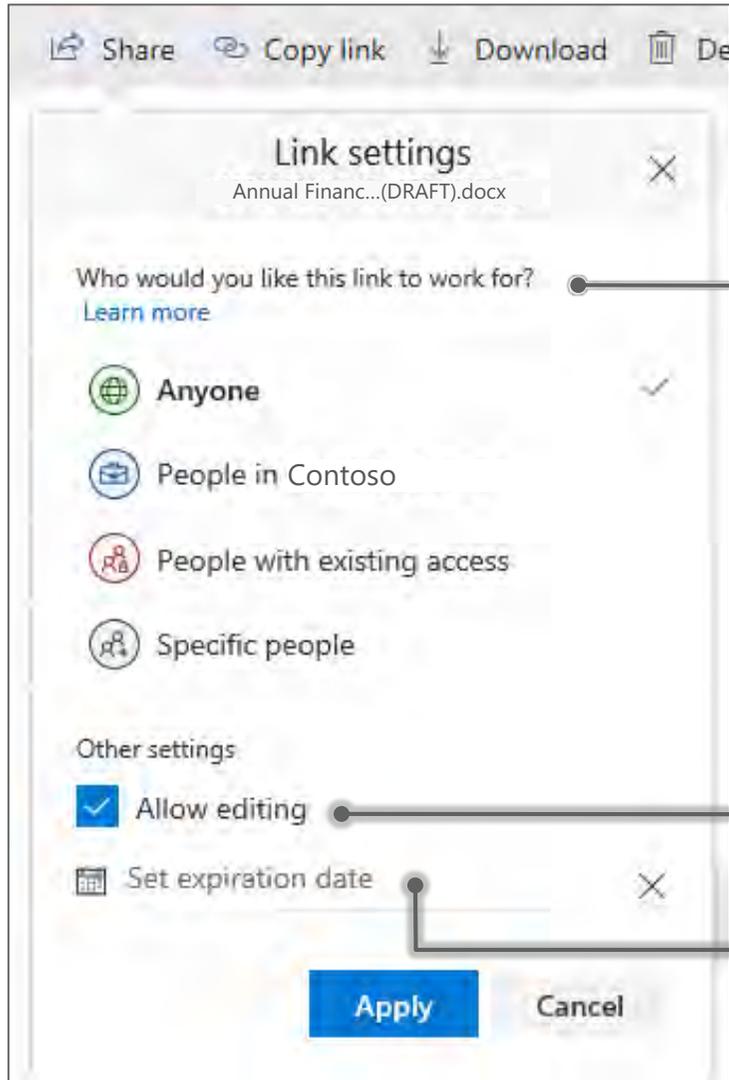
4 Select **Send** to send the sharing link directly to the recipients

Select **Copy Link** to get a link you can use in IMs, email, etc.

Select **Outlook** to open an email message window with the link already attached



Choose your share settings



Choose who can use the link:

Anyone – people inside and outside your org can access. Receive links directly or forwarded.

People in <Sandhills Community College> – everyone in your org can access.

People with existing access – create a link to be used by people who already have access.

