


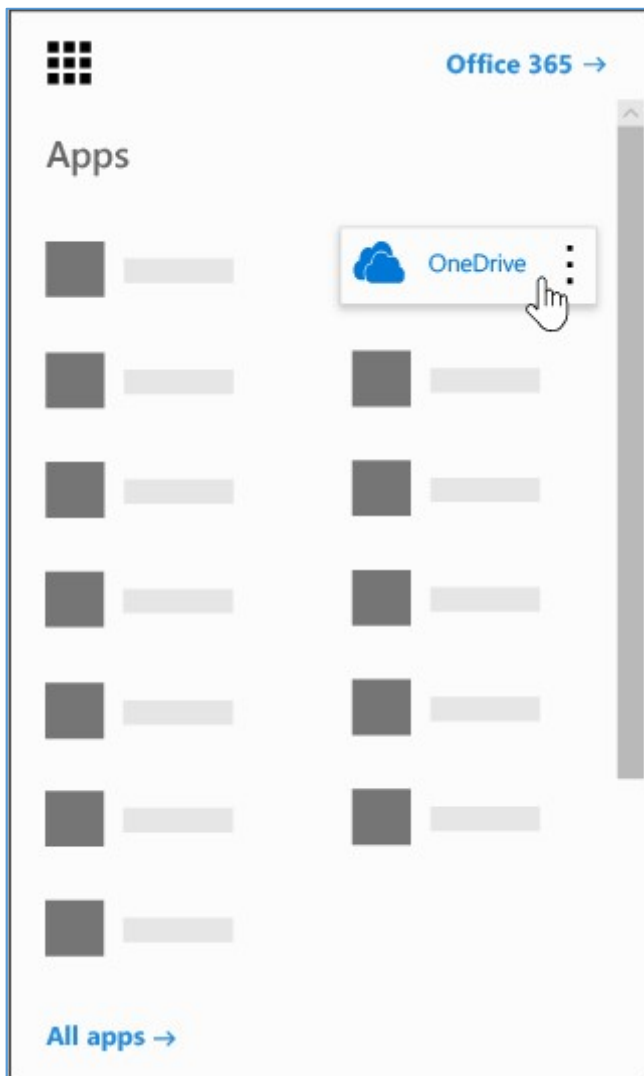
## OneDrive for Business

This document provides a basic overview on how to setup and use Microsoft's OneDrive cloud storage solution. This is available to all Devereux employees via the Office and Office 365 (O365) suites.

### To get to OneDrive for Business:

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1. [Sign in to Office 365](#) or your SharePoint site with your work (ex: [JDoe@devereux.org](mailto:JDoe@devereux.org)) account.
2. At the top of the page, select the app launcher , and then select **OneDrive**.

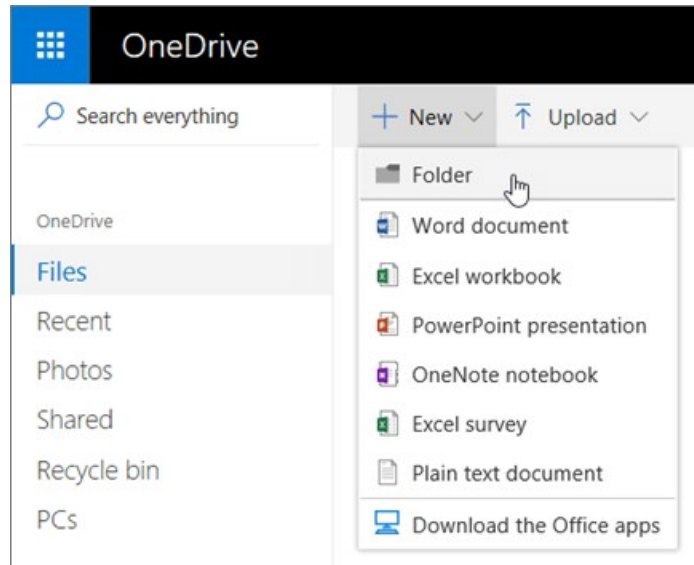


(OneDrive for Business is part of Devereux's subscription to SharePoint Online in Office 365.).

Similar to Dropbox, OneDrive is a cloud storage solution that you can use to store your files, and access them from any device!

