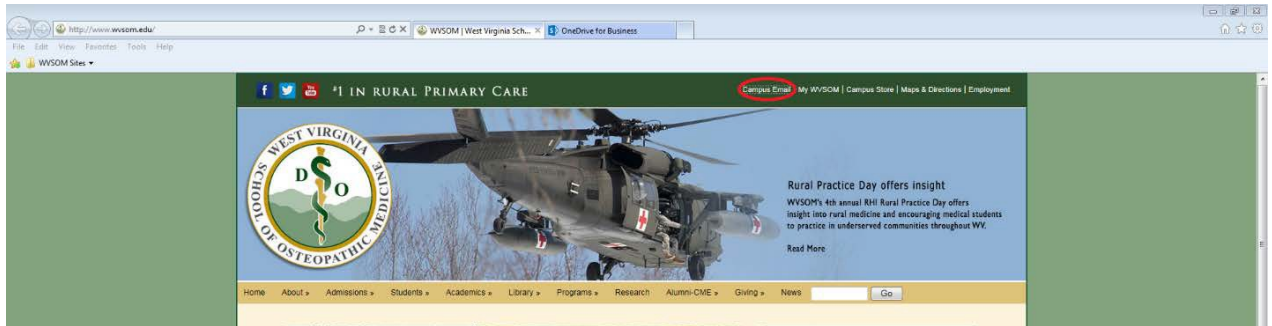




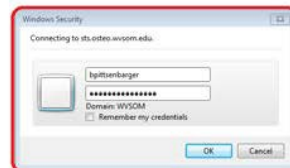
WVSOM IT Department OneDrive Tutorial

Getting to OneDrive

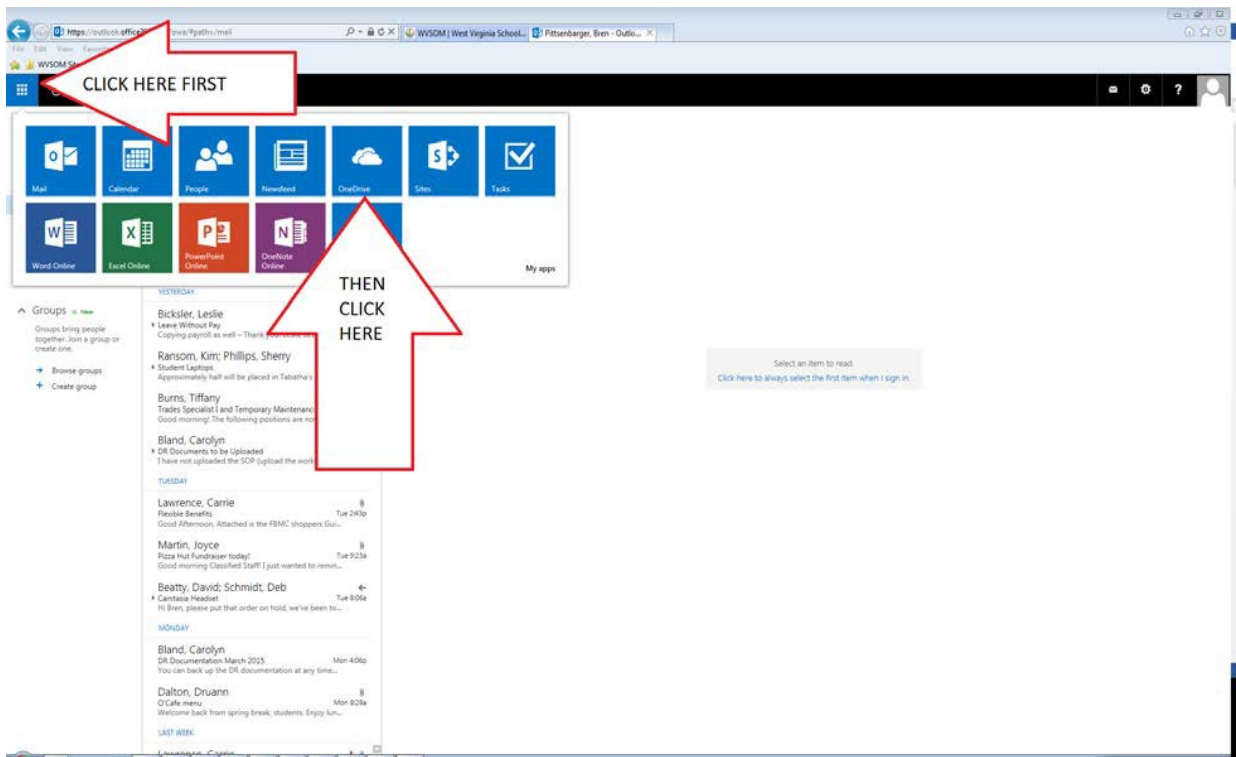
1. Access your **Campus Email** by clicking the link on the www.wvsom.edu



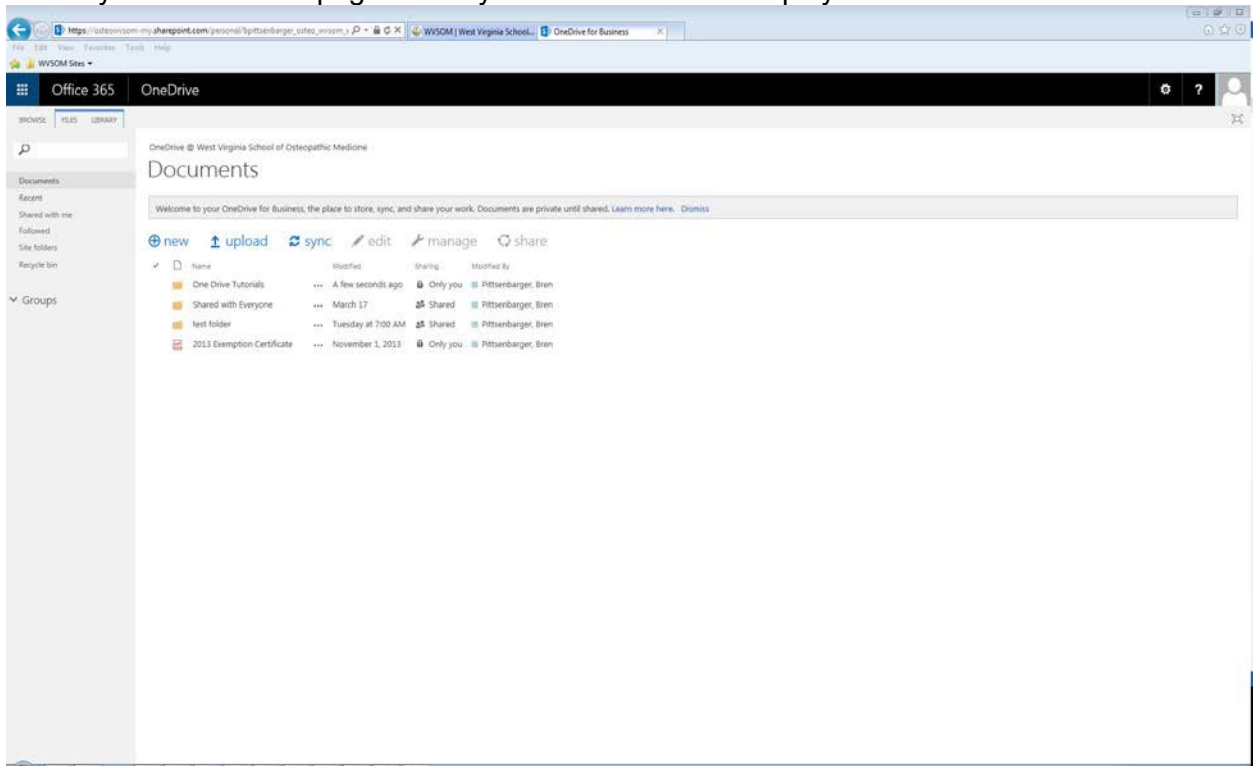
2. Enter your **Active Directory** (*what you use to log in to your computer*) credentials.



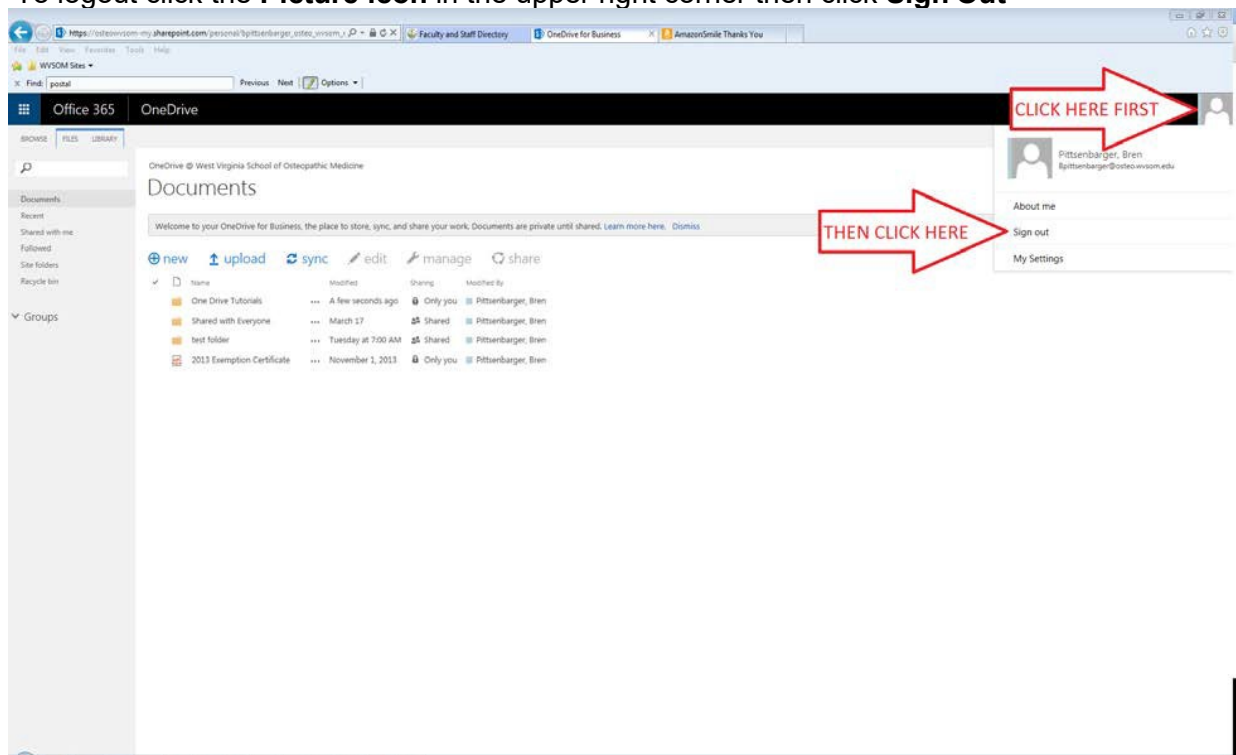
3. Click on the **App Launcher** (square in the upper left, then select **OneDrive** (the tile with the clouds)



