



**Office of
Technology
Services**
OTS Training

Office 365: OneDrive for Business

Reference Guide for End Users

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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 or NetID and password in the appropriate fields and then click the **Sign in** button.

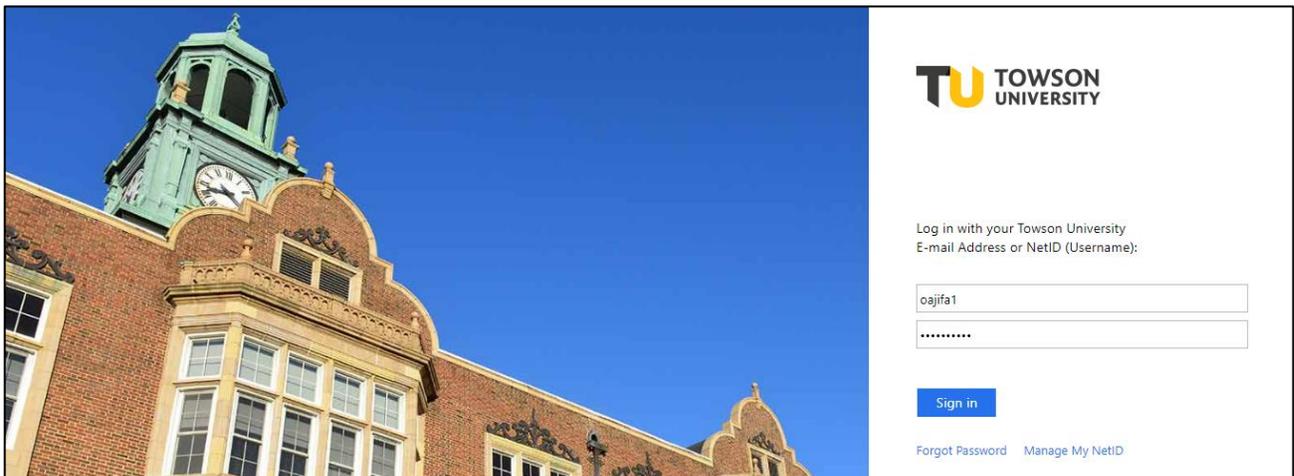


Figure 1

Note: you may need to confirm your identity through Duo. Once confirmed, you will be taken to the Towson University Office 365 landing page.

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

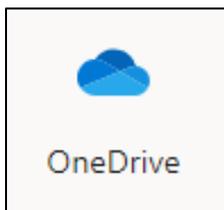


Figure 2

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, under **OneDrive** click on the **OneDrive settings** option. The **OneDrive Settings** page will appear.

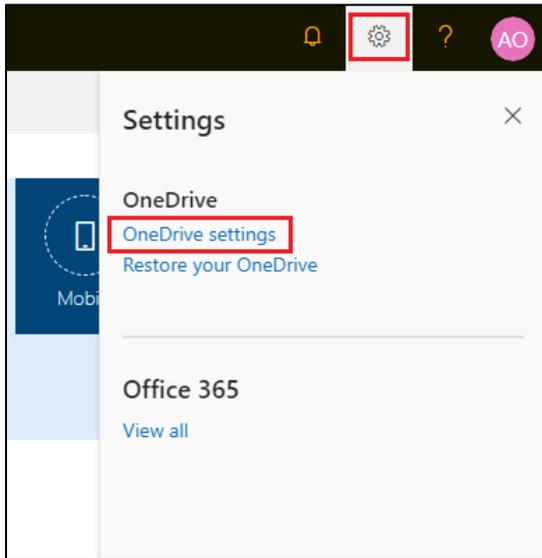


Figure 3

3. On the left side of the screen select **More settings**. One the More settings page appears, under **Region and Language** select **Regional settings**. The **Site Settings Regional Settings** page will appear.