**Create a folder or file** directly from OneDrive web portal.

1. Select **New > Folder, Word Document**.
2. Type a name for the folder or file.
3. Select **Create**.



## Sync OneDrive for Business to your computer:

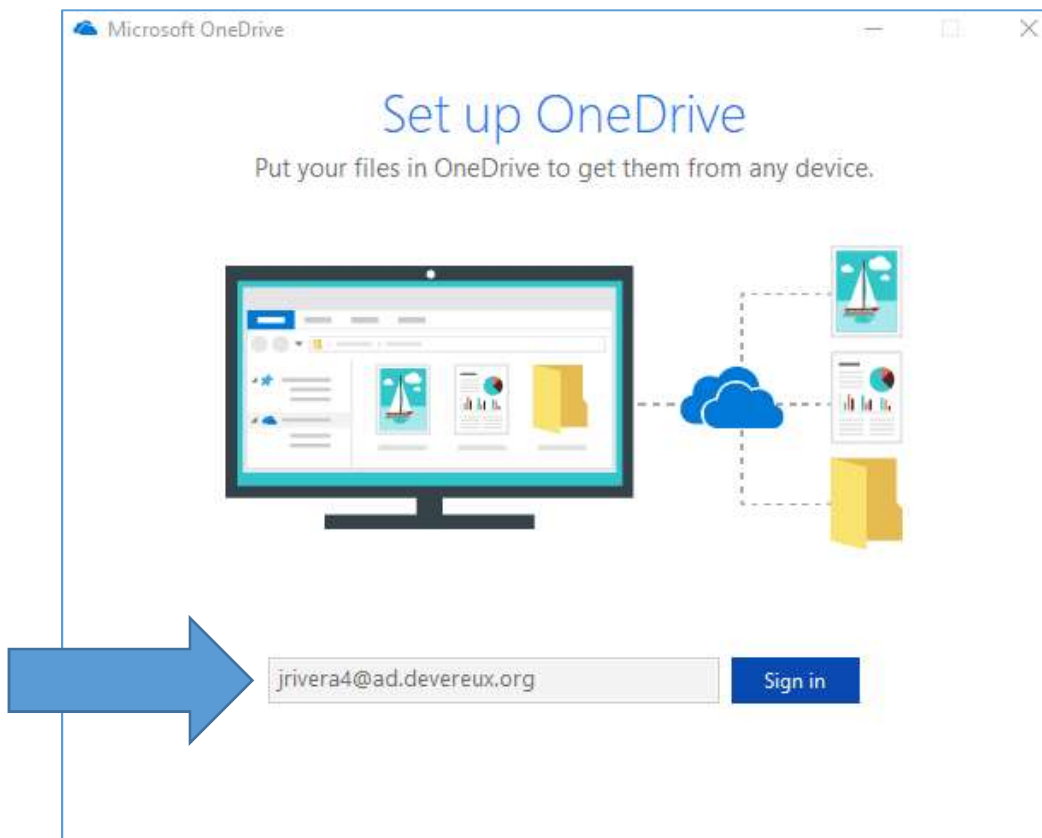
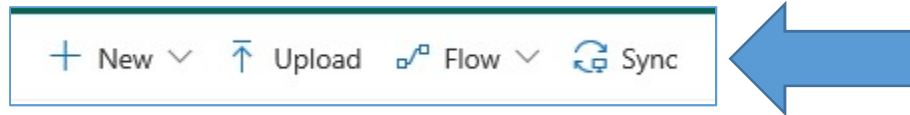
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To sync OneDrive for Business to your local computer storage, you'll need the OneDrive for Business sync app which lets you Sync files to your PC. You'll be prompted to install the sync app when you click sync from your OneDrive web portal if you've never synchronized documents and installed the app.

