



# Commonwealth of Massachusetts & OneDrive for Business

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A Modern Workplace Program

# Why We Are Doing This

A message from the Modern Workplace team:

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*We know that working from home is a big change. We have been working closely with Microsoft to ensure that you have the tools you need to properly get your work done while staying safe at home. Below, are some resources to help you get started using OneDrive for Business.*

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## Why OneDrive for Business?

Click on the short video clip below to get an overview of what OneDrive for Business is.



**1 - Tip:** press the "Settings" button on the bottom-right of the video, then "Playback Speed" and choose the speed you want to make the video play faster.

# Getting Started

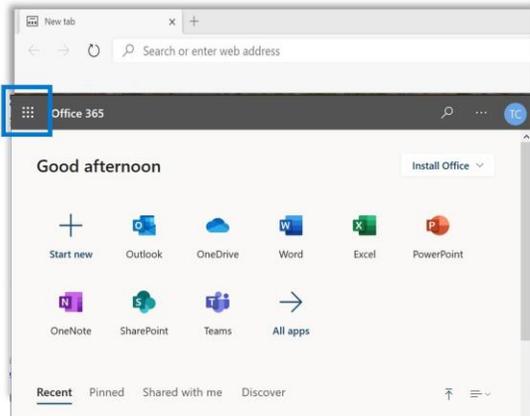
## OneDrive For Business Online



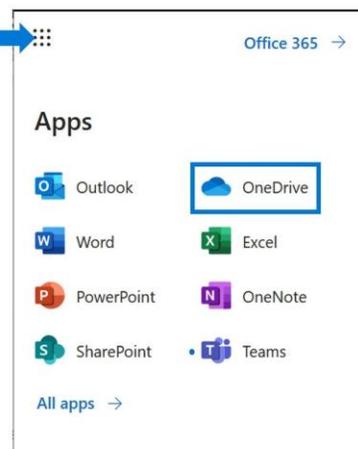
Microsoft

### Getting Started

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.



The 'waffle' is like the 'Start menu'



## OneDrive for Windows 10 Desktop



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 are back online, changes you or anyone else make will sync automatically.

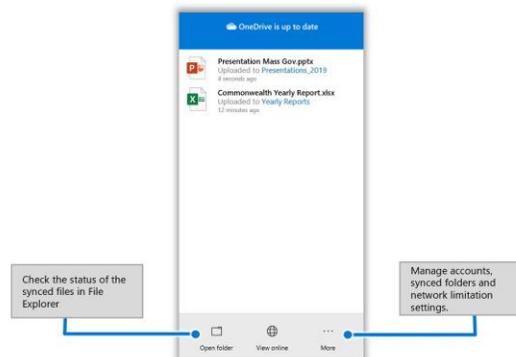
In Windows 10, select **Start**, type "OneDrive", and sign in to OneDrive on your PC.



### View sync activity

You can view sync activity from the OneDrive activity center. Click the OneDrive icon in the **Windows taskbar** (on the bottom-right of your screen, near your wi-fi, volume, and date/time).

Once opened, click the "Open Folder" icon to go to your OneDrive files in **File Explorer**. Click the "View Online" icon to go directly to the OneDrive web view.



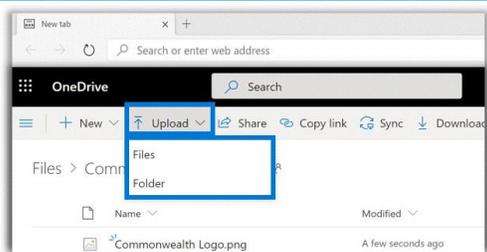
# Managing Files in OneDrive Online

OneDrive

## Managing Files in OneDrive

### Create or upload files and folders

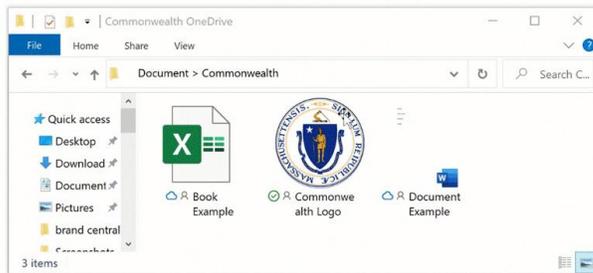
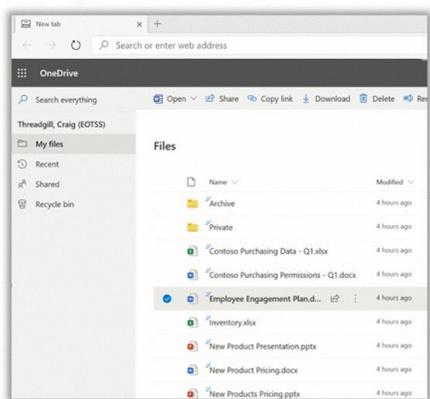
You can create **New** files and folders and upload existing files and folders from your device. In OneDrive, select **Upload > Files**.



