

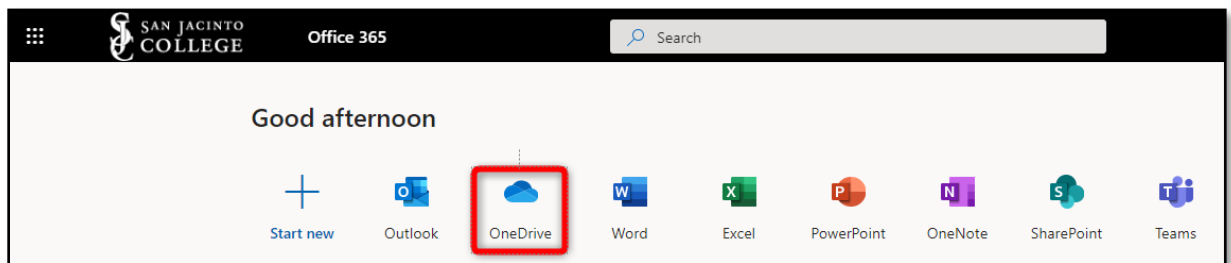
## Introduction: What is OneDrive for Business

OneDrive for Business is cloud storage solution integrated with all other Office 365 offerings. It offers secure, cloud-based storage that lets you seamlessly collaborate and access files from anywhere in the world, at any time. With options to view files on both desktop and mobile, OneDrive helps you stay connected no matter where you are.

Unlike the College network drives (G, H, or P), you do not need to be on the College network (on-campus or via VPN) to access files on OneDrive.

## How to Access OneDrive

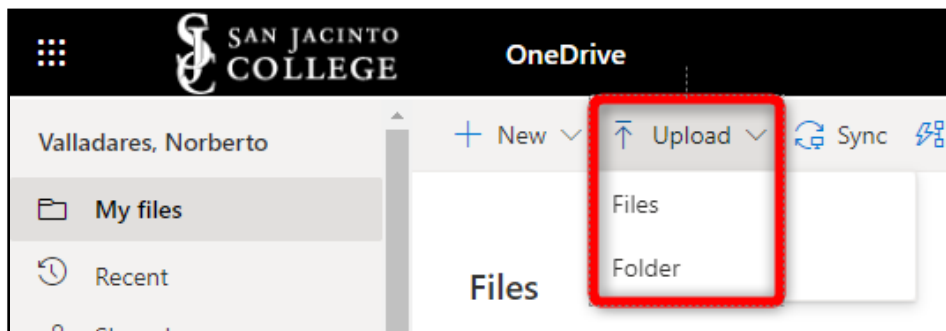
1. Using your web browser visit <https://portal.office.com>
2. Log in with your SJC Office 365 credentials
3. Click **OneDrive**



## Upload Files and Folders

Using Google Chrome:

1. Click **Upload > Files** or **Upload > Folder**
2. Select the files or folder you want to upload
3. Select **Open** or **Select Folder**

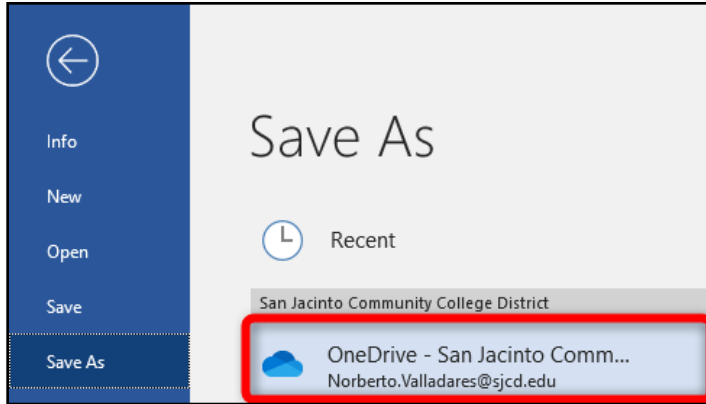


With other browsers:

