

OneDrive & Document Sharing

OneDrive is Microsoft's online cloud storage system connected to your Microsoft account. You can easily save various documents and access them from any computer or device. You can access files in your OneDrive in an Internet Browser by signing into www.onedrive.com. You can also share a document saved to your OneDrive with another person.

OneDrive or Hard Drive? Share or Don't Share?

There are many advantages to saving files to OneDrive and document sharing. But you also need to be smart about it! There are many things you want to consider before doing either!

Some advantages of OneDrive include:

- Files saved in OneDrive are automatically backed up.
- Files in OneDrive are available from all your devices when you need it!

Things to Keep in Mind

- Remember that when you put a file in OneDrive, whether you are sharing it or not, that file lives out on the cloud.
- Even if you delete a file that was on OneDrive, *you* might not be able to see it anymore, but that file is on a backup server somewhere!
- If you have a document with confidential information, or documents with personal identifiable information (PII), you don't want to store it on OneDrive. Keep confidential documents on your hard drive!
- PII (Personal Identifiable Information), is information that can be used on its own or with other information to identify, contact or locate a single

person. PII can include full name, mother's maiden name, alias name, SSN, driver's license number, date and/or place of birth, etc.

Signing Into OneDrive

- Sign in to your O365 account (<https://login.microsoftonline.com>)

- Click on the OneDrive icon:

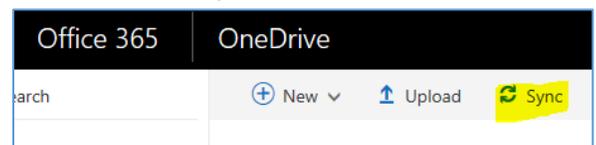


- This opens OneDrive. You can see any files you have already saved in OneDrive.

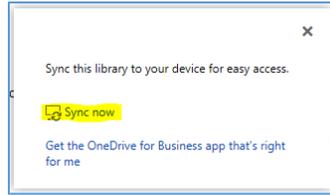
Sync OneDrive With Your Computer

If you have never used OneDrive, you may have to sync your OneDrive account with your computer. This will allow you to easily drag files to OneDrive.

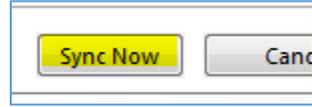
- Click on the Sync icon.



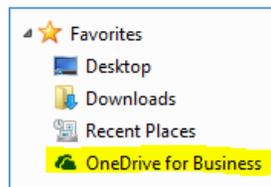
- Click on Sync now.



- The system looks at your files in File Explorer then asks if you are ready to sync your OneDrive for Business documents. Click on Sync Now.



- Once it has been synchronized, you will see OneDrive for Business in Windows File Explorer:



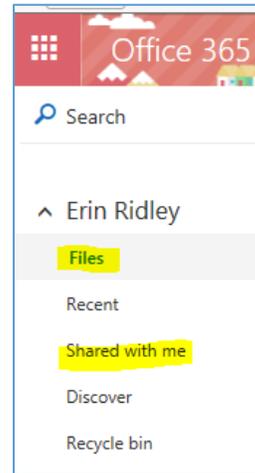
- Once synchronized, you'll find it's very easy to access your OneDrive. You can drag files into OneDrive, see the contents, etc.
- When you add new files to your OneDrive, you may find you have to Sync in order to see them.

Adding Files to OneDrive

There are a few ways that you can add files to your OneDrive.

- If the document is already created, you can open Windows File Explorer and drag the file to your OneDrive folder.
- If the document is already created, you can click on File, Save As and save it in your OneDrive. *NOTE: This will result in the file being in the original folder as well as in the OneDrive folder!*
- If the document has not been created, you can create and save it in OneDrive.

Viewing Files



In the web version, you can easily see what files you have in OneDrive, as well as what has been shared with you:

Click on **Files** to see all the files that you have in your OneDrive.

Click on **Shared with me** to see any files that someone has shared with you.

Sharing Documents

One of the benefits to OneDrive is the ability to share the document with someone else.

