MICROSOFT ONEDRIVE

USERS GUIDE

Texas Tech University | Mansouri, Heide

TEXAS TECH UNIVERSITY
Information Technology Division
Technology Support

Table of Contents

OneDrive ☁

User Guide

☁ > OneDrive - Texas Tech University

OneDrive vs OneDrive for Business

- **OneDrive** is a **personal cloud storage** of 5GB for you to securely store your files and access them later, from any device.
- **OneDrive for Business is an online storage intended for business purposes.**
- **OneDrive for Business** is an integral part of **Office 365** or **SharePoint Server**, and provides place in the cloud where you can **store**, **share**, and **sync** your work files. You can update and share your files from **any device** with OneDrive for Business.
- You can even work on **Office documents** with others at the same time.
- As a member of Texas Tech University, **your OneDrive for Business is managed by Texas Tech University** administrators, which lets you share and collaborate on work documents with co-workers. Site collection administrators at Texas Tech, control what you can do in the library.

OneDrive for Business

This document is a guide to **Microsoft's cloud storage** solution, **OneDrive for Business.** At Texas Tech University, **Office 365** users get **1TB of storage** each.

Microsoft OneDrive for Business, available through https://www.office.com/ with **1 TB** of free online storage, is available to **TTUS**, including **TTU** faculty, staff, and students. TB is Terabyte Computer Storage (approximately **1000 GB**).

You can use **OneDrive for Business** to save **documents**, **photos**, **videos**, and other files and access them from **any computer or mobile device**. You can also **share files** with friends and colleagues to collaborate on content together.

OneDrive is available with Windows 10, and the latest Microsoft Office releases (Office 2013 and later). If you have any of these products then you've already got the OneDrive app; and you'll just need to log into **Windows** or **Office** with your **Microsoft account** and **activate OneDrive** and associate it with your account and computer.

OneDrive on the Windows desktop

- OneDrive on the Windows desktop will sit in the System Tray, that section in the bottom right of the screen where the date is

.

- Its icon is that of a little cloud, and by right-clicking it you can access the various settings or sign into your linked Microsoft account.
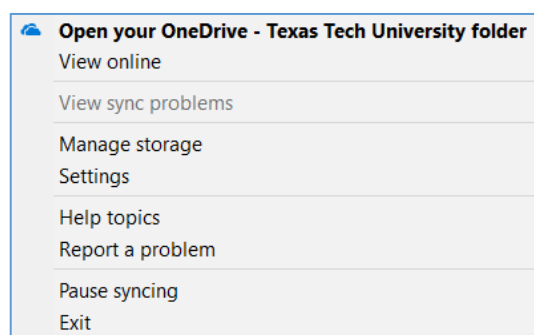
- Once you've signed into your Windows/Microsoft/OneDrive account, you'll be greeted with a setup wizard that will take you through the initial stages of setting up your OneDrive synchronized folders on the PC you're currently using.
- After clicking on the **Next** button, you will **browse** through the various folders from your user account on the PC you're using, and check the box next to the folder to allow it to be a part of the OneDrive sync and available through the service.
- When you're ready, you can click **Next** and the final option will allow you to click on the '**Open my OneDrive folder**' button, which will open up the OneDrive area on your local PC that acts as an upload area to the online OneDrive account.
- Any files or folders you want to **upload** to your OneDrive account, just drag and drop them into this area within Windows Explorer – located from the Quick Access sidebar in Explorer. You can also right-click the OneDrive link in the sidebar to

choose other folders to sync. Providing you've got a good internet connection, and you don't have too many files, the initial OneDrive synchronization shouldn't take too long.