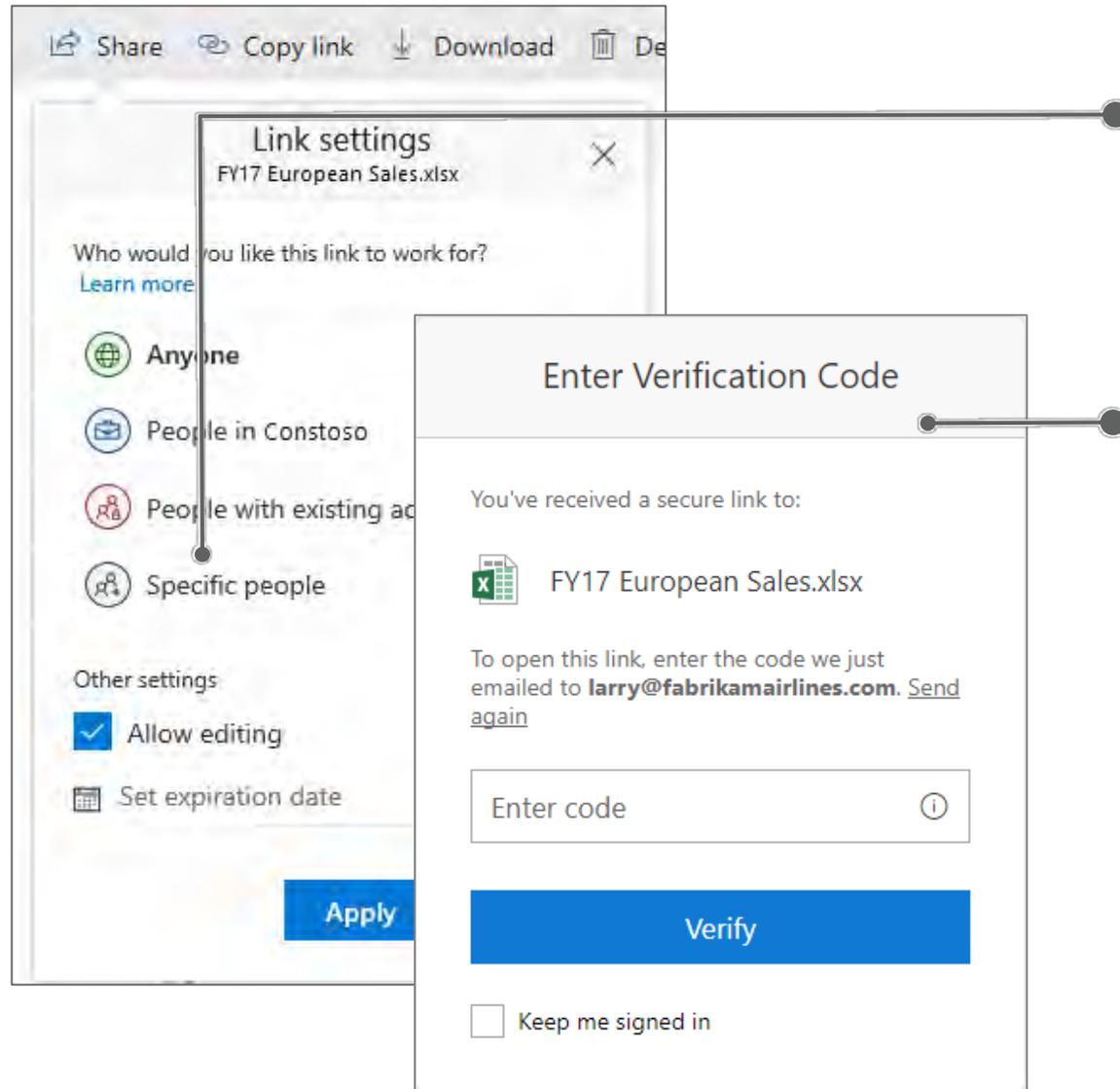
Specific people – enter email addresses of the people you want to give access to.

Allow link recipients to edit the file. Leave blank to make link read-only.

