

## What is OneDrive for business?

Microsoft OneDrive for business is a tool to help you store and collaborate on files with co-workers. You can add any type of files to your storage area (photos, logos, documents). In addition, you can edit and create new documents from the browser and save them to your account. Collaboration is a huge part of OneDrive, you can share and work simultaneously, which is much more efficient than emailing documents back and forth.

## Get Started


### Start by logging in

- From a browser, go to <http://portal.office.com>
- Enter your FCC network credentials (User ID and Password)
- You will be redirected to the FCC Office 365 landing page, where you'll re-enter your credentials.
- You will arrive at the Office 365 screen interface where you'll see a list of all apps available to you.
- From here you can click One Drive

**Tip:** You can switch to any app by clicking the grid or waffle on the top left on your screen



## Synchronizing with the OneDrive Client App in Windows 10

- File explorer
  -  OneDrive - Frederick Community College
  -  Attachments
- System Tray 

## Work with files & folders

### Upload files via the web to the OneDrive client app

- Use **Upload** to upload a folder or file at the top of the browser. Let's do some files first.
- Click on **Upload\Files** and select a file of your choice from the file explorer window. Click **Open**, the file will be uploaded to your Files folder in OneDrive. You can also hold down the shift key and select multiple files to upload.
- Click **Upload\Folder** and select a folder of your choice from the file explorer window and click Upload. The folder and its contents will be immediately uploaded to OneDrive.
- You can also drag and drop files and folders from your desktop and into OneDrive. \*\*\*(upload local files if OneDrive client app is installed and synchronized)

**Tip:** Click on the **Files** menu on the left pane to return to your files.

### Organize files & folders

- Switch to thumbnail view if not already in it.
- Select a file and use drag & drop to move it into a folder.
- Select multiple files and drag them into a folder.

Create a new folder by clicking **New\Folder** and give it a name of your choice. Open the folder and create a new folder (**New\Folder**) within your folder (subfolder) and give it a name of your choice. Navigate back to the root directory.

Begin to move files into your new folders by using any **Move** command of your choice, Options:

- Place a check mark on the file and select **Move To** from the browser at the top, then select OneDrive from the pane on the right, and choose the subfolder you just created before.
- You can also right-click on the file and select Move To
- You can also choose to upload a file from within the folder. From within the folder select Upload and navigate file explorer to choose the file to move or upload to the folder.

### Rename, copy, and download files

- Select a file you'd like to rename. Right-click the file and choose Rename from the pop-up menu.
- Enter the new name on the dialog box and click Save. The file has been renamed.
- You can also put a check mark on the file and select Rename from the top of the browser

### **Copy the file you just renamed to a new location,**

- You can either right click on the file and select Copy To, or you may put a check mark on the file and select Copy To from the top of the browser.
- Select the OneDrive from the right pane and copy the file to the subfolder you previously created.

### **Download files to your desktop**

- You can download folders and files straight to your desktop,
- Checkmark or right click on a file\folder and select Download. The system will ask you if you want to Open or Save the file.
- You can browse to the location you saved the file\folder and open it. Folders will download as ZIP files.

### **Delete & Recover files**

- You can delete by choosing a file (s) and choosing **Delete** from the top menu. You can also right click and select Delete.
- The deleted items will move to the Recycle bin on the left side of the screen. (they'll stay 90 days)
- You can recover files from the Recycle bin by check marking the desired file and choosing **Restore**. The file will go back to its original location.
- You can also manually permanently delete a file at any time by choosing a file and clicking delete again.
- You can delete everything by selecting Empty Recycle bin.
- **Second -Stage Recycle** bin store documents after 90 days of being deleted, Files can be recovered from there as well.
- **File Restore** restores OneDrive by rolling it back to a desired date within the last 30 days. Click on the Gear icon and click **Restore Your One Drive**.

### **Search files**

- Click on **Recent** link on the left pane
- Switch views (from thumbnail to list view)
- Select **Shared** on the left pane If you are looking for a file that was shared with you by selecting **Shared with me**.
- Select **Shared** on the left pane if you are looking for a file you shared with others by selecting **Shared by me**.
- Click **Search everything** and input text related to what you are looking for.

## Use OneDrive with Office

### Save an Office file online to OneDrive

- Navigate to Word online by using the Office 365 grid on the top left of your browser.
- Select word. Word will launch from the browser.
- Click New blank document and give the document a name at the very top in the middle (Rename the word Document with a preferred name). Notice that the doc has been automatically saved.
- Go back to OneDrive and find your new document under Files.

### Go to Outlook

- Select an attachment and choose to save it to OneDrive
- Go back to One Drive and find the document in the Downloads folder.

### Use OneDrive with desktop Office

- Open a Word or Excel document from the local Office files.
- Click file\Save and browse to your OneDrive account and choose a folder to save your file.

## Collaborate with Others

Share files and folders selecting the item you want to share.

- Right-click the file and select share or checkmark the file and choose **Share** from the browser at the top.
- Select the People you would want share the file with and set permissions settings.
- Click Send. Your share will receive an invitation to access the file\folder.
- A person icon will appear on your folder or file to show that it is shared
- You can stop sharing a file by navigating the shared folder and selecting **Stop Sharing**

**You can see the files you are sharing by going to**

**File\Share by me**

**You can see the files shared with you by going**

**File Shared with me.**

Share a document with a co-worker or friend so you can collaborate together.

### Share a document

- Select **Share**.
- Save it to **OneDrive**.
- Give the file a name.
- Select permissions to decide who has access to the file and if they can edit it.
- Add names or email addresses for the people you want to share with.
- Type an optional message if you want.
- Select **Send**.

### Collaborate on Word documents with real-time co-authoring

- When someone shares a Word document with you, the email you receive includes a link that opens the document in your web browser: in Word Online. Select **Edit Document > Edit in Browser**.
- If anyone else is working on the document, you'll see their presence and the changes they're making. We call this coauthoring, or real-time collaboration.
- From here, if you'd rather work in your Word app, select **Edit in Word**, near the top of the window.

### Insert or delete a Comment

Attaching your comments to specific parts of a document makes your feedback clearer. If someone else is commenting on the document, replying to their comments lets you have a discussion, even when you're not all in the document at the same time.

- Select the content you want to comment on.
- Go to **Review > New Comment**
- Type your comment. If you want to make changes to any of your comments, just go back and edit them.
- To reply to a comment, go to the comment, and select **Reply**.

### Delete comments

Right-click the comment, and choose **Delete Comment**.

To delete all the comments in the document, go to the **Review** tab, click the down-arrow on **Delete**, and choose **Delete All Comments in Document**.