To Access the OneDrive

Note: **Internet Explorer 11 or newer** , or **Microsoft Edge** (the browser created for Windows 10, and the replacement for Internet Explorer) are recommended for best results.
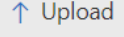
If running **Windows 10**, then **OneDrive** is already installed on your Computer @ C:\Users\UserName\OneDrive-Texas Tech University.
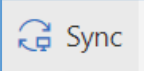
- Open Internet Explorer and enter https://www.office.com/ in the address bar.
- Log into your Office 365 account using your TTU Username and Password
- Username format (Firstname.Lastname@ttu.edu)
    - example: john.doe@ttu.edu

- Click on OneDrive icon.
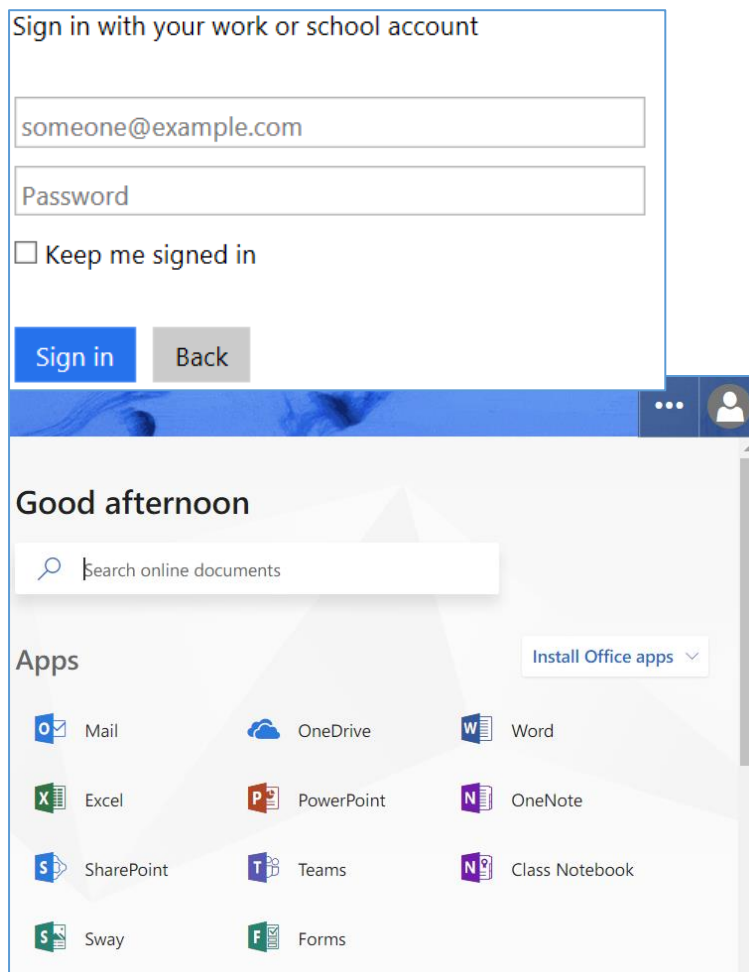
- Listed under the **Documents** are your personal OneDrive files. Files can be accessed anywhere with an internet connection.
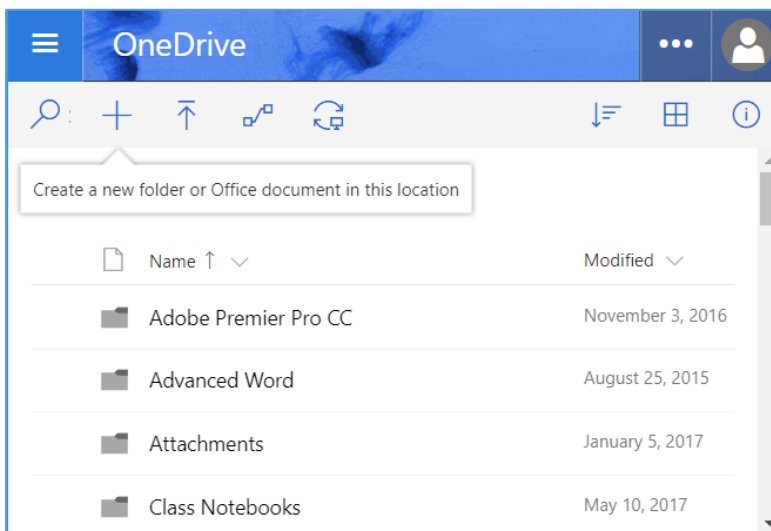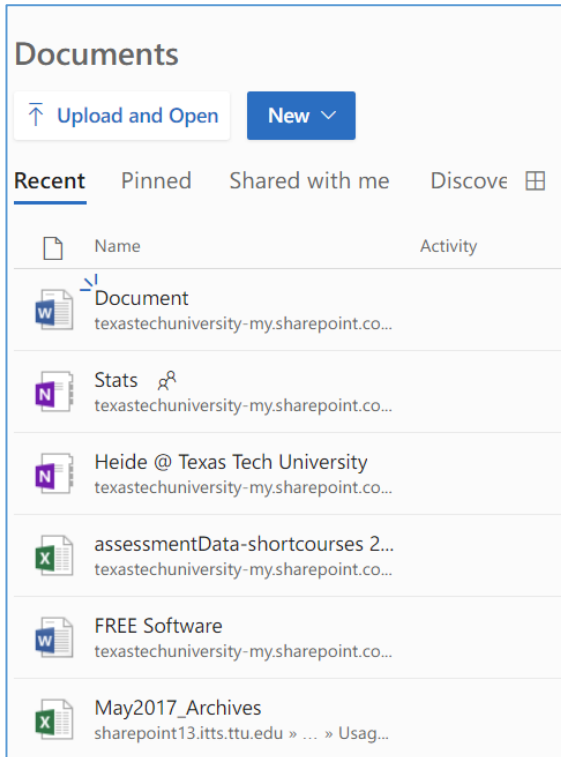
- To transfer files and folders from your computer to OneDrive click ⬆ Upload to **upload** and navigate to the desired file.

