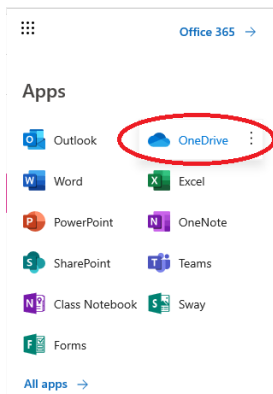


Office 365 OneDrive Help Guide

Using OneDrive, you can:

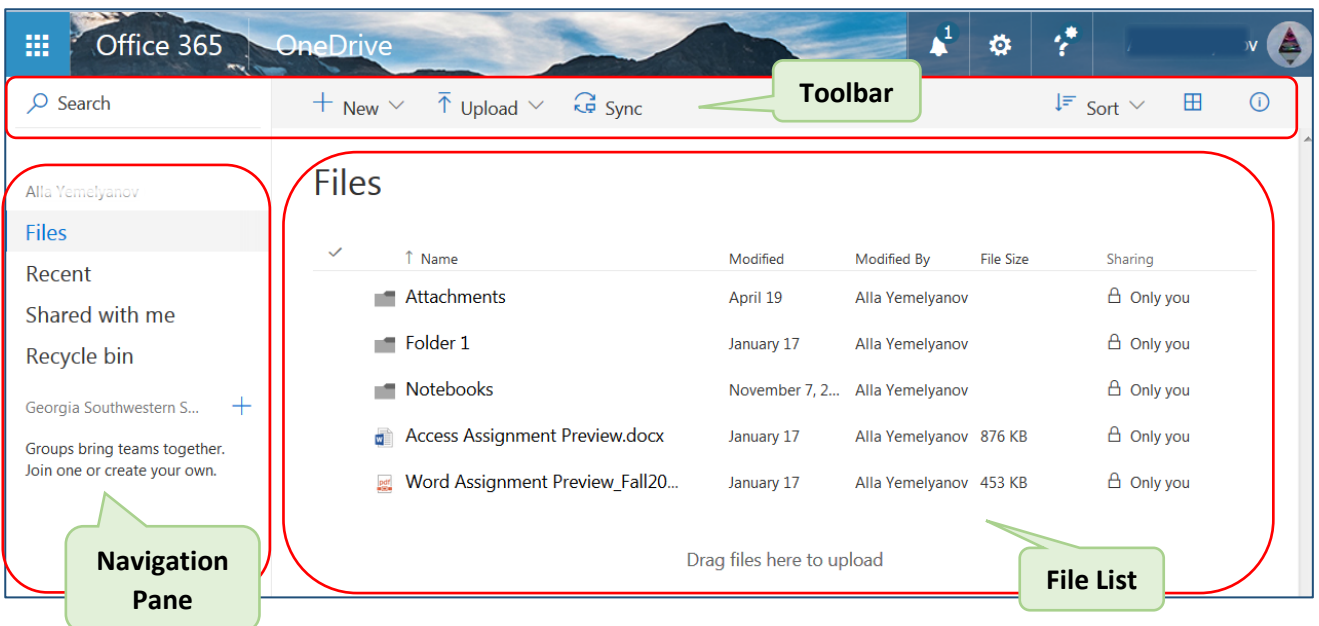
- Create a document on your computer that can be edited later on your laptop, home computer, or mobile device. You don't need to email it to yourself or save a copy to a flash drive!
- Share your files with SCOE staff or external users.
- Have multiple people edit Word, Excel and PowerPoint files all at the same time.
- Keep your documents secure in the "cloud" while accessing them from anywhere.

1. Log into your Office 365 email account, then choose OneDrive from the menu



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

- Toolbar
- Navigation pane
- File list

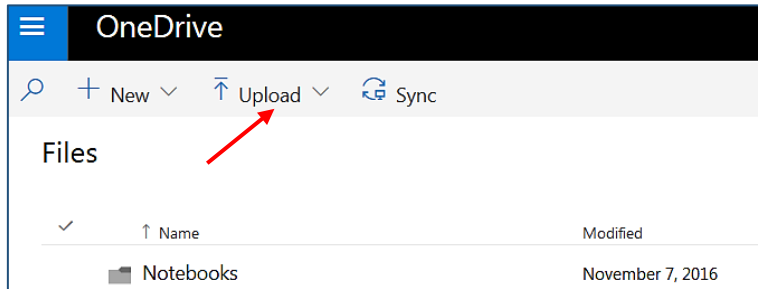


- In the Navigation pane, choose what types of files you want to see in the file list.
- In the Toolbar, you can Search for files, create New folders and documents, and Upload files. You can also sort files and change the view. The toolbar also lets you check recent activity on a file.
- In the File 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 access them from anywhere.

