Using OneDrive

Content
- First Time Login
- Navigating OneDrive
- Uploading and Saving Documents
- Sharing Documents

Lesson Objectives

This lesson will teach you the following items:

1. First Time Login
2. Navigating OneDrive
3. Uploading and Saving Documents
4. Sharing Documents

Office 365

First Time Login

1. Find the OneDrive icon in the Office365 portal.

2. When prompted click **'Your OneDrive is ready'**

3. Click next on the **'next'** on the Welcome to OneDrive slides and then click **'Get started'**

4. You will now see the OneDrive landing page. (Covered in the next slides)
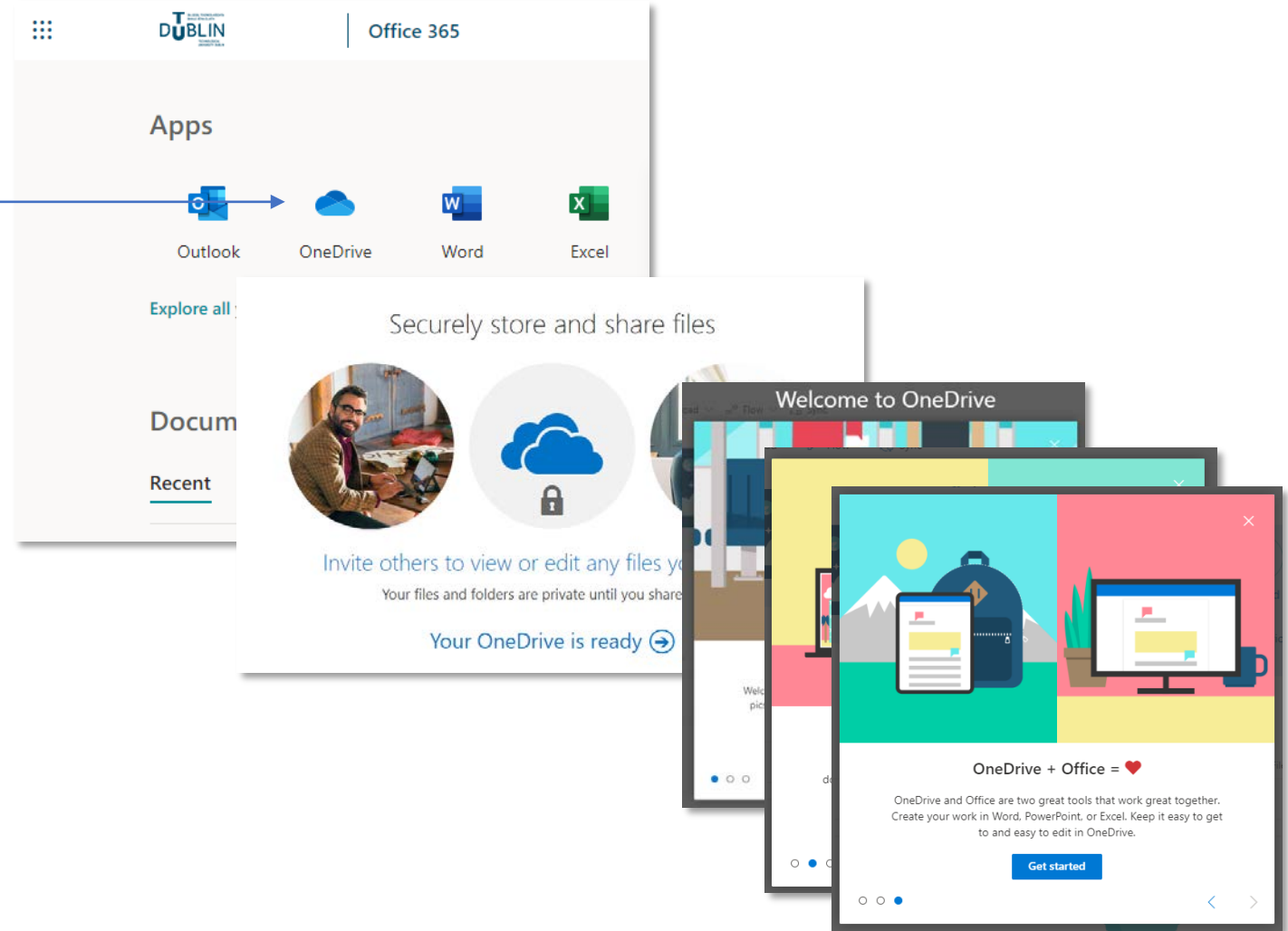
First Time Login cont.