- If the file is not already in OneDrive, either move or copy the file into your OneDrive.
- *Please note that if you keep the original version on your PC and copy it to OneDrive, once it's updated in OneDrive the copy on your PC is no longer the most current version!*

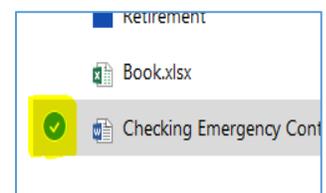
There are several ways to share a document: using Windows File Explorer, from OneDrive, or once the document is open in OneDrive.

From OneDrive:

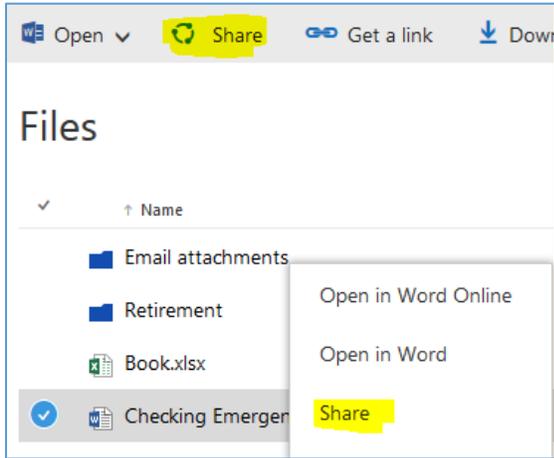
- Sign into your O365 account (<https://login.microsoftonline.com>).

- Click on OneDrive.

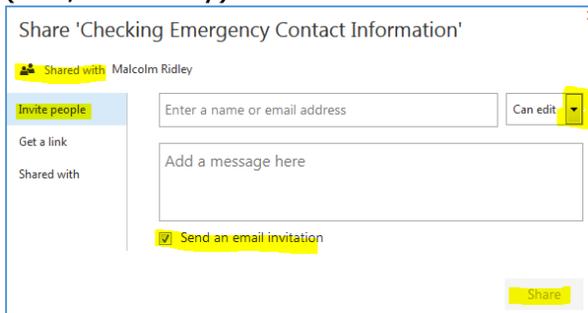
- Point and click to the right of the file you want to share, placing a check mark there:



- Right click on the file and select SHARE or click on SHARE from the menu bar:

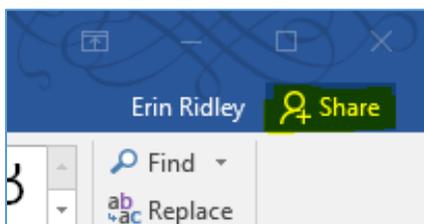


- A dialog box will open. It will show you anyone that you've already shared the document with, you can invite (share) it more people, and you can select what kind of access you want them to have (edit, view only):

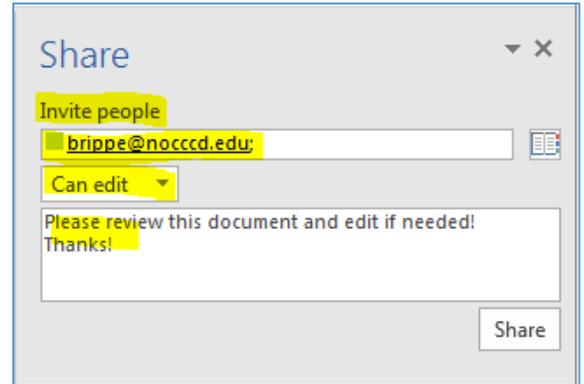


With the Document Open:

- Open the document from OneDrive.
- Click on "Enable Editing."
- Click on the Share icon located in the top right:



- You will see a dialog box that allows you to invite people, give them the ability to either edit or view only, and include a message.



- Click on SHARE. This will send an email to the people you invited.
- Once shared, everyone has access to the same document. You can even edit it at the same time.

Additional Resources:

OneDrive: Sharing Documents

<https://www.youtube.com/watch?v=67nI2M3sHds>

O365 Tips and Tricks

<https://www.youtube.com/watch?v=sm1KfQQH47E>