Set a date if you want the link to expire automatically



Share safely with people outside the company

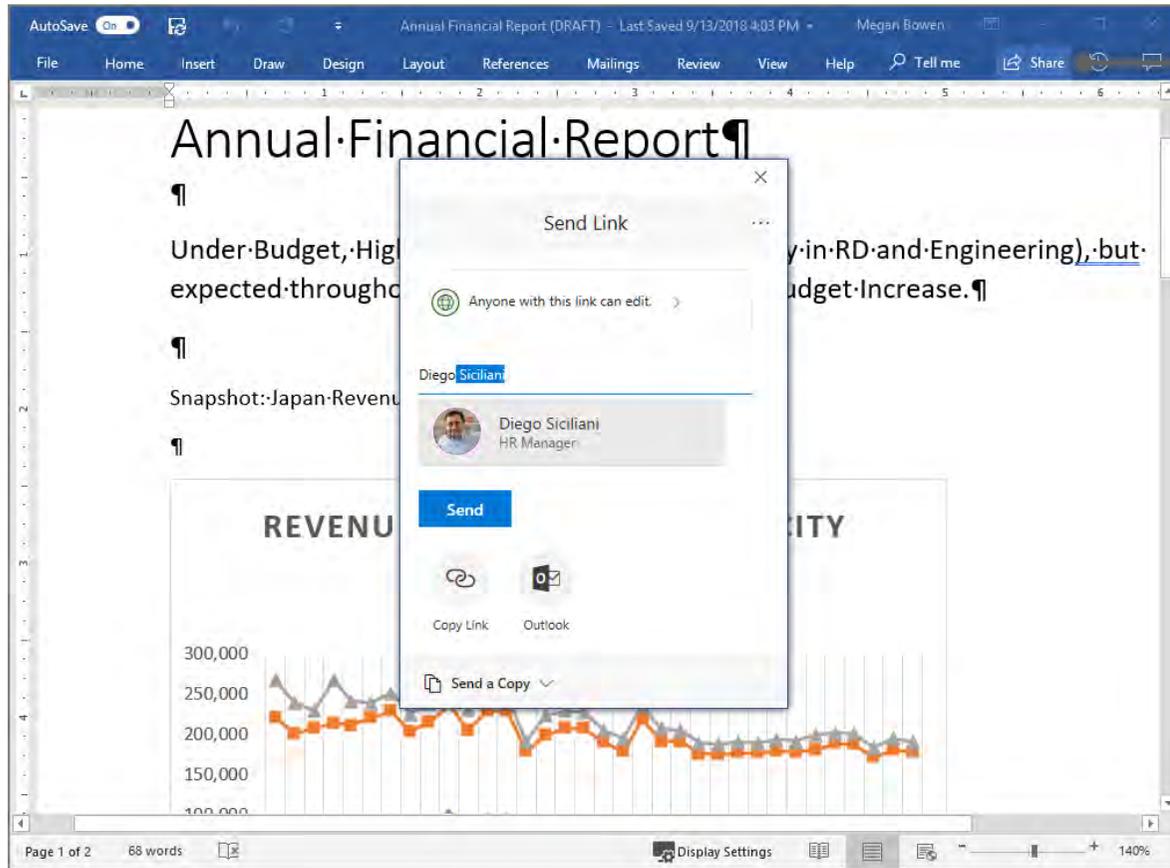


Choose **Specific people** in Link Settings, and enter the email addresses of who you want to share the file with.

They will be sent an email message with a time-limited, single-use verification code when they open the link. By entering the verification code, they prove ownership of the email account to which the secure link was sent.