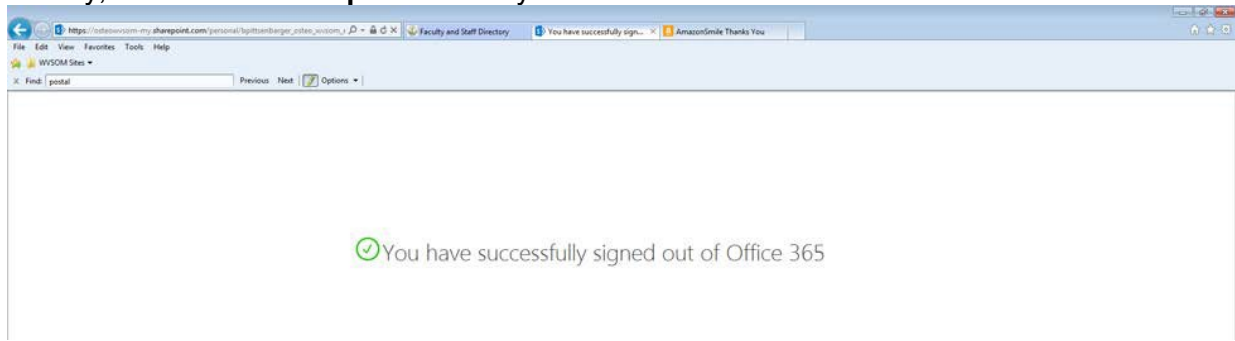
4. Then you arrive at the page where your documents are displayed!



5. To logout click the **Picture icon** in the upper right corner then click **Sign Out**

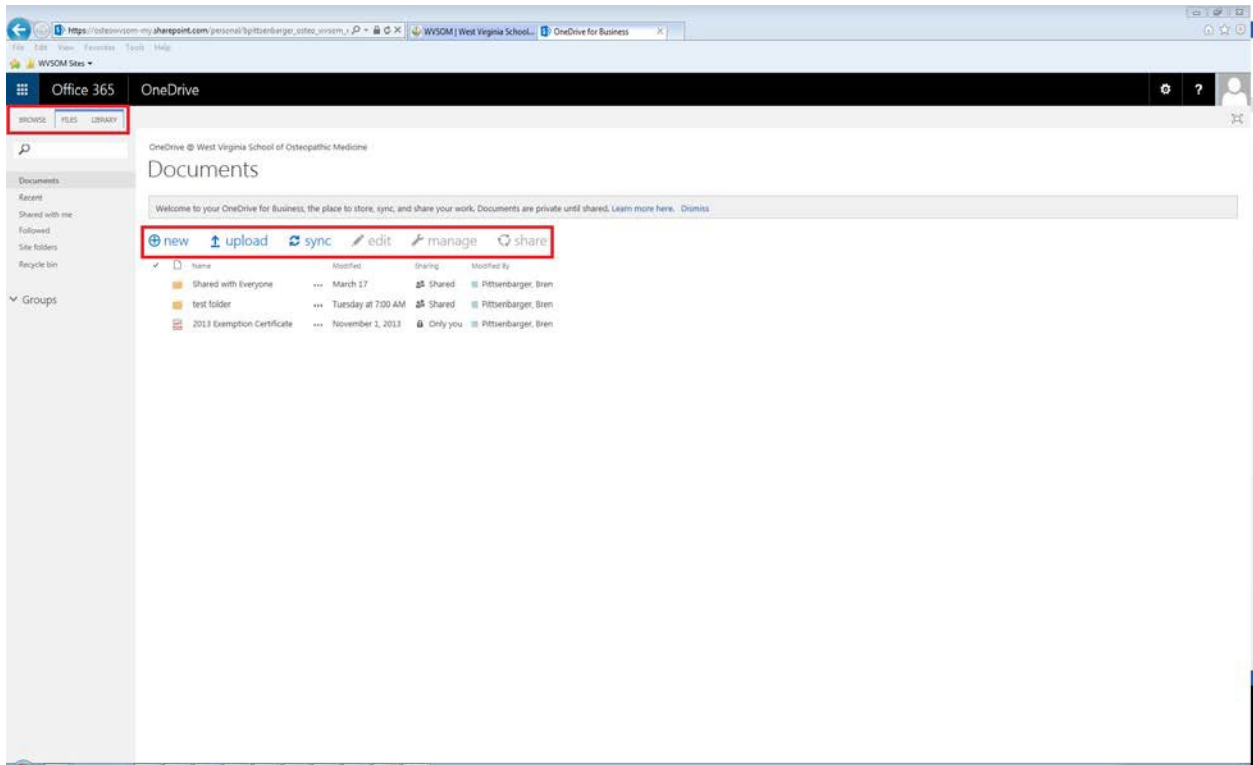


6. Finally, close Internet explorer when you see this screen:



File Management

You can organize your files and folders in OneDrive for Business just as you do on your computer. Wherever you go in OneDrive for Business you'll always see the **new**, **upload**, **sync**, **edit**, **manage**, and **share** buttons above your documents. These allow you create, change, delete, and share documents and folders (referred to as libraries in OneDrive for Business). Also on every page in the upper left corner are the **Ribbons** these allow you to do everything that the other buttons above your files and folders do and more!



The Ribbons expand from the view above and have more functionality than the shortcut buttons:



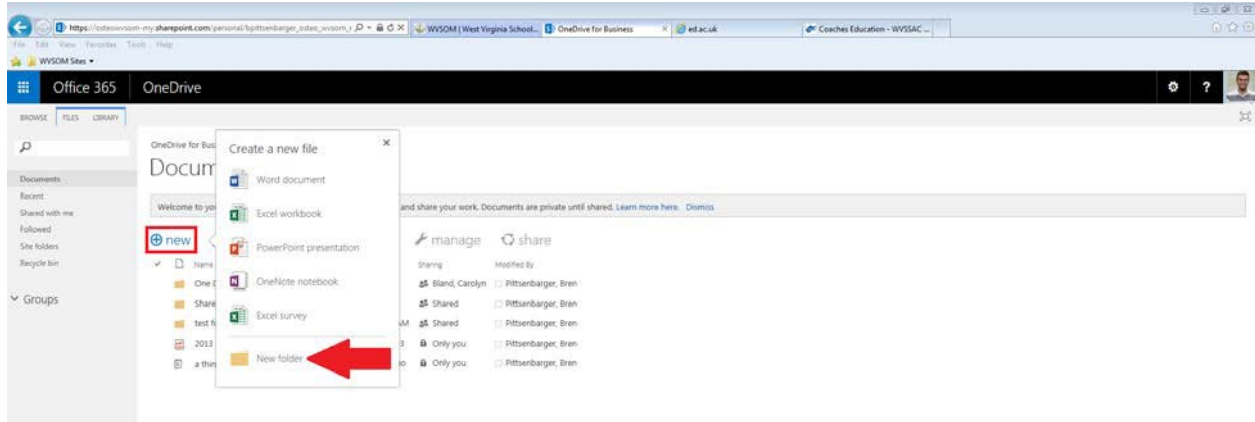
These Ribbons are very similar to the ones that you use in Office 2013. Once you expand the ribbons you can collapse them again by clicking the **Browse** button.