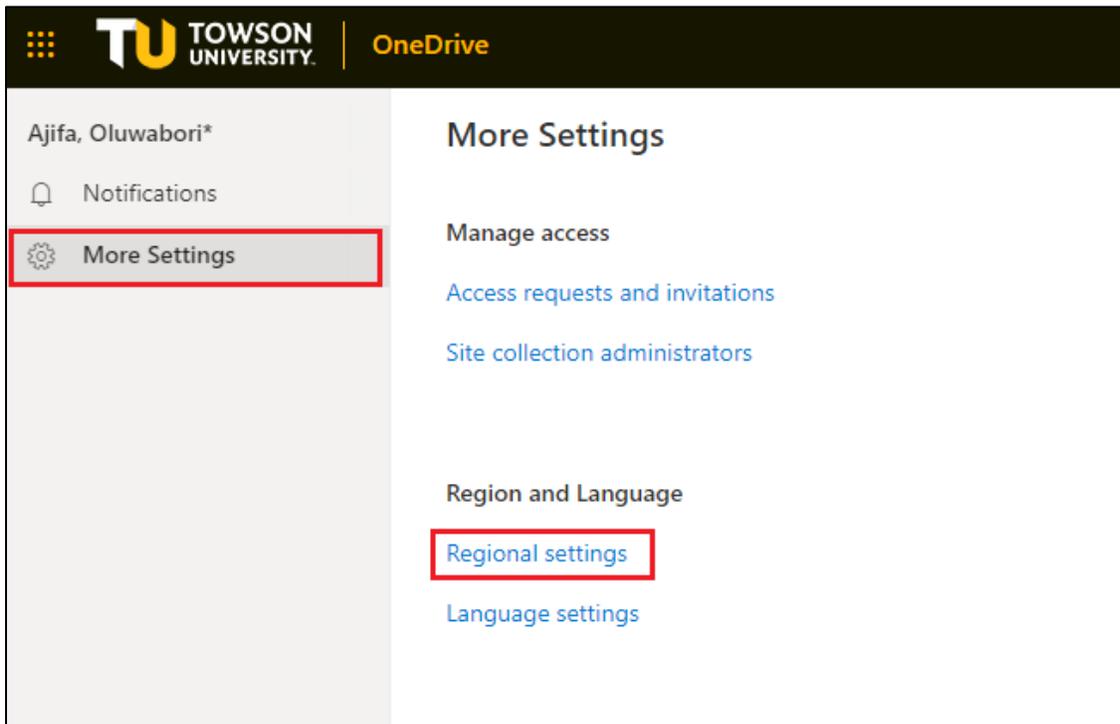


Figure 4

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

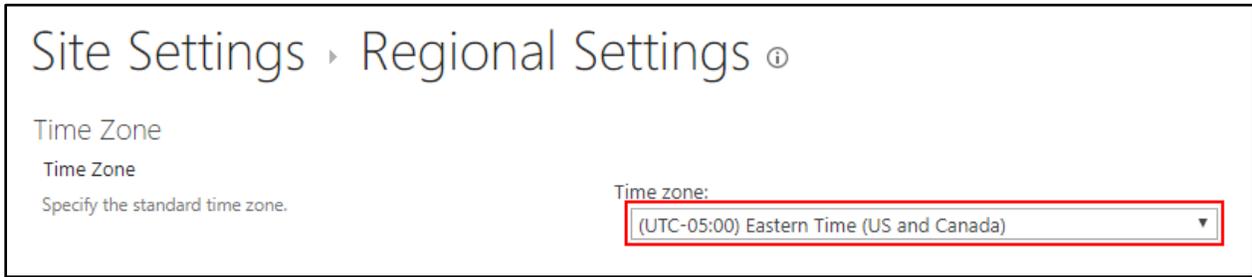


Figure 5

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.

