Intro to One Drive

One Drive is a cloud based file storage system with online editing and collaboration tools for Microsoft Office documents and is part of Office 365.

One Drive can be utilized in many different ways. It can be used as a simple store for documents, as a way to access files from any location on any device, or as a collaboration tool to share and jointly work on documents. Access to files can be via a web browser, directly from Office 2016 desktop programs, in Windows File Explorer, in the Office Apps for IPads, iPhones and Android tablets or synchronized with a local folder on your computer.

Signing On:

To access OneDrive, sign in by opening a web browser and going to https://onedrive.live.com and following the prompts to sign onto to One Drive Business. Enter your WCU credentials when asked to sign on.


Basic File Management:

Create, Upload, Sync and Preview documents

The main Files window in OneDrive displays the contents of your OneDrive library arranged as a standard file display in either a tile or list view. The Navigation Pane to the left contains links to other parts of our One Drive site such as the Recycle Bin for deleted file and Shared with me, for accessing documents others have shared with you.

The Quick Command Bar will allow you to carry out a range of basic file management tasks. The options listed on the command bar are context driven and will change depending on what you have selected. The default listings are New, Upload and Sync as described below:
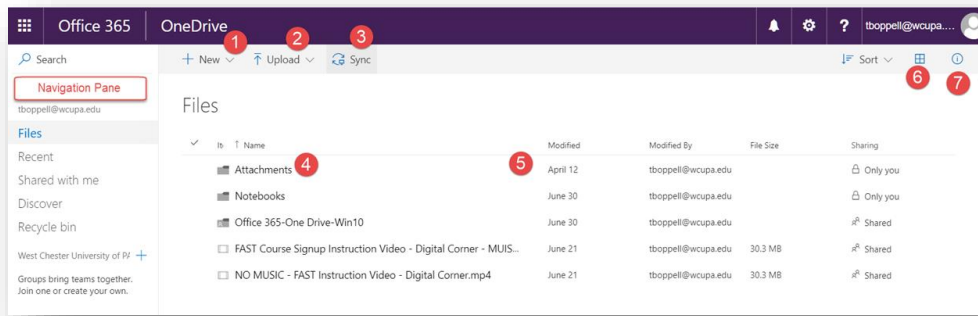
1.) Click +New to create a new document or folder. You can then add and edit content with the online Office apps. In addition to all the main Office file types, you can also create an online survey with results exported to an Excel File stored in OneDrive.
2.) Click Upload and navigate to the files or folders on your computer to upload them to OneDrive. Alternatively, in some browsers you can just drag and drop files and folders onto the OneDrive window (currently in the Chrome browser only). NOTE: For large numbers of files, it is better to use the sync client for uploading into OneDrive
3.) Click Sync to sync OneDrive with a folder on your local computer. Use of the sync button activates sync client software to download and keep all files from One Drive up to date.
4.) To Preview a document, click on its name to open a view-only version in a separate tab.
5.) You can use standard drag and drop techniques to move an manage files and folders. IN list view, additional file actions (download, rename, copy, etc) are available by clicking the ellipses(...) beside each filename.
6.) You can change the view for any folder from list to preview tiles
7.) An information pane can toggle on and off, providing information such as file preview, recent file activity and sharing status.
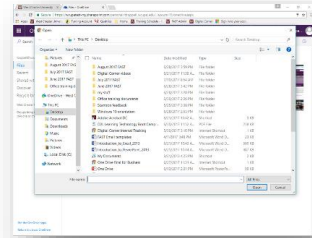
Uploading Files to One Drive

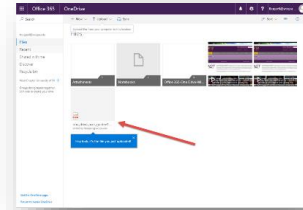First, select "Files" from the side menu

Next, from the ribbon select "Upload" then "Files"
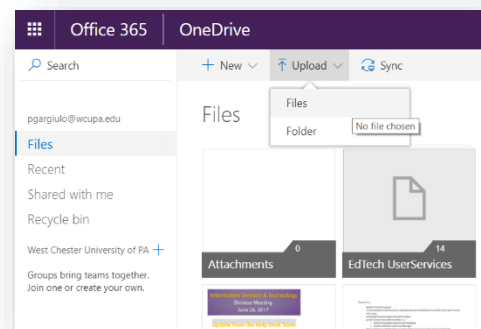
Choose the file you wish to add to One Drive by clicking the one you want and then Open:
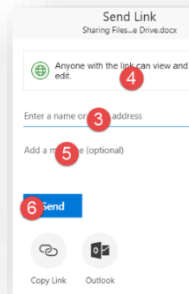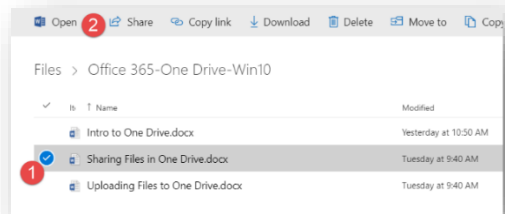
The file will then appear on the home File page of One Drive:

Sharing Files in One Drive

Sharing documents allows you collaborate with others and give permissions to both view and edit together. In One Drive, with sharing, multiple users can edit a document simultaneously.

Steps for Sharing Files:

1. Select the file by checking the selection box on the left (if in list) or clicking the tile folder/file.
2. Click Share on the Command bar (or if using list view, click the ellipses (…) next to the file name).
3. The Send Link window will appear. Enter the name, usernames or email addresses of the people with whom you want to share the document or folder.

4. Enter who you want to have access to the link, then indicate if you want to grant **Can Edit** permission to invitees (the default permission is Can Edit) by using the check box.
   a. If you choose **Allow Editing**, recipients can use Office Online to edit Office documents without signing in to make other changes.
   b. If you pick **Allow Editing** and a recipient forwards the message, anyone who receives it will also be able to edit the item you're sharing. People with edit permissions can also invite others to have edit permissions to the item.
   c. Those with **Allow Editing** permission have full rights to delete a file.
   d. If you turn off **Allow Editing**, that means people you invite can view, download or copy the files you share.
   e. Permissions for any person can also be changed later.
5. If you want, type a message to be included with an email that's sent to all invitees.
6. When you are finished adding invitees and assigning permissions, click **Send**.

Sharing a Folder:

Sharing a folder provides a quick way to share many documents with other people at once and makes it easier to manage a set of shared documents. When you share a folder, you automatically share all files in that folder. Any document moved into a shared folder will inherit the folder share permissions. Folders are shared with the same procedure as for sharing a document. Individual files may be given different sharing permissions.

Change or remove share permissions:

To change share permissions, select the file/folder then click share and go to the Shared with tab. The Shared with tab will display a list of everyone with whom it has been shared and their permissions. Click the drop down beside each user and select the desired permission. To stop sharing the document with everyone on the list, select the stop sharing option at the bottom of the window.

View Documents shared with you:

To view and access documents which other users have shared with you, go to the Navigation Pane and choose 'Shared with me'. This will display a window listing all documents that have been shared with you from which you can then open and edit them. You can then sort this list by the various columns.