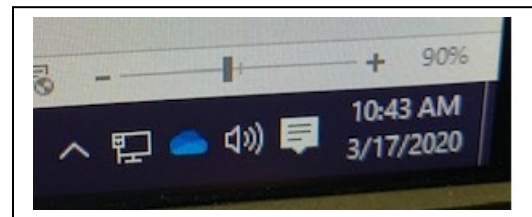
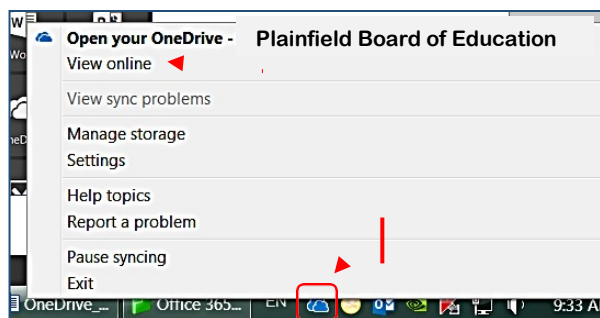


OneDrive Instruction for Desktop PCs Only

OneDrive is a Microsoft's online cloud storage application connected to your Microsoft account. It lets you store your personal files in one place, share them with others, and get to them from any device connected to the Internet:

- Create a document on your computer and edit it on your laptop. You do not need to email it to yourself or save a copy to a flash drive.
- Share files with others.
- Collaborate with other users on your Office documents at the same time.
- You can get to files and photos from anywhere.
- Instantly view pictures you take with your mobile phone on your Windows PC, Mac, or tablet and create albums of pictures.

1. To access OneDrive, right click the cloud icon  in the System Tray, lower right corner of the screen and click View Online:



Then log in to your Office 365 web account. You will see the OneDrive screen.

2. There are three areas to help you view and work with your files:

- Toolbar

The screenshot shows the OneDrive web interface with the following elements:

- Navigation Pane:** Located on the left, it includes 'Files', 'Recent', 'Shared with me', and 'Recycle bin'. A group named 'Georgia Southwestern S...' is also visible.
- File List:** The central area displays a table of files and folders. The table has columns for Name, Modified, Modified By, File Size, and Sharing.

Name	Modified	Modified By	File Size	Sharing
Attachments	April 19	A	/	Only you
Folder 1	January 17	A	/	Only you
Notebooks	November 7, 2...	A	/	Only you
Access Assignment Preview.docx	January 17	A	876 KB	Only you
Word Assignment Preview_Fall20...	January 17	Alla Yemelyanov	453 KB	Only you
- Toolbar:** Located at the top, it includes a search bar, 'New', 'Upload', 'Sync', 'Sort', and other utility icons.

In the Navigation pane, click a link to change what you see in the file list.

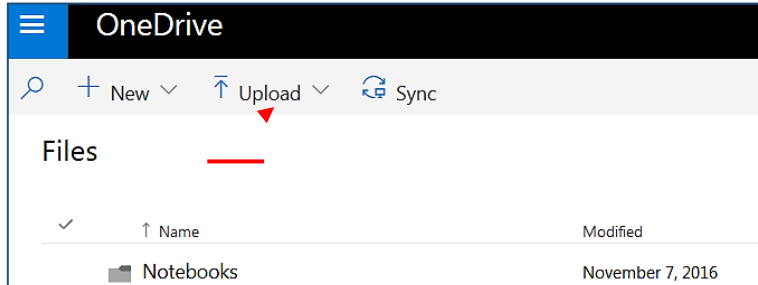
In the Toolbar, you can Search for files, create New folders and documents, and Upload files. You can also sort files and change the view. The toolbar also lets you check recent activity on a file.

In the File list, to work with a file, select it, and then choose what you would like to do.

3. To upload a File

When you upload files to OneDrive, you can update and share them from anywhere.

- On the Files page, click the Upload tab at the top:



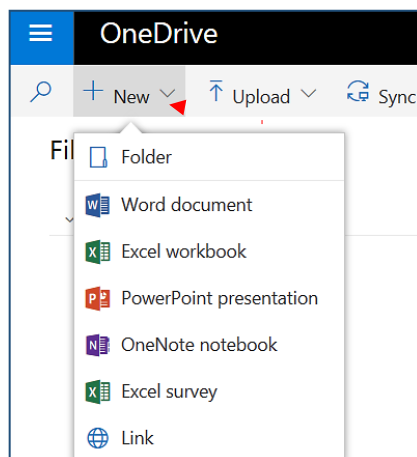
- Click Browse and select a file from your computer
- Click Open and OK.

With the latest version of your browser, you can also drag files from your computer straight to OneDrive: select the files you want to upload and drag them to OneDrive.

4. Create a Document

When you create files and folders in OneDrive, you can get to them from anywhere.

- To create a file, click New tab at the top and select the type of file you would like to create from the drop-down menu:

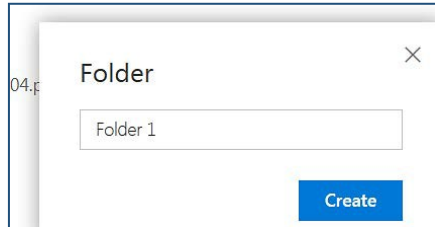


- Enter a name for your document in the Document Name box. Click OK. Your document will open in the browser window. **All changes are automatically saved in the Office online apps**, so when you go back to OneDrive, your new document is already saved.
- Create a file in an Office desktop application:
 - Open a desktop app, like a Word document, Excel workbook, or PowerPoint presentation.
 - Select File > Save As, and for location, select your OneDrive account

- Type a name for the file, click Save.