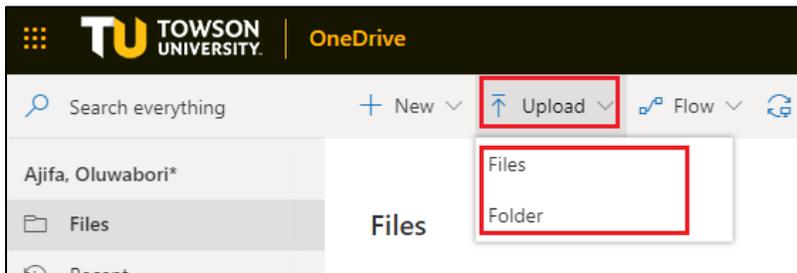


Figure 6

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

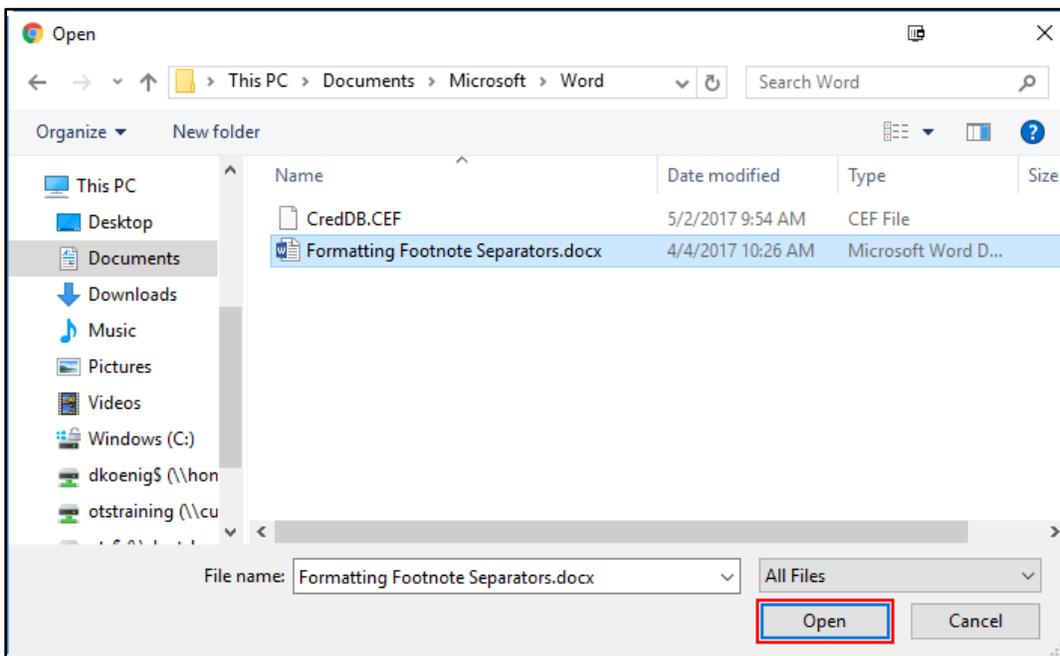


Figure 7

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

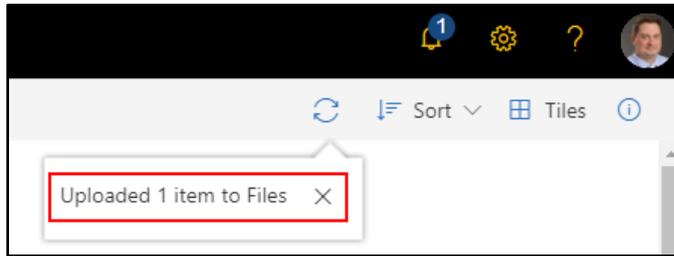


Figure 8

6. You will return to the **OneDrive** main window where your file(s) or folder will be listed.

Drag and Drop Method

In OneDrive, you can also drag and drop files into the window to upload them.

1. Ensure the Office 365 **OneDrive** window is open.
2. Open **File Explorer**. Navigate to the file(s) you wish to upload.



Figure 9

3. Select your file(s).

Note: You can select multiple files by clicking the first file, holding down your **shift** key, and then clicking the last file in the list.