### Drag and Drop files

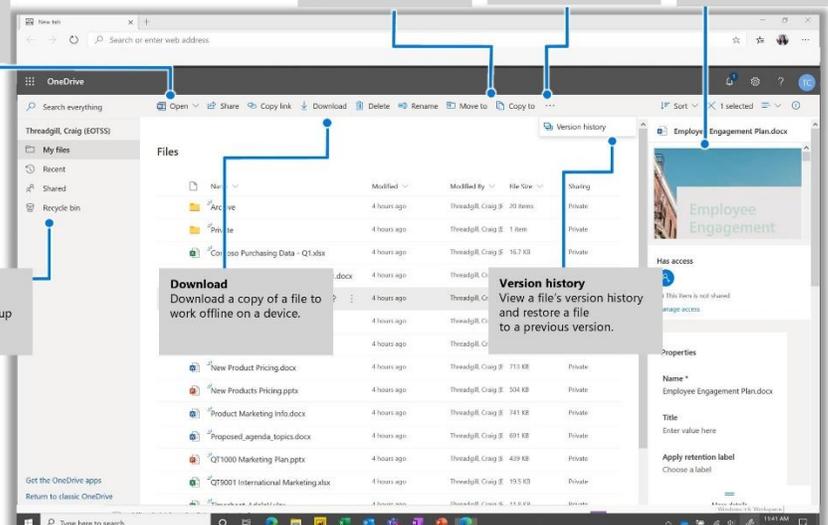
You can “drag and drop” existing files and folders from your device to OneDrive.

Click on the file or folder you want uploaded to OneDrive and “drag and drop” it to the folder of your choice in OneDrive, as shown below.

OneDrive

## Managing Files in OneDrive



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

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

**More Options (“...”)**  
You may need to click the ellipses to expand more options if you can't find a certain selection.

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

**Recycle bin**  
Recover files you've accidentally deleted for up to 3 months.

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

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

# A New Way to Save Files

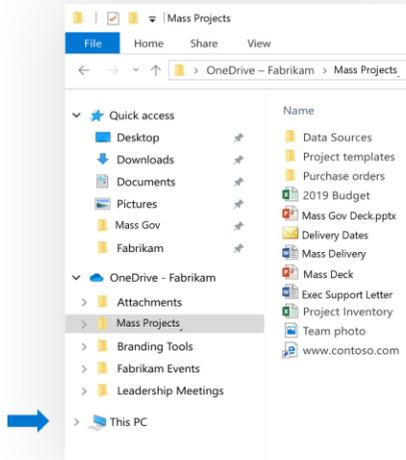
## OneDrive for Windows 10 Desktop



Microsoft

### Before

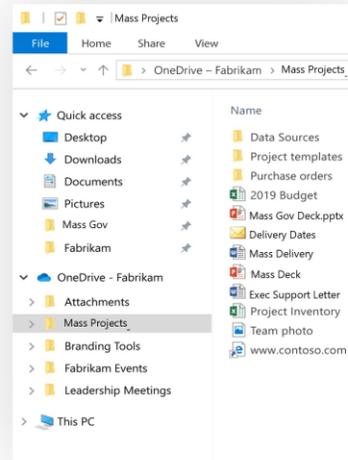
Access your files from your home drive in File Explorer.



Now, instead of saving here...

### Now

Save and access files in the same way, just in a different folder.



...just save here.

## OneDrive for Windows 10 Desktop



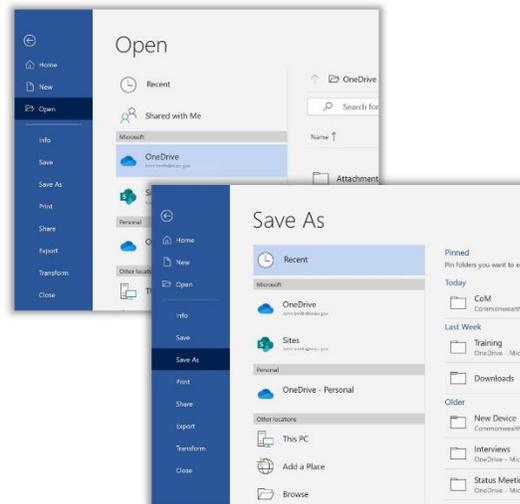
Microsoft

### Save and Open files in Office apps

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.



