OneDrive Basics

Cloud Applications used at UW Oshkosh

The two cloud-based applications that we use on campus for file storage are Office 365 and Google Apps.

Cloud Application	**Apps Available**	**Online File Storage App Name**	**Website App Name**
Office 365	Word, Excel, Forms, PowerPoint, Skype, Teams, Classroom, and More	OneDrive	SharePoint
Google Apps	Document, Sheet, Forms, Slides, Meet, Groups, Class Notebook, OneNote, Sway	Google Drive	Google Sites

What is OneDrive

OneDrive is Microsoft's online file storage solution. OneDrive allows you to access files from multiple devices. Files on OneDrive can be shared for easy collaboration.

Recommended Browsers to use with OneDrive

- Chrome, Firefox, Whatever MS calls theirs now
- Safari may work but is not supported

Storage

- 5GB is available on free, personal OneDrive accounts
- 1TB should be available to you via your uwosh.edu account

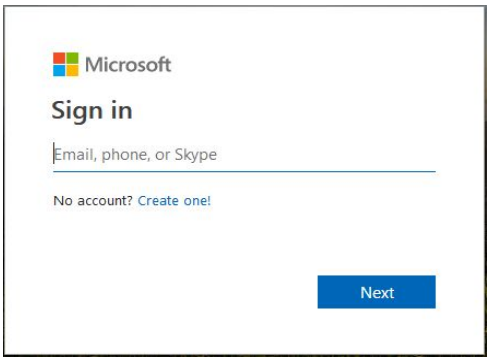
Accessing OneDrive

- This course focuses on online/web access to OneDrive.
- Online access is more secure.
- Offline access is built-in to Windows 10 and available via an app for Macs and earlier versions of Windows.
- Offline access works by syncing your files between the web and your hard drive. That's what makes it less secure and not recommended for high risk data.

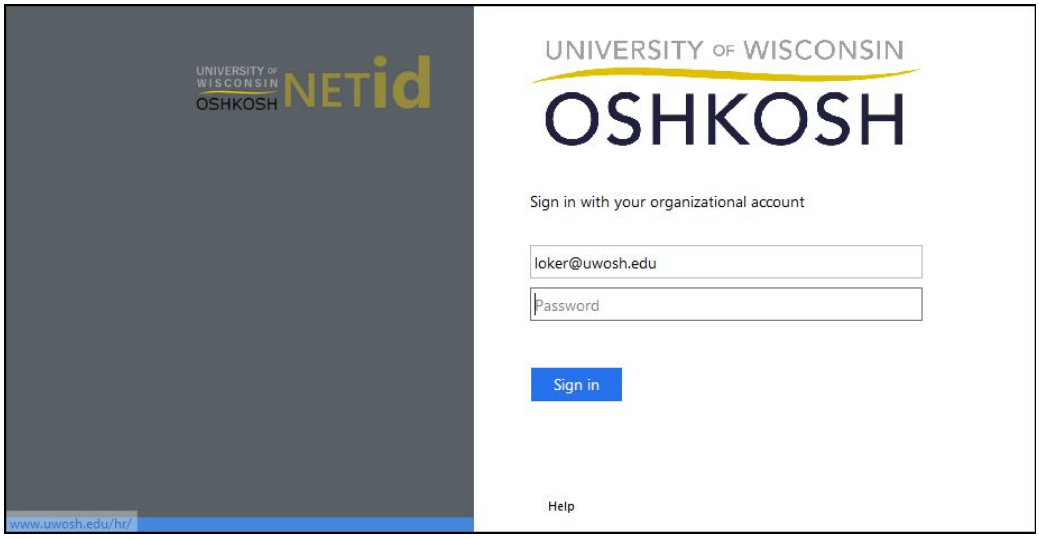
OneDrive Offline

1. Available but creates SECURITY CONCERNS because it will want to share with all of the computers you login to.
2. It is built-in to Windows 10 (8.1 or later)
3. Mac and earlier versions of Windows can get the app from the Software Center
4. Be sure to check the setup to specify which folders and files to sync, avoiding high risk data (FERPA, HIPAA, personally identifiable data, etc.)