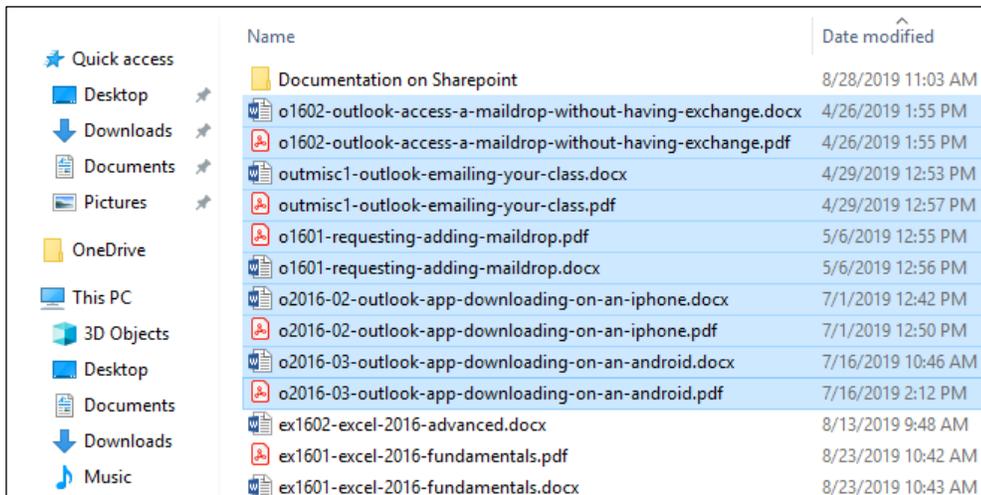


Figure 10

4. Hold down the left mouse button and drag the file(s) from your **File Explorer** into the **OneDrive** window.

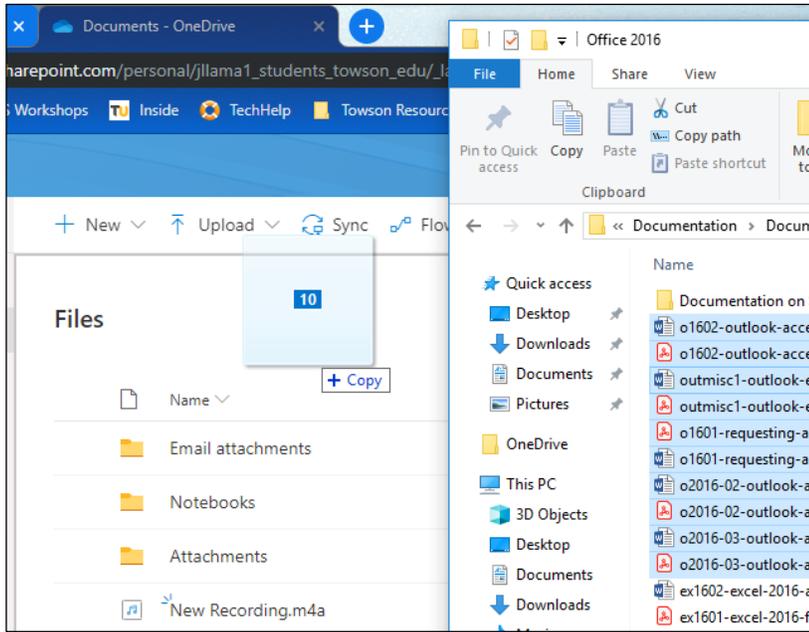


Figure 11

5. Your file(s) will now be copied to OneDrive.

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** window, click the **New** button and then select the type of file you wish to create from the drop-down menu.

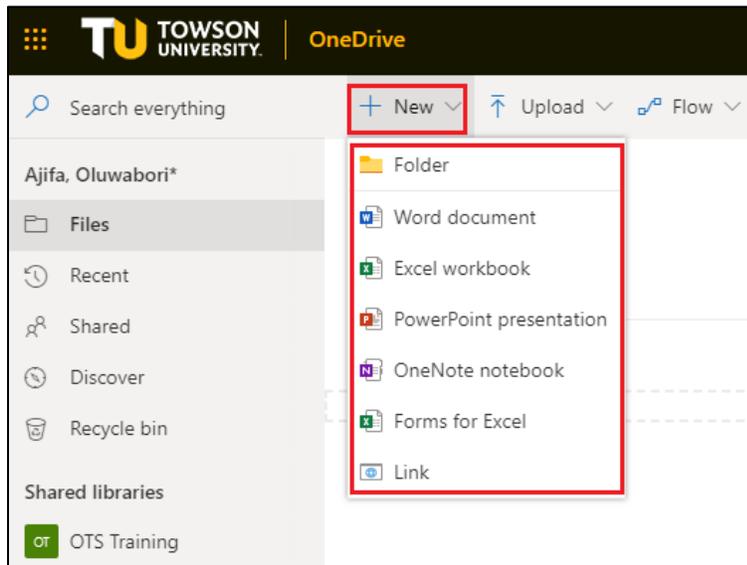


Figure 12

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.

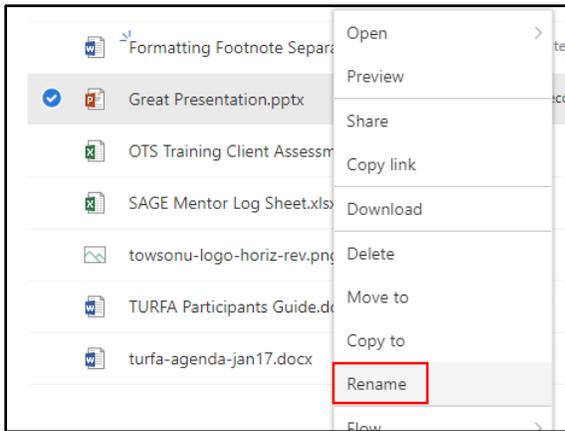


Figure 13

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

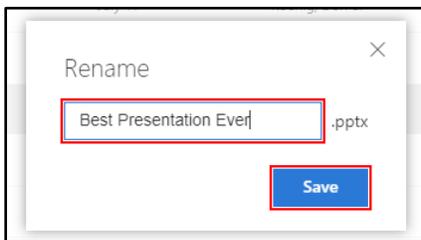


Figure 14

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.