- Click 🔄 Sync to **sync** your OneDrive files to your computer.

- Files and folders can also be uploaded by opening the files in Windows and clicking and dragging them to the OneDrive screen

Using Office Online in OneDrive
Applies To: **Excel** Online **Word** Online **PowerPoint** Online **OneNote** Online Office.com

Store your Office documents in OneDrive, and **Office Online** lets you view and edit them in your web browser, making quick updates to your files (no need to start up an Office program.

Using Web Apps
This is an online version of Word, Excel and PowerPoint which can be accessed without installing the Office suite.

- To get started, go to OneDrive official site https://onedrive.live.com/about/en-us/ **sign in**, and click **Upload**.
- Pick documents that you want to be able to share easily, or be able to access on any computer.
- When you can see the document on OneDrive, click it. It opens in an Office Online program, such as Word Online. Changes save automatically.
- To close the document and go back to your file list, click one of the breadcrumb links at the top of the page.
  Note: To sign in to OneDrive, you need a Microsoft account. If you don't already have one, click the Sign up now link at the OneDrive sign-in page and fill out the form. Your sign-in will be the email address and password that you set up in the form.

To Create a New Document with Web Apps (Office on the Web)
- Click on **New**, and select the type of document desired. This will open an online version of the program. Use it as you normally would to create your document.
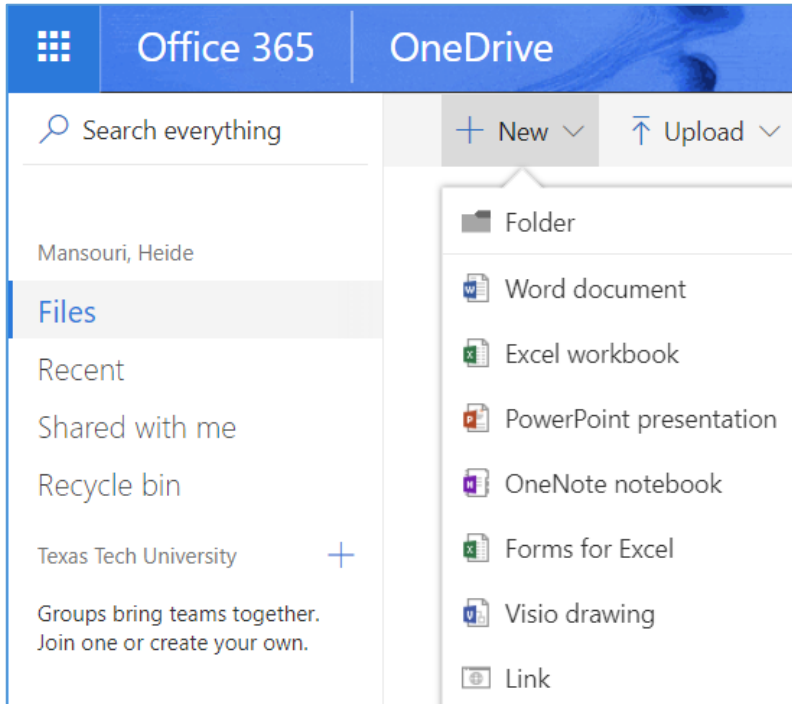
Works Space to Create Document
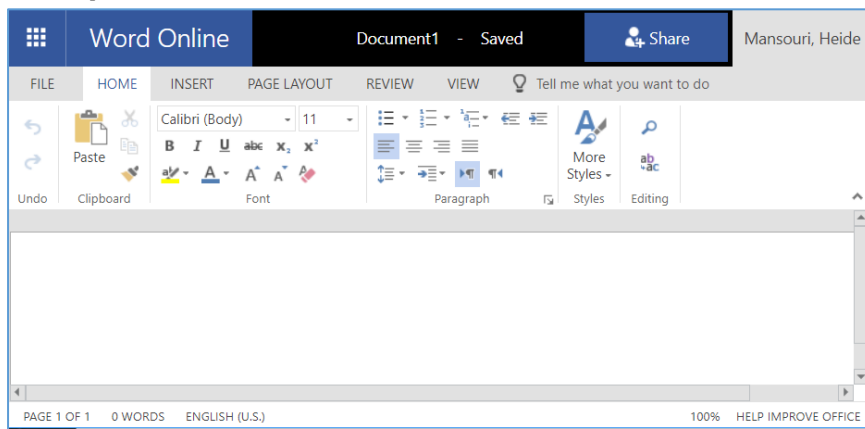
Note: Your work is automatically saved as you edit the document.

To Save Web App Files
- In the Office 2013 or Office 2016, Click on **File**
- Go to File > Save As, and then pick OneDrive to save documents directly from programs like Word, Excel, and PowerPoint.
- For detailed steps, see **Save documents online** https://support.office.com/
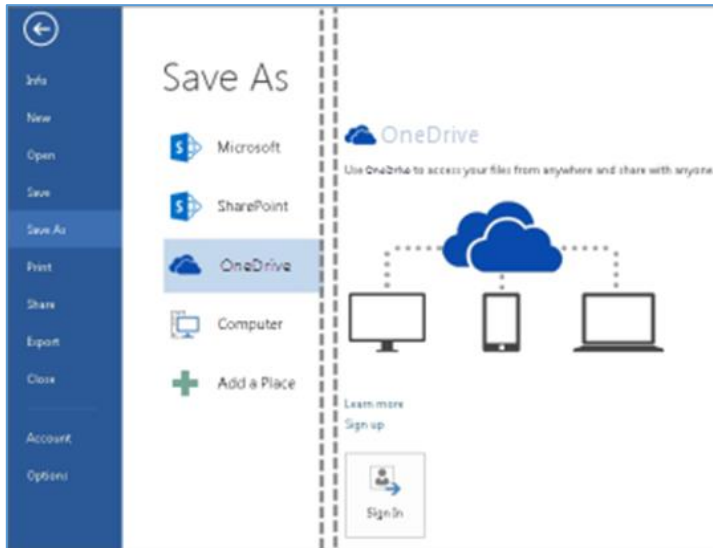
To Share OneDrive Files/Folders

- Return to **OneDrive**

- Click to highlight a File or Folder to share, and then click the **Share** button

- Invite People option allows you to share with users that have a TTU account.

- Start typing in a name, click the appropriate name, then click Share.

  Note: If the person does not have a TTU account, his/her information will not auto populate in the name field, and the entire email address will need to manually be typed. Each invited person will be emailed a link with the invitation to view the file.

- Click **Share with** to modify a files security settings.

Should I save my documents to OneDrive for Business or a SharePoint team site?