You will see a OneDrive mission pop-up on the main landing page for OneDrive. Which will guide you through uploading your first file, setting up on mobile and desktop.

You can exit this by pressing the X on the top right of the box.
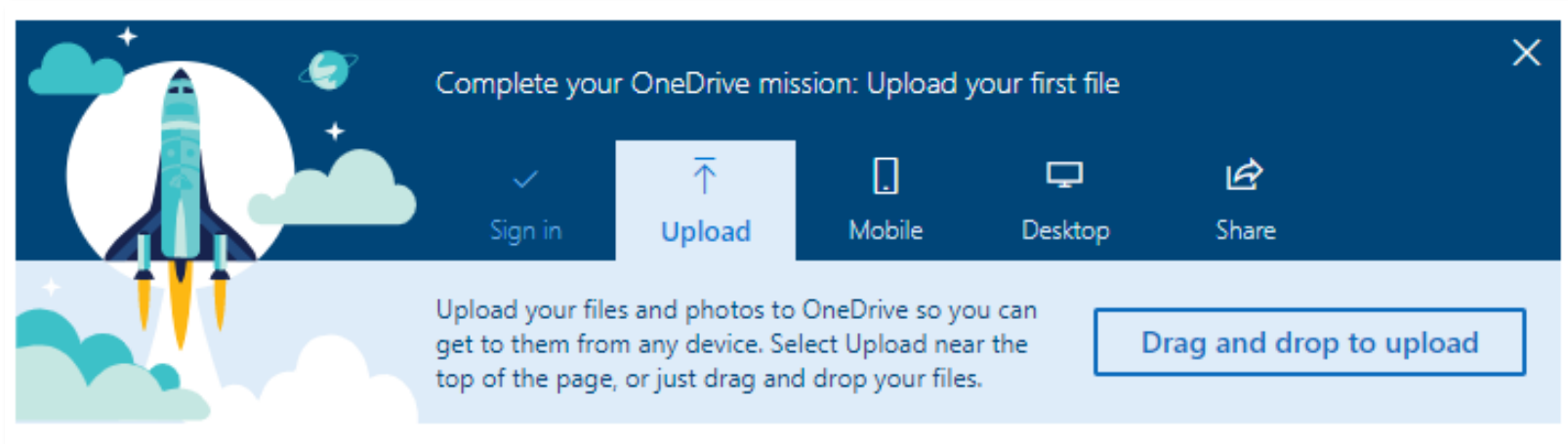
OneDrive Landing Page