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



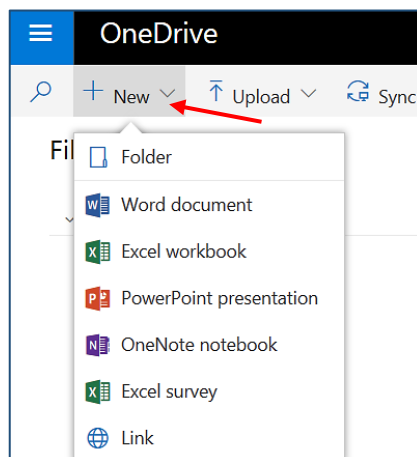
- Click Browse and select a file from your computer
- Click Open and OK.

You can also drag files from your computer straight to OneDrive. Just 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 access 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:

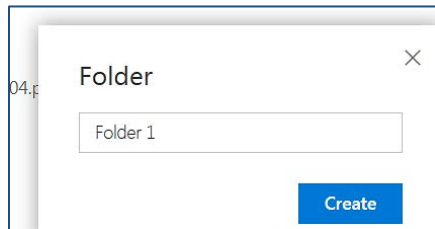


- Enter a name for your document in the Document Name box. Click OK. Your document will open in the browser window. **All changes are automatically saved in the Office online apps**, so when you go back to OneDrive, your new document is already saved.
- Create a file in an Office desktop application:
 - 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



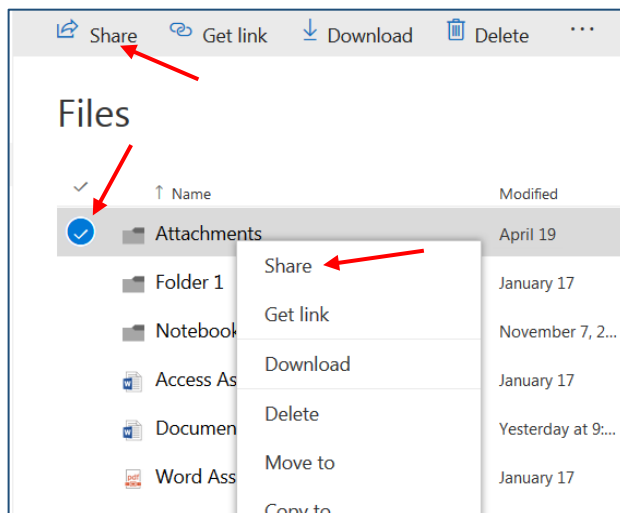
- Your new folder will appear in your Files list
- To add items to the folder from the File list, drag the item onto the folder. You can upload files into the folder using the Upload tab at the top.

6. Sharing a Document or Folder

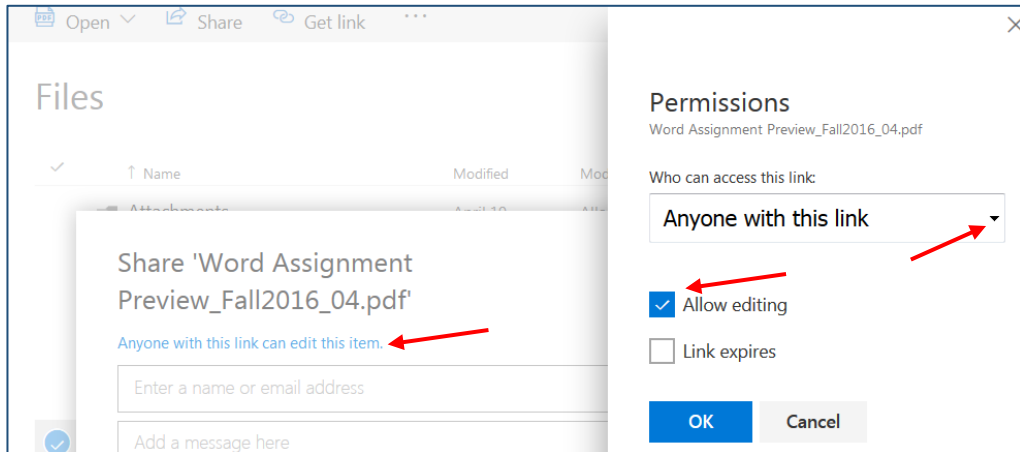
With OneDrive, you can share your files with others, choose if the files are "read only" or "editable," and work together on documents at the same time.

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:



- By default, "Allow editing" is turned on whenever you share a file. You must remove the Allow Editing access if you only want to give "read only" access:
 - 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.
- If you want to share a document with a non-SCOE employee, click on Get a link, Copy it, and then paste it into an email message.
- 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 invite more people without leaving the document by clicking Share at any time

7. Restore Deleted Files and Version History

When you delete a file or folder, it goes into the Recycle bin for up to 30 days

- 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.
- You can also restore a previous version of a document. Select the document and choose **Version History** from the toolbar. You can choose to Restore a prior version of the document or Open it to see if it contains the changes you are looking for.

8. More online help for OneDrive:

<https://support.office.com/en-us/onedrive>