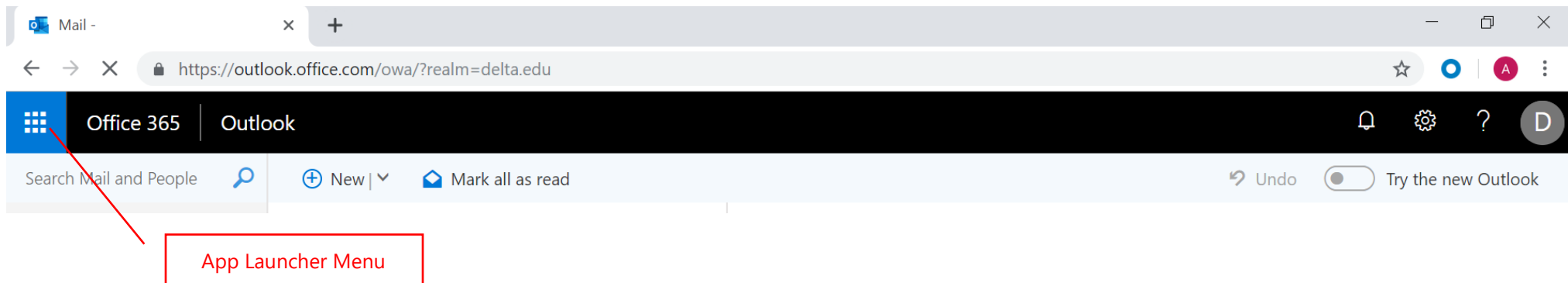# OneDrive – Delta College

As a Delta College Student, Faculty or Staff member, you get access to several Microsoft products. One of these products is OneDrive for Business. OneDrive for Business is a cloud-based file storage platform that allows you to store and share files. OneDrive for Business should never be used to share or store files that contain sensitive information. Sensitive information is defined as data that must be protected from unauthorized access to safeguard the privacy or security of an individual or organization. Examples of sensitive information are credit card information, biometric data, personally identifiable information, etc. If you have any questions or concerns on the use of data, please contact the help desk at help@delta.edu.

Let's get started…

Sign in to your Delta College webmail and click on the waffle menu in the upper-left corner known as the app launcher. From here you can select **OneDrive** from the app launcher. You may notice a few other selections available in the app launcher including Word, Excel and PowerPoint. These are web versions of the Microsoft Office tools for you to use as well. See the screenshot below for the location of the app launcher menu.



The next four pages are Microsoft's quick start guide for OneDrive.

# OneDrive – Delta College

Microsoft

# Quick Start Guide

Do more wherever you are with secure access, sharing, and file storage. Sign in to your Office 365 subscription and select **OneDrive** from the app launcher.

**Open**
Open and edit a file online or in a desktop app.

**Share**
Share files directly from OneDrive. Files are private until shared.

**Copy link**
Get a link to the selected file to insert into an IM, email, or site.

**Move to/Copy to**
Move or copy to another destination in your OneDrive or any SharePoint site.

**Information pane**
See file information, recent activity, and manage access to the file.

**Shared**
View and sort files by date shared, activity, or who they are shared with.

**Discover***
View trending content in your organization and content relevant to your work.

**Recycle bin**
Recover files you've accidentally deleted up to 93 days.

**Shared libraries**
Navigate to shared libraries on Microsoft Teams, SharePoint sites, or Office 365 Groups.

**Download**
Download a copy of a file or work offline on a device.

**Flow**
Create and manage automated workflows.

**Version history**
View a file's version history and restore a file to a previous version.

**Sharing status**
See which files are being shared and who they're shared with.

**Manage access**
See who can access a file, and manage what people can do with it.

**Activity**
See the sharing, viewing, and editing activity for a file.

Office 365 | OneDrive

Search everything

Megan Bowen
Files
Recent
Shared
Discover
Recycle bin

Contoso M365x312987
HR
Electronic Events
Mark 8 Project Team
X1050 Launch Team
Business Development
Office 365 Demos
Marketing
New Hires
More sites
OneDrive admin
Get the OneDrive apps
Return to classic OneDrive