NOTE: If you do not see the ribbons, click on the settings gear in the upper right corner and select "Show Ribbon"

Creating a New Folder

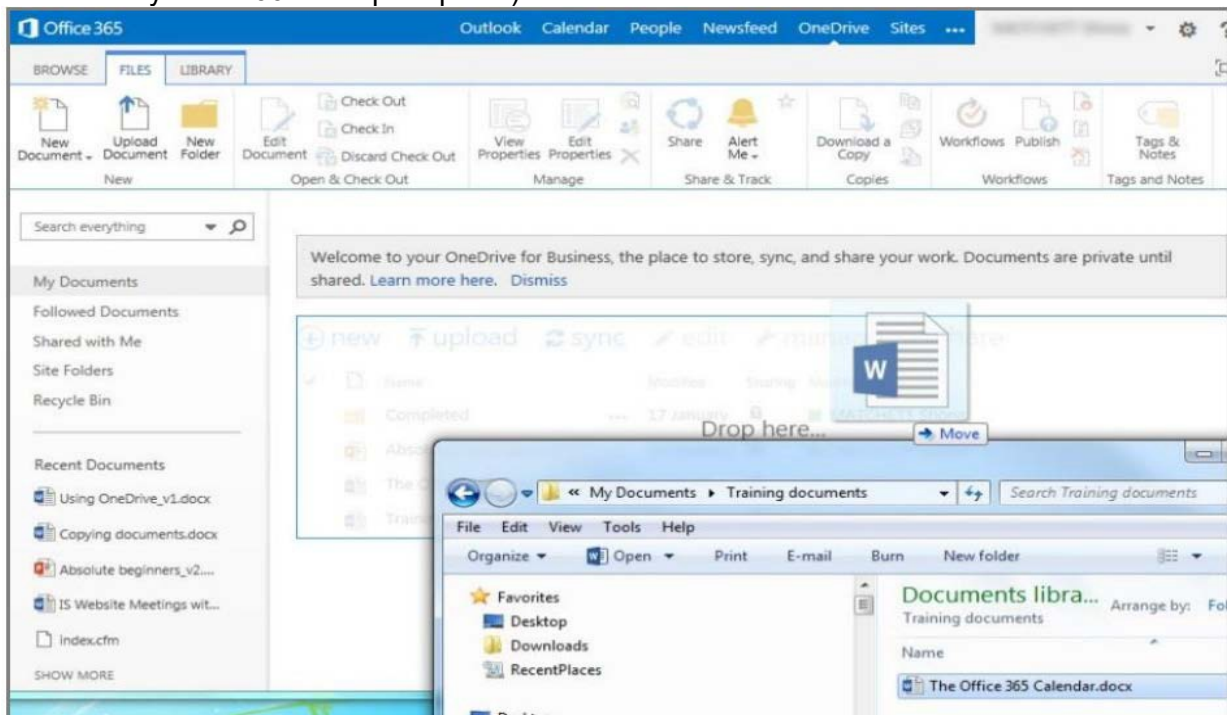
To create a new folder, click the **New** button and then select **New Folder**



You can also create new Word, Excel, PowerPoint, and OneNote documents right from within OneDrive for Business. This is handy if you needed to create a document and you are at a computer that doesn't have Office Installed.

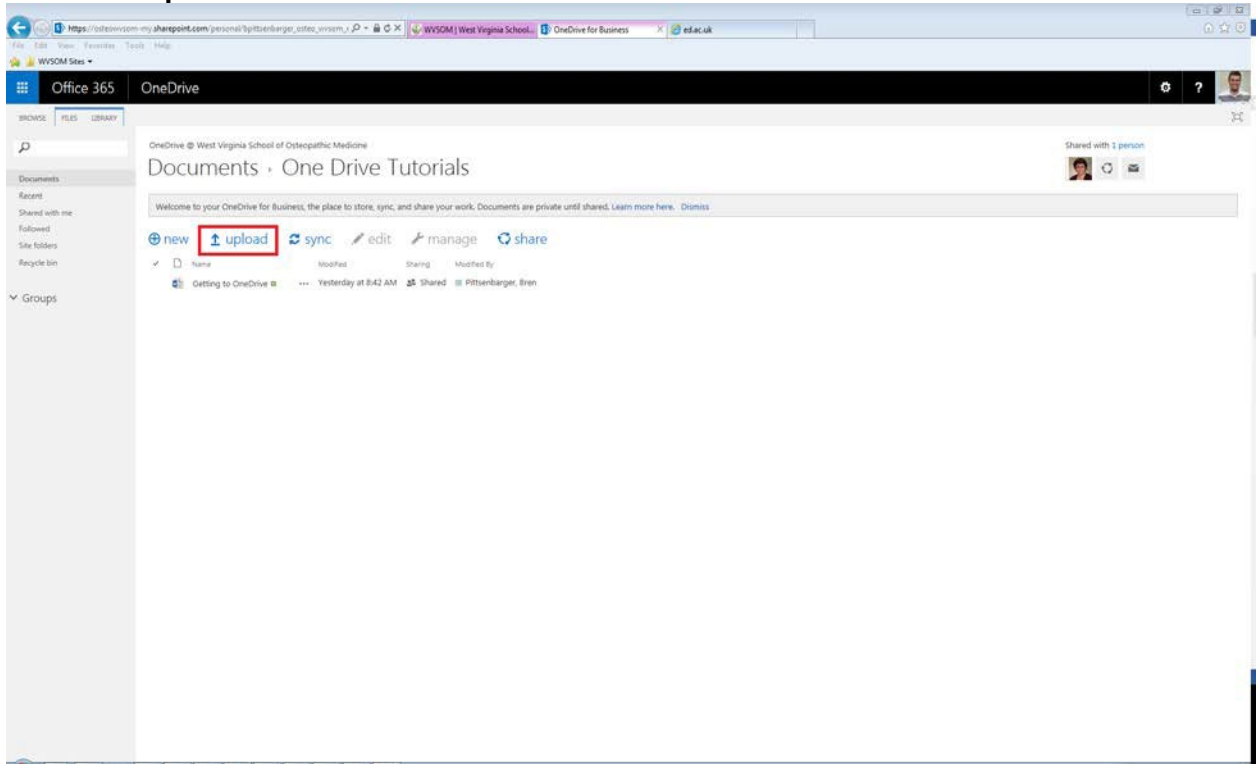
Uploading Documents

The easiest way to upload a document or folder of documents is to just drag and drop! (OneDrive for Business limits you to 100 items per upload)

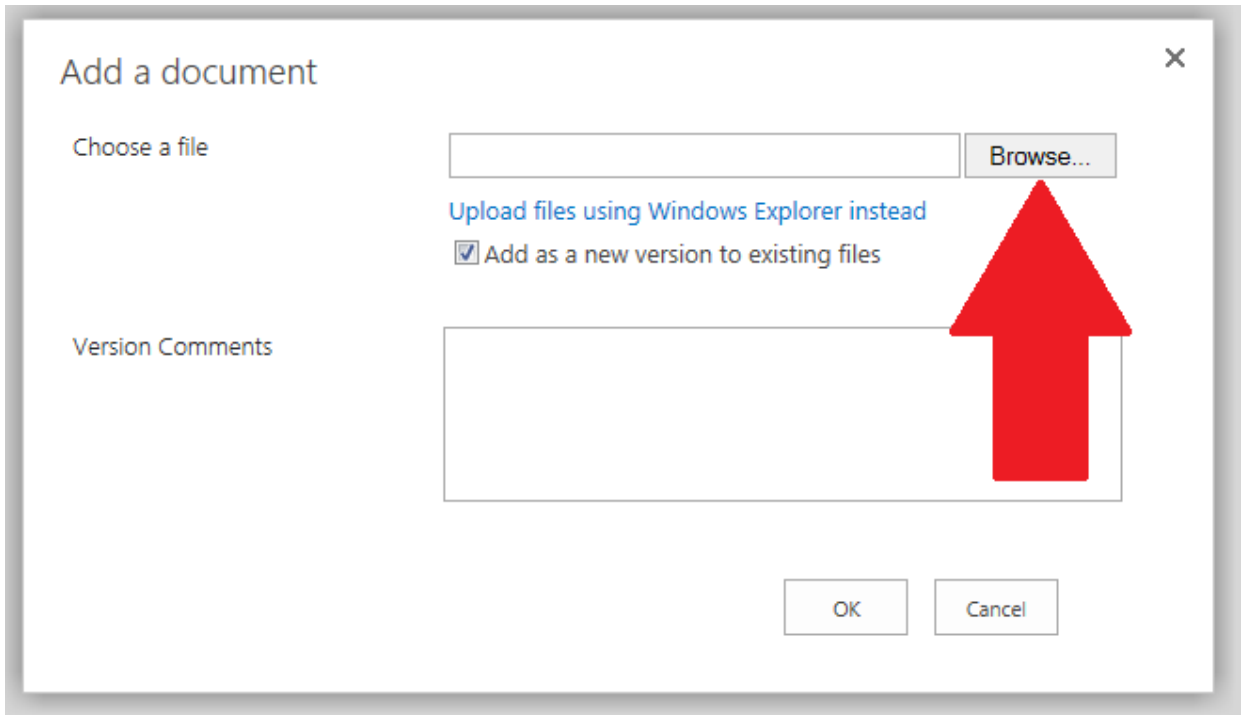


If you have issues uploading a particular file, you can upload single documents with the **upload** button.