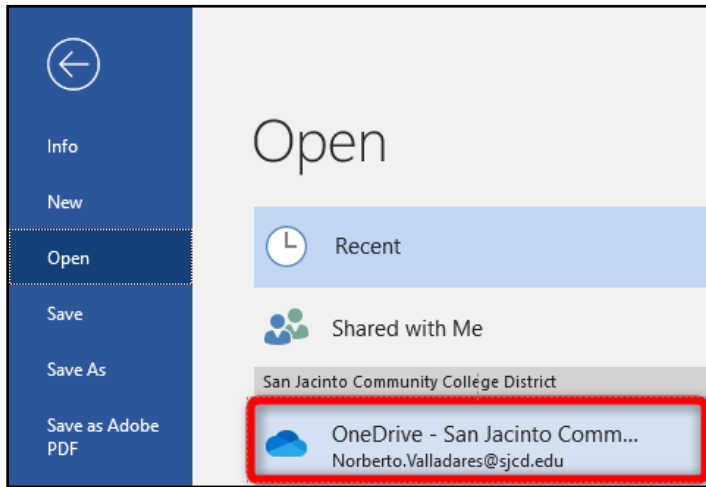
1. Click **Upload**, select the files you want to upload, and select **Open**
2. If you don't see **Upload > Folder**, create a folder, and then upload the files to that folder.

**Save and Open Files in Your Office Apps (Word, Excel, PPT)**

1. Click **File > Save As > OneDrive – San Jacinto Community College District** to save a work file to OneDrive.



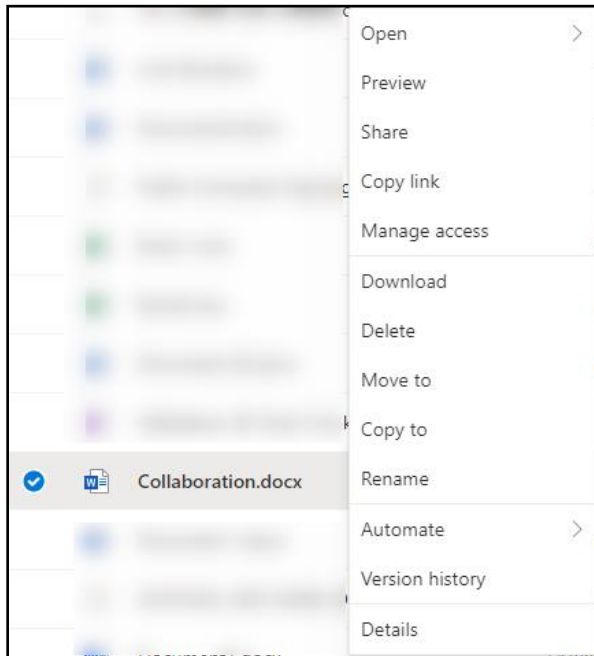
1. Click **File > Open** and then select **OneDrive – San Jacinto Community College District** to open a file saved to OneDrive.



