

One Drive User Guide



Microsoft's cloud storage solution, OneDrive, allows for file storage, sharing, collaboration, and syncs across multiple devices.

Getting Signed In

1. Log into your SCS Microsoft account at office.com.
2. Select the OneDrive icon from the left rail.



Setting Up One Drive on a Windows 10 Device

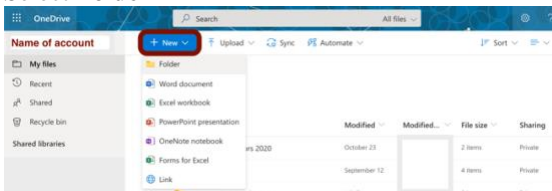
1. Open the Start menu in the bottom left corner.
2. Search for OneDrive and click the icon to open the app. (If you don't find it on your device, you can download the application up to 5 times through the SCS O365 account.)
3. Sign in using your SCS credentials.
4. (Optional) Click the **Change location** option if you want to specify a different path for the folder.
5. Click **skip** or **continue**.
6. Click the **Not now** button.
7. Click the **Next** button.
8. Continue with the on-screen directions for a quick tour or click the **Close (X)** button.

Now, you can begin uploading files to your OneDrive account.

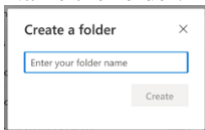
Organizing Files in OneDrive

To get started, create folders to organize your content.

1. Open OneDrive in your O365 app launcher (per steps in Getting Started above.)
2. Select **+New**
3. Select **Folder**



4. Name the folder.

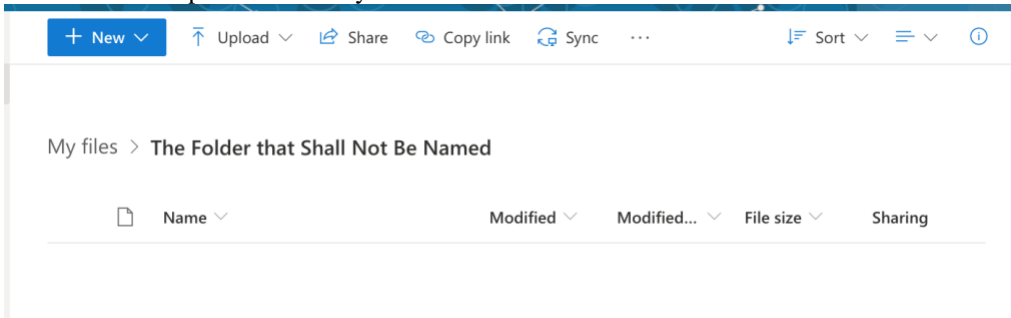


5. Select **Create**.

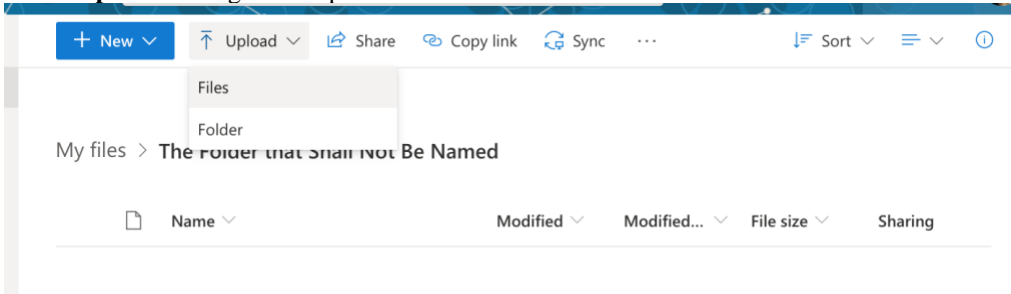
Upload Files to OneDrive

To upload files to OneDrive, use these steps:

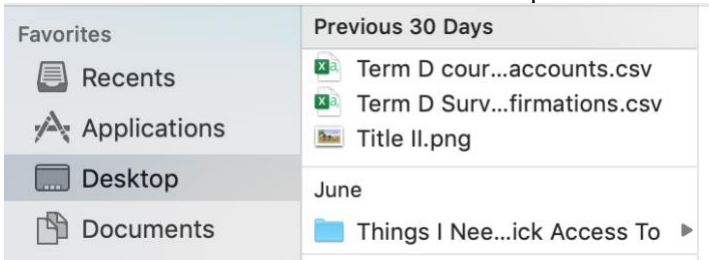
1. Open OneDrive (through Office online or the app on your computer.)
2. Double click to open the **Folder** you want to store the files.



