Microsoft OneDrive

ROBERT C. BYRD
HEALTH SCIENCES CENTER
WEST VIRGINIA UNIVERSITY

Contents

What is OneDrive?

One drive allows you to store documents and photos online through your WVU account on Office 365. You can then access these files anywhere you have an internet connection. It also allows these documents and photos to be shared with others, and allowing collaboration on the documents.

Accessing OneDrive

To access your OneDrive:
1. Go to **office365.hsc.wvu.edu**
2. Log in using your MyID
3. Click on **OneDrive** on the list of options on the top right of the screen

Uploading a File

When uploading files **DO NOT** upload any HIPAA, FERPA, or any other protected data to your OneDrive. To upload a file go to the folder/directory you wish to store it in and either:
1. Drag the file or files to the area of the screen that says **Drag files here**

OR
1. Click on **New Document**
2. Click on the **Upload Existing File** option on the bottom of the window that opens up
3. Click **Browse** and find the file to be uploaded
4. Add any comments about the document in Version Comments
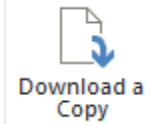5. Click **OK**

Create a New Folder

To create a new folder:
1. Click on **New document**
2. Click on the **New Folder** option
3. Give the folder a name and then click **Save**

Download a Document

To download a document either:
1. Click in the checkmark column to the left of the documents name
2. Click on **Files** tab on the ribbon
3. Click on **Download a Copy**. What is displayed next will depend on the browser you are using, follow the prompts to finish downloading the document.

OR
1. Click on the documents name. A read only version will come up.
2. Click on **File**
3. Click on **Save As**
4. Click on the **Download** icon. Follow your browsers prompts to finish downloading the document

Delete a Document

To delete a document either:
1. Click in the checkmark column to the left of the documents name
2. Click on the **Files** tab on the ribbon
3. Click on **Delete Document**
4. Choose **OK** when asked if you want to send the item to the Recycle Bin
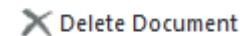
OR
1. Click on the three ellipses to the right of the document name
2. Click on the three ellipses on the bottom of the window that opens up
3. Click **Delete** from the drop down menu that appears
4. Choose **OK** when asked if you want to send the item to the Recycle Bin

Move a Document to a Folder

You can move a file to a folder simply by clicking on its name and dragging it to the folder. Please be aware that it is easy to move a file to folders on its level, but difficult to move them back up if they are moved in error without using the Sync option which is covered on page 5. If an item is moved erroneously it may need to be downloaded from its current location, deleted then reuploaded to where it was intended to be.

Sharing Files

OneDrive allows you to share your files and folders with as many or as few people as you want. By default when a document is uploaded its permissions are set so only you can access it. You can share file with anyone, they will just need a Microsoft ID to access it. HSC/WVU staff will use their MyID. If an outside user does not have one they are free to sign up for through sites such as outlook.com. To share a file:

1. Click on the three ellipses to the right of the document name
2. Click on **Share** on the bottom of the preview window that pops up
3. Enter the names (Last name, First name), email addresses you wish to share the file with
   a. You can also enter Everyone, but an email will not be sent out with a link to the document if you do this.
4. In the drop down menu next to the name field you can choose if the individuals can Edit or only View the document
5. Add a message in the personal message area that will be sent with the email invitation to the selected usrs
6. Click **Share.** An email will be sent informing the invitees of the share.
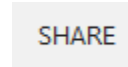
Once the share is set up you can also manually send the link to those given permission to access the file.