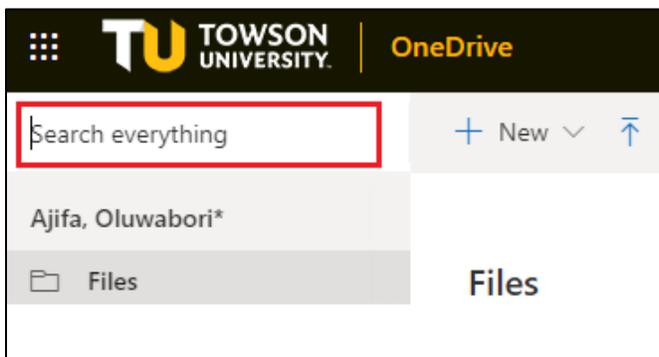


Figure 15

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.

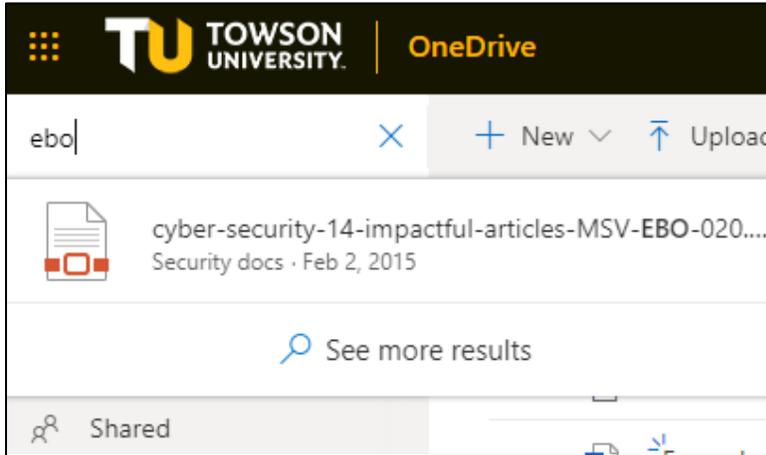


Figure 16

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 **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 **View Only**.

Inviting People to Share a File

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.

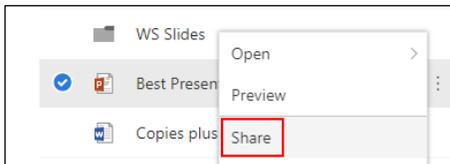


Figure 17

3. In the **Send Link** window, the default permission level is **People you specify can edit**. You may click on this permission level to adjust the settings. The **Link Settings** window will appear.

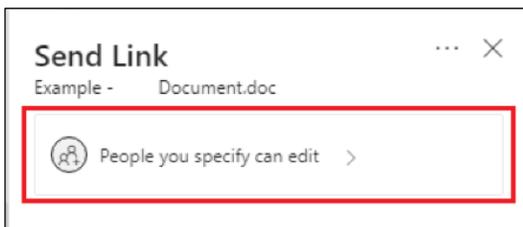


Figure 18

4. In the **Link Settings** window, you may select one of the following four link permissions options:
 - a. **Anyone with the link** – 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.
 - b. **People in Towson university with the link** – This option creates a link that only people with Towson University email addresses will be able to access.

- c. **People with existing access** – This option gives you a link 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.
 - d. **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.
5. If you wish your recipients to only view the file or folder, uncheck the box beside **Allow editing**.

Note: when **Allow editing** is unchecked you can also block downloads by click the **block download** slider to the right.

6. Click the **Apply** button. You will be returned to the **Send Link** window.

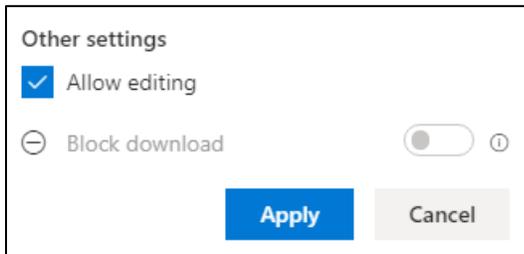


Figure 19

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.