1. **Office365 Navigation:** This is where you will click to navigate to other Office365 Applications
2. **Search:** This is your search tool. Type what you want to search here.
3. **Folder Navigation:** This is where you navigate between your standard files view, Recent, Shared and your Recycle bin.
4. **Files and Folders View:** This will be the main navigation element in OneDrive. You will be able to navigate files and folders as well as see details about the files and folders.
5. **Bottom Navigation:** This gives you the option to get the local OneDrive apps or return to the classic view of OneDrive (not recommended)
6. **Task Bar:** This is where you create new documents and folders. As well as have the ability to upload documents among other actions.
7. **Settings:** This is where you can personalize your account and gain access to more advanced tools and customization options..
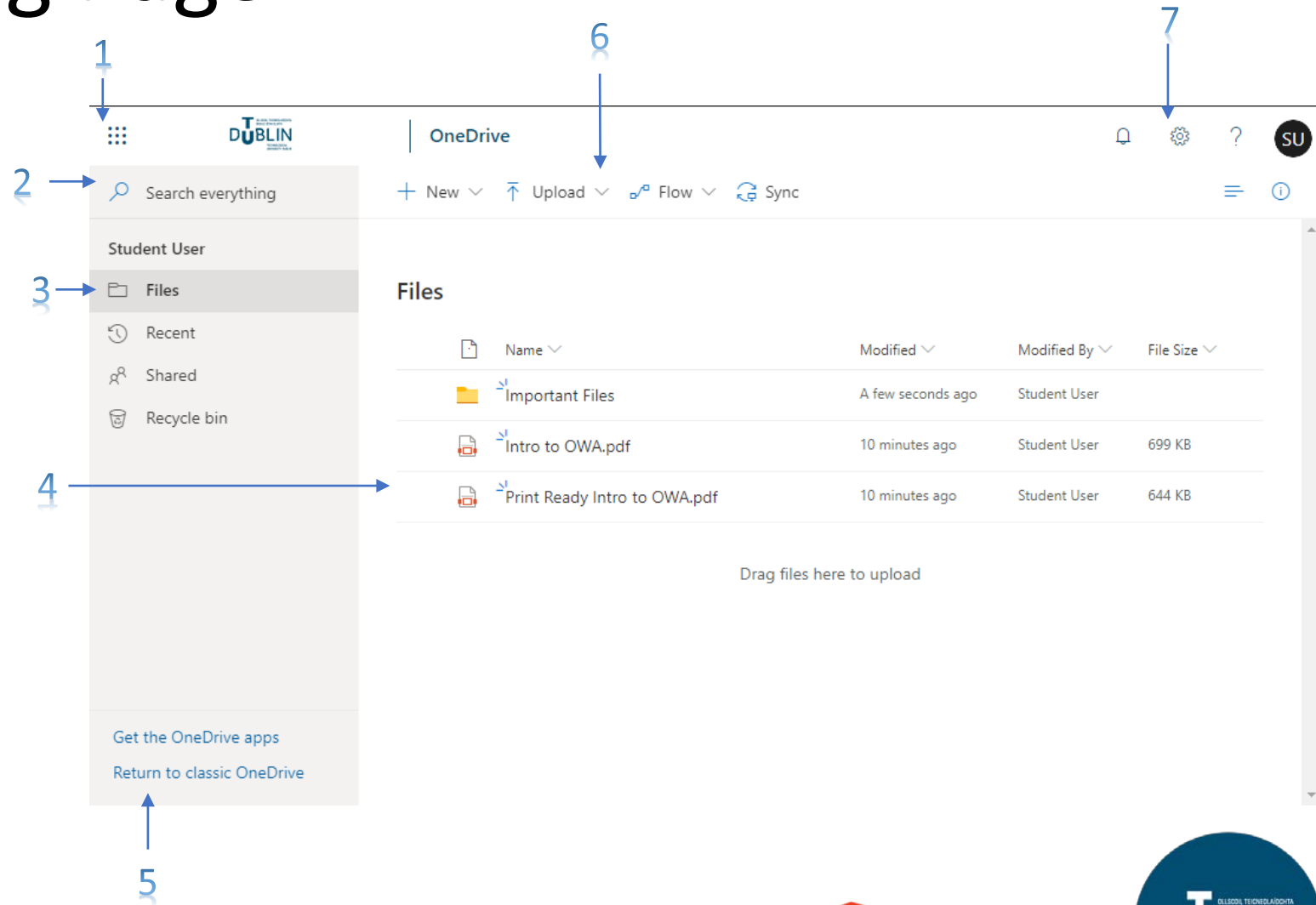
Uploading Documents

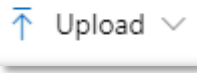There are a few different ways to upload documents to OneDrive.