OneDrive Online



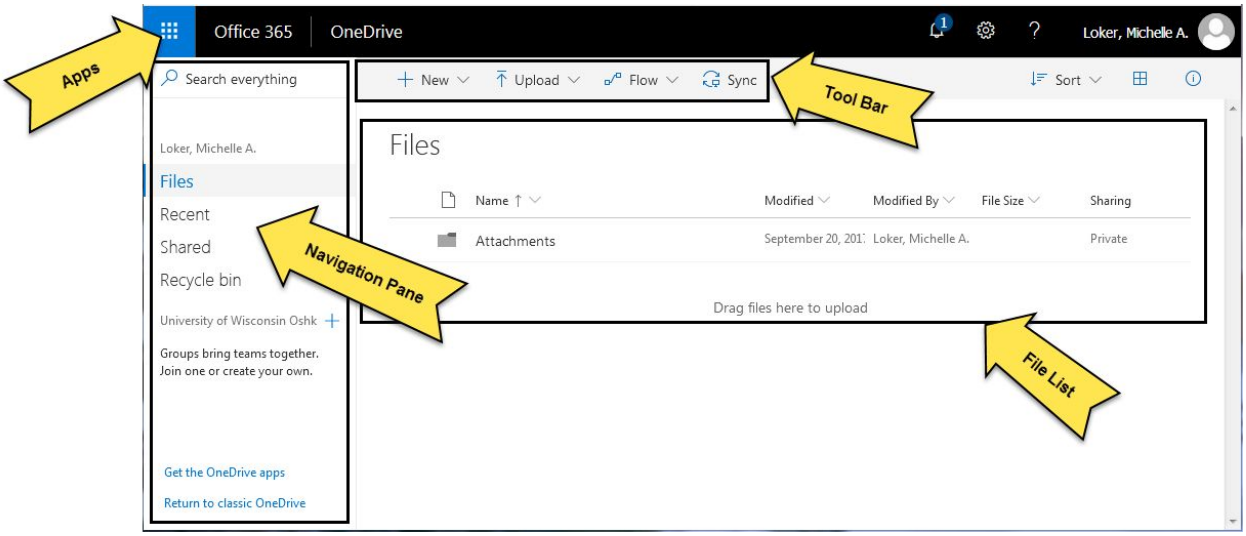
1. Open Chrome or FireFox
2. Go to uwosh-my.sharepoint.com (Chrome web browser recommended)
3. The Sign In screen will open
4. Type in your full uwosh.edu email address
5. Click **Next**
6. If it asks you if this is Work or School versus a Personal account, select Work or School
7. You will be redirected to the sign in for UW Oshkosh



8. Type in your **NetID password (**not your email password**)**
9. Select **Sign in**
10. If it asks you 'Stay signed in?', select Don't show this again, and click Yes

Navigation

The root folder of your OneDrive is located in the navigation pane to the left and is called **files**.



Apps

The apps grid icon is located in the upper left corner of the window and can be used to access any of the Microsoft Office 365 apps such as Word, Excel, OneDrive, etc.

Notifications Bell

The notification bell is located in the upper right side above the toolbar. New notifications will be indicated with a number on top of the bell. To view notifications click on the icon and the notification bar will show at the right.

Gear

Use the gear icon to change settings, theme, notifications, your start page, view restore options.

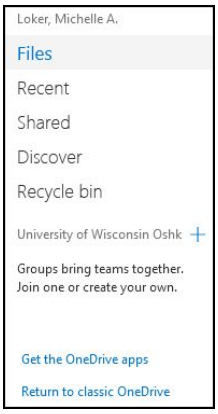
Help

Click on the question mark icon located in the upper right corner of the window to receive help with OneDrive.

Picture

The account profile is located in the upper right corner of the window. Click on the name or picture icon to view and change account settings and to logout of your account.