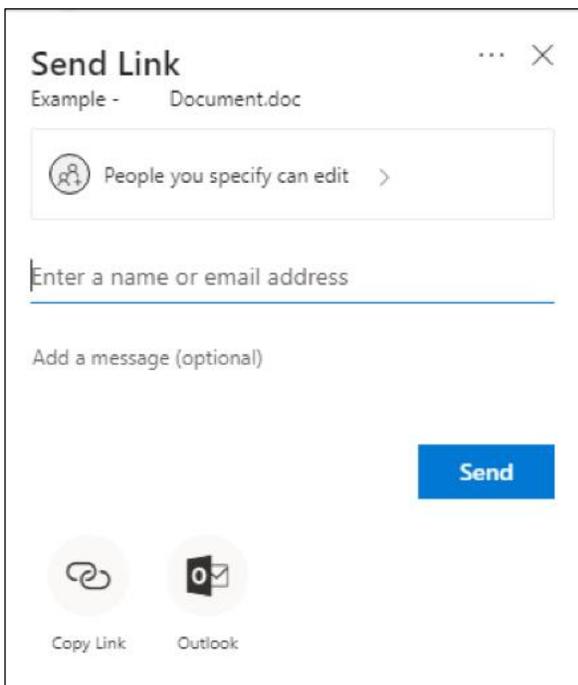


Figure 20

8. If desired, you may include a message.

9. Click the **Send** button.

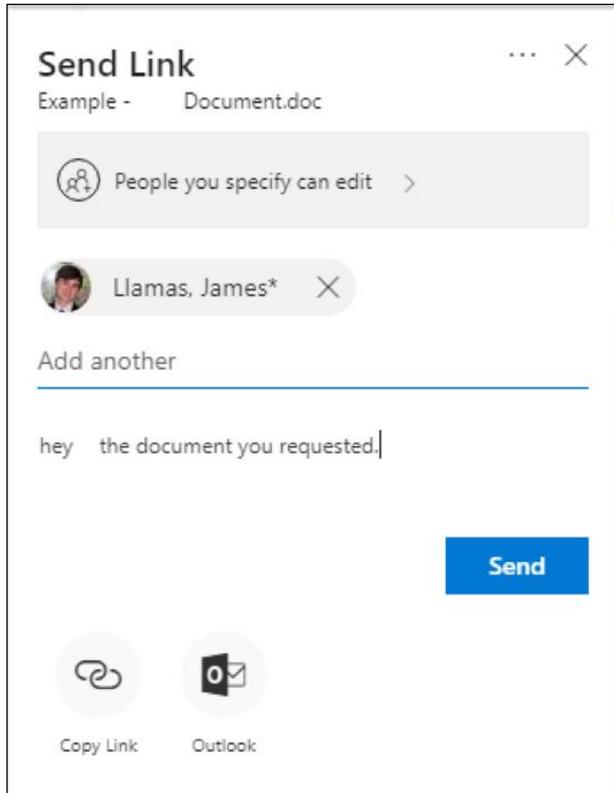


Figure 21

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 **People you specify can edit**. Click on this permission level to adjust the settings. The **Link Settings** window will appear.

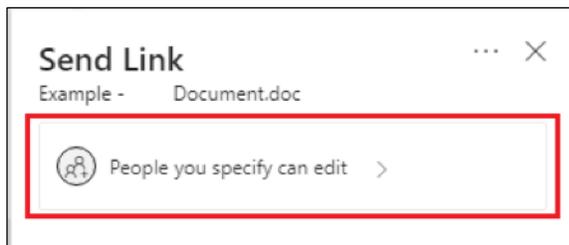


Figure 22

4. Select the **Anyone with the link** option.
5. You may also disable editing to restrict the document link to view only by unchecking the box beside **Allow editing**, and block downloads by clicking the **block download** slider.