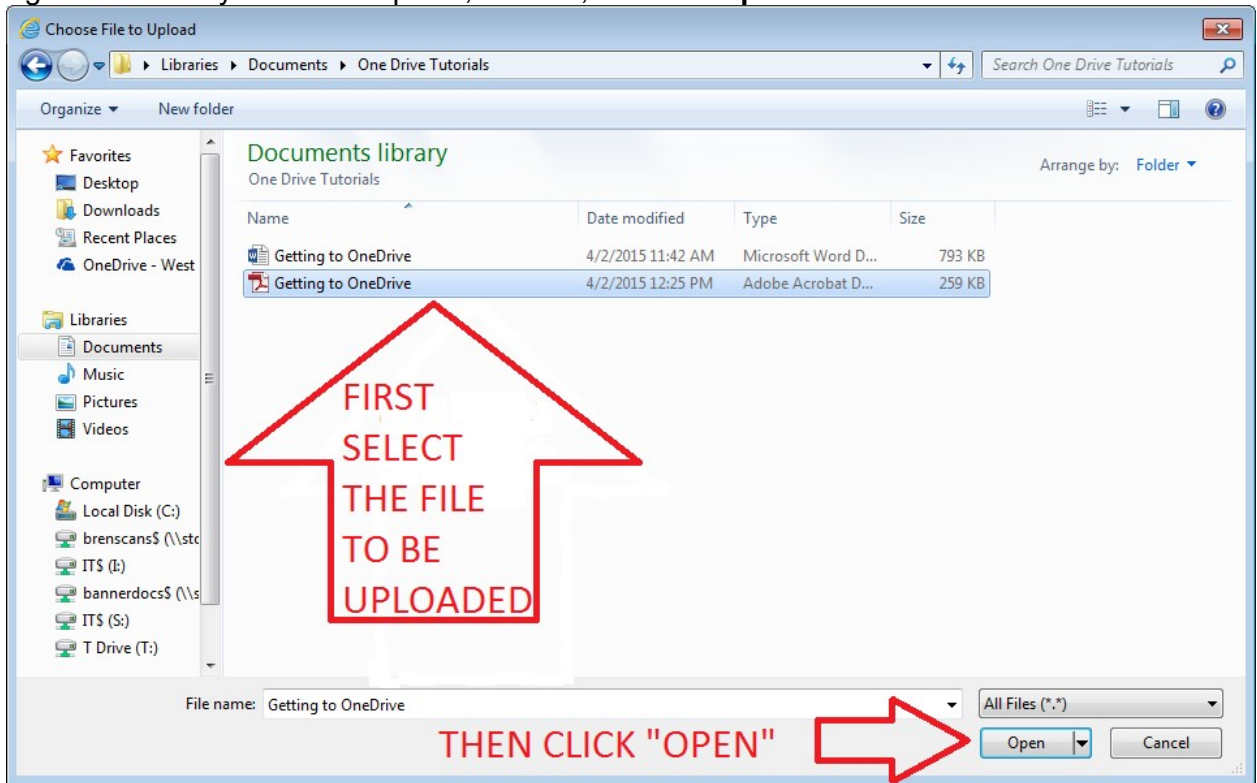
1. First click the **upload** button



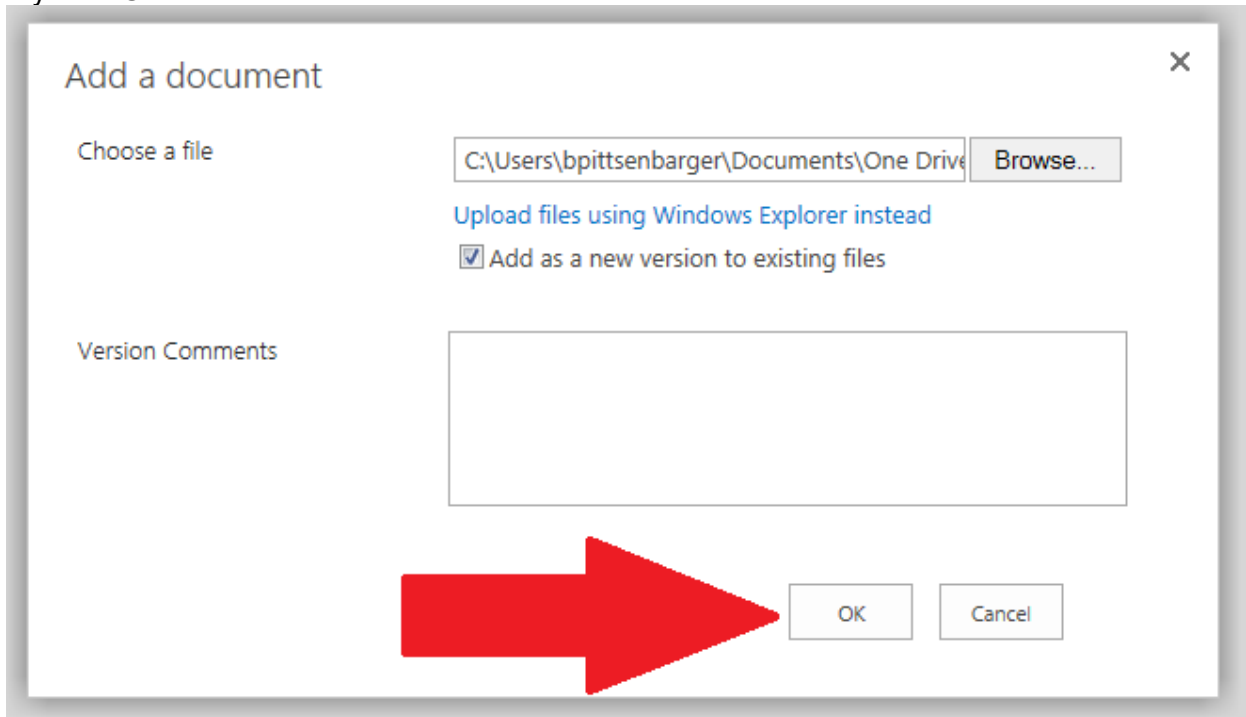
2. Then select **Browse...**



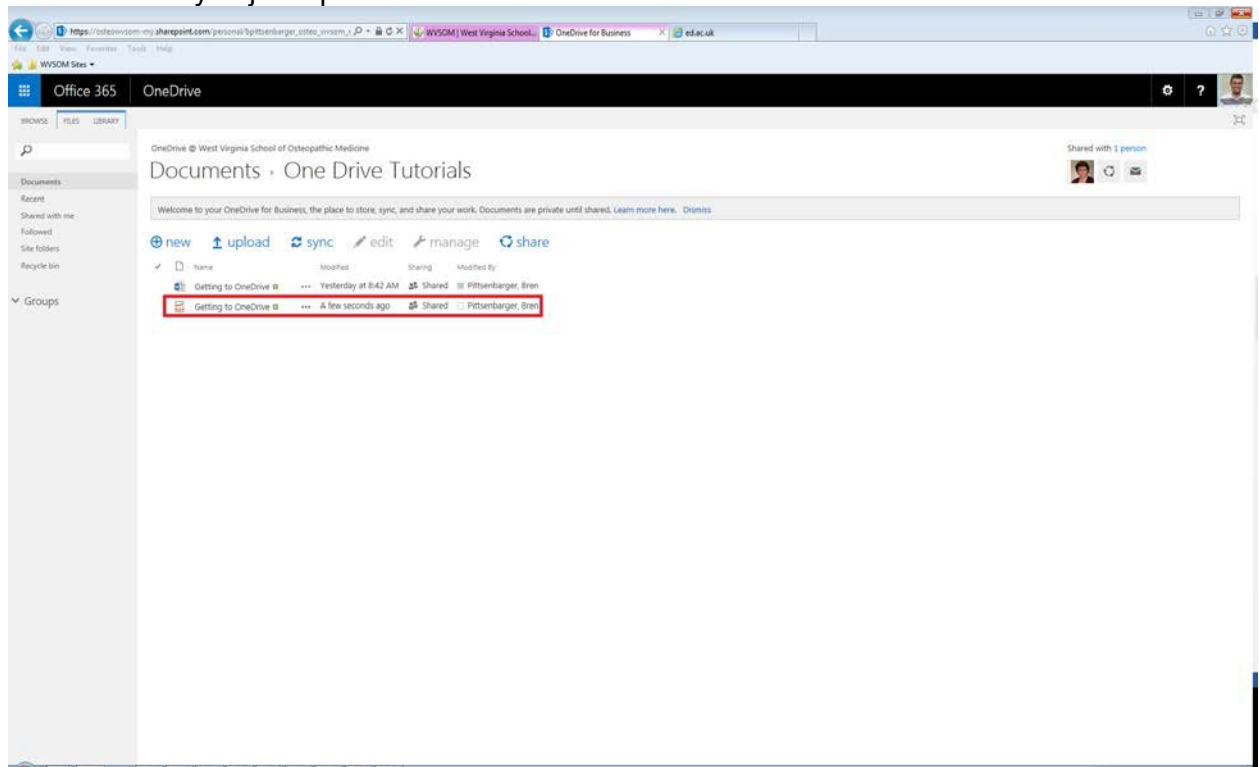
3. Navigate to the file you want to upload, select it, and click **Open**



4. Finally click **OK**



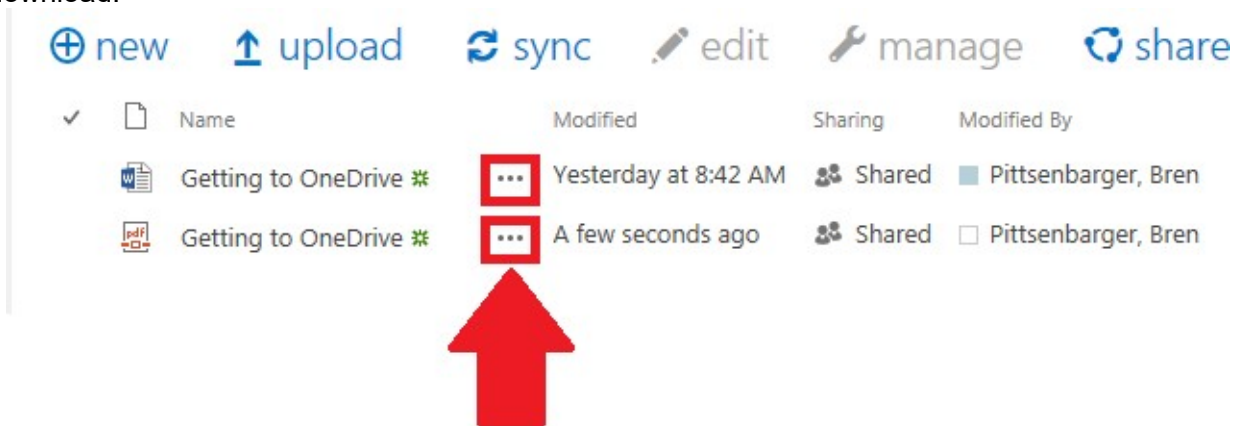
- Now you should be taken back to the screen with all your documents and folders including the new one that you just uploaded