## Manage Files and Folders in OneDrive

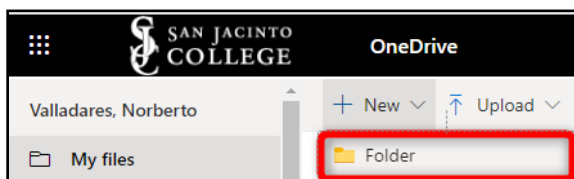
### Select what to do with a file

1. In OneDrive, right-click the file
2. Select a command

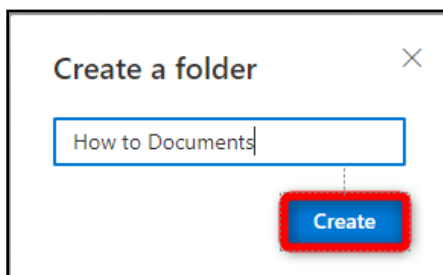


### Create a folder

1. Click **New > Folder**



2. Type a name for the folder
3. Click **Create**



### Search for files


1. Type a word or phrase in the **Search** box.
2. Click the file or press **Enter**.

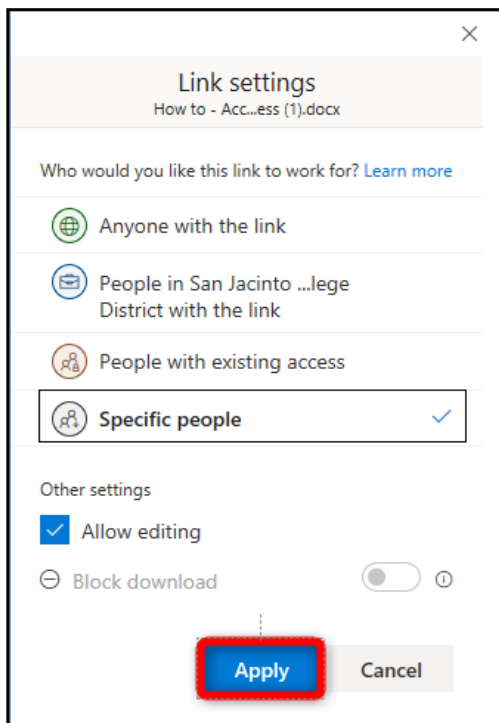


## Collaborate in OneDrive

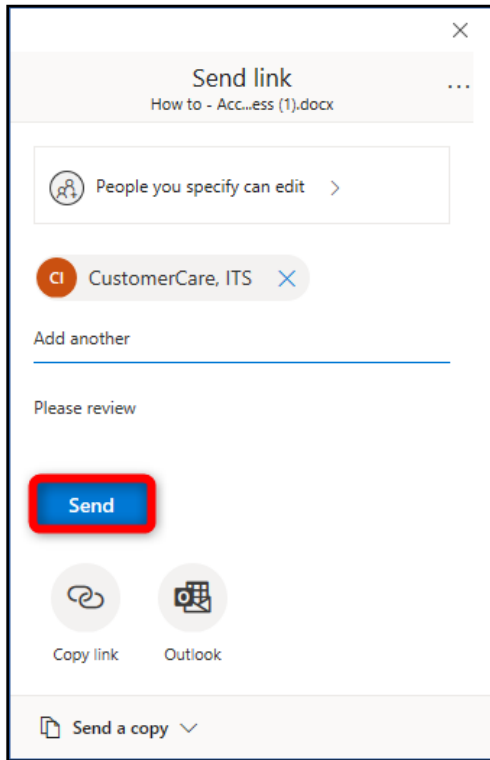
### Share OneDrive files from your Office apps

To share a file from within Word, Excel, PowerPoint, or another Office app, please see the steps below:


1. Click  **Share** on the ribbon or click **File > Share**.  
NOTE: If your file is not already saved to OneDrive, you will be prompted to upload your file to OneDrive to share it.
2. Change “Anyone with the link” to “Specific people”. This will prevent your file from being shared anonymously.  
**NOTE:** When sharing a file anonymously, anyone with access to the shared link can view and edit the relevant files and can forward the link freely as well. You will not be able to tell if sensitive information is being shared with users outside our organization.
3. Determine if the individual(s) will have editing rights.
4. Click **Apply**.



5. Enter the name or email address of the individual(s) you wish to share this file or folder with.
6. Type a message (optional).
7. Click **Send**.