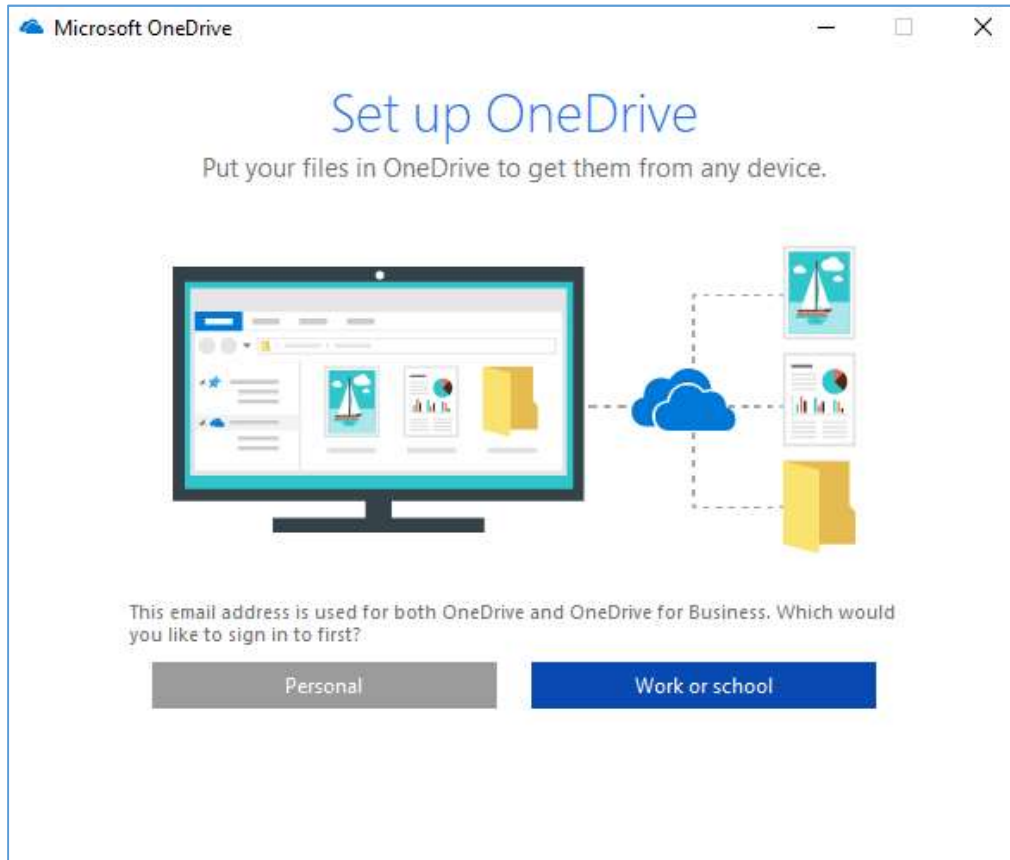
All Devereux computers have OneDrive installed, and our Organization's OneDrive policy limits the sync feature to syncing only to Devereux computers. However, OneDrive files can be accessed from any device utilizing the OneDrive cloud portal in Office 365.

Syncing starting from [OneDrive.devereux.org](https://OneDrive.devereux.org):

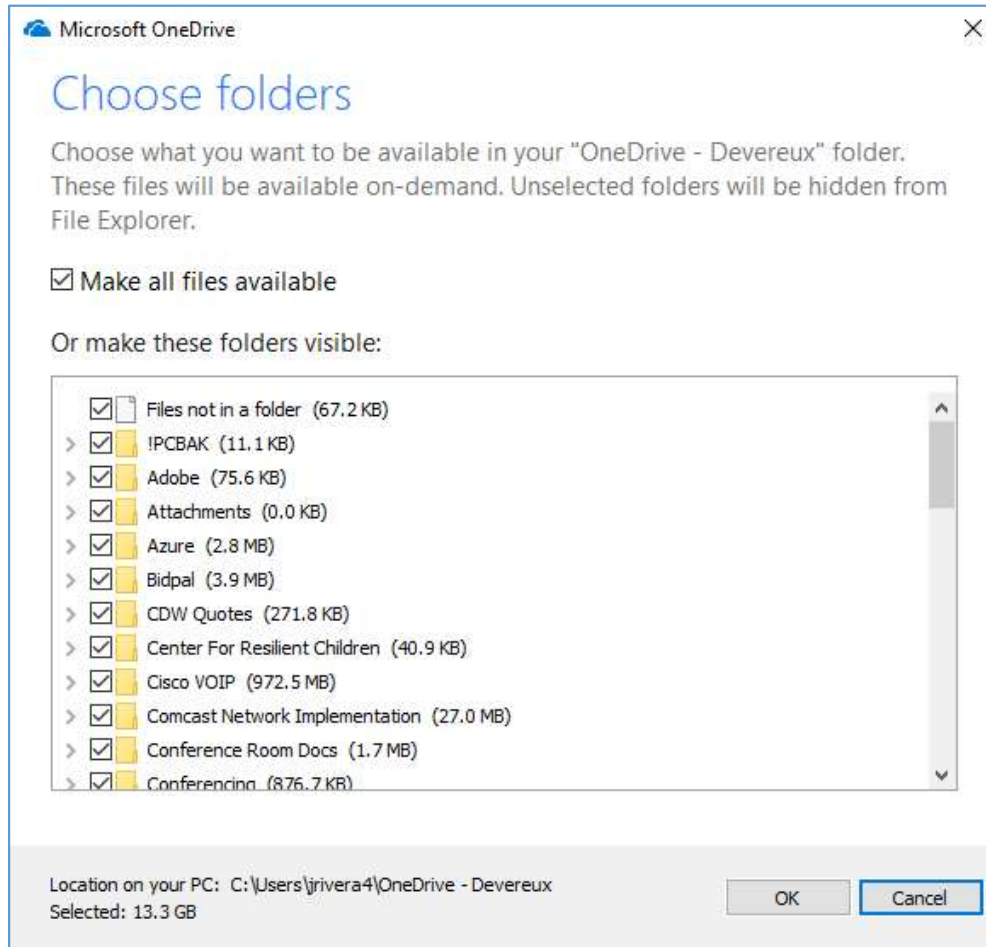
Click the **sync** button located at the top of the page. You may be prompted to install the sync app, and sign in. To sign in, enter your Devereux email address as illustrated below:



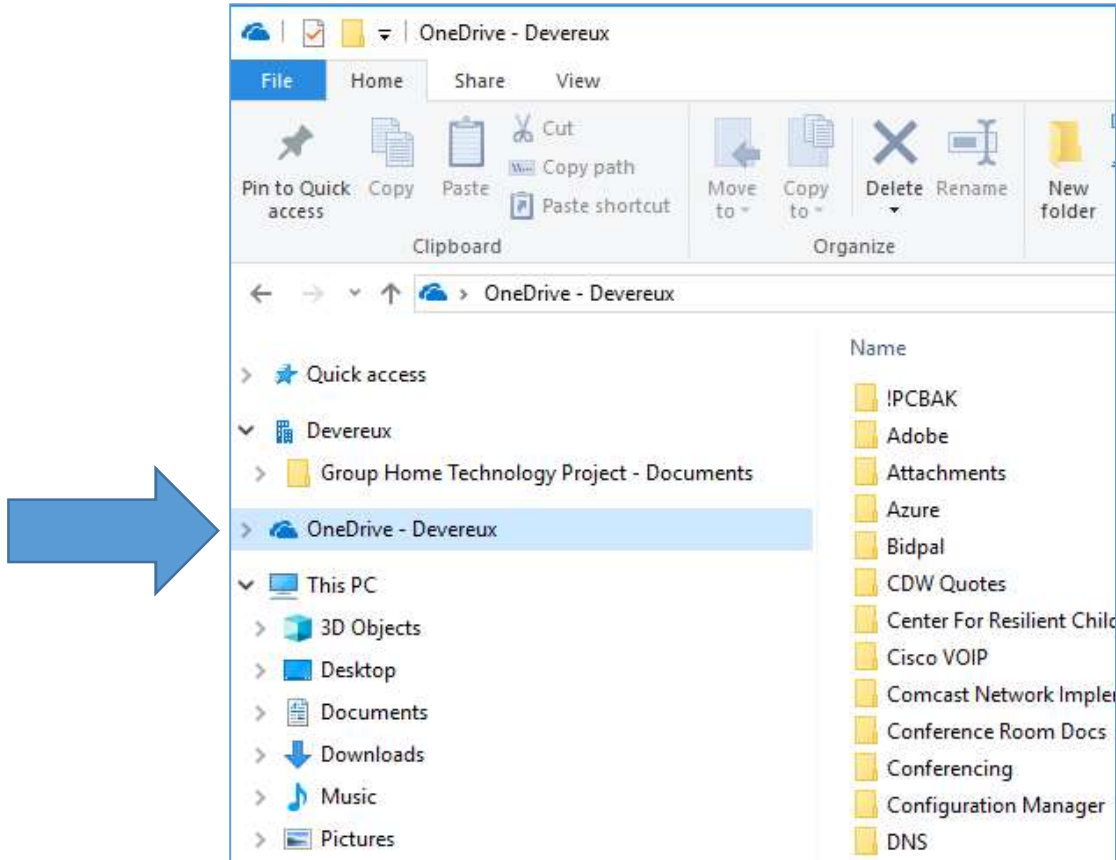
Select **Work or School**:



Select the files and folders from your OneDrive web portal you want to sync to your local PC:



Open **Windows Explorer**, and you will now see an “**OneDrive – Devereux**” directory folder with your synchronized files and folder:

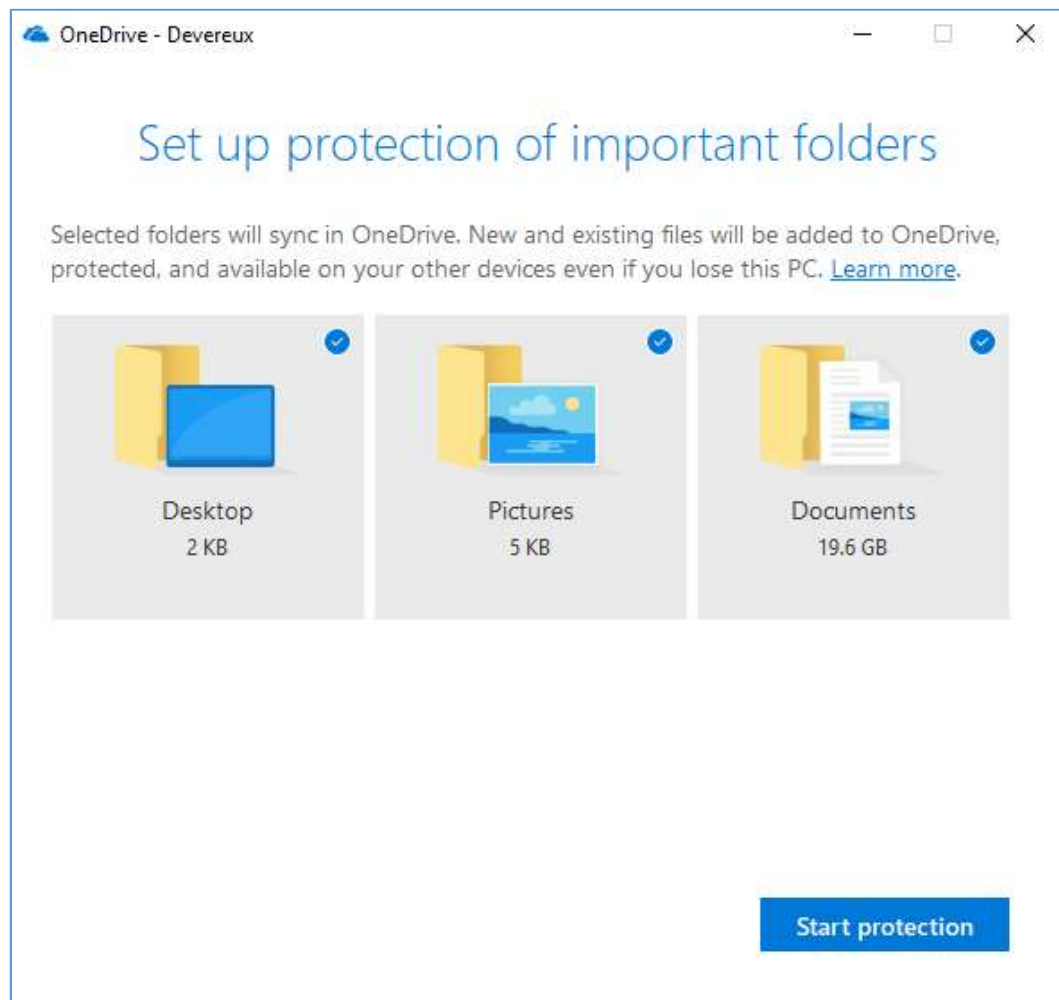


Setting local folders Documents, Pictures and Desktop to sync:

Your local folders, Documents, Pictures and Desktop can be set to automatically sync to OneDrive. This can serve as a backup to your local PC files and folders.

**Right Click** your **“OneDrive – Devereux”** Folder from Windows Explorer, and click **Settings**. Then click the **“Backup”** tab, and click **Manage Backup**.

