Office 365: OneDrive for Business

Reference Guide for End Users
# Table of Contents

**INTRODUCTION** ..................................................................................................................................................... 3

**NAVIGATING TO ONEDRIVE FOR BUSINESS** ............................................................................................................ 3

  **SIGNING IN** ................................................................................................................................................................... 3
  **OPENING ONEDRIVE** ....................................................................................................................................................... 3

**UPDATING YOUR TIME ZONE** ........................................................................................................................................ 4

**UPLOADING FILES** .......................................................................................................................................................... 5

**CREATING NEW FILES AND FOLDERS** .......................................................................................................................... 6

**RENAMEING A FILE OR FOLDER** ....................................................................................................................................... 6

**PERFORMING A SEARCH** .................................................................................................................................................. 7

**SHARING FILES** ............................................................................................................................................................... 8

  **INVITING PEOPLE TO SHARE A FILE** ..................................................................................................................................... 8
  **SHARING A FILE BY USING A LINK** ..................................................................................................................................... 10
  **SHARING WITH EVERYONE** .............................................................................................................................................. 11

**DOWNLOADING A COPY OF A FILE** .............................................................................................................................. 11

**VERSION HISTORY** .......................................................................................................................................................... 12

**RECOVERING DELETED FILES** ......................................................................................................................................... 13

  **RECYCLE BIN** ............................................................................................................................................................... 13
**Introduction**

Faculty/staff and students will have access to Microsoft’s cloud storage solution known as OneDrive for Business. OneDrive for Business offers one terabyte of web-based file storage space. OneDrive also allows for collaboration on Microsoft Office specific files (Word, Excel, PowerPoint, etc.) including easy downloading, uploading, sharing, and editing.

This document will show you how to use the basic features in OneDrive including, but not limited to navigation; creating and renaming files and folders; searching, sharing, syncing, and following files; creating alerts; and using versions. For information on how to use the Office 365 Web Apps, please refer to the document titled *Office 365: The Basics* (including using web apps).

**Navigating to OneDrive for Business**

The Towson University Office 365 portal is the gateway to access the Microsoft online web apps as well as your personal OneDrive (cloud storage).

**Signing In**

1. Open your preferred web browser and navigate to office.towson.edu.
2. Type your full Towson University email address and password in the appropriate fields and then click the **Sign in** button.

![Figure 1](image)

3. Confirm your identity through Duo. Once confirmed, you will be taken to the Towson University Office 365 landing page.

**Opening OneDrive**

From the landing page, click on the **OneDrive** tile.

![Figure 2](image)
Updating Your Time Zone

The first task you must perform in OneDrive is to change the time zone using the following steps:

1. In the upper-right corner of the Office 365 OneDrive page, click the Settings icon. The Settings menu will appear.

2. In the Settings menu, click on the Site settings option. The Site Settings page will appear.

3. Beneath the Site Administration header, click the Regional settings link. The Site Settings Regional Settings page will appear.

4. In the Time Zone drop down menu, select the appropriate time zone.
Uploading Files

Placing your files in Microsoft OneDrive for Business will allow you to access and share the files from anywhere you have an internet connection. You will also have the ability to collaborate in real time.

1. From the Office 365 OneDrive page, click the Upload button located on the taskbar.
2. From the Upload drop down menu, select the Files or Folder option. A File Explorer Open window will appear.

![Figure 6](image)

3. Navigate to and select the desired file(s).
4. Click the Open button.

![Figure 6](image)

5. A confirmation will appear in the upper right corner of your OneDrive page.

![Figure 7](image)

6. You will return to the OneDrive main page where your file(s) or folder will be listed.
Creating New Files and Folders

You can create a new folder and new Office documents directly from your OneDrive for Business.

1. In the Office 365 OneDrive page, click the New button and then select the type of file you wish to create from the drop down menu.

   ![Office 365 OneDrive page](image)

   *Figure 8*

2. The online application corresponding to the selected file will launch.

Renaming a File or Folder

Files and folders located in your OneDrive for Business can be renamed at any time.

1. Right click on the file or folder you wish to rename and then select Rename from the menu.

   ![Rename window](image)

   *Figure 9*

2. In the Rename text box, type the new name for your file and then click the Save button.

   ![Rename dialog box](image)

   *Figure 10*

3. You will return to the Office 365 OneDrive page and the file name will be updated.
Performing a Search

OneDrive for Business gives users the ability to search for a file or folder as well as the content within Microsoft Office documents.

1. In the upper left corner of the OneDrive page, click in the Search everything text box.

2. Type in the keyword(s) by which you wish to search.
3. OneDrive for Business will begin to list the files that contain the keyword(s).
4. Select the file from the list. The file will open in its corresponding online app.
Sharing Files

OneDrive for Business allows you to share files and documents with both Towson affiliated and nonaffiliated users. This can be done in three ways. The user can be invited to share the file, a link can be shared, or documents can be placed in the \textit{Shared with Everyone} folder.

When sharing files, it is recommended to share with individuals or small groups, as opposed to everyone or large groups. It is also recommended to limit privileges to \textit{View Only}.