1. Drag and Drop
2. Use the upload button
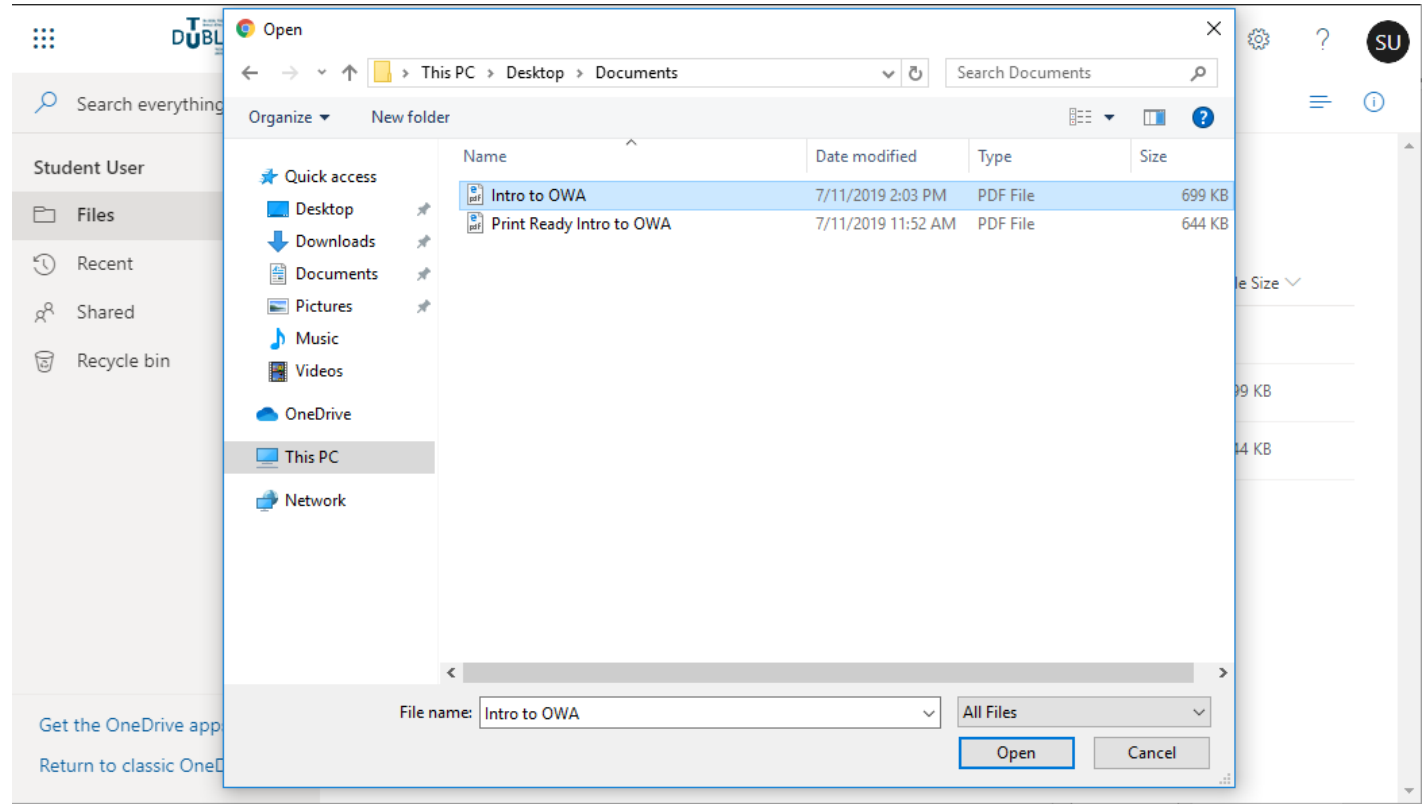3. Creating Documents in OneDrive

Upload using Drag and Drop

1. Navigate to the folder where you would like to place the files.

2. Open Windows Explorer, Pick up the files you want to upload.

3. Drop the files into the browser window where you have OneDrive open.

4. You will see the top and the edges of the browser window turning blue indicating it recognizes that you are attempting to drop files in.