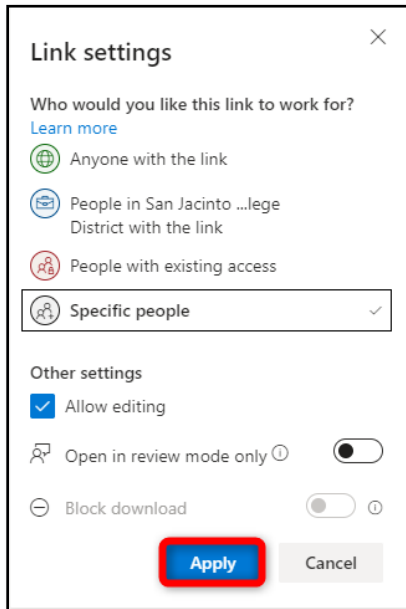


### Share files from OneDrive (On the Web)

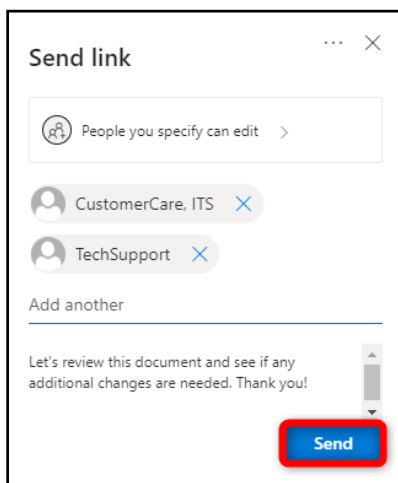
1. Right click the file and select **Share** or select a file and select  **Share** on the toolbar.
2. Change “Anyone with the link” to “Specific people”. This will prevent your file from being shared anonymously.

**NOTE:** When sharing a file anonymously, anyone with access to the shared link can view and edit the relevant files and can forward the link freely as well. You will not be able to tell if sensitive information is being shared with users outside our organization.

3. Determine if you would like to give the user(s) the ability to edit your file or not.
4. Click **Apply**.

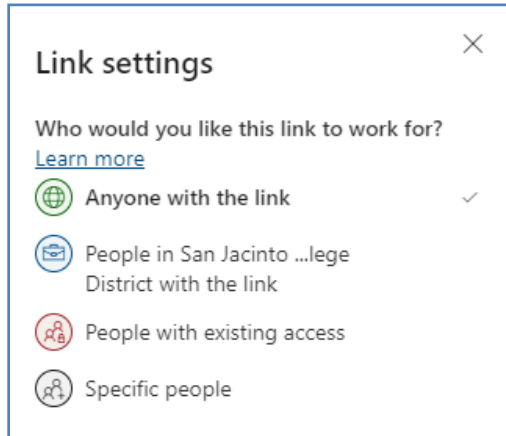


5. Enter the name or email address of the individual(s) you wish to share this file or folder with.
6. Type a message (optional).
7. Click **Send**.



### Sharing options (Link Settings)

When sharing a file, it is important to understand the options available to you.

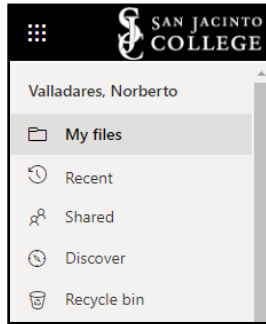


1. **Anyone with the link** - creates a link that any person can use to access the file or folder without signing in to Microsoft 365 or OneDrive. When sharing a file anonymously, anyone with access to the shared link can view and edit the relevant files and can forward the link freely as well. You will not be able to tell if sensitive information is being shared with users outside our organization.
2. **People in San Jacinto College** - creates a link that only people in our organization who are signed in to Office 365 can use to access the file or folder. This link can be forwarded only to people in our organization. This link will not work for guests in our organization or for people who are not signed in. Use this link when you want to share with someone in our organization and are comfortable with them passing the link around to other people inside our organization, but when you want to ensure that the link won't work for external users.
  - **People with existing access** - provides a link that can be used by people who already have access to the file or folder. It does not change the permissions on the item. Use this if you just want to send a link to somebody who already has access. Examples of reasons for some people to already have access to an item could be (a) the file is saved in a shared folder (b) the file is saved in a shared library belonging to a Team or SharePoint site (c) people have used sharing links which already exist for the item.
  - **Specific people** - creates a link that only the people that you specify can use to access the file or folder. If you select this option, enter the names or email addresses of the people to whom you want to give access to the file or folder. Use this to share with people inside or outside our organization but when you want to make sure it doesn't work if they forward it on to others.