Downloading Documents

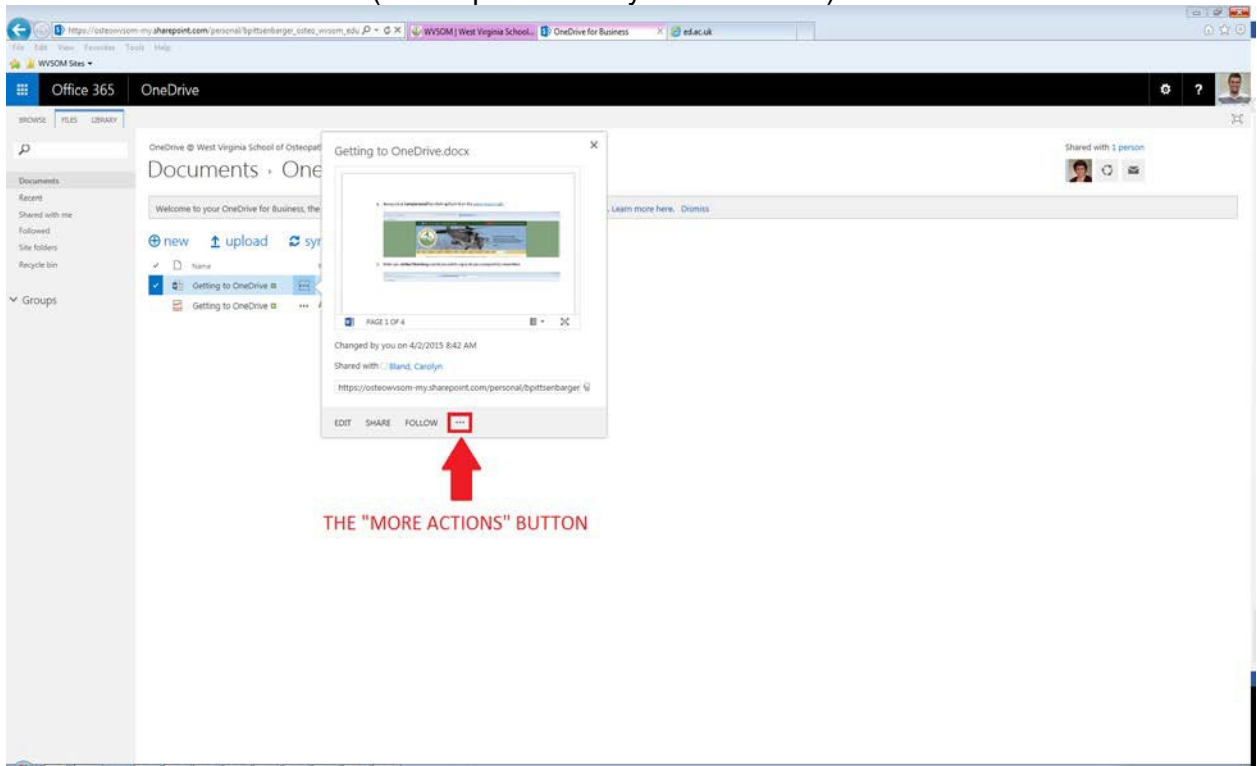
You can download copies of the files in OneDrive for Business right to your computer to edit or have access to them while offline. **Note: any changes that are made to the file you downloaded will not be synced with OneDrive for Business. You will have to upload it again.**

- Click the **Open Menu** button (Represented by three dots ...) for the file that you wish to download.

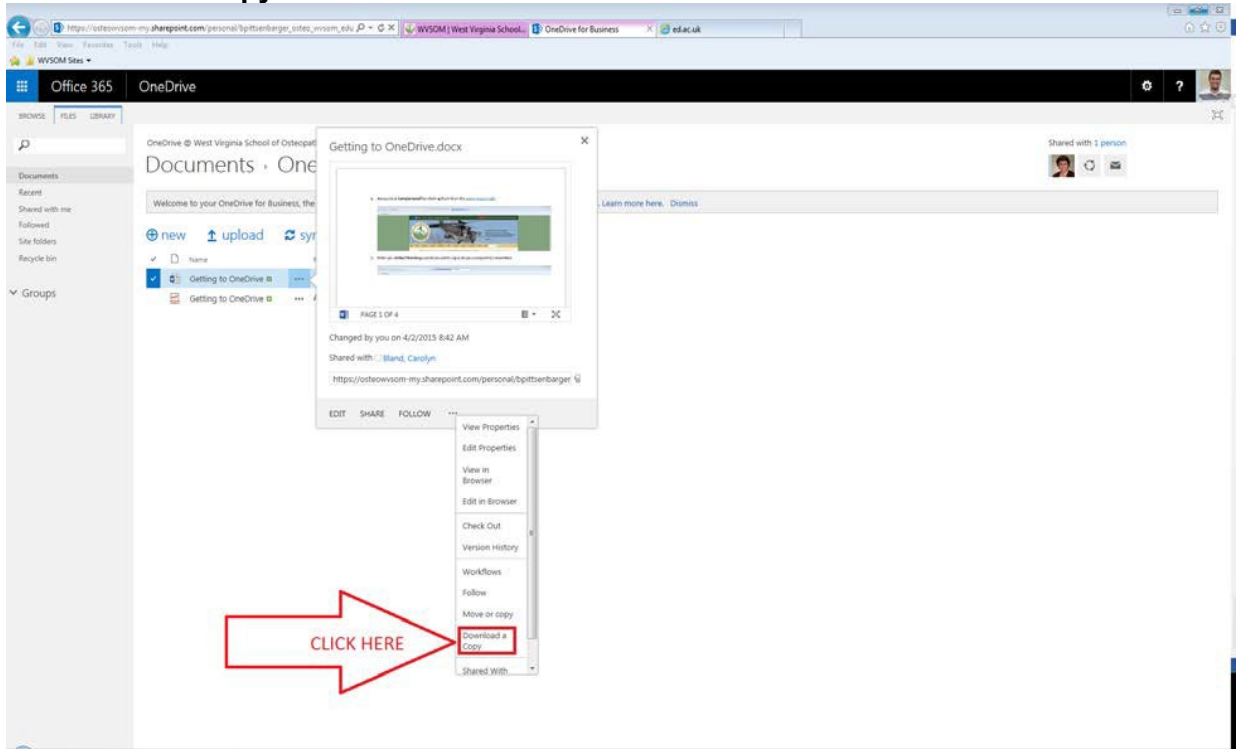


"OPEN MENU" BUTTONS

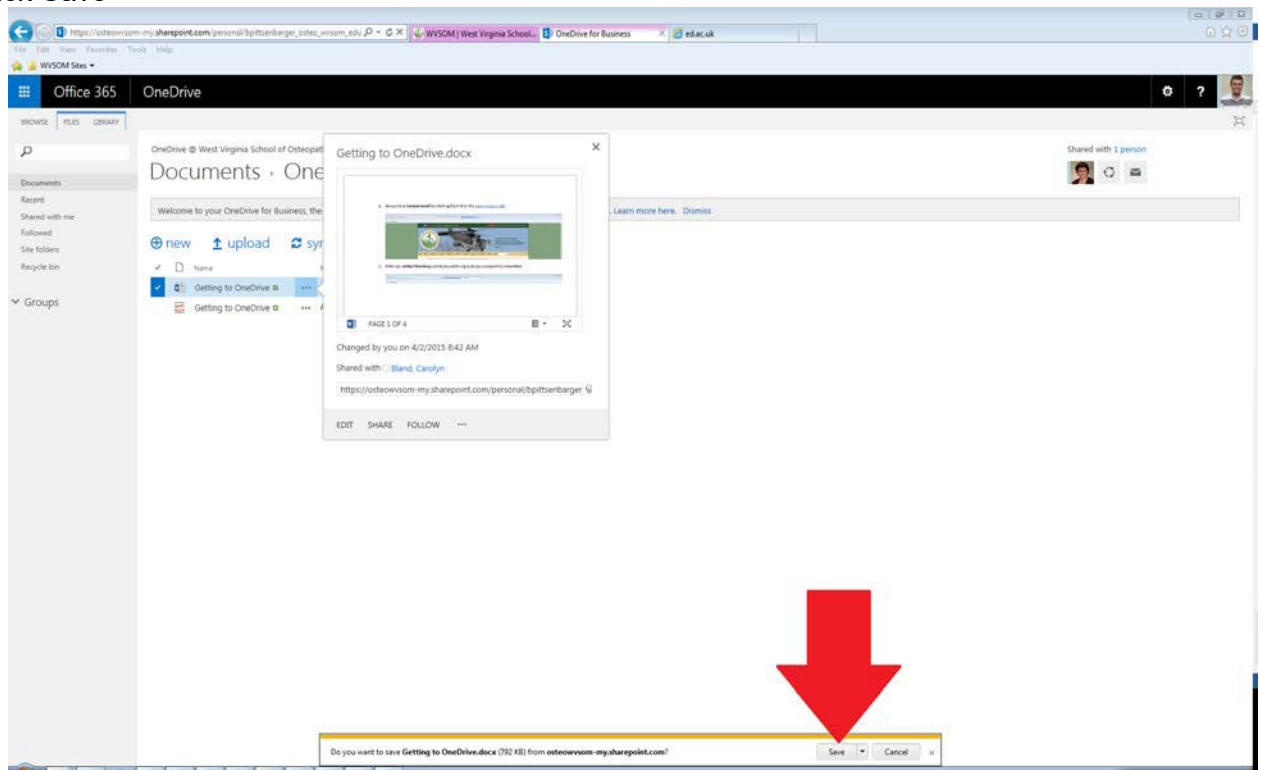
2. Click the **More Actions** button (Also represented by three dots ...)