5. Create a Folder

- Click the New tab and select the New Folder tab from the drop-down menu
- Enter the folder name in the Folder box and click Create



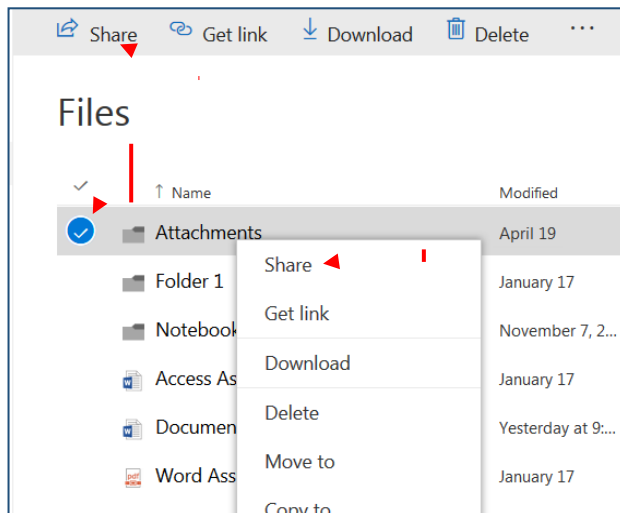
- Your new folder will appear in your Files list
- To add items to the folder from the File list, click and drag the existing item onto the folder. You can upload files into the folder using the Upload tab at the top.

6. Sharing a Document or Folder

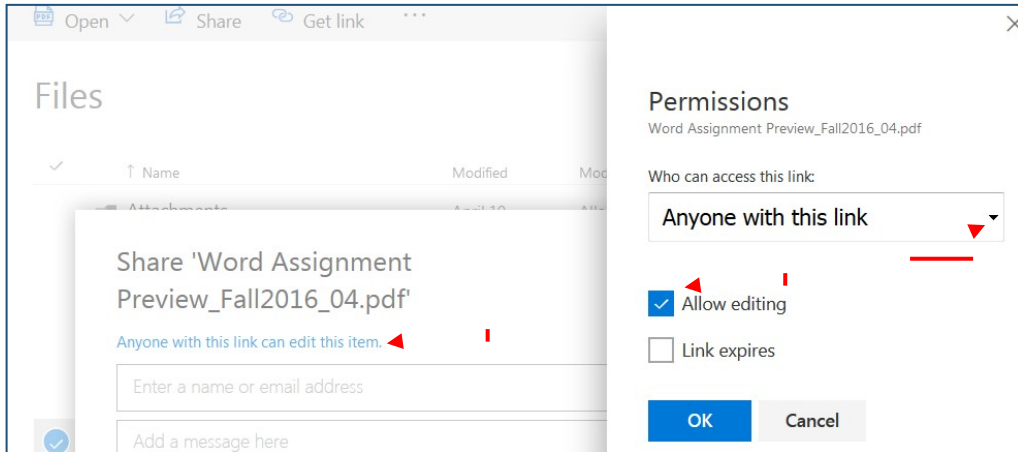
With OneDrive, you can share your personal files with others, control if they can view or edit them, and even work together on documents at the same time.

All of your files and folders are private unless you share them.

- To share a file, select it and click Share on the toolbar, or right click on the file and select Share from the menu:



- Decide if you want to let people edit the files, or just view them. By default, “Allow editing” is turned on. However, if you want people to only view your files:
 - Click the “Anyone with this link can edit this item” link on the Share pop-up window and uncheck the “Allow editing” box in the Permissions panel at the right:



- You can also select with who to share the document by clicking an arrow in the “Who can access this link” text box. Click Ok.
- To share a link in a text message, or post it to a social media site, select Get a link, Copy it, and then paste it where you would like to share it.
- You can also email documents:
 - Just select Share, enter the email addresses of the people you would like to share with, add an optional message, and click Share. Everyone you share with will get an email.
- You can also share folders:
 - Just select the folder and click Share
 - Choose if people can view or edit the files, and how you want to share: as a link, or in email
- After you share files or folders, you can change what they are allowed to do by managing permissions:
 - You can remove a link or people you are sharing with at any time
 - When you share Office documents, everyone with editing permission can work on them at the same time
 - You can even invite more people without leaving the document by clicking Share, or share documents from the OneDrive app on your mobile device.

7. Delete and Restore Files

When you delete a file or folder, it goes into the Recycle bin, where you have a chance to restore it:

- To restore the file, click **Recycle bin** in the navigation panel, select the deleted file and click Restore in the toolbar
- All of your deleted files and folders stay in the recycle bin for 30 days, or until you empty it
- If you want all of your files back, select Restore all items or select only the files you want and click Restore.

Get more information on OneDrive at <https://support.office.com/en-us/article/OneDrive-training-1f608184-b7e6-43ca-8753-2ff679203132?ui=en-US&rs=en-US&ad=US>; and <https://support.office.com/en-us/onedrive>.