Navigation Pane - The navigation pane is located at the left side of the window. Click in the navigation to view any of the following:



- **Files** - This is the root folder of your OneDrie. It shows a list of files that you have created.
- **Recent** - This is a quick way to access a file or folder you have recently opened
- **Shared** - View and open folders or files that have been shared with you
- **Recycle bin-** Files that you have deleted will move to this area for 93 days
    - There is a secondary link once in the
- **Groups and Sites** - Sorry we're not ready for these
- **Get the OneDrive apps** - Don't use this. Use the Software Center instead
- **Return to classic OneDrive** - If you want to view the older OneDrive layout

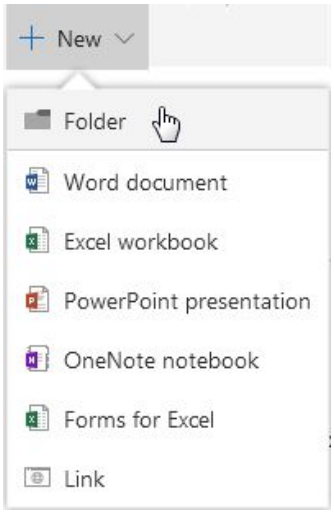
File or folder path

- The folder and file path will show above your list of files. This indicates the current folder that you are in. This is very important because when you create or upload new folders or files they will be added to the current location. If you want the folder or file added to a different location click on the location in the navigation pane before choosing to create the new folder or file.

File List - The file list is where you will see files and folders for the option that you have selected in the navigation pane at the left side of the screen.

Toolbar

The toolbar can be used to search for files, create new files or folders, upload files or folders, and sync files.



Creating a New Folder or File

1. The current folder and file location is where you new folder or file will be saved.
2. Click **New**

Creating a New Folder

1. Click **Folder**
2. A dialog box will open
3. Enter the name of your new folder
4. Click **Create**
5. Your new folder is saved to the location you were viewing when selecting the New button.

Creating Files

1. Click on the type of file you would like to create from the list
2. The file will open

Rename the File

1. Click on the title in the center bar at the top of the file
2. Type in the name you would like to give the file
3. Either hit enter on your keyboard or click off of the title name for the file name to save.

Uploading Folders and Files

You can upload folders and files from your computer to OneDrive by using one of two ways.

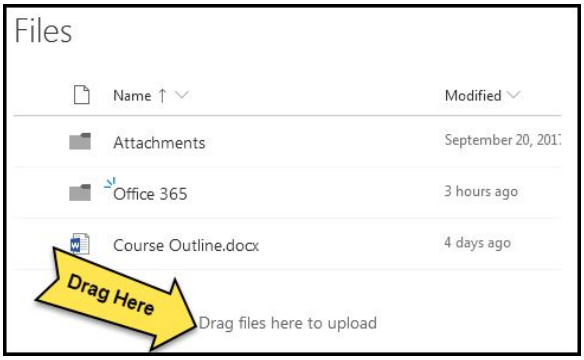
Option 1 - Using the Upload button

1. Navigate to the location in OneDrive that you would like to save your uploaded folder(s) and/or file(s) to
2. Click on the upload button

in the toolbar
3. Choose whether you would like to upload a File or Folder
4. Navigate to where you currently have the folder or files saved
5. Select the folder or files you would like to upload
6. Select Upload or open
7. The status of the upload will show in the top right corner of your OneDrive window
8. The folder(s) and/or file(s) will show in the location you were at when you choose the upload option.

Option 2 - Drag and Drop

1. Navigate to the location in OneDrive that you would like to save your uploaded folder(s) and/or file(s) to
2. Open the window on your computer where you files are located
3. Drag and drop the folder(s) and/or file(s) to the specific OneDrive folder you would like to save it in

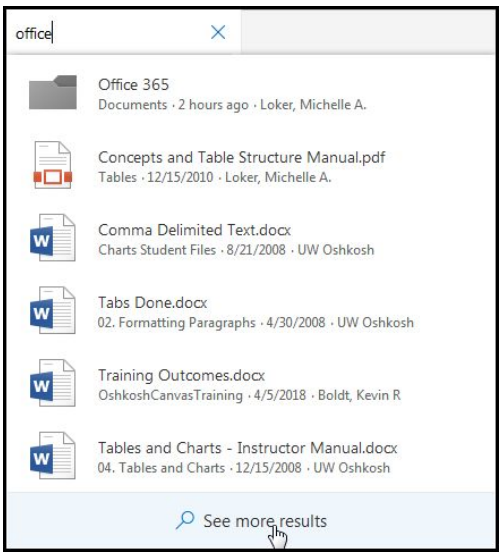


Search

The search option is located in the upper left area under the apps icon.