To learn more about sharing files and folders, click [here](#).

### Change views

The left pane lets you filter your view of items in OneDrive.

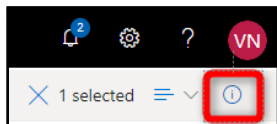


- **My Files** - See all your OneDrive files and folders.
- **Recent** - See which Office documents you have opened most recently, whether you have modified them or not.
- **Shared** - See items that you have shared with other people and that other people have shared with you.
- **Discover** - See what is trending around you, based on who you work with and what you are working on.
- **Recycle bin** - See items and folders that you've deleted.

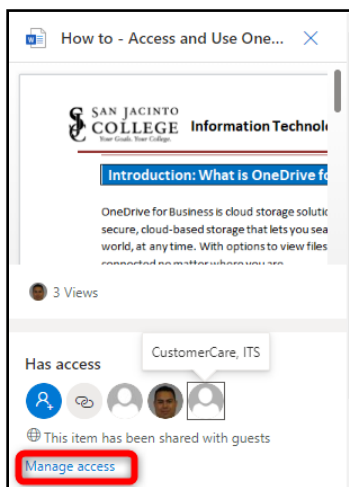
### Stop or change sharing

If you are the file owner, or have edit permissions, you can stop or change the sharing permissions.

1. Click the file or folder you want to stop sharing.
2. Select **Information** ⓘ in the upper-right corner to open the **Details** pane.




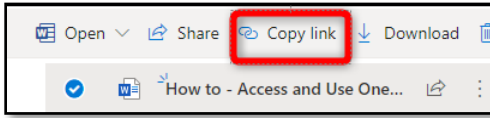
3. Click **Manage access** and
  - Select the **X** next to a link to disable it.
  - Select **Can Edit** or **Can View**, and then select **Stop Sharing**.
  - Select **Can Edit** or **Can View** and then select **Change to....**



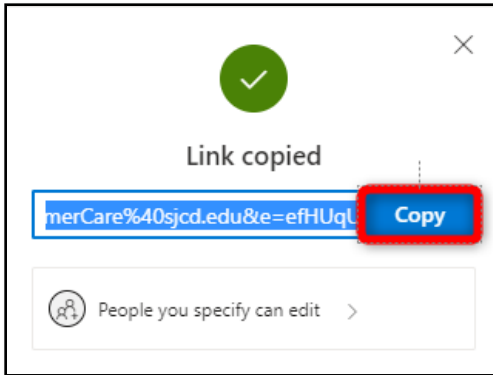


## Copy link

1. Select a file and click  **Copy link** or right click a file and select **Copy link**.



2. Determine how you wish to have this file shared.
3. Click **Copy**.



### Additional Resources:

- OneDrive for Business Quick Start Guide - [https://resources.techcommunity.microsoft.com/wp-content/uploads/2018/11/MS\\_Office\\_Quickstart.OneDrive.pdf](https://resources.techcommunity.microsoft.com/wp-content/uploads/2018/11/MS_Office_Quickstart.OneDrive.pdf)
- OneDrive for Business Video Training - <https://support.microsoft.com/en-us/office/onedrive-video-training-1f608184-b7e6-43ca-8753-2ff679203132>
- In-depth look at Sharing OneDrive Files and Folders - <https://support.microsoft.com/en-us/office/share-onedrive-files-and-folders-9fcc2f7d-de0c-4cec-93b0-a82024800c07>
- Set up OneDrive on your mobile device - <https://support.microsoft.com/en-us/office/video-set-up-your-android-phone-or-tablet-641d280a-c05d-47a5-8f85-bc03b0d92a8a>
- How to use the OneDrive mobile app - <https://support.microsoft.com/en-us/office/video-use-the-onedrive-mobile-app-69666bf0-dca9-4fa2-b7f5-8b4dc7b3d019>

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