

# Microsoft OneDrive Training

## Introduction to OneDrive

- Secure, cloud storage service
- Virtual access from any device with internet access
- Enables file sharing and collaboration
- Document scanning on mobile devices

## Access OneDrive from Your Browser

- Login.microsoftonline.com
  - Navigating the O365 dashboard
    - App launcher
    - Install Office (Employee Benefit: can install up to 5 copies of Microsoft Office on personal computers per license agreement with Microsoft)
    - Profile picture (account)
    - Settings
    - Search
- Overview of the Office 365 dashboard
  - Tiles
  - Recommended
  - Recent | Pinned | Shared with me | Discover | Upload and open | View options
  - OneDrive Recent Folders | Sharepoint Frequent Sites and Following
- About SharePoint

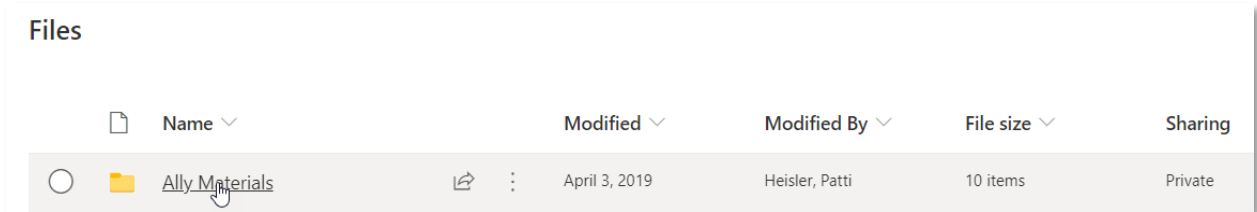
## Navigating OneDrive's Interface

- Navigation panel
  - My files | Recent | Shared | Discover | Recycle bin
  - Shared libraries
  - Get the OneDrive Apps | Return to Classic OneDrive
    - Differences between modern and classic: <https://support.microsoft.com/en-us/office/differences-between-modern-and-classic-experiences-for-lists-and-libraries-30e1aabo-a5cc-4363-b7f2-09e2ae07d4dc>
  - Files
  - Top navigation bar: New | Upload | Sync | Automate
  - Right navigation: Sort | View | Activity information

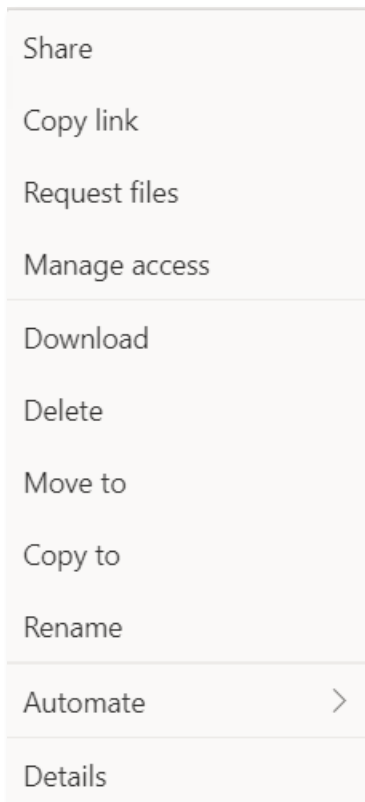
## Accessing OneDrive from Desktop

- How to display user files
  1. Right click on desktop
  2. Personalize
  3. Themes
  4. Desktop icon settings
    - Computer

- Users files
  - Recycle bin
- Access Users Files from desktop, click OneDrive
  - Notes: OneDrive within Users Files are local copies. Changes can be made to these files without internet access. When internet access is available, those copies sync with OneDrive online.
  - See OneDrive icon in system tray. You can check in sync status and more.
- Folder and file information:
  - Share | More Options | Modification date | Modified by | File size | Sharing



- More Options - folders:

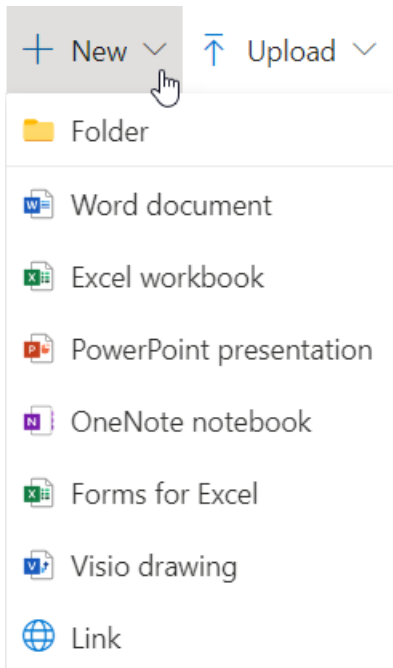


Share	Manage access (...) = panel Designate permissions, add email, message.
Copy link	Copy URL to file, designate permissions
<i>Request files</i> (available for folders only)	With the file request feature in OneDrive, you can choose a folder where others can upload files using a link that you send them. The users that you request files from cannot see what's in the folder - they can only upload files to it. Example: I want Cheryl to upload files to a folder.
Manage access	(Same panel as the ellipsis under the Share command)
Download	Self-explanatory
Delete	
Move to	
Copy to	
Rename	
Automate	Activates Power Automate where you can set up and view workflows
Details	Panel: displays who has access, document properties, retention information/labels, declaration of records. <a href="#">More Info</a>

- More Options – files:
  - Open
  - Preview
  - Version History

## Organizing OneDrive

- New Command:

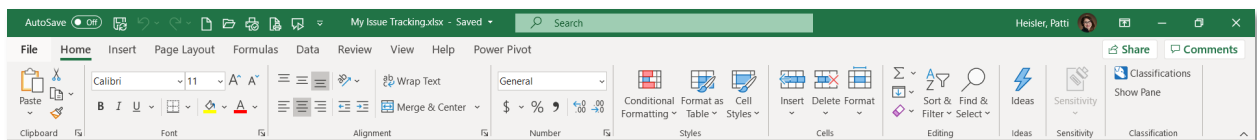


- About Web Apps (compared to client app)

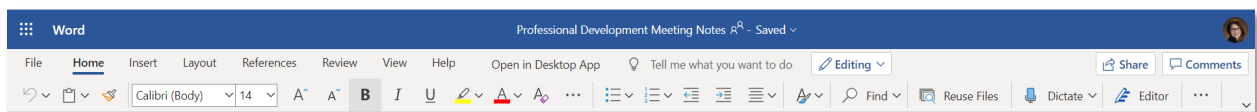
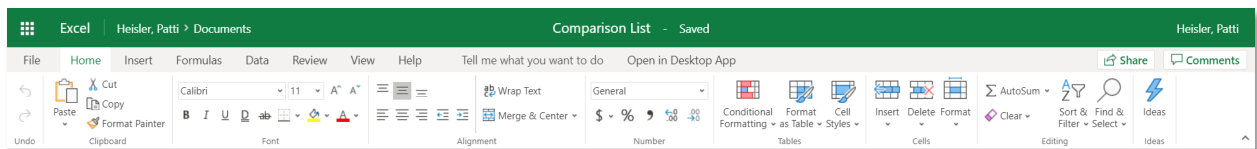
**Important Note:** if you copy a file into a folder, that file should inherit the folder's permissions. If you move a file that has been shared into a private file, that file should retain its shared permissions rather than inherit the permissions of the folder.

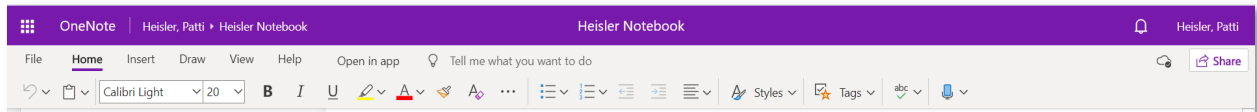
## Toolbar Options in Web Apps

Client view:



Web app view: (note - Open in Desktop App)





## Managing Shared Files

### *Manage files you share with others*

As you examine the list of files in OneDrive's List or Compact List view, you can see whether or not a document is private or it has been shared. To manage sharing permissions, click the Show Actions button (ellipsis) and choose Manage Access. This opens a panel where you can edit permissions to the document.

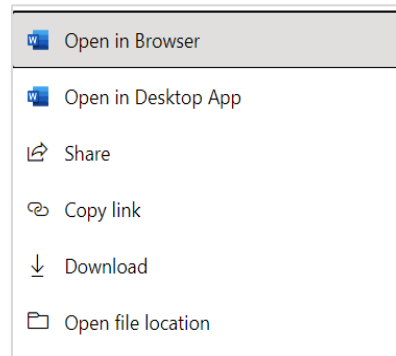
If you share a document with someone, then move that document into a private folder, they will still have to access it. The folder will still say "Private."

### *Manage files that other have shared with you*

In the Office 365 dashboard click Files that Have Been Shared with Me.

Click the ellipsis to view options (shown right)

Choose More In OneDrive to view all documents shared with you.



## OneDrive Mobile App

You can download Microsoft's OneDrive app from the PlayStore and manage files from your mobile device.

- Click the "+" symbol to reveal actions you can take such as taking a photo, scan a document, create a folder, upload a file, and create documents.
- Create documents, folders, take a photo, or upload files