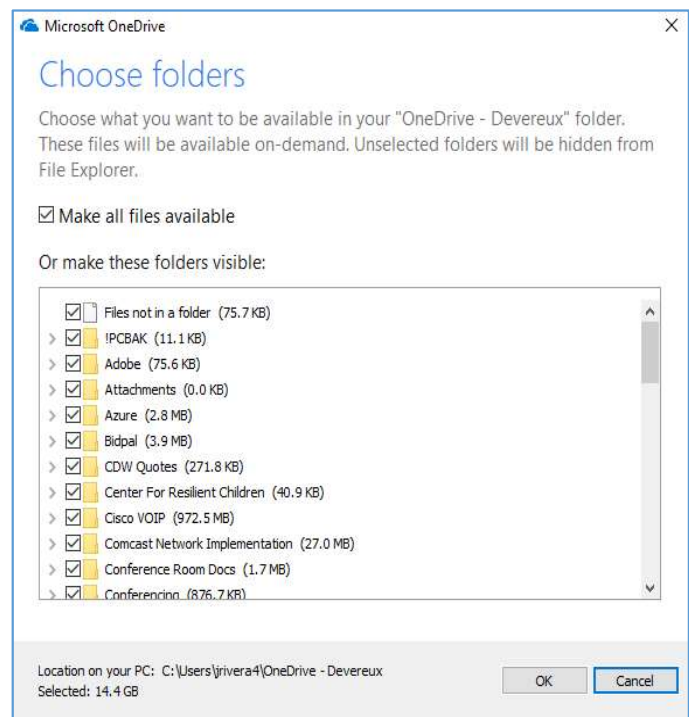
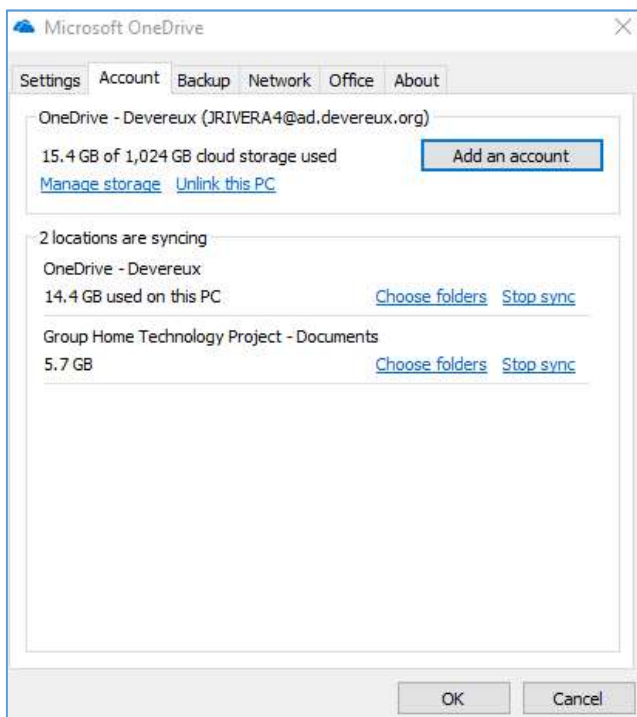
Select the local folders you wish to backup and click **Start Protection**:



### Accessing Sync Location Settings:

After initially setting up the files and folders you want synchronized from your PC, you may want to revisit files and folders being sync, to stop syncing.

1. **Right click** on your “**OneDrive – Devereux**” Folder from Windows Explorer, and click **Settings**.
2. Click **Account** tab.
3. File and folder locations that are syncing from your PC will be listed. Click **Choose folders**:
4. **Uncheck** any files or folders you wish to stop syncing. Click **OK**.



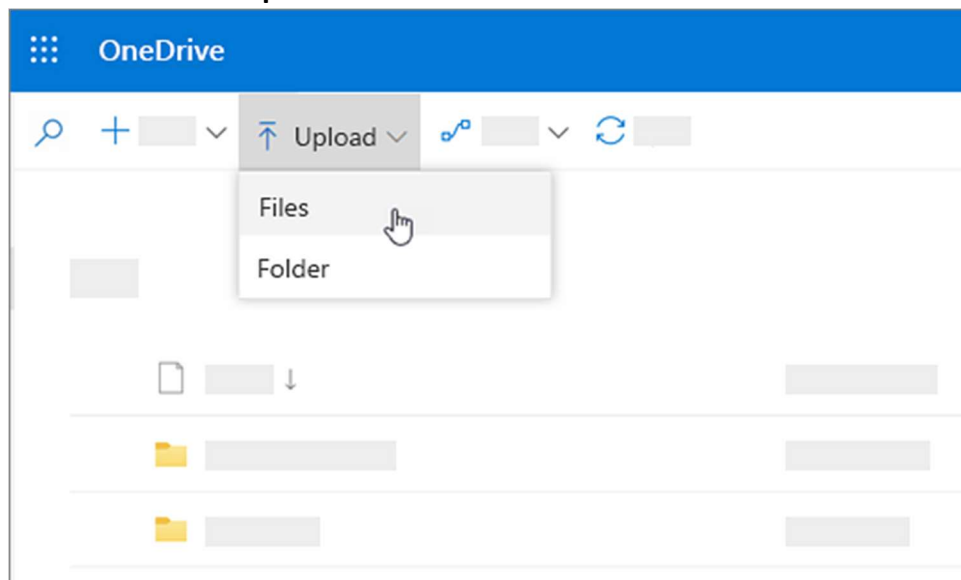


## Upload and save files and folders to OneDrive for Business

**Note:** If you have the OneDrive sync client installed, you can also upload with **File Explorer**. Select the files you want to upload, and drag them to OneDrive in the File Explorer Navigation pane.