6. Click the **Apply** button.

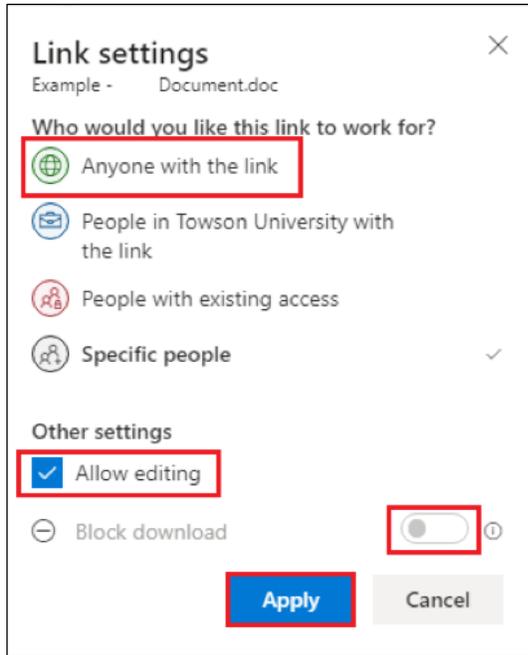


Figure 23

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

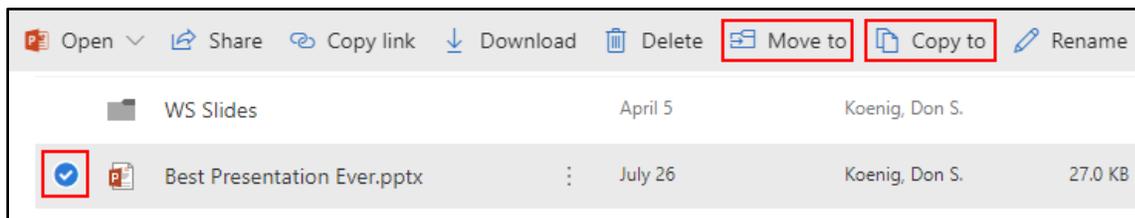


Figure 24

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

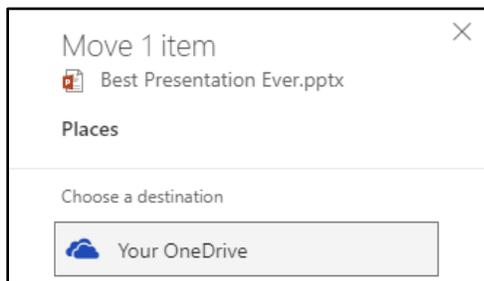


Figure 25

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.

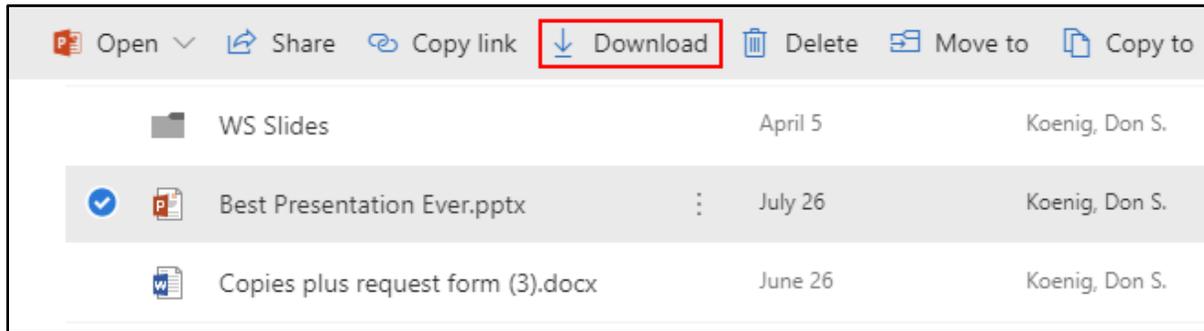


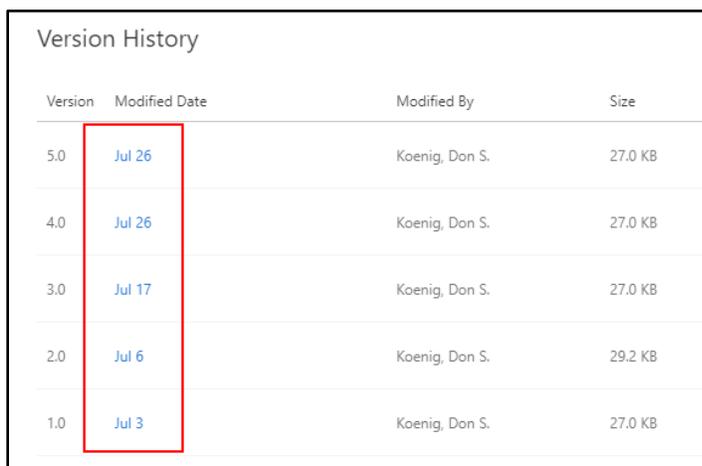
Figure 26

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.



The screenshot shows the 'Version History' pane. It contains a table with the following data:

Version	Modified Date	Modified By	Size
5.0	Jul 26	Koenig, Don S.	27.0 KB
4.0	Jul 26	Koenig, Don S.	27.0 KB
3.0	Jul 17	Koenig, Don S.	27.0 KB
2.0	Jul 6	Koenig, Don S.	29.2 KB
1.0	Jul 3	Koenig, Don S.	27.0 KB

Figure 27

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

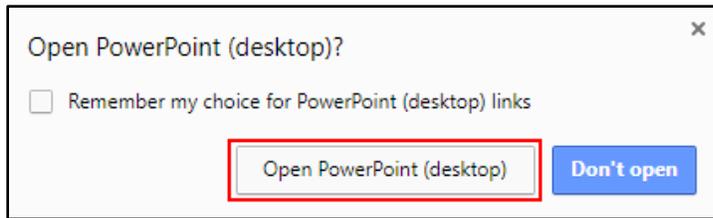


Figure 28

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.

