

WHAT IS ONEDRIVE?

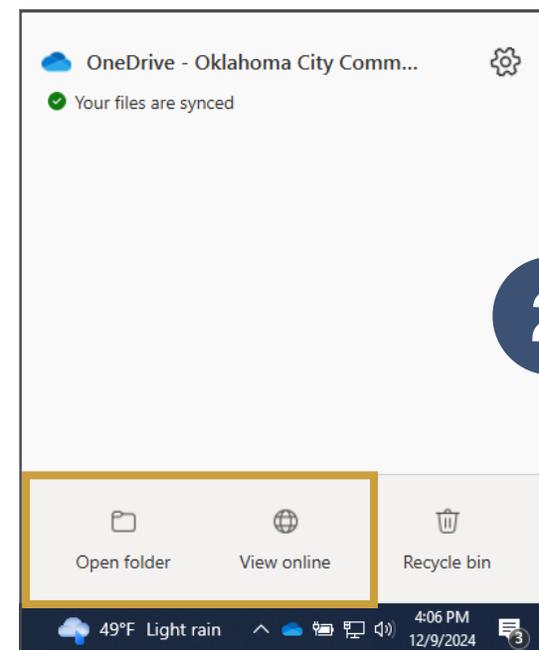
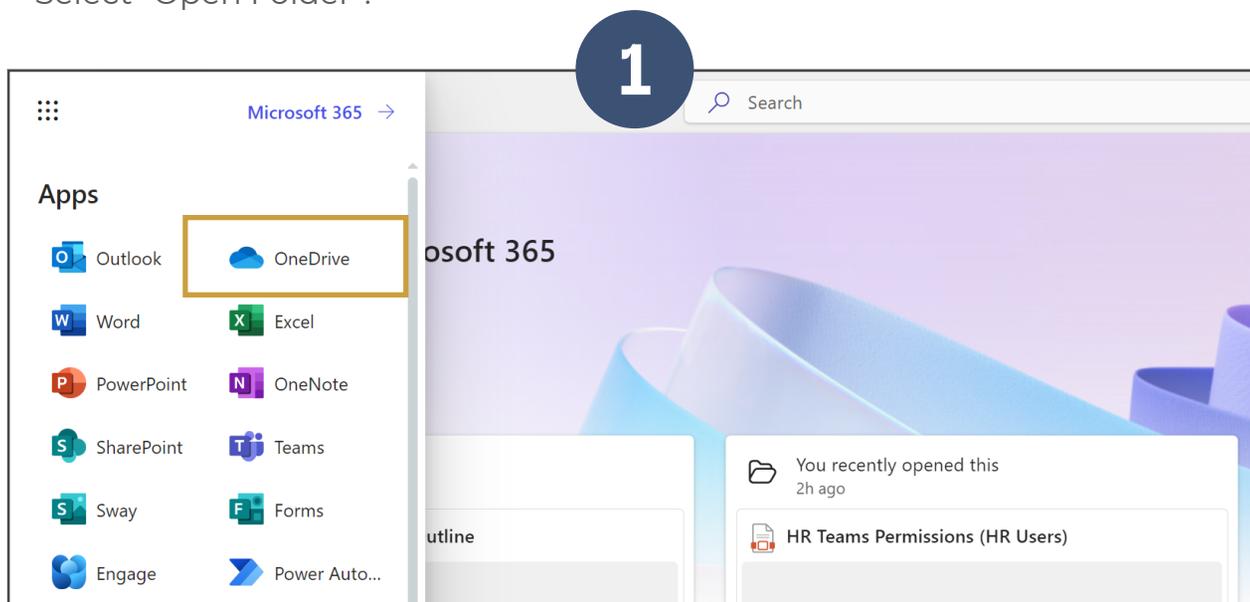
OneDrive is a cloud storage service that lets you back up, access, edit, share, and sync files from any device. Any files you put into OneDrive automatically sync and become available in the OneDrive folder.