Open | Share | Copy link | Download | Delete | Move to | Copy to | Rename | Flow | Version history

1 selected

**Files**

| Name | Modified | Modified By | File Size | Sharing |
|---|---|---|---|---|
| Contoso Electronics | July 6 | Megan Bowen | | Private |
| Private Info | July 6 | Megan Bowen | | Private |
| Annual Financial Report (DRAFT... | July 6 | Megan Bowen | 22.2 KB | Shared |
| ... Sales.xlsx | | n Bowen | | |
| | | n Bowen | | |
| | | n Bowen | | |
| Contoso Patent Template.docx | July 6 | Megan Bowen | 83.6 KB | Private |
| Contoso Purchasing Data - Q1... | July 6 | Megan Bowen | 21.5 KB | Private |
| Contoso Purchasing Permission... | July 6 | Megan Bowen | 24.7 KB | Private |
| Contoso Purchasing Permission... | July 6 | Megan Bowen | 28.8 KB | Shared |
| CR-227 Product Overview.docx | July 6 | Megan Bowen | 1.62 MB | Private |
| Création du contoso Mark 8.pptx | July 6 | Megan Bowen | 827 KB | Private |

Annual Financial Report (DRAFT).docx

Annual Fir

Under Budget, High Costs Avoided i
Expected throughout next year. Re

1 View

Has Access

Manage access

Activity
Today

Diego Siciliani edited this
5 minutes ago

July

More details

*Powered by Microsoft Graph. *Discover view does not change any permissions. Your private documents are not visible to others and you can view only those documents that you have been given access to.*

# OneDrive – Delta College

## OneDrive mobile

The OneDrive app supports both OneDrive personal and organization accounts across iOS, Android, and Windows. It can be downloaded from the app stores.

See and manage all your accounts.

Capture whiteboards & scan single or multiple page documents.

Share a file internally or externally with access controls.

Edit a file on the web or in client view.

See and manage multiple accounts.

See trends views and an activity chart.

Save photos or videos directly to your device.

Access your files and folders on OneDrive.

Access your SharePoint sites.

See your most recently active files.

See files shared with you and discover content trending around you.

Send a copy of the file instead of sharing.

Copy the sharing link, email it in Outlook, or choose an app to send it with.

See details such as who the file is shared with.

Make files and folders available offline.*

Recover deleted files.

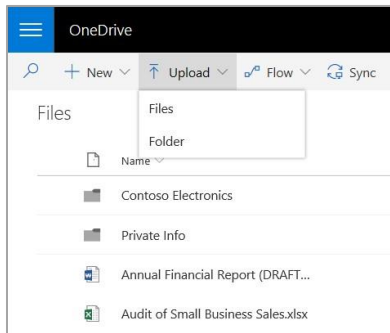See all the files you have taken offline.

The above screens represent OneDrive for business accounts in iOS. Android users will have a similar experience except for file activity functionality.
*Files and folders need to be taken from offline to online before they are synced to the cloud.

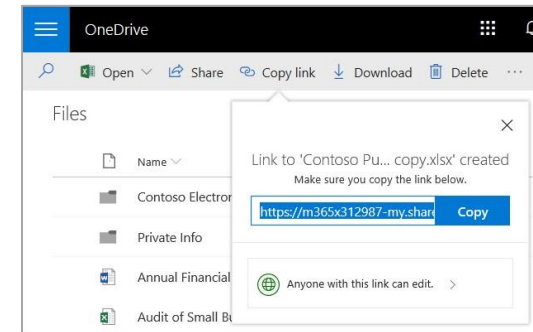# OneDrive – Delta College

Microsoft

## Create or upload files & folders

You can create new files and folders and upload existing files and folders from your device. In OneDrive, select **Upload** > **Files**. Or select a location in OneDrive and drag and drop files or folders from your device.