3. Click **Download a Copy**



4. Click Save

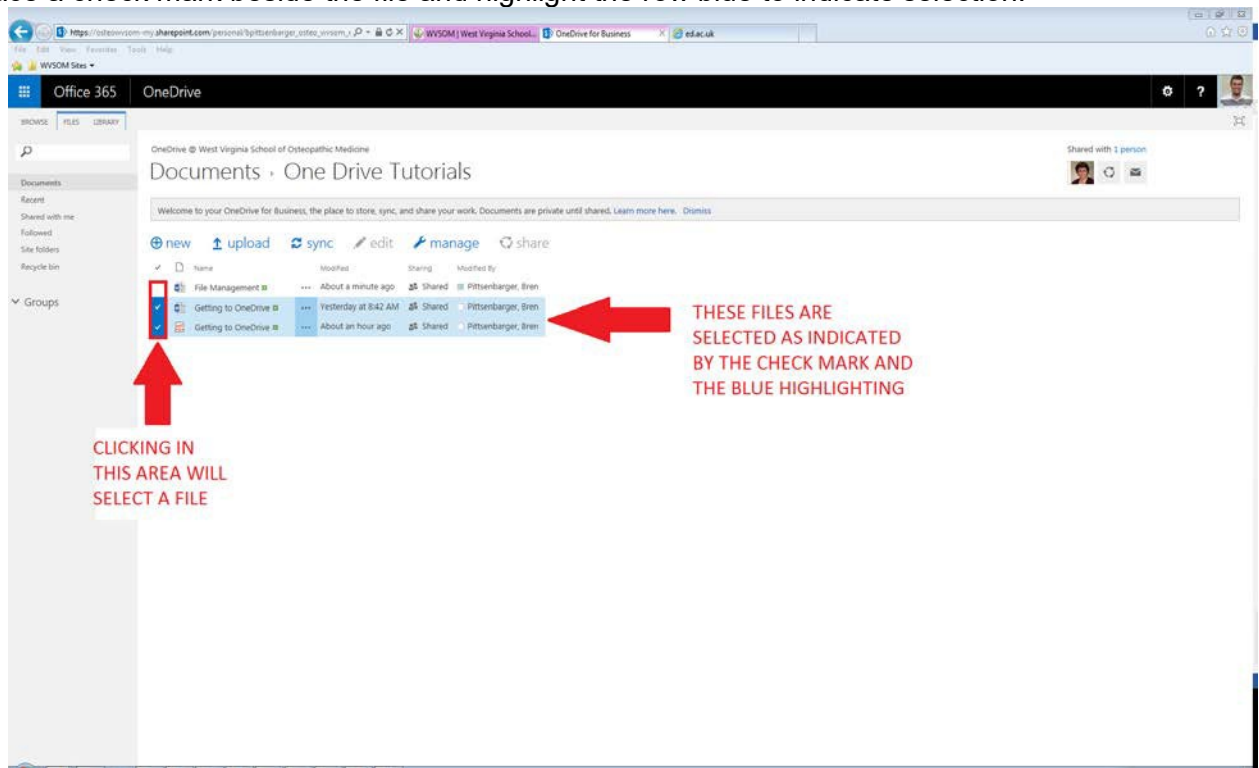


5. The file is now in your downloads folder.

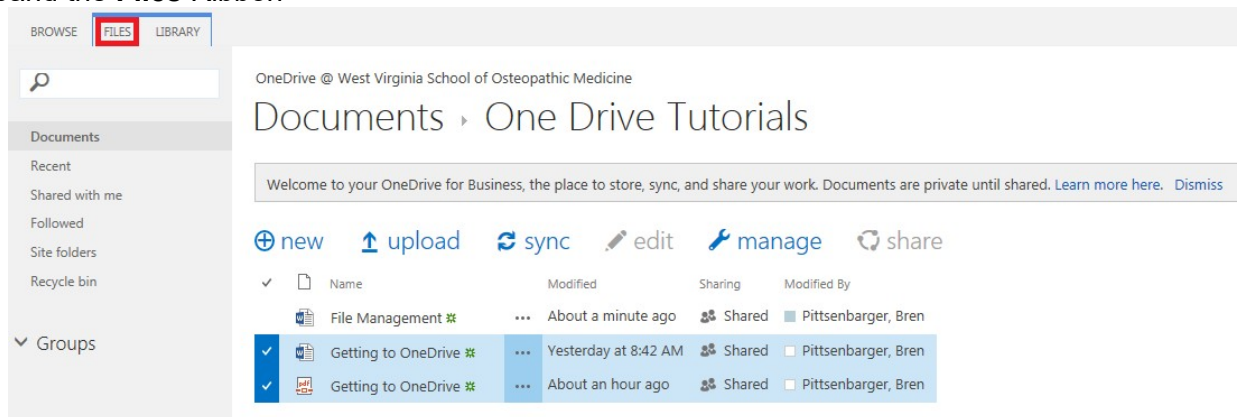
Deleting a File

You can remove files from OneDrive for Business just like you would folders on your computer or share drive. **Note: Deleting a file from OneDrive for Business will not only remove it from your view, it will also remove it for anybody else whomever else that folder is shared with. Also, if you have set up OneDrive for Business to Sync with a folder on your computer the file will be deleted from there.**

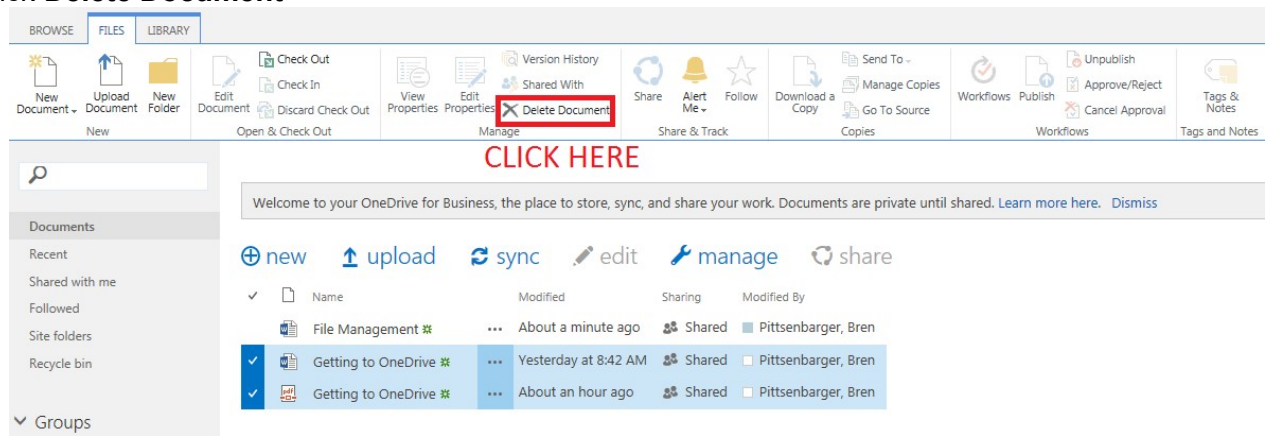
1. Select the File(s) that you wish to delete by clicking just to the left of the icon. This will place a check mark beside the file and highlight the row blue to indicate selection.