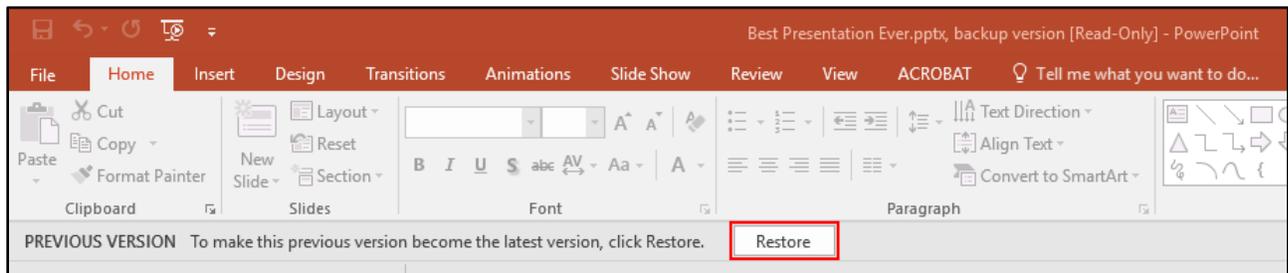


Figure 29

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.

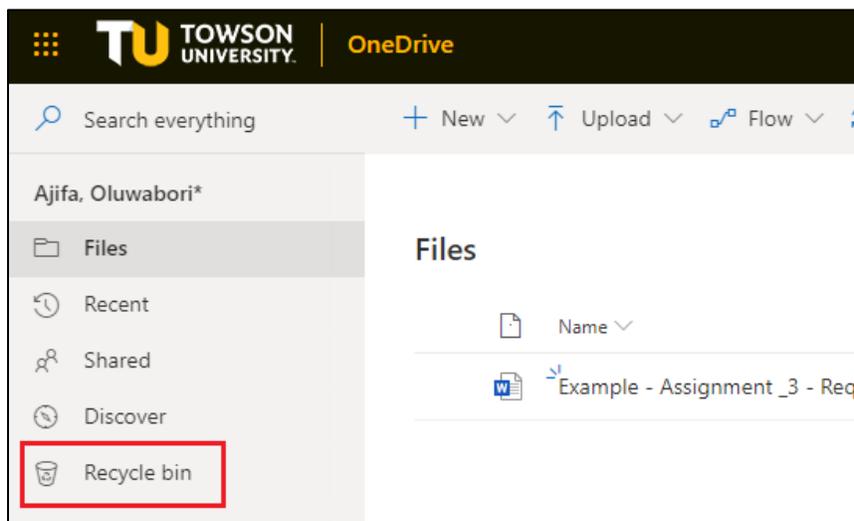


Figure 30

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.

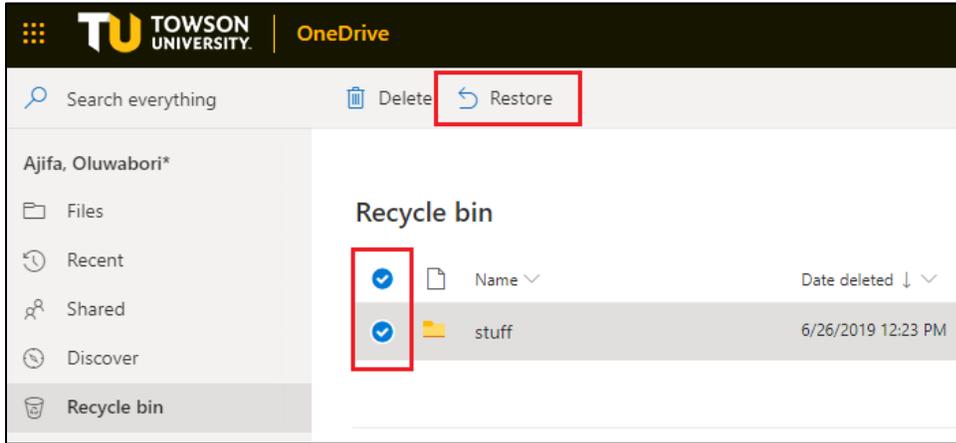


Figure 31

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**.



Figure 32

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