1. Access OneDrive - **Web Browser**

- From your web browser, navigate to office.com.
- Sign into using your standard OCCC username and password.
- In the upper left-corner of the window, select the app launcher icon, then select the OneDrive icon.
- Alternatively, select the “OneDrive” icon from your icons in the lower right-hand corner of the screen, then select “View Online”.

2. Access OneDrive - **Desktop**

- Select the “OneDrive” icon in the lower right-hand corner of the screen. 
- Select “Open Folder”.



WEB BROWSER - HOME

Add Items
Select this button to add new folders or files to OneDrive.

Settings
Use the gear icon to change OneDrive settings.

Menu
Use the menu to navigate through OneDrive.

Recent Files
Sort recently opened/edited files by type.

LaBoube, Cheyanne N.

- Home
- My files
- Shared
- Favorites
- Recycle bin

Recent All Word Excel PowerPoint PDF More

Name	Opened	Owner	Activity
FreshService User Training My Files	Yesterday at 3:41 PM	SharePoint App	You recorded a meeting · Fri
Holiday Graze My Files	Yesterday at 11:57 AM	LaBoube, Cheyanne N.	
Colleague Termination Procedure ERP - Enterprise Resource and Planning	Mon at 11:15 AM	LaBoube, Cheyanne N.	You edited this · Nov 21

WEB BROWSER - MY FILES

The screenshot displays the OneDrive 'My Files' interface. On the left, a navigation pane shows 'My files' selected. The main area contains five folders: 'Apps', 'Attachments', 'Microsoft Teams Chat Fi...', 'Projects', and 'Recordings'. The 'Projects' folder is highlighted with a blue border and a checkmark icon. Three callout boxes provide instructions: 'Back to Home' points to the home icon in the top left; 'Edit Folders' points to the circle icon in the top right of the 'Projects' folder; 'Folders' points to the 'Projects' folder itself. A top toolbar includes options like 'Share', 'Copy link', 'Request files', 'Delete', 'Favorite', and 'Details'.

Back to Home
Select this link to return back to the Home page.

Edit Folders
Select the circle icon to share or delete folders.

Folders
Select folders to view files contained inside.

WEB BROWSER - SHARED

Shared With/By

Switch between objects shared with you vs. objects shared by you.

Activity

Shows recent activity on the file.

Shared by

Shows who shared the file/folder.

OneDrive

Search

All files

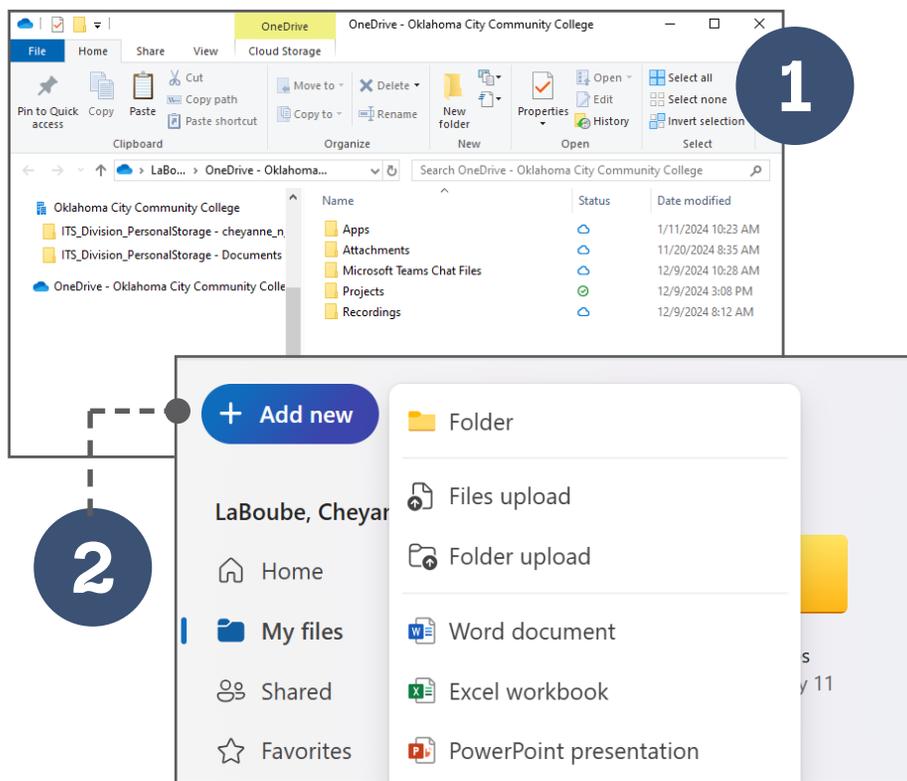
With you | By you | **All** | Folder | Word | Excel | PowerPoint