# Managing Files in OneDrive Desktop



## OneDrive for Windows 10 Desktop

### Quick Start Guide

Do more wherever you are with secure access, sharing, and file storage. Sync your OneDrive account to your device to access your OneDrive files in File Explorer.

The screenshot shows a Windows File Explorer window with the address bar set to 'OneDrive - Fabrikam > Mass Projects'. The left sidebar shows 'OneDrive - Fabrikam' as a location. The main pane displays a list of files and folders with columns for Name, Status, Date modified, Type, and Size. A context menu is open over a file, showing options like 'Open', 'Share', 'View online', and 'Always keep on this device'. Several callout boxes provide instructions:

- Check the Status on if your files/folders are fully synced to OneDrive.** (Points to the Status column in the file list)
- Share your files directly from File Explorer instead of through the web.** (Points to the Share option in the context menu)
- View file/folders in OneDrive online.** (Points to the View online option in the context menu)
- Find your OneDrive files/folders where you would normally find your files/folders.** (Points to the OneDrive location in the left sidebar)
- Find your OneDrive Sync client on your Taskbar.** (Points to the OneDrive icon in the taskbar)
- Files/folders stored online (not saved to your device as well) do not use space on your device.** (Points to the 'Always keep on this device' option in the context menu)
- Mark files/folders to be always available, even offline with "Always keep on this device".** (Points to the 'Always keep on this device' option in the context menu)

# Sharing in OneDrive Online

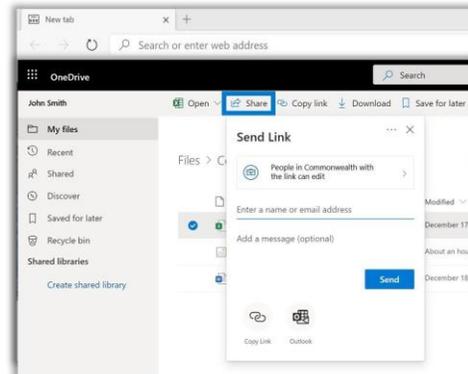
## OneDrive



### Sharing in OneDrive

#### Share files

In OneDrive, select a file and then select **Share**. 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.



#### 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.

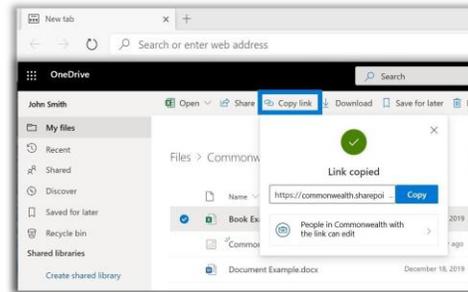
Based on admin settings, sharing levels are:

**Anyone** – Anyone (inside and outside Commonwealth) can access the file or folder. Links can be shared without restriction.

**People within Commonwealth** – Anyone you share a link with can forward it to others who have a Commonwealth Login ID.

**People with existing access** – Use this to send a link to somebody who already has access to the file or folder.

**Specific people** – The file or folder is only accessible for those you grant access to (inside and outside Commonwealth). If the link is forwarded by others, you must grant that person access to file or folder as well.



## OneDrive



### Sharing in OneDrive

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

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

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

Name	Modified	Modified By	File Size	Sharing
Archive	4 hours ago	Threadgill, Craig B.	20 items	Private
Private	4 hours ago	Threadgill, Craig B.	1 item	Private
Contoso Purchasing Data - Q1.xlsx	4 hours ago	Threadgill, Craig B.	16.7 KB	Private
Contoso Purchasing Permissions - Q1.docx	4 hours ago	Threadgill, Craig B.	26.3 KB	Private
Employee Engagement Plan.docx	4 hours ago	Threadgill, Craig B.	730 KB	Private
Inventory.xlsx	4 hours ago	Threadgill, Craig B.	10.6 KB	Private
New Product Presentation.pptx	4 hours ago	Threadgill, Craig B.	400 KB	Private
New Product Pricing.docx	4 hours ago	Threadgill, Craig B.	713 KB	Private
New Products Pricing.pptx	4 hours ago	Threadgill, Craig B.	504 KB	Private
Product Marketing Info.docx	4 hours ago	Threadgill, Craig B.	741 KB	Private
Proposed_agenda_topics.docx	4 hours ago	Threadgill, Craig B.	691 KB	Private
QT1000 Marketing Plan.pptx	4 hours ago	Threadgill, Craig B.	459 KB	Private
QT5001 International Marketing.xlsx	4 hours ago	Threadgill, Craig B.	15.5 KB	Private
Timesheet - 4-16-14.xlsx	4 hours ago	Threadgill, Craig B.	11.8 KB	Private

**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.

# Old Versus New Ways of Working

Familiarize yourself with how you worked before and how that may differ from how you will work with OneDrive.



