

















Symbols

OneDrive 	Not up to date 	File Synced 
Syncing 	File Not Synced 	New File 
Word 	Excel 	PowerPoint 
OneNote 	Not Shared 	Shared 
Image 	PDF File 	Folder 
	Checked out 	

Keyboard Shortcuts

Keys	Task
Alt + N	Create item
Alt + U	Upload a file
Ctrl + A	Select all
Ctrl + Alt + 1	Change view
Ctrl + Shift + N	New folder
Ctrl + O	Open with
Ctrl + S	Download
Ctrl + Shift + V	Copy
Ctrl + Shift + Y	Move
F2	Rename
F5	Refresh

OneDrive 2016

This Pamphlet Online
<https://its.niagaracollege.ca/>

How to Guides on the
following topics

Blackboard

Windows 10

Office 365

OneDrive

Skype for Business

<https://its.niagaracollege.ca/>

Niagara College Help Desk

Monday-Thursday 8:30am to 10:00pm
Friday 8:30am to 4:30pm
Phone: 905-735-2211 ext. 7642
<https://its.niagaracollege.ca/>

OneDrive 2016

Contents

- Symbols
- Keyboard Shortcuts
- Basics
- Manage Files
- Share Files



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Basics

Log in to OneDrive

- Blackboard username and Password


Search Current Location

- Click the  Search **Search Box**, type keywords, select a result


Expanding Search

- Click the **Search Everything** to view more

Get Help

- Click  **Help** button then browse or search

Upload a File

- Click the  **Upload** button, select the file
- Or Drag and drop the files

Preview File

- Select it, look at right panel


Open a File in Office Online

- Double click the file

Download a Copy of the File

- Right click the file and select Download

Sync OneDrive to Office

- Click  Sync and follow prompts


Save a File from Office

- In office, use the Save As option and select your OneDrive location




Delete a File

- Select the document and press **Delete**

Create a New File


- Click the  **New** button and select a type

Restore/Permanently Delete an Item

- Click the Recycle Bin , select the item you wish to  Restore or  Delete

Manage Files


Create a folder

- Click  **New** button and select **New Folder**

Move Files to a Folder

- Click and drag the files into desired folder


Upload Files to a Folder

-  Click Upload, select your files

View Files Properties

- Right click, select details

Check Version History

- Select the file, Click Version History 


Rename a File

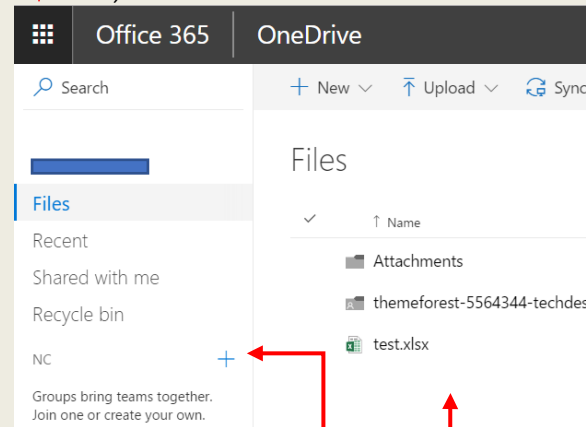
- Right click, select rename

Work Offline

- Sync your files before working offline.
- The files will update once its back online

Onedrive.com basic layout

-  Click for more Applications (Word, Excel, etc.)

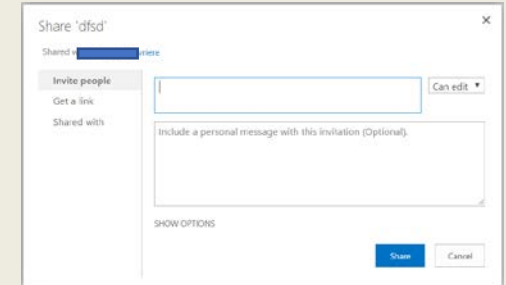


- Click to join groups
- List of Files and Folders


Share Files

Share a File/Folder


- Right click the File/Folder and Share
- Or click  Share




Email a Link

- Open the file online, click  Get link

Co-author a File

- Open the document on your computer, Click **File**, Click  **Add Author** and type in the email of the person helping.

Access Settings

- In the top right click  Settings

Access Help

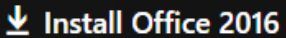
- In the top right click  Help

Check Notifications

- In the top right click  Notifications

Install Office 2016 from your Email

- In the top right after first signing into your email

 Install Office 2016

Install OneDrive Mobile and Desktop

- Visit <https://onedrive.live.com/> click the download tab on your mobile device or desktop