Share a file in Office on the desktop



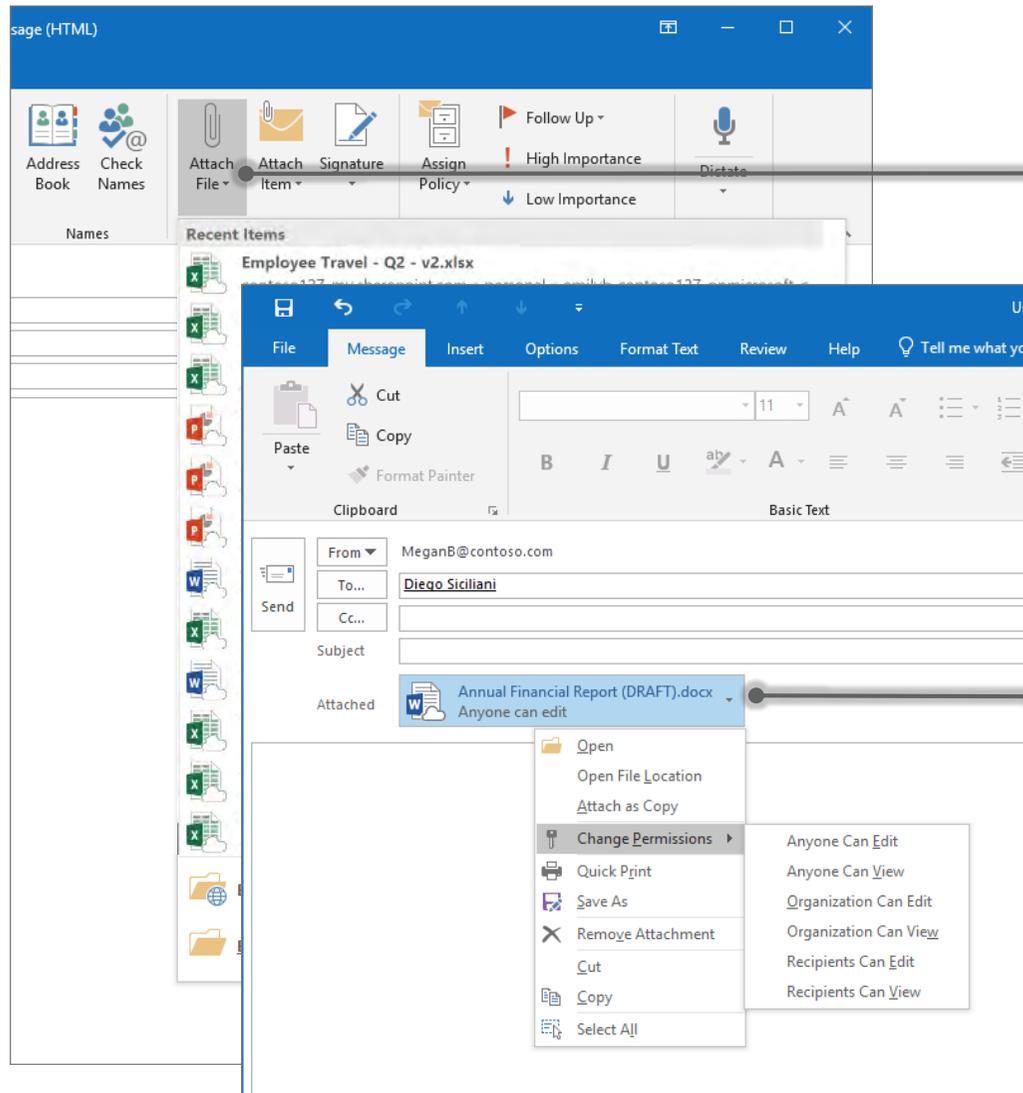
- 1 Select **Share** on the ribbon, or select **File > Share**

If your file is not already saved to OneDrive, you'll be prompted to upload your file to OneDrive to share it.

- 2 Enter who to share the file with, select your share settings, and choose how to send the link.



Share a link in Outlook



While composing an email, select **Message > Attach File**

If the file you select is not already saved to OneDrive, you'll be prompted to upload your file to OneDrive to share

Select ▾ next to an attached file to change permissions and take other actions.