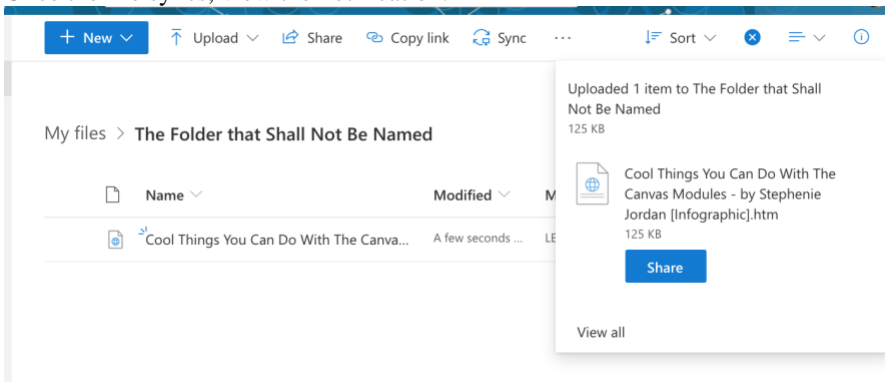
3. Select **Upload** or drag and drop files into the folder.



4. Select the files or folders from the hard drive to upload.



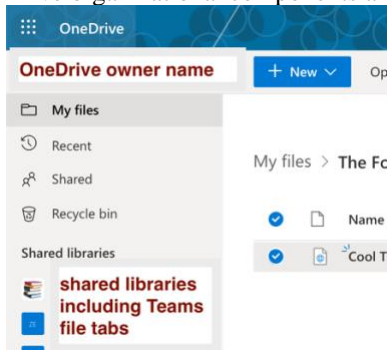
5. Once the file syncs, view the notification.



Files default to **private** sharing, meaning only the person who uploaded them can view, edit, and delete.

OneDrive's Organization and Access

The OneDrive organizational components are on the far left hand side of the application.



My files – documents, worksheets, slide shows, etc. that you have created/uploaded

Recent – all recently accessed files

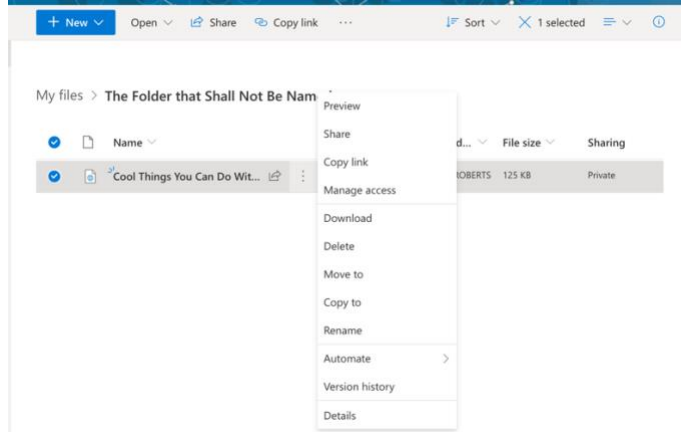
Shared – files shared by others with you

Recycle bin – all files that have been sent to trash

Shared libraries – all group and Teams files are also accessible through OneDrive

Leveraging Files from One Drive

From the ellipsis next to the file name, you have many options:

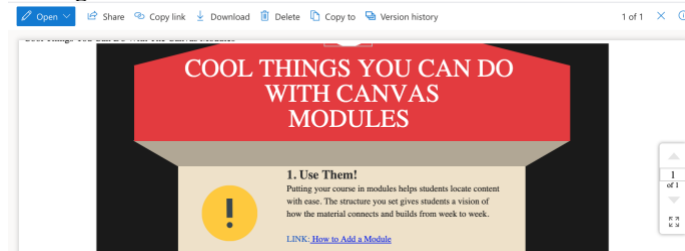


Preview – to look into the file without full editing capabilities

Share – used when collaborating or sending to another person

Copy link – provides a hyperlink to that file within that folder

Manage access – controls who can view and edit the file



Download – downloads a copy to the hard drive of your computer

Delete – removes the file from OneDrive

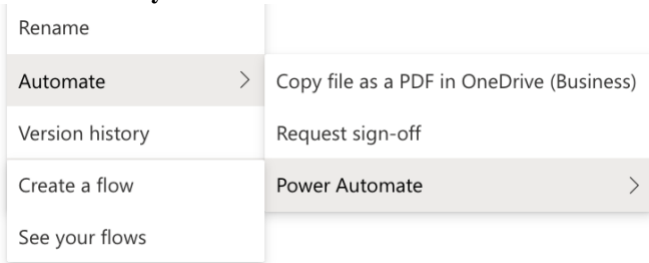
Move to – changes the location where the file is stored