5. You will see the files appear in the OneDrive folder.
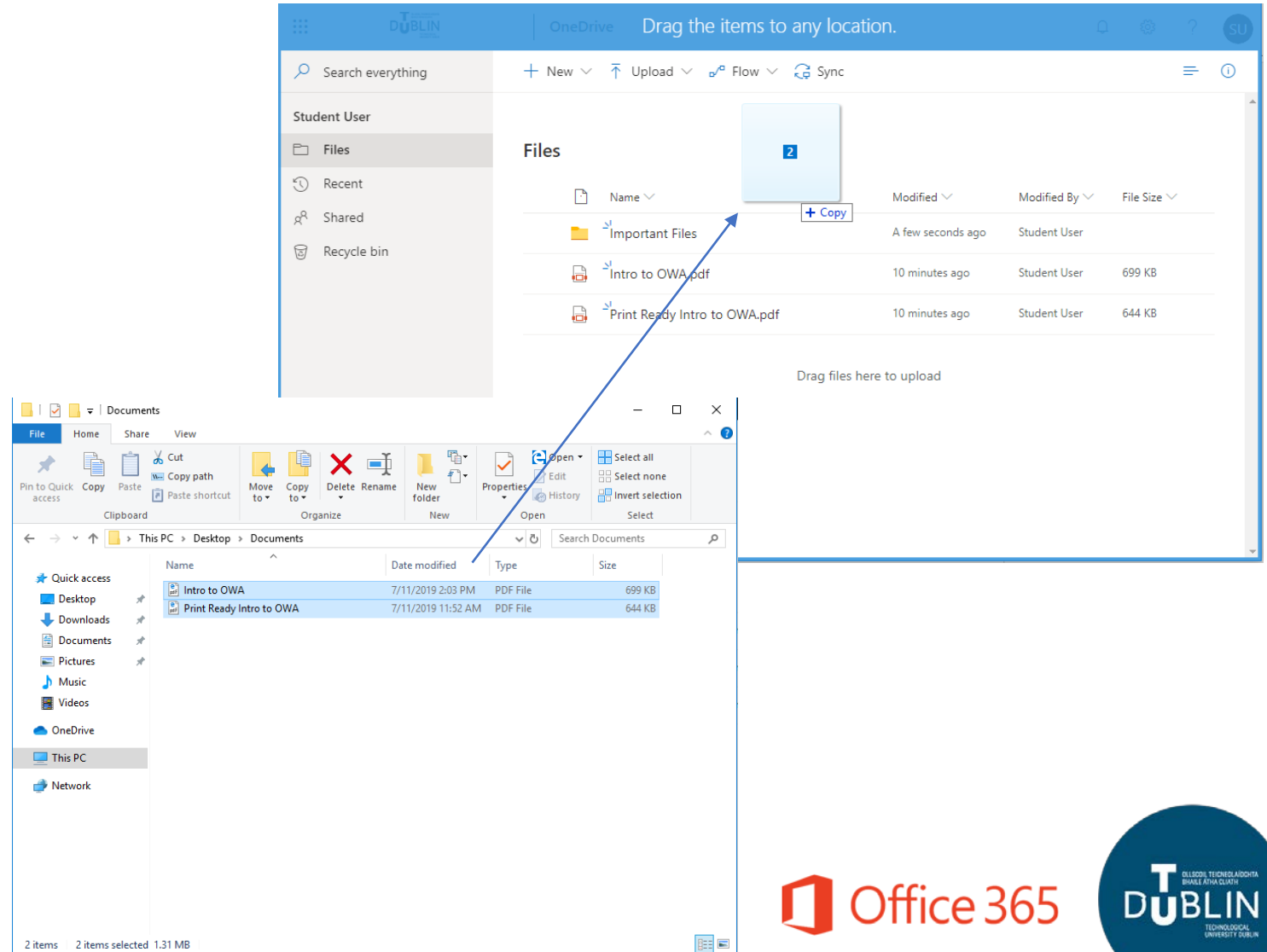
Upload using the Upload Button.