Collaborate: Work together in real-time on Office documents

Coauthor a Word document



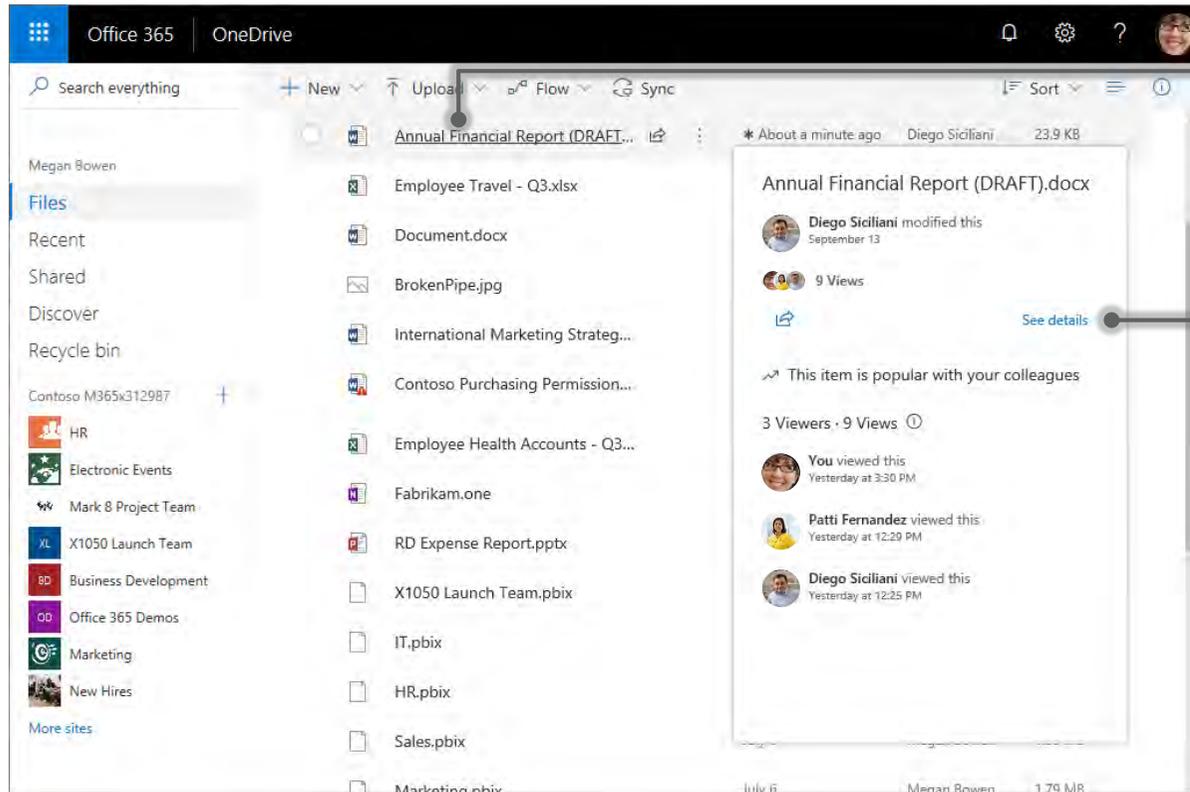
After you share a document, you can work on it at the same time with the people you shared it with.

Select the coauthoring notification to see names of the other people editing the document.

Select a coauthor to go to where they're working in the document.



See file info in the Hover card

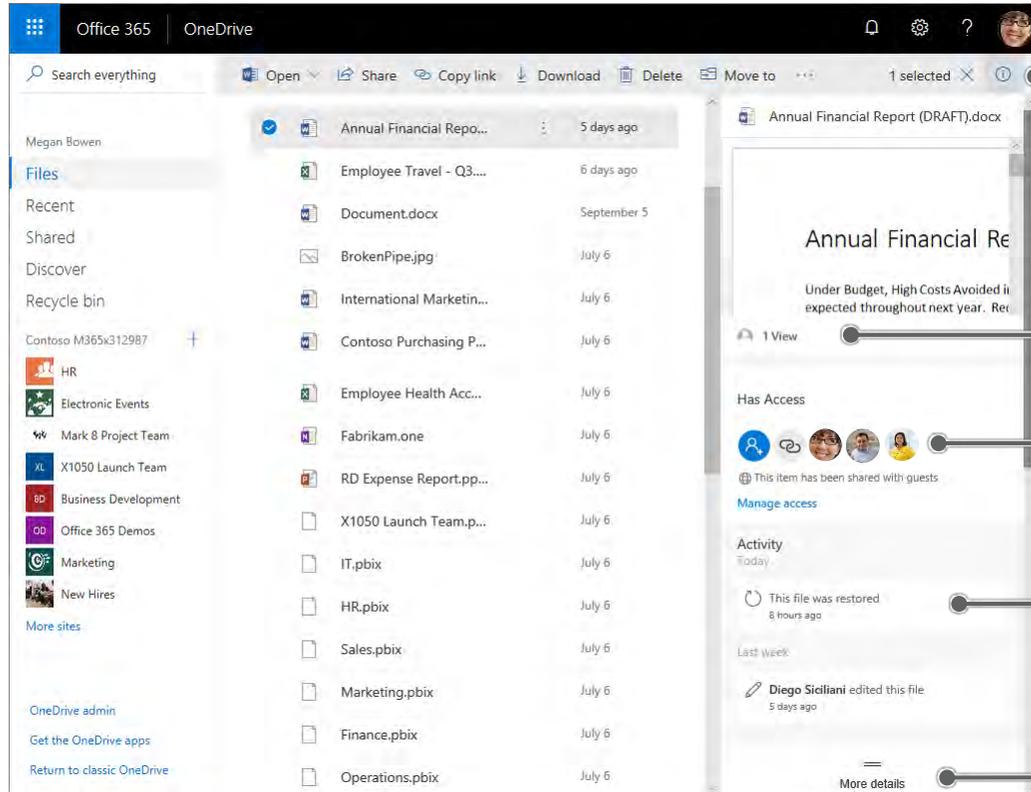


Hover over the name of a file to see a card with additional information on the file, like views and modifications.