- It's tempting to save all your documents to **OneDrive for Business**. The link to your OneDrive for Business library is always sitting there at the top of the page, ready for you to **upload** or **create a document from OneDrive for Business**. However you need to think about who can and can't access the documents you save to OneDrive for Business.

- If a document is a collaborative effort related to a project, then saving to a team site might be a better choice.

What's the difference between OneDrive for Business and a SharePoint team site

- OneDrive for Business is a place where you can store files from your computer into the cloud, and access them from any device, or share them with others.

- As part of Office 365 or SharePoint Server, OneDrive for Business lets you update

and share your files from anywhere and work on Office documents with others at the same time.

- A SharePoint team site is a place that users can collaborate on files, documents, and ideas. It is set up to facilitate two way communication between team members. SharePoint offers a full range of document libraries, task lists, calendars, workflows, wikis, and other features to help a team communicate and collaborate.

- With both **OneDrive for Business** and a **SharePoint team site**, your files are stored in the cloud. You can **sync** either OneDrive for Business or SharePoint to your computer.

  o For more information, see **sync your OneDrive for Business files** or **sync SharePoint files** https://support.office.com/en-us/

When to save documents to OneDrive for Business
- You don't plan to share them.
  Documents you place in OneDrive for Business are private until you share them. This makes OneDrive for Business your best option for draft documents or personal documents that no one else needs to see.

- You plan to **share files** individually and with a limited scope or lifecycle.
  For example, you're writing a blog post that may not be associated with a project, and you'd like a few colleagues to review it before you post it. In this case, you expect people to use the document once without needing additional storage or context information. All they need is a link to the document and editing permission.

- You can't identify an existing team site where your document belongs, and you don't think the purpose of the document warrants creating a new one.

When to save documents to a team site library
- You want team members to recognize the document as being relevant to an ongoing project.

- You want to spread ownership and permissions across a wider collection of people. If a document is important to the success of a project, it's a good idea for there to be people other than yourself who can control what happens on the site.

- You want permissions to be granted on a site basis, instead of on individual documents. If people have access to the team site, then they have access to documents stored in the site.

- Other project-related documents are already saved to the team site library, and others expect to find it there.

- You want to create a check-in workflow that assigns the document to someone else.

Troubleshoot moving documents from OneDrive for Business
https://support.office.com

There are a few issues to keep in mind when moving documents from OneDrive for Business to a team site library:

- The steps for copying or moving files can vary between versions of OneDrive for Business and SharePoint. For more info, see **Move or copy a folder, file, or link in a document library.**
- Hyperlinks to the original document stop working, because you've deleted the document in OneDrive for Business. You may want to **share the document** you moved to the team site to give people on the site an updated, working link.
- If people followed the original document, links in their newsfeed to that document will stop working. To restore this association, people will need to **follow the document** in its new location.
- You might want to replace the original document in **OneDrive for Business** with one that simply gives a link to the new file, and announces the new location.

How do I get OneDrive to show up in File Explorer?
Your OneDrive files will show up in **File Explorer** after you sync them to your PC:

- Go to the right side of the taskbar and right-click (or press and hold) the OneDrive icon.
- Select Settings, go to the Account tab, and then select Choose folders.
- Select the Sync all files and folders in my OneDrive check box, then OK.

Sharing OneDrive files and folders
You can use OneDrive to share **photos**, **Microsoft Office documents**, other files, and entire folders with people. The files and folders you store in OneDrive are private until you decide to share them and you can **stop sharing** at any time.
Note: If you see different options than the video shows, you're probably signed in with your work or school account. Click the **OneDrive - Business** tab above to see the sharing experience for OneDrive for Business files.