Filter by name or person

Name	Date shared	Shared by	Activity
Onedrive SharePoint Updates	Thu at 11:56 AM	Simbili, Venkata Sai	Simbili, Venkata Sai shared this with you · Thu
travis-scott-fire Haywood, David D's Files	Thu at 9:40 AM	Haywood, David D	Haywood, David D shared this in a Teams chat · Thu
IMG_4582 Rodriguez, Benjamin N.'s Files	Nov 22	Rodriguez, Benjamin N.	Rodriguez, Benjamin N. shared this in a Teams chat · Nov 22
colleague error Wargin, Ceasar A's Files	Nov 22	Wargin, Ceasar A	Wargin, Ceasar A shared this Teams chat · Nov 22
Loop paragraph Ohrenberg, Samuel R.'s Files	Nov 20	Ohrenberg, Samuel R.	Ohrenberg, Samuel R. shared this with you · Nov 20
Annotations - Annotations Call Naik, Kiran Gurunath's Whiteboards	Nov 19	Naik, Kiran Gurunath	Naik, Kiran Gurunath shared this with you · Nov 19

Upload Files to OneDrive

1. Drag and drop the file into your OneDrive folder on your desktop. This makes it available online and through all of your connected devices under the “My Files” tab.
2. Alternatively, in the OneDrive web browser, select the “Add New” button under “My Files”. Then, select the appropriate option from the drop-down menu.



Any files you delete from your OneDrive will be deleted from your devices! Just like uploaded files are reflected, deleted files are reflected in the same way.

Status Icons



Blue cloud - A blue cloud icon indicates that the file is only available online. Online-only files don't take up space on your computer.



Person next to cloud - This indicates the file or folder has been shared with other people.



Green tick - When you open an online-only file, it downloads to your device and becomes a locally available file. You can open a locally available file anytime, even without Internet access. If you need more space, right-click the file and select “Free up space” to make it an online file.



Solid green circle - Files that you mark as “Always keep on this device” have the green circle with the white check mark. These are always available files download to your device that take up space.

Sharing Files

The files on your OneDrive are private until you share them. Note when you share folders with “Edit” permissions, people you share with can add the shared folders to their own OneDrive. Any updates they make sync with the shared folder, so everyone with access to the folder is up to date.

