



Niagara
College
Canada
APPLIED DREAMS

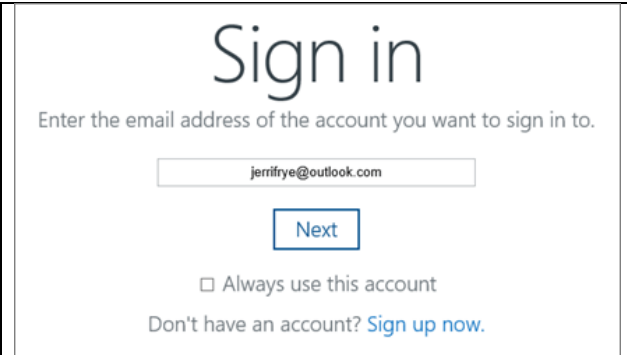
OneDrive 2016

Microsoft Quick Start

ITS (2017)

Sign in to OneDrive

1. Go to onedrive.com.
2. Select **Sign in** at the top of the page.
3. Type your Microsoft account email address.
4. Select **Next**.
5. Type your Microsoft account password.
6. Select **Sign in**.



Upload files to OneDrive

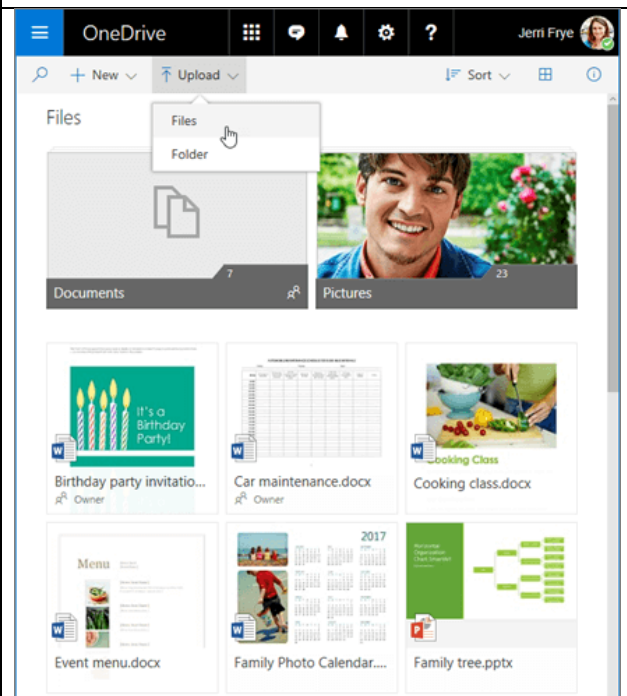
Upload your files to OneDrive, so you can update and share them from anywhere.

With Microsoft Edge or Google Chrome:

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

With other browsers, select **Upload**, select the files you want to upload, and select **Open**.

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.

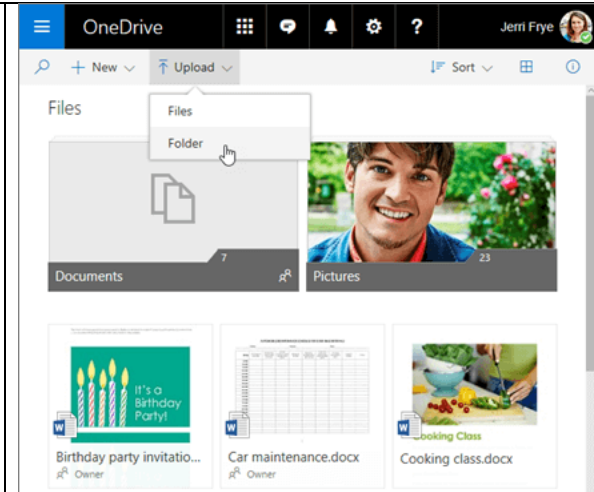


Upload a folder

With Microsoft Edge or Google Chrome:

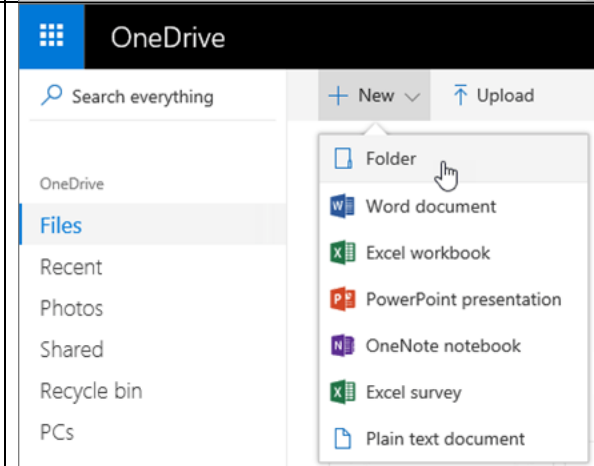
1. Select **Upload > Folder**.
2. Select the folder you want to upload.
3. Select **Select Folder**.