## Share files

The files and folders you store in OneDrive are private until you decide to share them. You can stop sharing at any time. You can grant **Edit** or **View** permissions for recipients and set time limitations on a file to specify when it will no longer be accessible. In OneDrive, select a file and then select **Share**.

Based on admin settings, sharing levels are:

**Anyone** – people inside and outside your org can access. Links can be forwarded.

**People in <organization>** – everyone in your org can access.

**People with existing access** – create a link to be used by people who already have access.

**Specific people** – specify email addresses of the people you want to give access to.
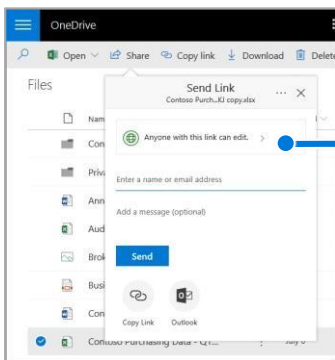
## Copy link

You can also share a file by copying the link and pasting it in email, IM, a webpage, or a OneNote page. In OneDrive, select a file and then select **Copy link**. Copy the link and then paste it in the destination.

## Save and open files in Office apps  *(Requires Office 365, 2019, or 2016)*

You can save or open Office documents in OneDrive from the Office apps. In any Office document, select **File > Save As**, choose your OneDrive, and then pick the folder where you want to save the file. To open a file stored on OneDrive, select **File > Open**, choose your OneDrive, and then select the file.

# OneDrive – Delta College

Microsoft
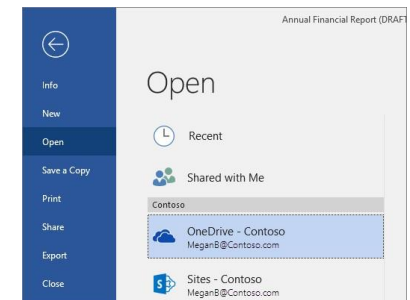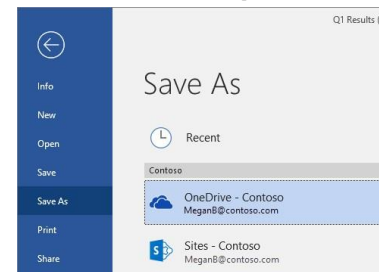
## Sync files and folders

Sync your files and folders in OneDrive to your computer, so you can access them even when you're offline. When you're back online, changes you or anyone else make will sync automatically. In Windows 10, select **Start**, type OneDrive, and sign in to OneDrive on your PC. In other versions of Windows or Mac, get the OneDrive sync app from onedrive.com/download.

## View sync activity

You can view sync activity from the OneDrive activity center. Click the OneDrive icon in the Windows taskbar. If you click the folder icon, you can go directly to the OneDrive web view. Users on Mac will have a similar experience.

Check the status of the synced files in File Explorer.

Manage accounts, synced folders and network limitation settings.

## OneDrive Files On-Demand

With OneDrive Files On-Demand, you can set files and folders to always be available locally on your device or save space by making files online only. In the taskbar, select the OneDrive icon, and select **More > Settings**. Then, on the **Settings** tab select **Save space and download files as you use them**.

Files you open are downloaded to your device and available offline.

Online only files/folders do not use space on your device.

Mark files/folders to be always available, even

Change file/folders back to online only. offline.

## Next steps with OneDrive

**Find help**
Explore help and training for OneDrive and other Office apps. Visit **https://go.microsoft.com/fwlink/?linkid=871124** for more information.

**Learn about OneDrive Files On-Demand**
Access all your files in the cloud without having to download them. Visit **https://go.microsoft.com/fwlink/?linkid=871126**.

**Get free Office training, tutorials, and videos**
Ready to dig into the capabilities OneDrive has to offer?
Visit **https://go.microsoft.com/fwlink/?linkid=871128** to explore free training.