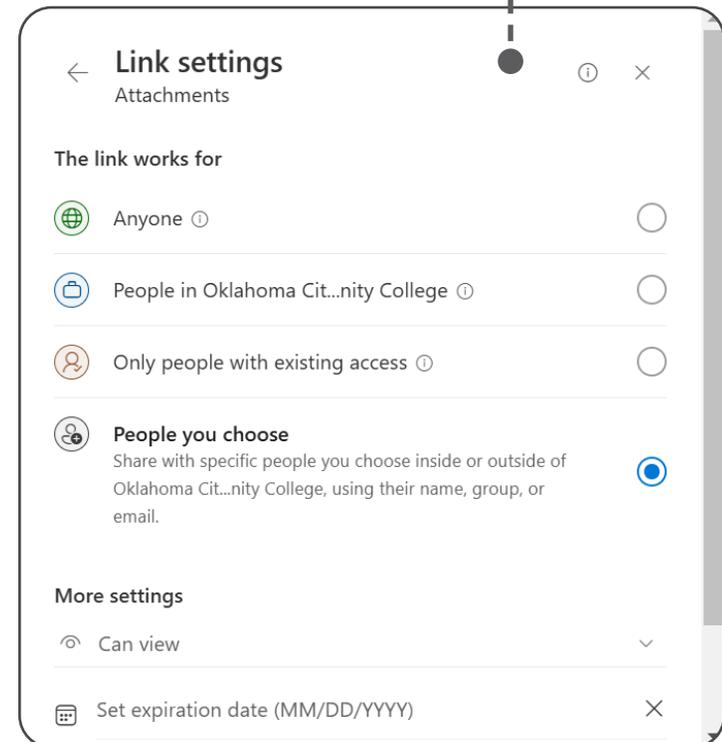
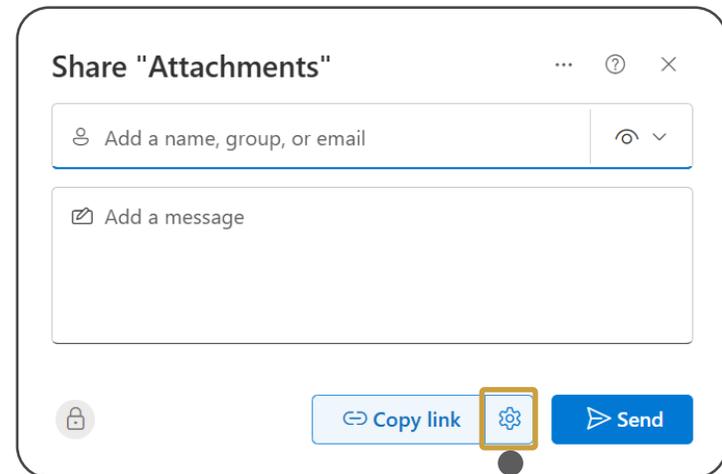
To share files:

- Pick the files or folders you want to share by selecting the circle icon.
- Select the “Share” icon at the top of the page.
- Select “Copy Link” to copy the link.

Sharing Permissions

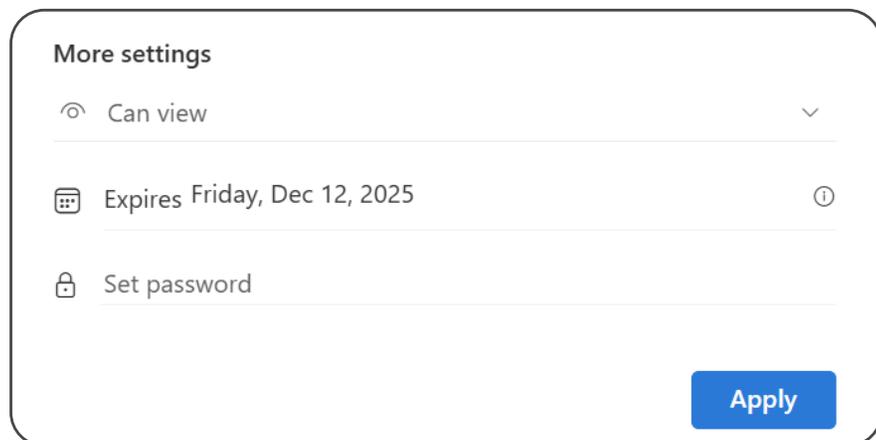
To change the link permissions, select the gear icon.

- **Anyone** - Gives access to anyone who receives the link, whether they receive it directly from you or it’s forwarded from someone else. Includes people outside of OCCC.
- **People in OCCC** – Gives anyone in OCCC who has the link access to the file.
- **People with existing access** – Can be used by people who already have access to the document or folder. This doesn’t change any permissions.
- **Specific people** - Gives access to only the people you specify.



- For the “**Anyone**” option - there are two additional fields that show up under the “More Settings” section - the “expiration date” and “password” fields.

Whenever sharing a file using the “Anyone” option, an expiration date and password should be set to add additional security. Note that the maximum link duration is set for one calendar year.



- Under “More Settings” change if user(s) can view or edit the file.
- Select “Apply”, then select the “Send” button.
- You can also manually send the link to the recipient by selecting the “Copy link” button.

Additional Help

If there are any additional questions, use the question mark icon located near the top of the OneDrive browser page or reach out to your SharePoint/OneDrive Administrator.