1. Navigate to the folder where you would like to place the files.

2. Click on the ⤒ Upload ⌄ button in the task bar.

3. A Windows Explorer window will appear for you to select the files you want to upload.

4. Select the files you want to upload and click Open.

5. You will see the files appear in the OneDrive folder.

Creating Documents in OneDrive

1. Navigate to the folder where you would like the file to be created.

2. Click on in the task bar and create the type of document you wish to use (1).

3. Your new document will open in the web app associated with that file type.

4. To name your document you can click on the name (2) 'Document' or 'Book' on the top bar and rename it.

5. There is no need to press save as all changes are saved automatically on the web apps.
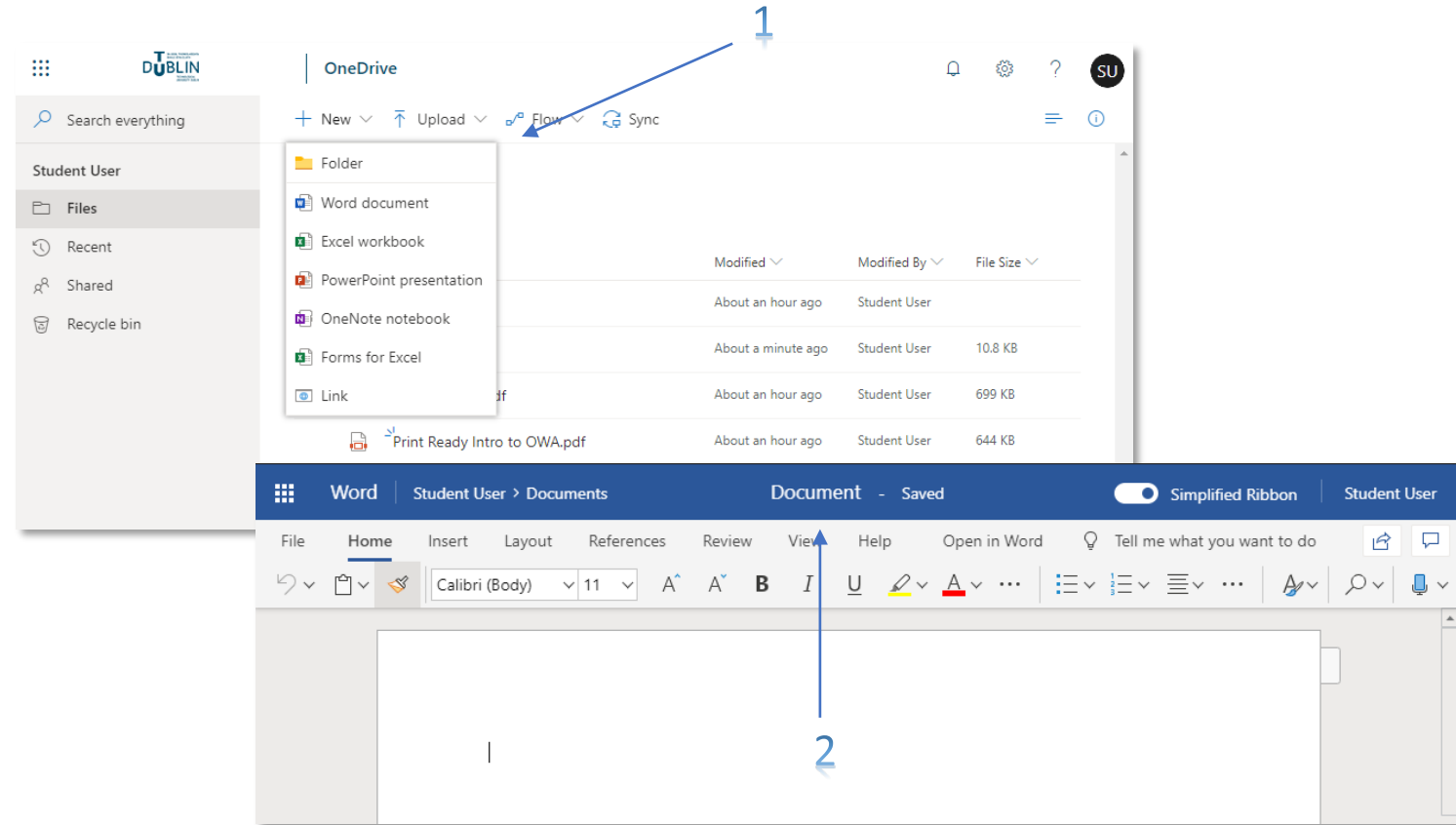
Sharing Documents from OneDrive

1. There are a few ways to share documents from OneDrive.

2. You can share documents from the OneDrive landing page or Folder navigation by moving your mouse over the file and clicking the share button (1) which will appear.