Copy to – makes an exact duplicate in another location within OneDrive

Rename – edit the title of the file

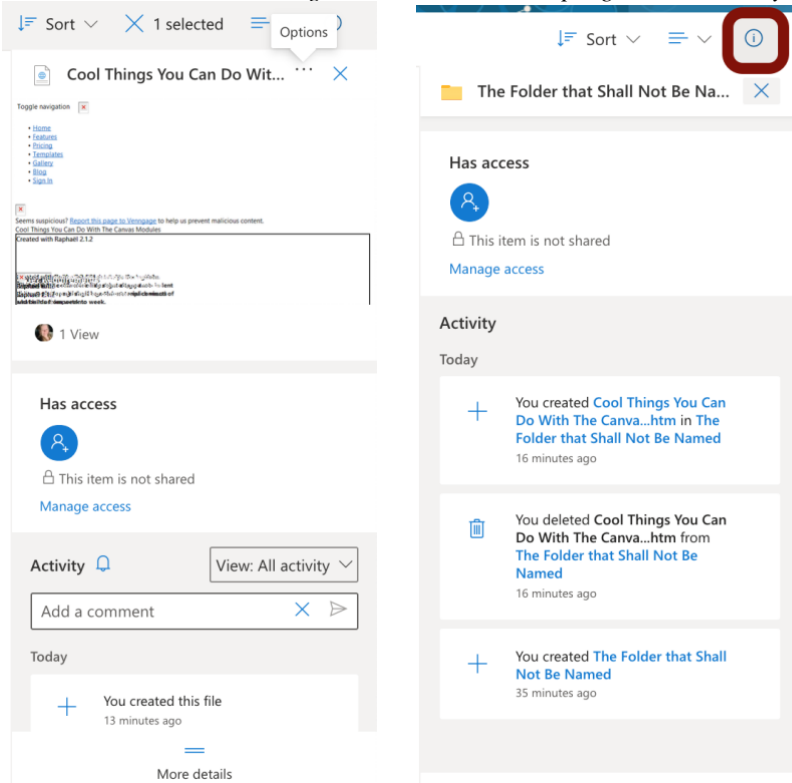
Automate – set work flows related to the file

Version history – show all edits made to the file and the individual who made the changes

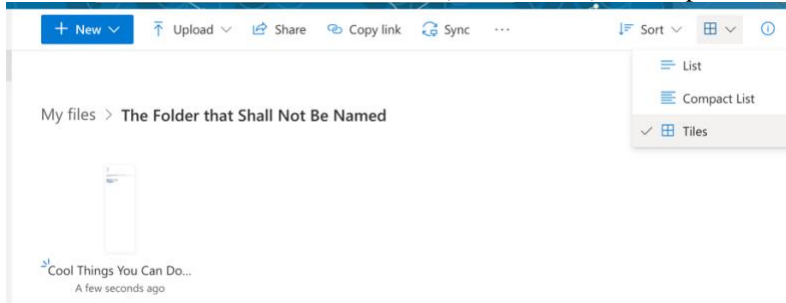


Details – file information: preview image of file, access currently active, activity in the file (including comments), type and size of file, path to file

(Details can also be access through the circled i in the top right corner at any time.)



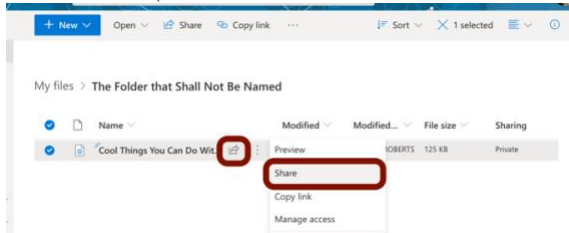
The files view can be modified from list (shown above), to compact list or tiles (shown below).



Sharing Files with OneDrive

Instead of downloading to attach to an email or save to a USB drive, you can share files directly from OneDrive.