If you don't see **Upload > Folder** with your browser, create a folder, and then upload the files to that folder.



Create a folder

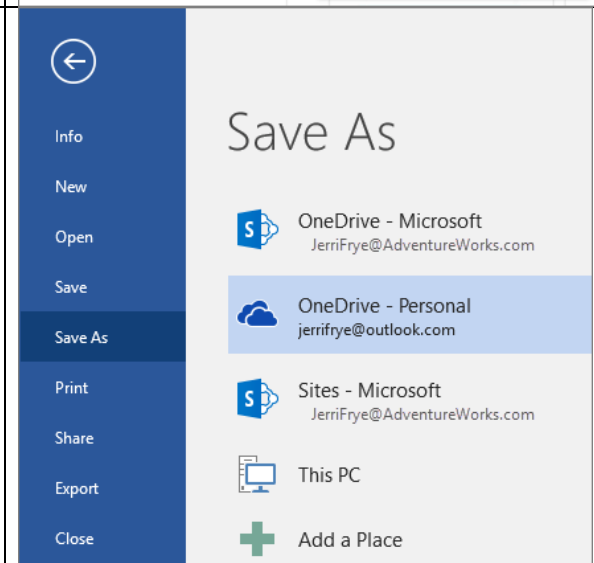
1. Select **New > Folder**.
2. Type a name for the folder.
3. Select **Create**.



Save a file to OneDrive

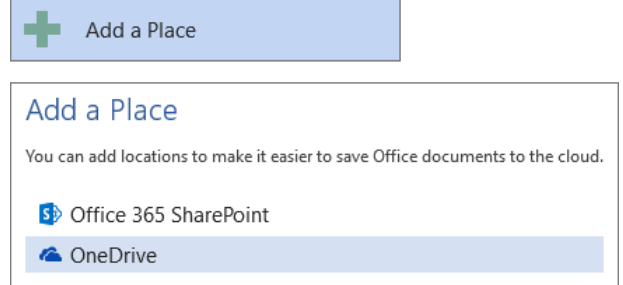
1. Select **File > Save As > OneDrive - Personal**.
2. Select **Enter file name here** and type a name.
3. If you want to save to another folder, select **Browse**, and select the folder you want.
4. Select **Save**.

TIP: The next time you open the Office app, you'll see your saved file in the Recent list.




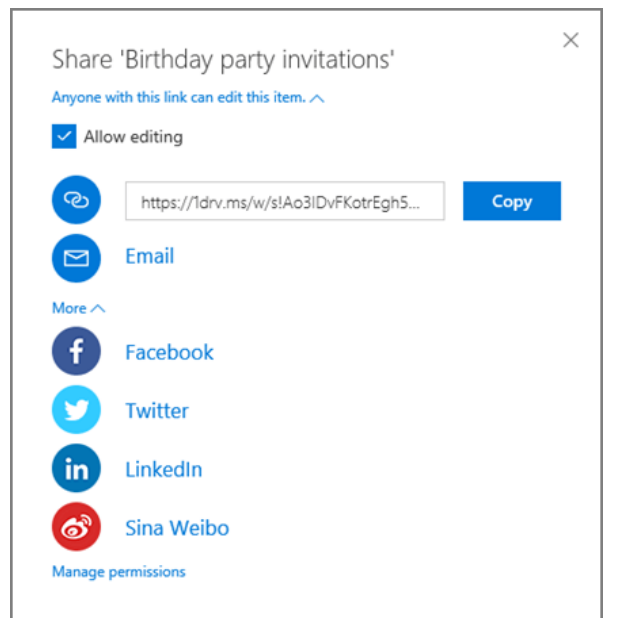
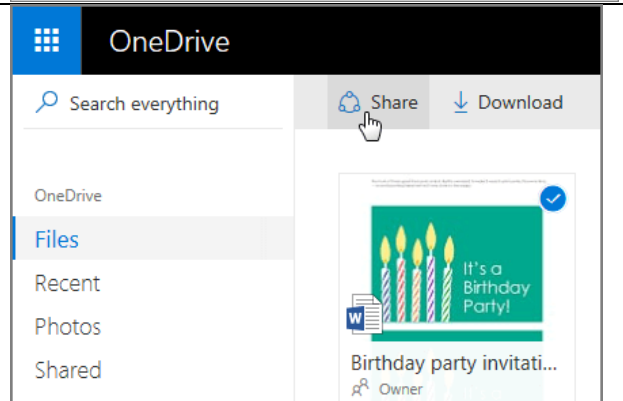
If you don't see **OneDrive - Personal** in the list:

1. Select **Add a Place**
2. Select **OneDrive** and sign into your Microsoft account.



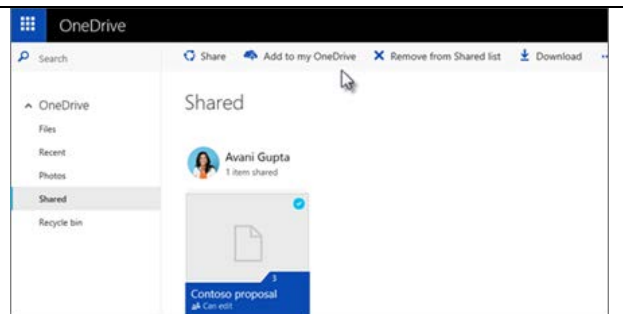
Share files or folders

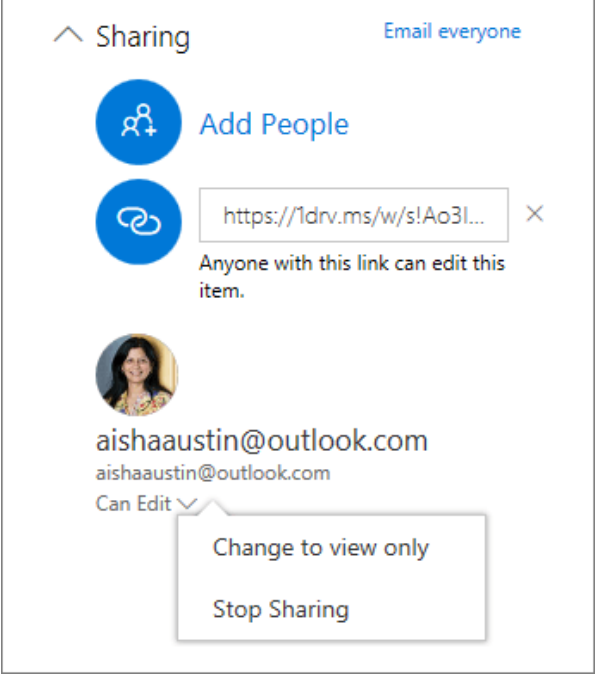
1. Select the files or folder you'd like to share.
2. Select **Share** .
3. Select **Anyone with this link can edit this item** and set the permissions:
 - o Select **Allow editing** if you want others to be able to edit the file.
 - o Uncheck **Allow editing** if you only want others to be able to view the file.
4. Select how you'd like to share:
 - o **Get a link** - Select **Copy** and paste the link into a message, file, webpage, or other location.
 - o **Email** - enter the emails of the people you want to share with, add a message (optional), and select **Share**.
 - o **Social network** - Select **More** and select the social network you want.



Add a shared folder to your OneDrive

1. Select **Shared** in the left navigation pane.
2. Select the folder you want to add and select **Add to my OneDrive**.



<p>Or right-click the folder and select Add to my OneDrive.</p> <p>NOTE: You can only add folders marked Can edit.</p> <p>To copy the folder to your computer instead of OneDrive, select Download. However, be aware that downloaded files are not synchronized with OneDrive.</p>	
<p>Stop or change sharing</p> <p>If you are the file owner, or have edit permissions, you can stop or change the sharing permissions.</p> <ol style="list-style-type: none"> 1. Select the file or folder you want to stop sharing. 2. Select Information ⓘ in the upper-right corner to open the Details pane. 3. Select Sharing and: <ul style="list-style-type: none"> ○ 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.... 	

https://support.office.com/en-us/article/OneDrive-Quick-Start-a5710114-6aeb-4bf5-a336-dffa7cc0b77a?ui=en-US&rs=en-US&ad=US#ID0EAABAAA=Next_steps