With Microsoft Edge or Google Chrome:


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

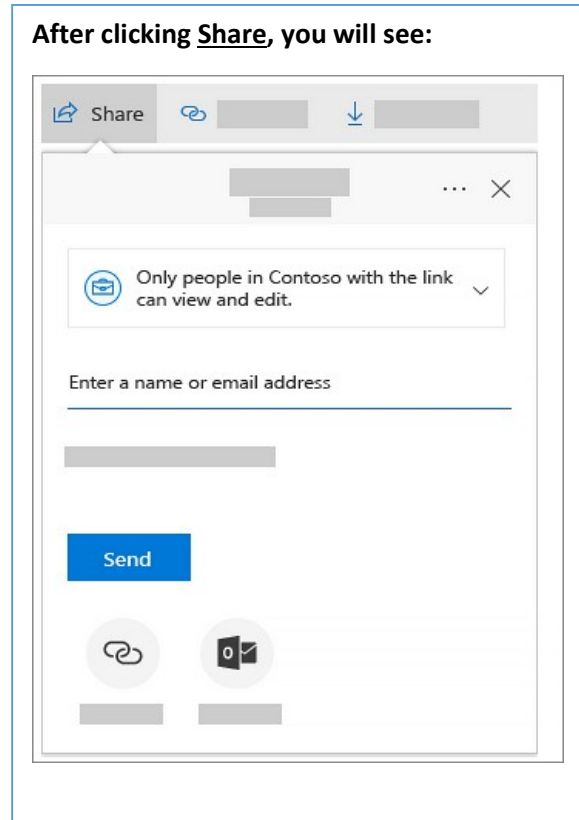
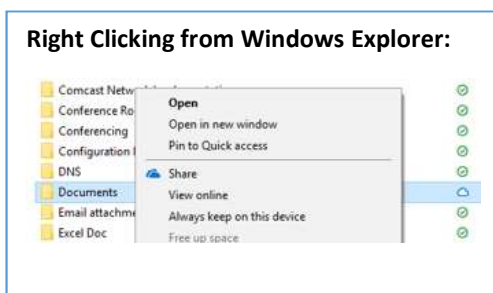
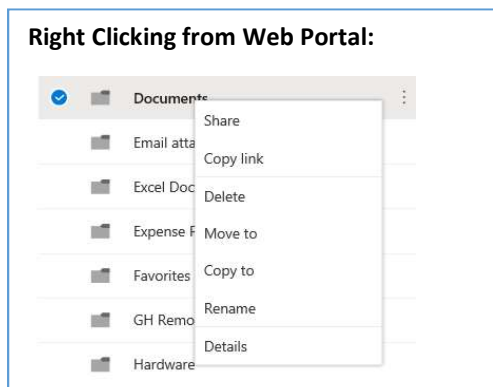


With other browsers:

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

## Sharing files with OneDrive

1. On your computer, use File Explorer to open OneDrive. Or, from [Office 365](#), open **OneDrive** from the app launcher .
2. Share documents or folders by clicking **Share** and then either inviting others to view the documents or by sending them a link.
  - i. Select the file or folder you want to share, and then select **Share**.  
(**Hint:** Either from the web portal, or documents synchronized to windows explorer, you can right click to find “Share”)



- ii. Enter the names of the people or groups you want to share the file or folder with. You also have the option to add a message.
- iii. **Optional:** Click the dropdown list to change the type of link. The Details pane opens, where you can change who can access the link and whether people can edit the item you're sharing.
- iv. Options for **Who would you like this link to work for** (options vary based on admin settings):

- a. **Anyone** gives access to anyone who receives this link, whether they receive it directly from you or forwarded from someone else. This may include people outside of your organization.
- b. **People in <Your Organization>** gives everyone in your organization access to the link, whether they receive it directly from you or forwarded from someone else.
- c. **People with existing access** can be used by people who already have access to the document 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.
- d. **Specific people** gives access only to the people you specify, although other people may already have access. If people forward the sharing invitation, only people who already have access to the item will be able to use the link.
- v. By default, **Allow editing** is turned on. If you want people to only view your files, uncheck the check box.
- vi. When you're done, click **Apply**.
- vii. When you're ready to send the link, click **Send**.