Instead of depending on your machine to get to your files, depend on "the cloud". Thanks to OneDrive and cloud-based services provided by Microsoft, you can pull up your files on any machine, through any browser.



Rather than saving multiple versions of a file, practice collaborating on one copy of a file with others, modifying and updating collaboratively. You may use version history to pull up any previous versions of the document if necessary.



Stop worrying about deleting files to save storage. Through OneDrive for Business, you will have unlimited cloud storage.



Practice safe habits by storing your files through OneDrive rather than on your PC, where they can be compromised.



# OneDrive Resources

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**Tip:** *There are a lot of resources available. Start slow and begin with a few videos or articles. Practice using what you've learned in OneDrive and learn more advanced skills as you go.*

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## Mass Telework Knowledge Base:

- **What it is:** Consider this your go to support and learning hub for working remotely. It includes information on setting up your VPN, resetting your password and how to access and use the Office suite including Outlook and OneDrive.
- **Where to find it:** [Mass Telework Knowledge Base](#)
- **How to use it:** When setting up your OneDrive account, you might find the [directions](#) under the site's Microsoft Products section helpful. Before you use VPN, review the [VPN guidelines](#). Unsure what MFA (Multi-Factor Authentication) is? There is [an entire section](#) dedicated to teaching you about MFA as well as other privacy tips.

## Contact for Computer Problem:

- **What it is:** This resource provides you with a list of who and how to contact the right IT support, either by phone or email. Support specialists can help you resolve issues with things such as email, network, browser and equipment specific to your secretariat.
- **Where to find it:** [MassGov Request Help](#)
- **How to use it:** Each secretariat has their own contact for IT support. Use this resource if you are running into issues such as not being able to connect to the network, having problems with your email, or have noticed issues with your laptop or computer.

## Quick Start Guides:

- **What it is:** Quick Start Guides provide simple tips and tricks for OneDrive for Business in either a series of articles and videos or a PDF format. These guides teach basic to advanced skills to help you learn about OneDrive at your own pace.
- **Where to find it:** [OneDrive series of articles and videos](#) and [OneDrive PDF guide](#)
- **How to use it:** Use the series of articles and videos to get a basic understanding of the steps you need to take to accomplish simple tasks in OneDrive (i.e. uploading or sharing files). You can also learn more advanced skills as you progress throughout the series. The PDF guides can be used as reference points -- either for your own knowledge to remember the basic steps of a certain skill, or for you to send to others. This format provides the option to easily access the skills you learn in one, consolidated format, rather than clicking through a series of articles and videos.

## Office 365 and OneDrive:

- **What it is:** A combination of videos and articles showing how Office 365 and OneDrive are tied together.

- **Where to find it:** [Collaborate on Files](#)
- **How to use it:** Begin by focusing on skills that are most necessary for your job (this might be something as simple as uploading a file) and work your way up to skills that can be leveraged for ultimate productivity (such as "@ mentioning" someone).

#### OneDrive for Business - Help:

- **What it is:** If you have a question or issue with OneDrive, there is a good chance that someone else has experienced the same thing. This site gives you a comprehensive list of common issues (basically like a FAQ sheet), along with a link to contact Microsoft directly.
- **Where to find it:** [OneDrive Help](#)
- **How to use it:** Before going to Microsoft or your IT team for help with an issue, try searching for the answer either at this resource or through a simple online search.

#### OneDrive eBook:

- **What it is:** An infographic showing you tips on how to use OneDrive. It is similar to the Quick Start guide above, but in an even more simplified format.
- **Where to find it:** [Microsoft eBook](#)
- **How to use it:** Pages 2 and 5-8 are going to be most relevant to you as of now since you should be focusing on OneDrive on the web. Try to focus on these and then skim through the other pages.

#### Modern Workplace Site:

- **What it is:** A hub provided to you, through the Commonwealth, where a variety of materials are hosted for self-learning purposes, information about the program, and frequently asked questions.
- **Where to find it:** [Modern Workplace Program](#)
- **How to use it:** Browse through the materials and find those which are applicable to your learning style. Before reaching out to the helpdesk, try searching through the FAQs for your question - someone else may have asked the same question!

## Question about this document?

Contact the Modern Workplace Change Program team at [ModernWorkplace@mass.gov](mailto:ModernWorkplace@mass.gov)