

OneDrive OVERVIEW

OneDrive Online:

WHAT IS OneDrive?

- OneDrive is an Internet-based storage platform with a significant chunk of space offered for free by Microsoft to anyone with a Microsoft account.
- Think of it as a hard drive in the cloud, which you can share, with a few extra benefits thrown in.
- Store photos, files, and folders and share them with other people from anywhere.

WHAT IS OneDrive FOR BUSINESS?

- OneDrive for Business is an integral part of Microsoft 365.
- 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 Microsoft documents with others at the same time.

WHAT CAN YOU DO WITH OneDrive

- Create documents on your computer and edit them on your laptop, tablet, or phone.
- Share files and photos with others.
- Collaborate on Office documents with co-workers.
- Get to your files and photos from anywhere, on any device.
- Store your working documents and share them with others when you are ready.

MANAGE OneDrive FILES

- Upload files to OneDrive
- Upload a folder
- Create a folder
- Save a file to OneDrive
- Sync OneDrive folders to your computer
- Use OneDrive instead of your hard drive for private storage.

Collaborate OneDrive Files

- Share files or folders
- Stop or change sharing
- Departmental events or activities.

FOR BUSINESS VS PERSONAL?

- **OneDrive (Personal)**
- Store personal files in a secure, private 5GB space online.
- Simple versioning and document history.
- Accessed with a personal email.
- **OneDrive for Business**
- Store work-related files in a secure 5TB space online.
- Provides advanced versioning and document history.
- Tied to SharePoint and accessed with your UTHSC NetID and password
- Easily shared with coworkers.
- Provides auditing, reporting, and advanced administration tools.

BASICS

- Log in to OneDrive for Business: **O365.uthsc.edu**. Enter your UTHSC email address and password, click **Sign In**, and then click **OneDrive**.
- Add a File: **Drag and Drop**.
- Upload a Copy of the File: Click the **Upload**. Click **Files or Folder**. Select files or folders. Click **Open**.
- Open a File in Office Online: Click a **file name**. Double click the **Document**.
- Download a Copy of the File: Click the **File**. Click **Download**. Click **Open** or just select the file and click **Open Menu**.
- Delete a File: Select a file and then click the **Delete button**. Click **Delete** to confirm.
- Restore or Permanently Delete an Item: Click the **Recycle Bin**, and then check the item's checkbox. Click **Restore** or **Delete**, and then click **delete** if you are permanently deleting an Item or it will automatically place the item back in the file listing. Note: Deleted items remain in your Recycle Bin for 90 days before they are permanently deleted.
- Create a New File: Click the **New** button and select a file type.
- Create a Folder: Click the **New** button and select **Folder**. Enter a name for the folder, and then click **Create**.
- Move Files to a Folder: Select the file. Click **Move to** icon. Select the place (sites) and then Click **Move here**.
- Copy Files to a Folder: Select the file. Click **Copy to** icon. Select the folder and then Click **Copy here**.
- Rename Files: Select the file or folder. Click... icon. Click **Rename** and then Click **Save**.

- Rename Folders: Select the file or folder. Click **Rename** icon. Click **Rename** and then Click **Save**.
- Sort and Filter Files: Click a column header and choose to sort by **Ascending** or **Descending** order or select filter criteria.
- Share a File and Folder: Select the file, Click **Share**. Select **Specific people** and then enter the names or email addresses of the people you would like to share with, then uncheck **Allow editing box** for read only permission level When you are done, click **Apply**, add a message, and then click **Send**.

There are several options for sharing:

- **Anyone with the link** - This is the least secure method of sharing, as the link can be shared with others after you share it.
- **People in University of Tennessee with the link** - This would allow sharing within the UT System, but not outside of UT.
- **People with existing access**-This does not extend sharing beyond the current group.
- **Specific people** - This is the most restrictive method of sharing, as you are hand picking who should be able to access the document.
- See Who Files or Folders is Shared With: Click **Shared with me** icon, files and folders will listed.
- Get a Link that others can use to access the selected item: Click the **Copy Link**. Click **Copy**. Select **who would you like this link to work for**. Click **Apply**, and then open Outlook to create an email and paste the copied link in the body of the email.
- Check Version History: Select the file, click the... tab, and then click **Version History**.
- Search Current Location: Click in the **Search box** in the Navigation Pane, type search keywords, and then select a result.
- Expand a Search: If you do not find what you are looking for in the current search location, click **Search Everything** to see more results.
- Get Help: Click the (?) in the upper right corner, type topic in the **"Tell me what you want to do" box**, then select the topics.

CONTACT US:

OneDrive TRAINING AND SUPPORT

Tonya Brown
901.448.5902 | appsupport@uthsc.edu

CUSTOMER TECHNOLOGY SUPPORT

HelpDesk
901.448.2222 | helpdesk@uthsc.edu