## What do the OneDrive icons mean?

The OneDrive icons in the notification area and File Explorer tell you the sync state of the file or folder. Here's examples of those icons and what they mean:

### Green tick icons

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When you open an online-only file, it downloads to your device and becomes a *locally available* file. You can open a locally available file anytime, even without Internet access.

If you need more space, you can change the file back to online only. Just right-click the file and select "Free up space."

### Green circle with the white check mark

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Files that you mark as "Always keep on this device" have the green circle with the white check mark.

These always available files download to your device and take up space, but they're always there for you even when you're offline.

### OneDrive icon with sync arrows

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The circular arrows over the OneDrive or OneDrive for Business notification icons signify that sync is in progress. This includes when you are uploading files, or OneDrive is syncing new files from the cloud to your PC.



Sync icons may also be seen online in OneDrive.com.



OneDrive will also check for other file or folder changes and may show "Processing changes". If OneDrive shows "Processing changes" for a long time, it could be because you have an online file open, a very large file syncing, a lot of files stuck in a queue. To help resolve these problems, read [OneDrive is stuck on "Processing changes"](#).

To learn more about OneDrive sync icons, visit:

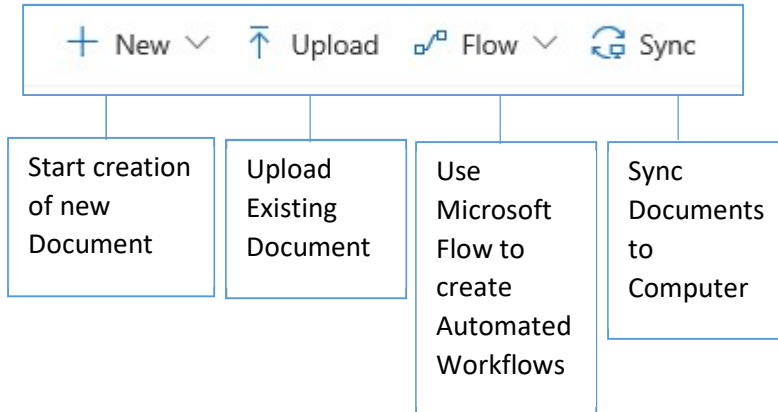
<https://support.office.com/en-us/article/what-do-the-onedrive-icons-mean-11143026-8000-44f8-aaa9-67c985aa49b3>

## OneDrive Web Tool Bars

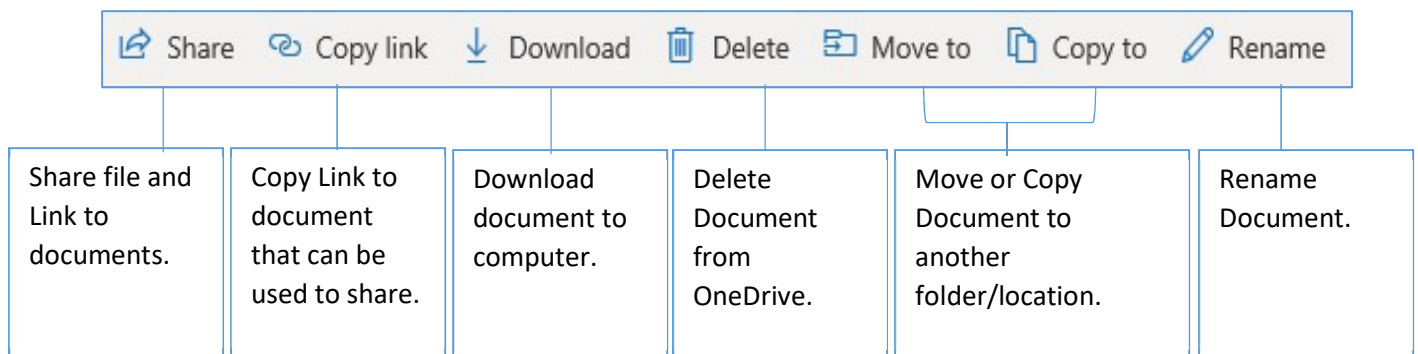
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When accessing OneDrive through the web, notice the tool bars and options presented:

### OneDrive web, with no documents selected:



### OneDrive web, when folder or file is selected:





## Microsoft Online OneDrive Documentation and Training References

<https://support.office.com/en-us/article/onedrive-video-training-1f608184-b7e6-43ca-8753-2ff679203132>

<https://support.office.com/en-us/article/what-do-the-onedrive-icons-mean-11143026-8000-44f8-aaa9-67c985aa49b3>