- Go to the **OneDrive website** https://onedrive.live.com/about/en-us/   and sign in with your Microsoft account.
- Pick the file or folder you want to share
- Right-click the file, and then select your options.
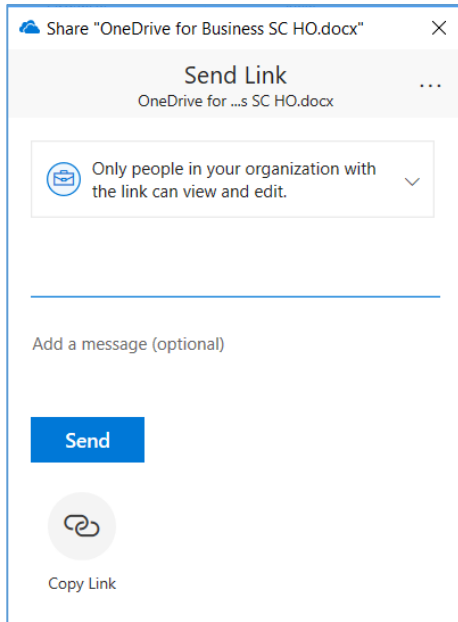
Copy link

- Choose this option to post to **Facebook**, **Twitter**, or **LinkedIn**, or share in email or IM. Anyone who gets the link can view or edit the item, depending on the permission you set. Keep in mind that the link can also be forwarded and sign-in is not required.

- Choose the type of link you want from the drop-down list above the **Get a link** button. The link automatically updates when you choose a different option from the drop-down list.

- For example, to reset permissions to view only, click the arrow next to **Anyone with this link can edit this item** and clear the **Allow editing** check-box.

  - **View only** - When you share items with this type of link, people can view, copy or download your items without signing in. They can also forward the link to other people.

  - **Edit** - When you share items with this type of link, people can edit files, and can add or delete files in a shared folder. Recipients can forward the link, change the list of people sharing the files or folder, and change permissions for recipients. If you're sharing a folder, people with Edit permissions can copy, move, edit, rename, share, and delete anything in the folder.

  - Select **Copy** to copy the link to your clipboard.

Email

Choose this option if you want to send an email invitation to people or groups and keep track of who you invited. This lets you also remove permission for specific individuals or groups later if you need to.

- Click **Email**.

- Enter the email addresses or contact names of people you want to share with. When you begin to enter info in the box, you can also choose a contact from the list that appears.

- Add a note to recipients if you want.

- To change the permission level, select **Can view** or **Can edit**.
    - If you choose **Can view**, that means people you invite can view, download, or copy the files you share.
    - If you choose **Can edit**, recipients can use Office Online to edit Office documents without signing in. To make other changes (like adding or deleting files in a folder), recipients need to sign in with a Microsoft account.

- If you pick **Can edit** and a recipient forwards the message, anyone who receives it will also be able to edit the item you're sharing. People with edit permissions can also invite others to have edit permissions to the item.

- Select **Share** to save the permission settings and send a message with a link to the item.

Notes:

Share OneDrive files and folders https://support.office.com/en-us/

- ➢ If you have trouble sharing from Outlook.com, see Can't share OneDrive files from Outlook.com.

- ➢ If your Microsoft account is set with Family Safety, and your parent has turned off contact management, you can only share items with people who are already on your contact list.

- ➢ Please respect copyright and be careful what you share online. Copying or sharing unauthorized materials violates the Microsoft Services Agreement.

Online Resources

- To learn more about OneDrive, visit https://onedrive.live.com/about/support/
- OneDrive for Business vs OneDrive – Know the difference https://en.share-gate.com/blog/onedrive-for-business-vs-onedrive-know-the-difference
- IT HELP Central solutions to OneDrive for Business https://www.depts.ttu.edu/ithelpcentral/solutions/o365/onedrive/
- Copying TTU RaiderDrive content to Texas Tech University OneDrive for Business https://www.depts.ttu.edu/ithelpcentral/solutions/raiderdrive/
- OneDrive for Business Essential Training http://apps.lib.ttu.edu/lynda/
- Safari Books Online https://www.depts.ttu.edu/library/ :
  - **Windows 10 Inside Out** (includes Current Book Service), 2/e, by: Ed Bott; Carl Siechert; Craig Stinson
  - **From IT Pro to Cloud Pro**: **Microsoft Office 365 and SharePoint Online**, by: Ben Curry; Brian Laws

Please e-mail your comments or suggestions to: heide.mansouri@ttu.edu