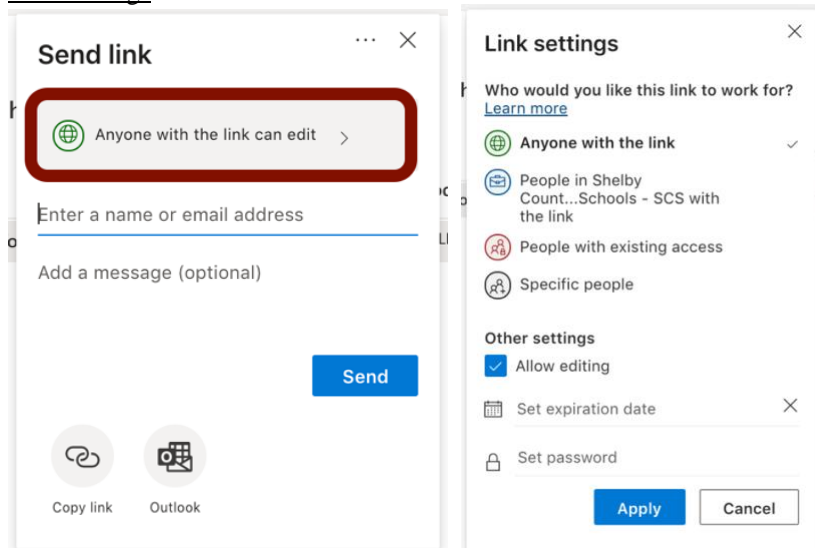
1. Open **OneDrive** folder
2. Find the files within the folder system created in previous steps
3. Right click the file (or hover and click the ellipsis to the right of the file name)
4. Select **Share** (the icon next to the file name or Share in the more options list)



Setting Sharing Options for Files in OneDrive

Once Share is clicked, a menu box appears. From this screen, sharing settings can be selected for each file.

Link Settings



Anyone with the link – best when sharing with people broadly

People in SCS with the link – only people within our organization can access

People with existing access – provides a link for those who already are listed in specific people

Specific people – names individuals who can view/edit this file

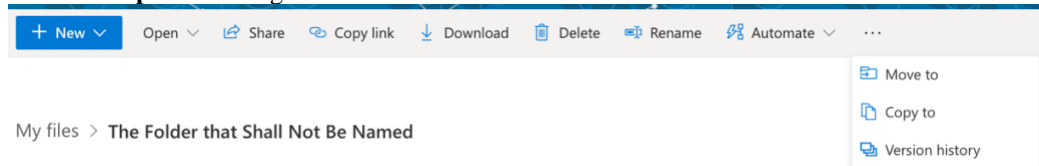
Other Settings

Allow (disallow if unchecked) editing

Set expiration date – removes access on the date entered

Set password – requires password to obtain access

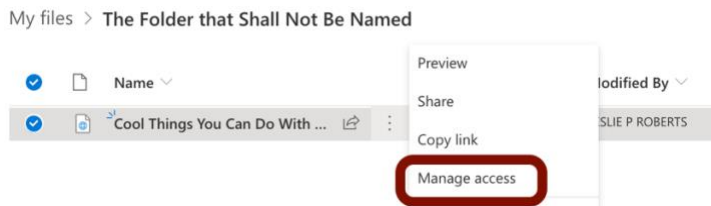
The **more options** settings are also available on the horizontal bar within OneDrive:



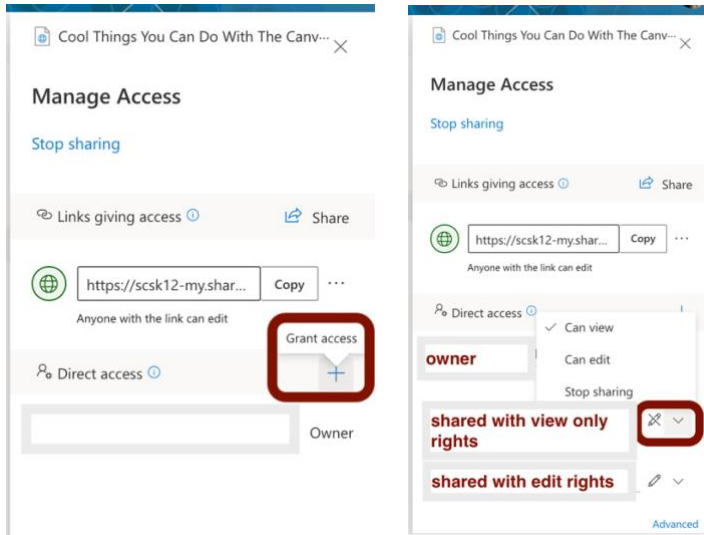
Manage Access for OneDrive Files

All sharing settings can be modified if needed by following the steps below:

1. From the file's **more options ellipsis**, select **manage access**



2. From the manage access menu, access can be modified: granted, revoked or updated from view to edit or edit to view



**The more options menu next to the file link gives options to remove the link, meaning anyone with the access link previously will no longer be able to access the file.