1. Click on the three ellipses to the right of the file or folder name
2. On the preview window and click the URL under the "Shared with" line
3. With the URL highlight copy it using **Ctrl+C** or right click choose **Copy**
4. In the message you are writing to send paste the URL in using **Ctrl+V**
5. Once the message is received the user can simply click the URL to access the file

Stop Sharing

To stop sharing a document:

1. Click the checkmark box to the left of the file name
2. Click on the **Files** tab in the top left
3. Click on **Shared With**
4. In the window that comes up change the status on the drop down menus to **Stop Sharing** for the users you no longer wish to share with
   a. If a document has co-owners, the co-owners cannot revoke each other's rights.
5. Click **Save changes** then click the **X** in the top right of the window to close the window

Edit a Document

To edit a document:
1. Click on the checkmark box to the left of the filename
2. Click on the **Files** tab
3. Click on the **Edit Document** icon
4. If prompted, choose to use Microsoft Office and click **OK**
5. The appropriate program will open depending on file type (Word, Excel, PowerPoint)
6. Make your changes, then click on the **Save** icon on the top left. It will differ from the normal save button as it will have sync arrows over the disc indicating it will be saving it to the OneDrive instead of the local computer
7. After saving the changes you can close the document

Edit a Document in OneDrive

You can edit a document directly in OneDrive in the event that you do not have Office installed on your machine.
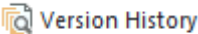1. Click on the file name to bring up the preview window
2. Click on the **Edit Document** tab
3. Click on **Edit in Word Online**
4. Word Online will load. You can edit the document. It will be saved as you go, you do not need to tell it to save
   a. The Word Online has many of the Word features in it but not all. If you need the full featured version of Word you will need to edit it as described in the previous section.
5. Once finished click on **File** and choose **Exit.** You will be brought back to the OneDrive main screen
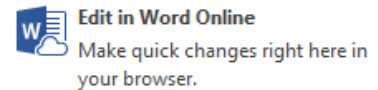
Version History

You can see and restore previous versions of a file in version history:
1. Click in the checkmark box to the left of the filename
2. Click on the **Files** tab
3. Click on the **Version History** icon
4. Version History will show when it was modified, who modified it and what version of the document it is
5. To see the previous version click on the **Date** and choose to use Microsoft Office if prompted
6. To restore a previous version click on the arrow next to the date and choose **Restore** from the drop down menu
7. Click **OK** when prompted that you will replace the current version
8. The version number will be incremented by one and the previous version will become the new current version
9. Click the **X** in the top right corner of the window to exit Version History

Syncing OneDrive with your Computer

You can sync OneDrive with your computer so that you can easily access and organize your files from your computer. It will also allow you to access your files if for some reason OneDrive or network access is down. Once service is restored the changes will be synced back up with your OneDrive. **The sync option should only be done with computers located at the Health Sciences Center. You should not set up any computer off campus including your home computers to sync with OneDrive**. To set up syncing:
1. Click on the **Library** tab on the top right of the screen
2. Click on the **Sync** icon on the ribbon
3. If prompted select to open with the Microsoft OneDrive for Business option then click **OK**
4. By default it will save the OneDrive folder to your C:\users\username folder if you want to change it click the **Change** link
5. Once you've set the desired folder click **Sync Now**
6. You will get a OneDrive icon in your system tray and a new folder will be created where you specified. Once the items have been downloaded you can access them directly from this file. You can also add or move files and it will be immediately pushed to your OneDrive. Any files you modify through this folder will have their changes pushed to your OneDrive as well

Organizing Files

In the folder that is created by syncing you can manage it just like any other folder on Windows. You can create new folders, drag and drop files between folders to move them, rename items, and organize them. Changes to locations/organizations made here will be pushed to your OneDrive and files and folder locations will match. This is a quick way to move items around in the event something is moved in error in the portal.

Stop Syncing

You can stop OneDrive from syncing with your computer at any time:

1. In your system tray find the OneDrive icon, it looks like two blue clouds
2. Right click on the icon and choose **Stop syncing a folder**
3. Choose the folder you wish to stop syncing and click on **Stop syncing**
4. Click **Yes**
5. The folder will no longer sync. If you do not wish to keep the files on your computer you will need to go to the folder and delete them