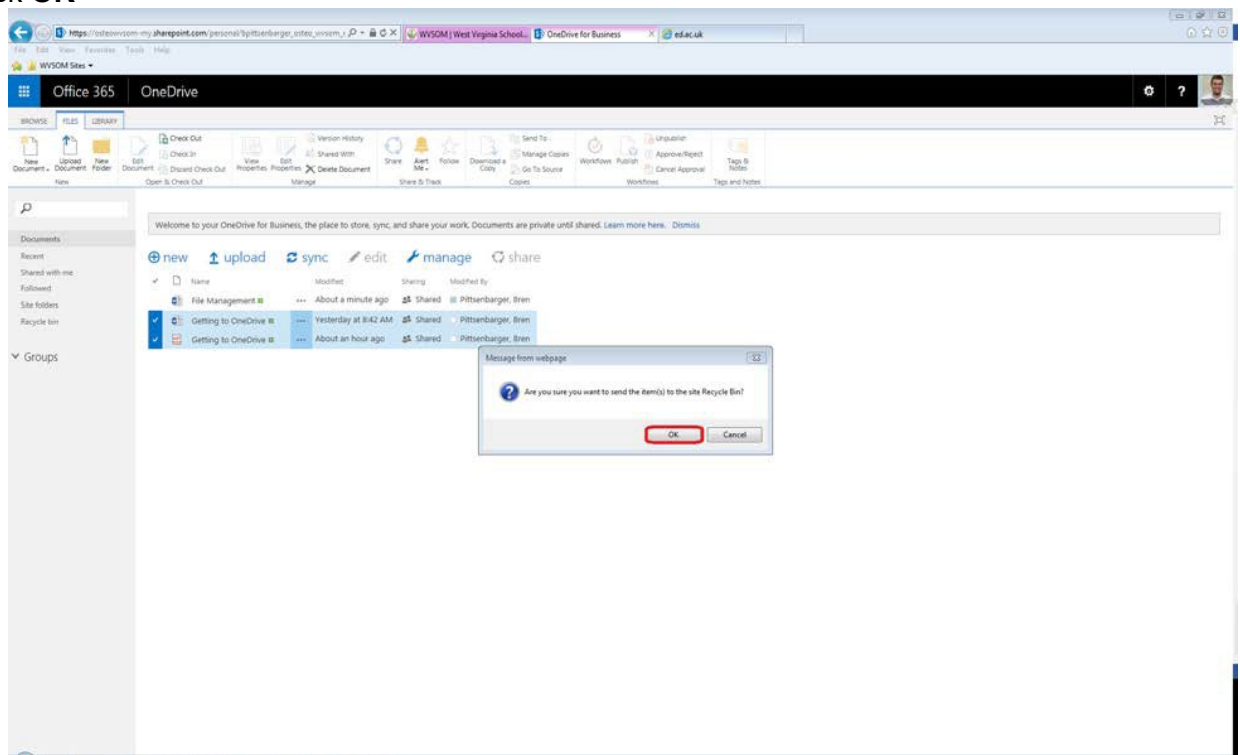
2. Expand the **Files** Ribbon



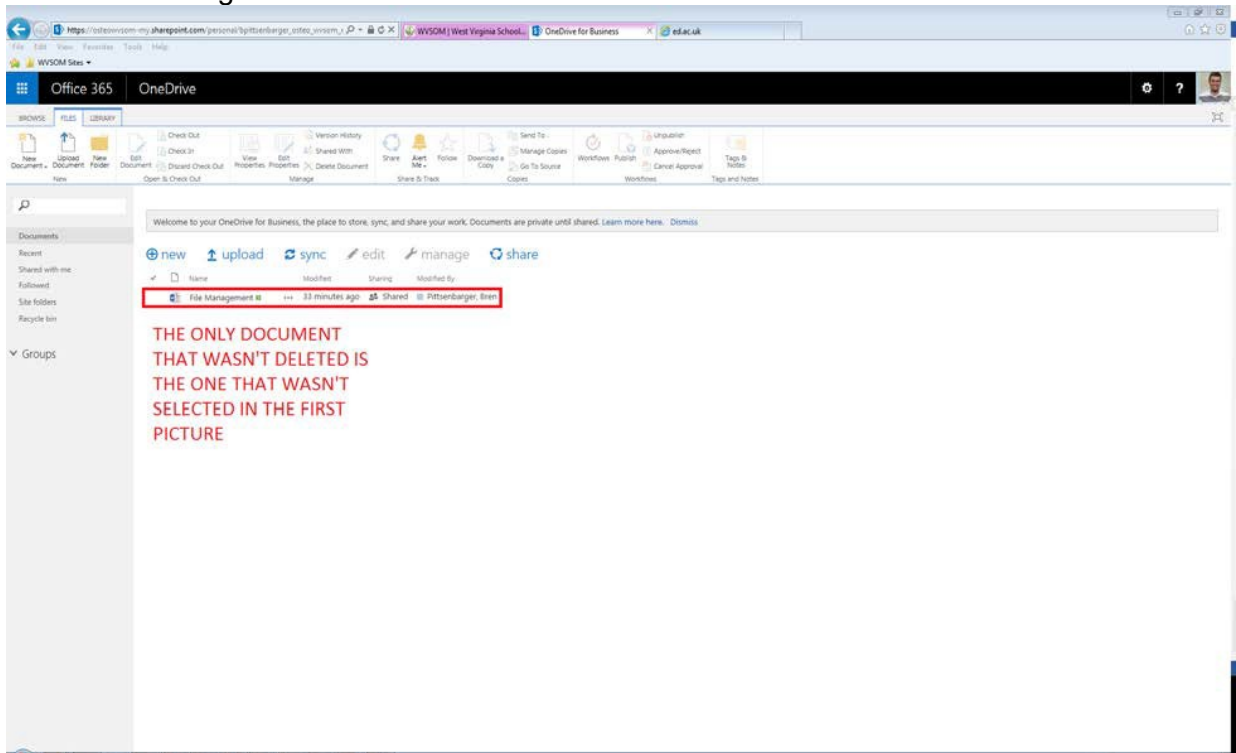
3. Click Delete Document



4. Click OK



5. The documents are gone.



Sharing

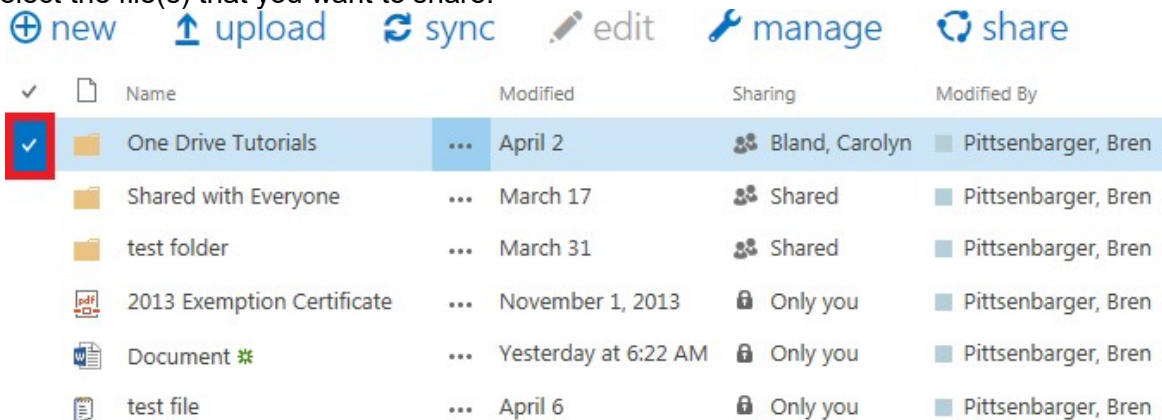
Documents can be shared within OneDrive for Business just like you would with the share drives you use now but with one big advantage. OneDrive for Business is accessible anywhere there is an internet connection, where the share drives here are limited to just being accessed on campus. You also have better control over the access to files and folders. You can share different folders with different groups of people and you can even control what those users have access to within those folders. Every item in OneDrive for Business has permissions that can be controlled individually and set up differently if you so choose.

This column shows if and/or with whom the item is being shared with.

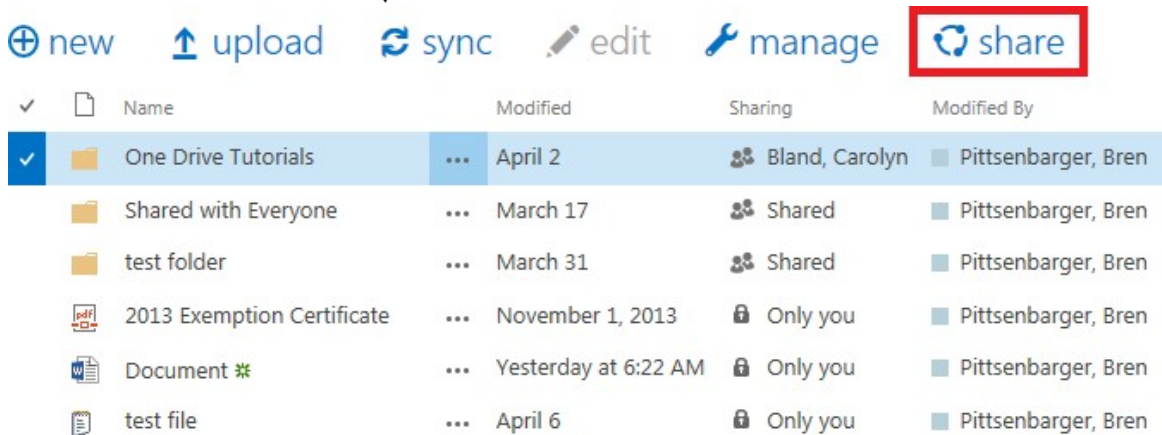
| | new | upload | sync | edit | manage | share |
|---|----------------------------|-----------------------|----------------|--------------------------|---------------------|-------|
| ✓ | Name | Modified | Sharing | Modified By | | |
| | One Drive Tutorials | ... 4 days ago | Bland, Carolyn | <input type="checkbox"/> | Pittsenbarger, Bren | |
| | Shared with Everyone | ... March 17 | Shared | <input type="checkbox"/> | Pittsenbarger, Bren | |
| | test folder | ... 6 days ago | Shared | <input type="checkbox"/> | Pittsenbarger, Bren | |
| | 2013 Exemption Certificate | ... November 1, 2013 | Only you | <input type="checkbox"/> | Pittsenbarger, Bren | |
| | test file | ... A few seconds ago | Only you | <input type="checkbox"/> | Pittsenbarger, Bren | |

Sharing Files and Folders

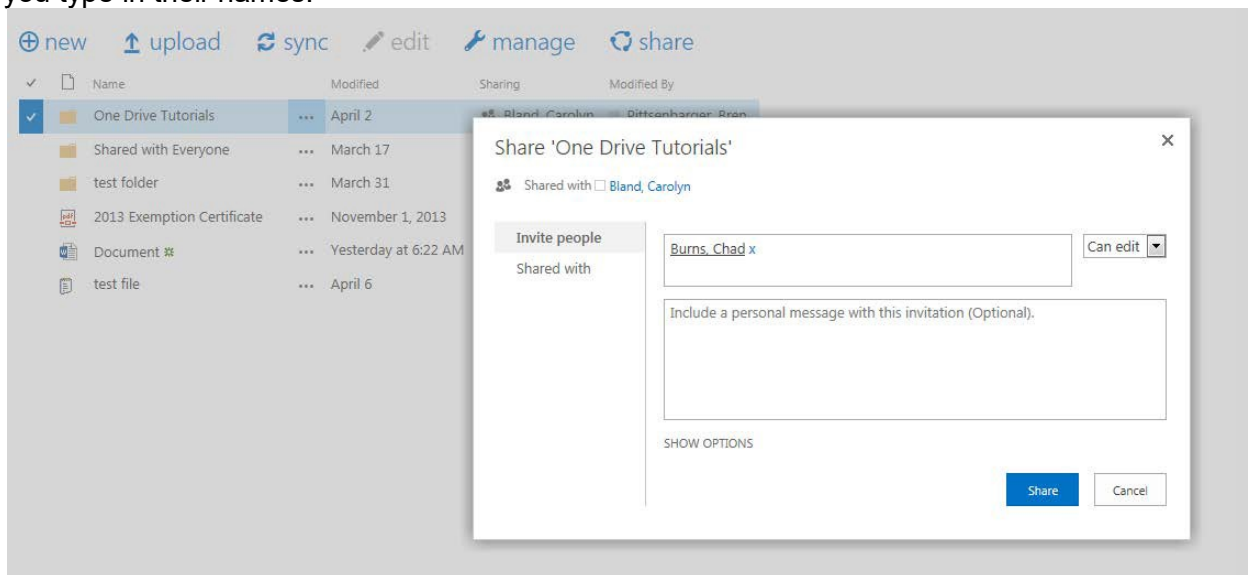
1. Select the file(s) that you want to share.