\textbf{Inviting People to Share a File}

1. From the Office 365 OneDrive page, right click on the file you wish to share.
2. Click \textbf{Share}. The \textbf{Send Link} window will appear.

\begin{figure}[h]
\centering
\includegraphics[width=0.5\textwidth]{share.png}
\caption{Figure 13}
\end{figure}

3. In the \textbf{Send Link} window, the default permission level is \textbf{Only the people you specify will have access to edit}. You may click on this permission level to adjust the settings. The \textbf{Link Settings} window will appear.

\begin{figure}[h]
\centering
\includegraphics[width=0.5\textwidth]{linksettings.png}
\caption{Figure 14}
\end{figure}

4. In the \textbf{Link Settings} window, you may select one of the following four link permissions options:
   \begin{enumerate}
   \item \textbf{Anyone} – This option creates a link that anyone can use to access the file. Use caution with this option as it does not require users to sign in to view or edit the file.
   \item \textbf{People in your organization} – This option creates a link that only people with Towson University email addresses will be able to access.
   \item \textbf{People with existing access} – This option gives you a like that can be utilized by people that already have access to the file or folder. Use this link if you wish to reshare the link to a file or folder to existing users.
   \item \textbf{Specific people} – This is the default option which provides a link that only people with Office 365 accounts that you specify will be able to access.
   \end{enumerate}

5. If you wish your recipients to only view the file or folder, uncheck the box beside \textbf{Allow editing}.
6. Click the \textbf{Apply} button. You will be returned to the \textbf{Send Link} window.

\begin{figure}[h]
\centering
\includegraphics[width=0.5\textwidth]{sendlink.png}
\caption{Figure 15}
\end{figure}
7. In the **Send Link** window, type the names or email addresses of the recipients with whom you wish to share the file. The **Enter a name or email address** field is tied into Towson University’s active directory.

![Figure 16](image)

8. If desired, you may include a message.

9. Click the **Send** button.

![Figure 17](image)
**Sharing a File by Using a Link**

You may prefer to use a link to share a file. This option works well for recipients outside of Towson University.

1. From the Office 365 **OneDrive** page, right click on the file you wish to share.
2. Click **Share**. The **Send Link** window will appear.
3. In the **Send Link** window, the default permission level is **Only the people you specify will have access to edit**. Click on this permission level to adjust the settings. The **Link Settings** window will appear.

![Image of Send Link window with permission level set to Only the people you specify will have access to edit.]

*Figure 18*

4. Select the **Anyone** option.
5. You may also disable editing to restrict the document link to view only by unchecking the box beside **Allow editing**.
6. If you choose, you are able to set an expiration on the link by clicking **Set expiration date** and then selecting the date you wish the link to expire.
7. Click the **Apply** button.

![Image of Link Settings window with options for Who would you like this link to work for? and Other settings.]

*Figure 19*

8. In the **Enter a name or email address** field, type the email addresses of the people with whom you would like to share.
9. If desired, you may include a message.
10. Click the **Send** button.
Sharing with Everyone

Files placed in the Shared with Everyone folder will be viewable by all Towson University affiliated users.

1. From the Office 365 OneDrive page, place a check mark in the circle beside the file or files you wish to share.
2. In the OneDrive toolbar, click the Move to or Copy to button.

![Image of OneDrive toolbar with Move to and Copy to buttons highlighted]

3. In the Move or Copy pane, click on the Your OneDrive option.

![Image of Move or Copy pane with Your OneDrive option highlighted]

4. Locate and select the Shared with Everyone folder.
5. Click either the Move here or Copy here button.

Downloading a Copy of a File

Sometimes you may need to download a copy of a file to your machine.

1. From the Office 365 OneDrive page, place a check mark in the circle beside the file or files you wish to download.
2. Click the Download button in the toolbar.

![Image of OneDrive toolbar with Download button highlighted]

3. Based on your choice of browser, you will be presented with various options to either save or open the file.
**Version History**

Sometimes changes are made to a document by the author or by individuals the document has been shared with. OneDrive for Business keeps track of the changes made to documents and allows the owner to restore previous versions of the document.

1. From the Office 365 OneDrive page, right-click the file whose version you wish to view.
2. Click **Version history**. The **Version History** pane will appear.
3. In the **Version History** pane, click the date of the version you wish to view.

![Figure 23](image)

**Figure 23**

4. A window will appear confirming you wish to open the file in the desktop version of its application. Click the **Open** button.

![Figure 24](image)

**Figure 24**

5. The locally-based Microsoft Office application associated with the file will open. If you wish to restore the file to the previous version, click the **Restore** button beneath the ribbon. The file is now restored to the previous version.

![Figure 25](image)

**Figure 25**
Recovering Deleted Files

Files that have been deleted can be recovered from the Recycle Bin. A deleted file will remain in the Recycle Bin for 93 days until it is automatically purged. Once the file is deleted from the Recycle Bin, it will be moved to the Second-Stage Recycle Bin where it will remain for an additional 93 days before being permanently deleted.

Recycle Bin

1. From the navigation menu, click the Recycle bin option.

2. In the Recycle bin, place a check mark in the circle beside the file or files you wish to restore.

3. Click the Restore button.

4. Still can't find what you need? Click the blue hyperlink at the bottom of the Recycle Bin titled second-stage recycle bin. You can restore these in the same way you did in the Recycle Bin.

Note: Items deleted from the second-stage recycle bin cannot be recovered.