1. Click to the right of the magnifying glass

that says search everything
2. Type part of the folder, file name, or file content
    a. As you are typing a short list that meets your criteria will show
    b. If the item is showing in the list select the item to open it. If the item doesn't show in the short list click on See more results at the bottom of the list to see all matching results



Cancel Search Results

1. Click on the **X** to the right of your search criteria
2. There are save search options under Settings

Sort

1. Click on sort in the upper right corner of the toolbar
2. Choose how you would like to sort your folders and files, i.e. type, name, modified, etc.

View

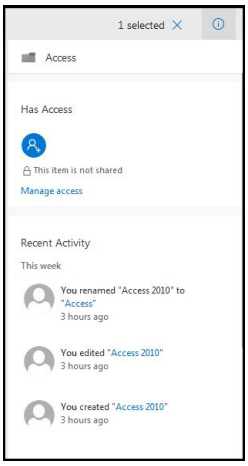
There are two view option for your files and folders:

1. List - Shows files and folders in a list with additional details, such as date modified, modified by, size, and sharing
2. Tile Previews - Show file in an icon view with less details. This view is great for previewing photos

File Information

Additional information such as who has access and recent activity can be viewed from the information pane.

1. Select the folder or file you would like to see the information for
2. Click on the information icon in the upper right of the toolbar
3. The information pane will open and show details regarding who has access and recent activity
4. Manage Access is how you can share the file or folder or remove access from those you had shared with
5. Click on the information icon again to hide the information pane



Take Action on a Folder or File

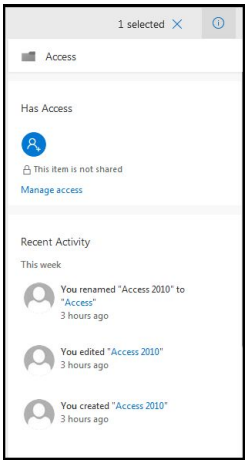
The action toolbar or action items will show once you have a folder or file selected or if you right click on the file or folder.

1. Hover over the file or folder you would like to take action on
2. Depending on your view the check box will be located in different areas
   List View: Click on the circle to the left of the file name
   Title Preview: Click on the circle in the upper right corner of the item
3. The action items available will show in the toolbar above
   - Open - This will only show when you have a file selected
   - Share - Used to share a folder or file
   - Copy Link - Used to access the link of the folder or file
   - Download - Used to download a folder or file
   - Delete - Used to move the folder or file to the recycle bin
   - Move to - Move the folder or file to a different location within OneDrive You can also drag and drop files to a different location
   - Copy to - Make a copy of the folder or file within OneDrive
   - Rename - Change the name of the folder or file

Note: These commands can also be accessed by right clicking on a folder or file.

Sharing Folders or Files

Sharing



1. The safest way to share files is to use the Manage Access feature which is found under the File Information pane described above
2. Click on Manage access
3. You will then be able to enter the names or email addresses of the people with whom you want to share

Using Word/Excel/Powerpoint Online

When you open a document from the file list, it will be in read-only access. In order to edit the document you will need to click on the Edit Document button. Once you click on the button you will be asked how you'd like to edit the document.

Editing Options

1. Online in your browser
2. In Word/Excel/Powerpoint

Editing Online

Editing in the browser works well for simple documents, but will not work if you used or want to use higher functions, such as columns in Word or Pivot Tables in Excel. The current Human Resources evaluation forms do not edit well online.

Some things to remember when editing online:

1. The top menu is where you can name or rename the file
2. To rename a file, click on the name and type the new name
3. There is no need to save the file, but give it a few seconds before closing the document in order to provide enough time for the automatic save to execute. You can look to the right of the file name to see the status.
4. The File menu in the upper left of the screen provides options to
    a. Save As
    b. Print
    c. Share - do not use this method to share high risk data as it is less secure

Editing Offline - in Word/Excel/Powerpoint

If you select this form of editing, a notification will appear on your screen, letting you know it is opening the application. It will also ask your permission to open the application. This is a security feature, but if you like you can click on the 'Don't ask this again' checkbox to speed things up.

Some things to remember when editing offline:

1. You DO need to save the document.
2. The document will be saved back in its online folder.
3. You may need to refresh the online folder in order for the date or name to be updated.