Select **See details** on the card to open the information pane for the file.



See file activity and other details on a file



Select **See details** on a file's hover card, or select a file and then select  to view details

See a preview of the file and the number of views

See who the file is shared with, and change or remove sharing settings

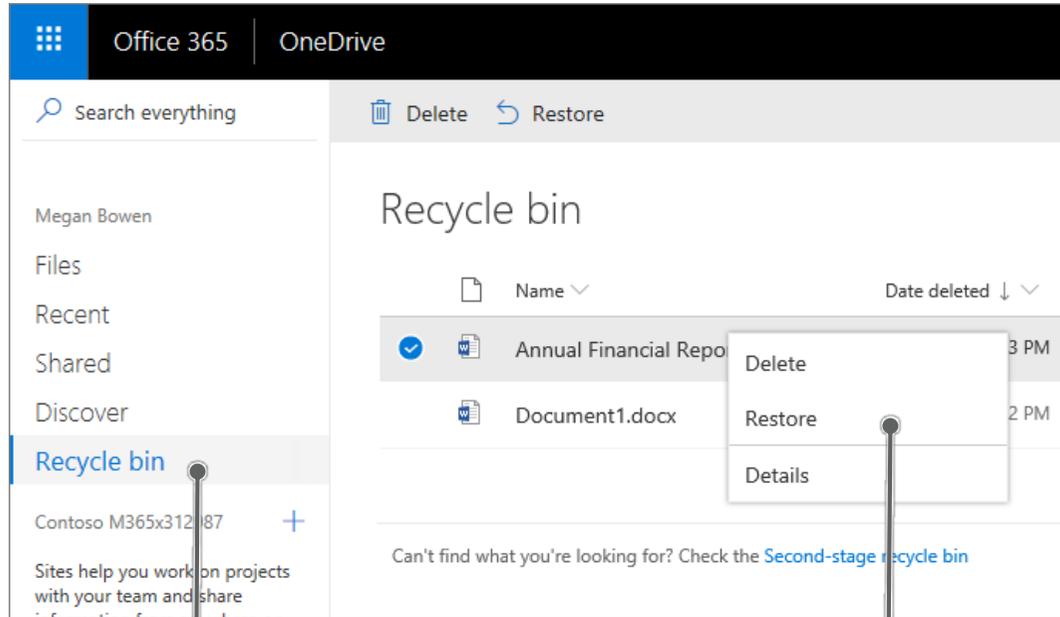
See any recent edits or other activity on the file

See other file information



**Protect: Keep your files protected
and backed up**

Restore a deleted file



You can restore items you delete, and items other people delete (as long as you have permission to edit the items) for up to 93 days.

1 Select **Recycle bin**

2 Right-click the file and select **Restore**.



One Drive Sync Client

- When a user installs the OneDrive sync app for Windows or Mac, they can work with their OneDrive files in File Explorer or Finder. They can also easily save files to Microsoft OneDrive from the programs they use.
- When users add, change, and delete files and folders from the OneDrive mobile app or by accessing their OneDrive from a web browser, the files and folders are automatically added, changed, or deleted on their computer and vice versa.

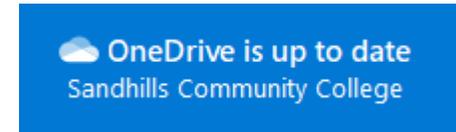


Status of the OneDrive Sync Client

- You can check the status of the OneDrive sync client by clicking the cloud icon in bottom right of the Windows screen in the notification area:



- If everything is syncing correctly, you should see this message at the top of the window:



- If you see an error message, try clicking on the suggested remedy. Sometimes it may take a little time to sync everything to the cloud. If a problem persists call ITS. ◀ ▶