3. You can also share documents from within the web app. When you have the document open you will see a share button (2) on the top right hand corner of the page.
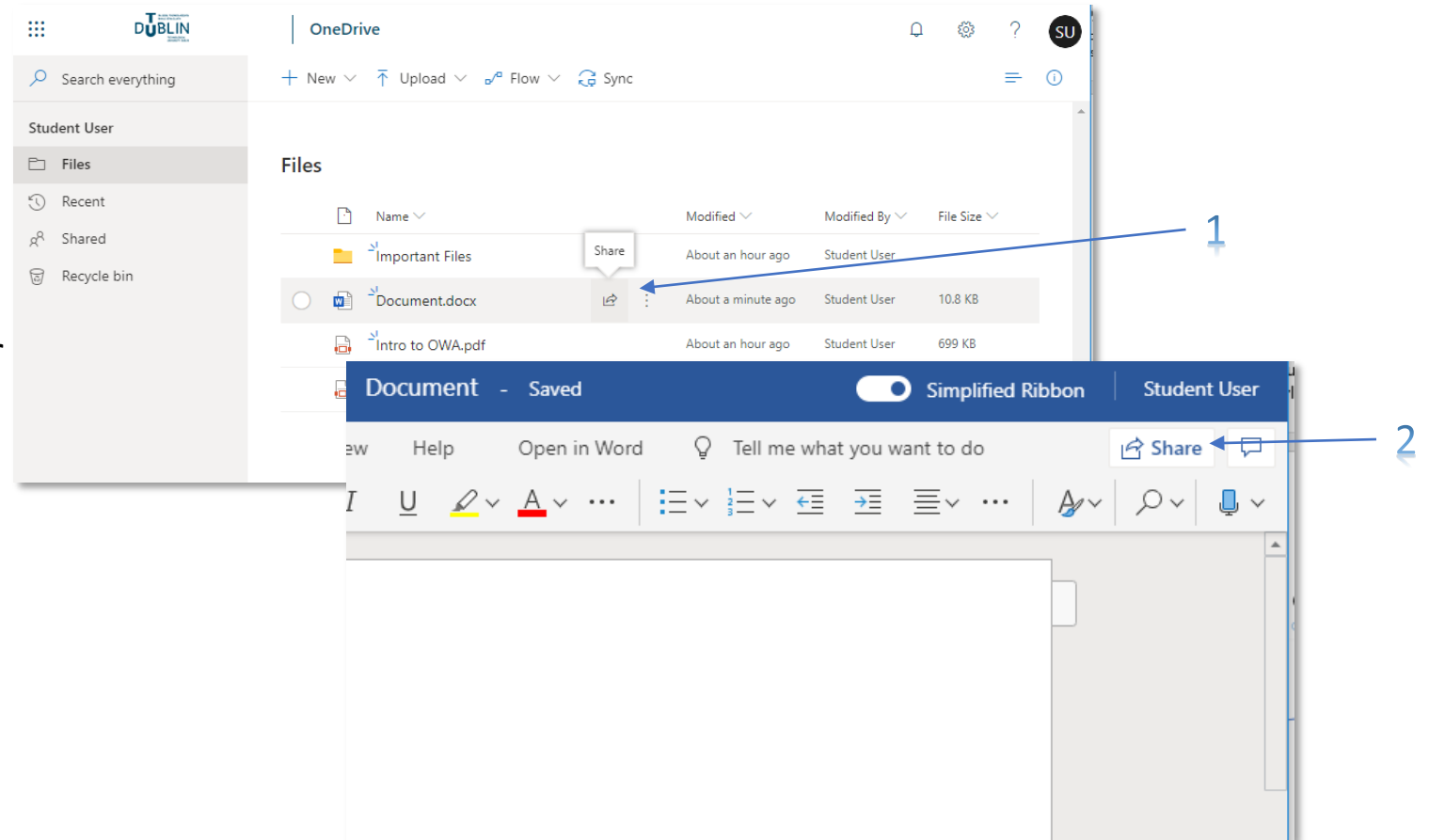
The Sharing Dialog

1. A dialog box for sharing will appear.

2. From here you can start to type a name in the 'Username or email address' field. You will see suggestions for users based on what you type.

3. Once you click on a name it will be added to the list of users to share the document with.

4. You can continue to add other users by repeating the process and when you are finished click **'Send'**.

5. You will receive a confirmation that the document is shared.