2. Click the **share** button on the *Quick Command Bar*



3. Invite people to share it with. The box where you enter the names of the people that you want to share your documents with is connected to the School Directory so it will suggest people as you type in their names.



4. After selecting how many people you want to share the document(s) with you need to set their permissions (**can edit** or **can view**). You then have the option to include a message that

will be included in the email that OneDrive for Business sends the person(s) with whom you are sharing the file(s). You can also elect to not send an email if you want to send a custom email and provide a link.

Share 'One Drive Tutorials' ×

Shared with Bland, Carolyn

Edit or View

Invite people

Burns, Chad x Can edit ▾

Include a personal message with this invitation (Optional).

↑

HIDE OPTIONS

Send an email invitation ←

Share Cancel

5. The Files/folders have been shared

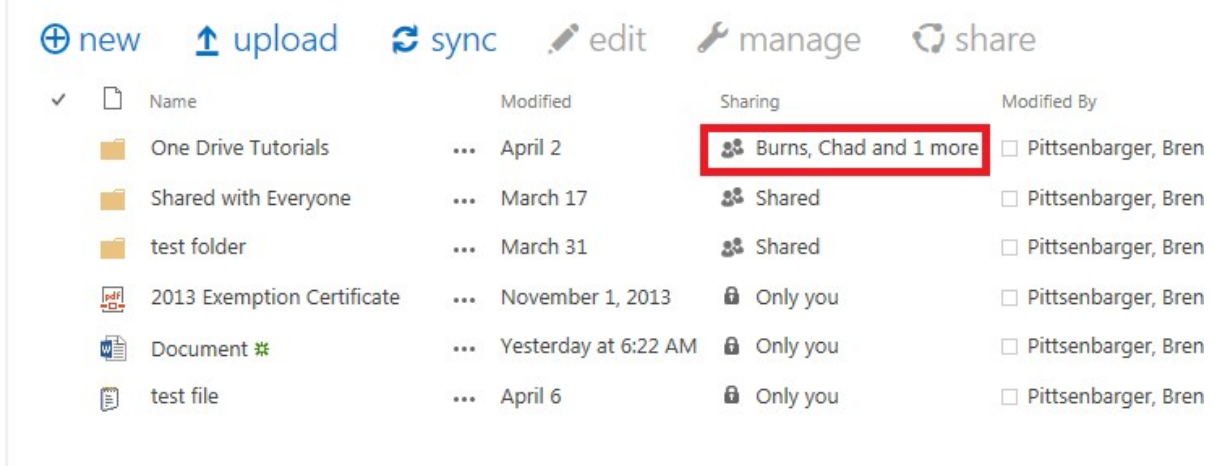
⊕ new ↑ upload ↻ sync ✎ edit 🔧 manage 🔄 share

| | Name | Modified | Sharing | Modified By |
|---|----------------------------|--------------------------|--------------------------|--|
| ✓ | One Drive Tutorials | ... April 2 | 👥 Burns, Chad and 1 more | <input type="checkbox"/> Pittsenbarger, Bren |
| | Shared with Everyone | ... March 17 | 👥 Shared | <input type="checkbox"/> Pittsenbarger, Bren |
| | test folder | ... March 31 | 👥 Shared | <input type="checkbox"/> Pittsenbarger, Bren |
| | 2013 Exemption Certificate | ... November 1, 2013 | 🔒 Only you | <input type="checkbox"/> Pittsenbarger, Bren |
| | Document ✳ | ... Yesterday at 6:22 AM | 🔒 Only you | <input type="checkbox"/> Pittsenbarger, Bren |
| | test file | ... April 6 | 🔒 Only you | <input type="checkbox"/> Pittsenbarger, Bren |

To Stop Sharing

Just as you can easily share files and folders with people you can remove their access to something as well

1. Click the names of the people that you are currently sharing the files/folders with.

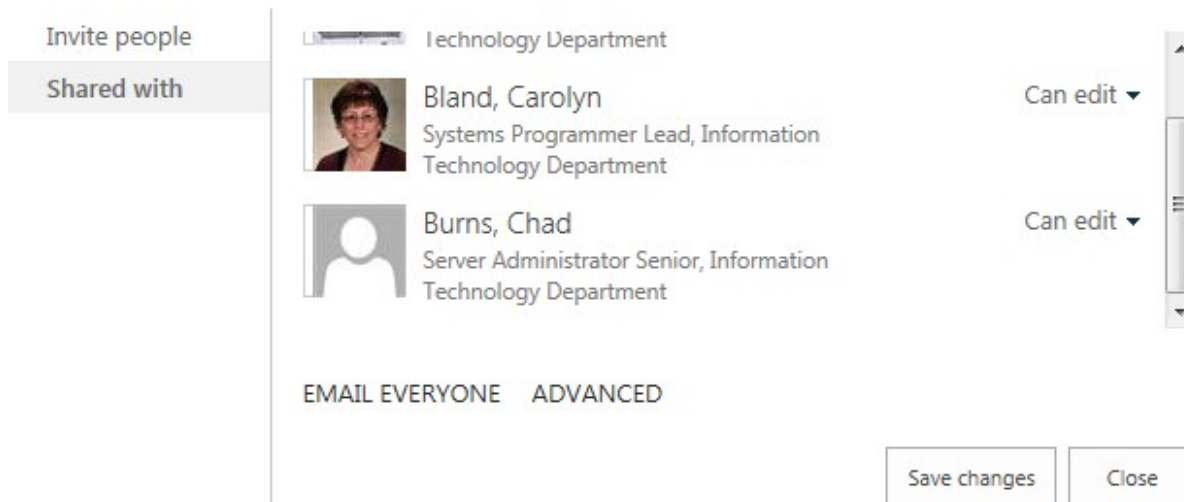


A screenshot of the OneDrive file sharing interface. At the top, there are action buttons: 'new', 'upload', 'sync', 'edit', 'manage', and 'share'. Below these is a table of files and folders. The 'Sharing' column for the 'One Drive Tutorials' folder is highlighted with a red box, showing 'Burns, Chad and 1 more'. Other folders like 'Shared with Everyone' and 'test folder' are also shared with 'Burns, Chad and 1 more'. Files like '2013 Exemption Certificate', 'Document', and 'test file' are only shared with 'Only you'. The 'Modified By' column for all items shows 'Pittsenbarger, Bren'.

| Name | Modified | Sharing | Modified By |
|----------------------------|----------------------|------------------------|---------------------|
| One Drive Tutorials | April 2 | Burns, Chad and 1 more | Pittsenbarger, Bren |
| Shared with Everyone | March 17 | Shared | Pittsenbarger, Bren |
| test folder | March 31 | Shared | Pittsenbarger, Bren |
| 2013 Exemption Certificate | November 1, 2013 | Only you | Pittsenbarger, Bren |
| Document | Yesterday at 6:22 AM | Only you | Pittsenbarger, Bren |
| test file | April 6 | Only you | Pittsenbarger, Bren |

2. Find the person you want to stop sharing with on the list.
Share 'One Drive Tutorials'

Shared with Burns, Chad and Bland, Carolyn



A screenshot of the OneDrive sharing settings dialog for 'One Drive Tutorials'. The dialog has a title bar with a close button (X). Below the title bar, it shows 'Shared with' and two people: 'Burns, Chad' and 'Bland, Carolyn'. Each person has a 'Can edit' dropdown menu. At the bottom, there are two buttons: 'Save changes' and 'Close'. The dialog also shows 'EMAIL EVERYONE' and 'ADVANCED' options.

Invite people
Shared with

Technology Department

Bland, Carolyn
Systems Programmer Lead, Information Technology Department
Can edit

Burns, Chad
Server Administrator Senior, Information Technology Department
Can edit

EMAIL EVERYONE ADVANCED

Save changes Close

3. Change their permissions from either **Can edit** or **Can view** to **Stop Sharing**


Share 'One Drive Tutorials' ✕

Shared with Burns, Chad and Bland, Carolyn


Invite people

Shared with

Technology Department



Bland, Carolyn
Systems Programmer Lead, Information
Technology Department



Burns, Chad
Server Administrator Senior, Information
Technology Department

Can edit ▾

Can edit ▾

Can view

Stop sharing

Save changes Close

4. Click **Save changes**


Share 'One Drive Tutorials' ✕

Shared with Burns, Chad and Bland, Carolyn


Invite people

Shared with

Technology Department



Bland, Carolyn
Systems Programmer Lead, Information
Technology Department



Burns, Chad
Server Administrator Senior, Information
Technology Department

Can edit ▾

Stop sharing ▾

Save changes Close

5. The person no longer appears in the **Sharing** column

⊕ new ↑ upload ↻ sync ✎ edit 🔧 manage ↻ share

| ✓ | Name | Modified | Sharing | Modified By |
|---|----------------------------|--------------------------|-----------------------|--|
| | One Drive Tutorials | ... April 2 | Bland, Carolyn | <input type="checkbox"/> Pittsenbarger, Bren |
| | Shared with Everyone | ... March 17 | Shared | <input type="checkbox"/> Pittsenbarger, Bren |
| | test folder | ... March 31 | Shared | <input type="checkbox"/> Pittsenbarger, Bren |
| | 2013 Exemption Certificate | ... November 1, 2013 | Only you | <input type="checkbox"/> Pittsenbarger, Bren |
| | Document ✳ | ... Yesterday at 6:22 AM | Only you | <input type="checkbox"/> Pittsenbarger, Bren |
| | test file | ... April 6 | Only you | <input type="checkbox"/> Pittsenbarger, Bren |

Additional Resources

If you would like additional information on these or other topics you can visit the official Microsoft OneDrive Support page at: <https://onedrive.live.com/about/en-us/support/>