

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

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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 so filter by when modified, file type, or who shared file

 See files from SharePoint sites and Teams

Upload a file

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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

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- Select a file and select Version history

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.



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



Choose your share settings



Share safely with people outside the company

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Peor le with existing ac	You've received a secure link to:
Specific people	FY17 European Sales.xlsx
Other settings	To open this link, enter the code we just emailed to larry@fabrikamairlines.com . <u>Send</u> again
Set expiration date	Enter code 🛈
Apply	Verify

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 timelimited, 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



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

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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 realtime 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 ① 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

III Office 365 One	Drive	
✓ Search everything	🗐 Delete 🕤 Restore	
Megan Bowen	Recycle bin	
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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.

Select **Recycle bin**

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.