



COMMONWEALTH OF MASSACHUSETTS

ONEDRIVE FOR BUSINESS: FEATURE TIPS

July 2020

Learn more about OneDrive for Business

OneDrive for Business is your professional file library - your OneDrive for your business needs. OneDrive for Business uses Microsoft 365 to safely store your files in the cloud, making it easy to access, share, and sync your files from anywhere and from multiple devices.

Use these best practices to store, access, share files and more. Look for the optional self-learning links throughout for further information.

Content:

- What is OneDrive for Business?
- Create files
- Upload files
- Share files
- Backup files
- Restore files

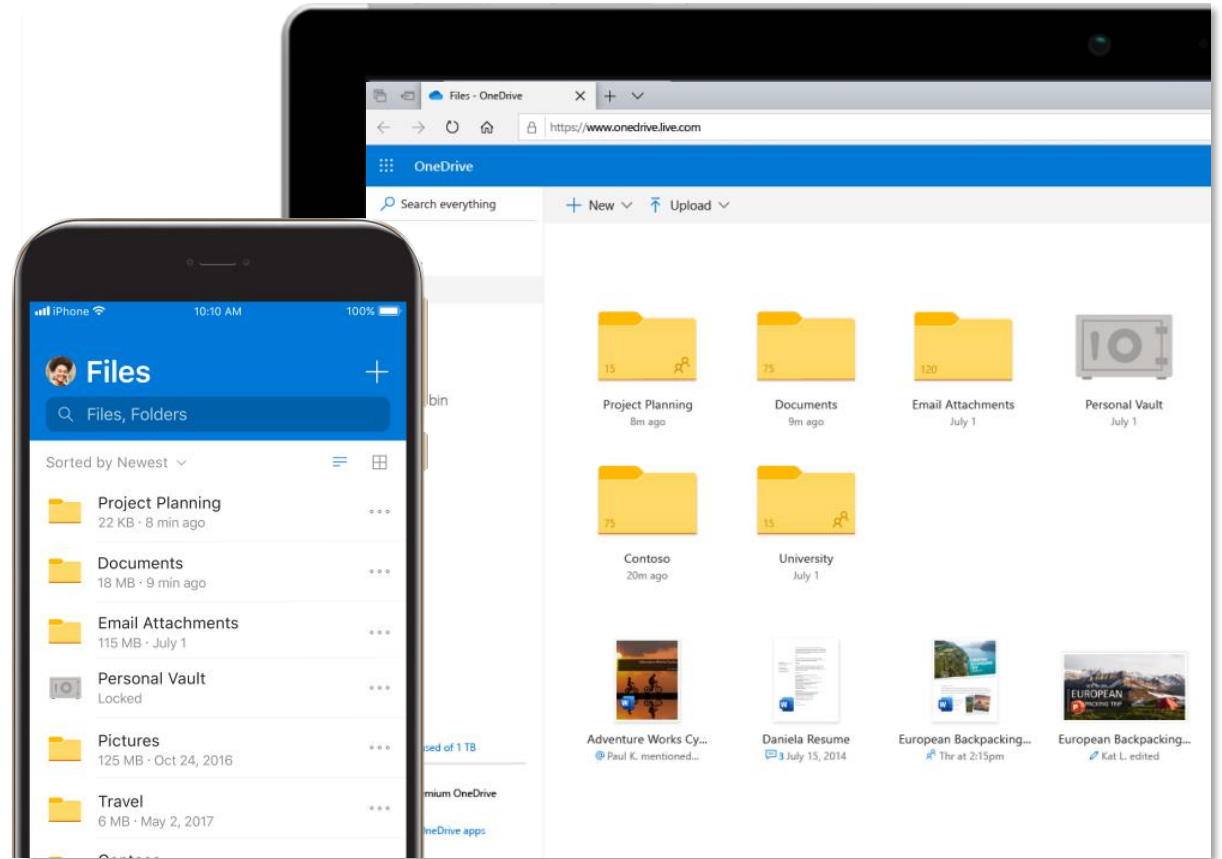


What is OneDrive for Business?

Tip 1: Why use OneDrive for Business

OneDrive for Business makes it easy to:

- **Co-author in real time** in Microsoft Office 365 applications.
- **Store, sync and share your files**, both inside or outside your organization, on all your devices.
- **Discover and follow content** from anywhere, on any device.
- Manage document revisions using **integrated feed and version history**.
- Receive comments and changes, even when you're on the go, **with notifications**.



Click [here](#) to watch a short introduction into OneDrive for Business



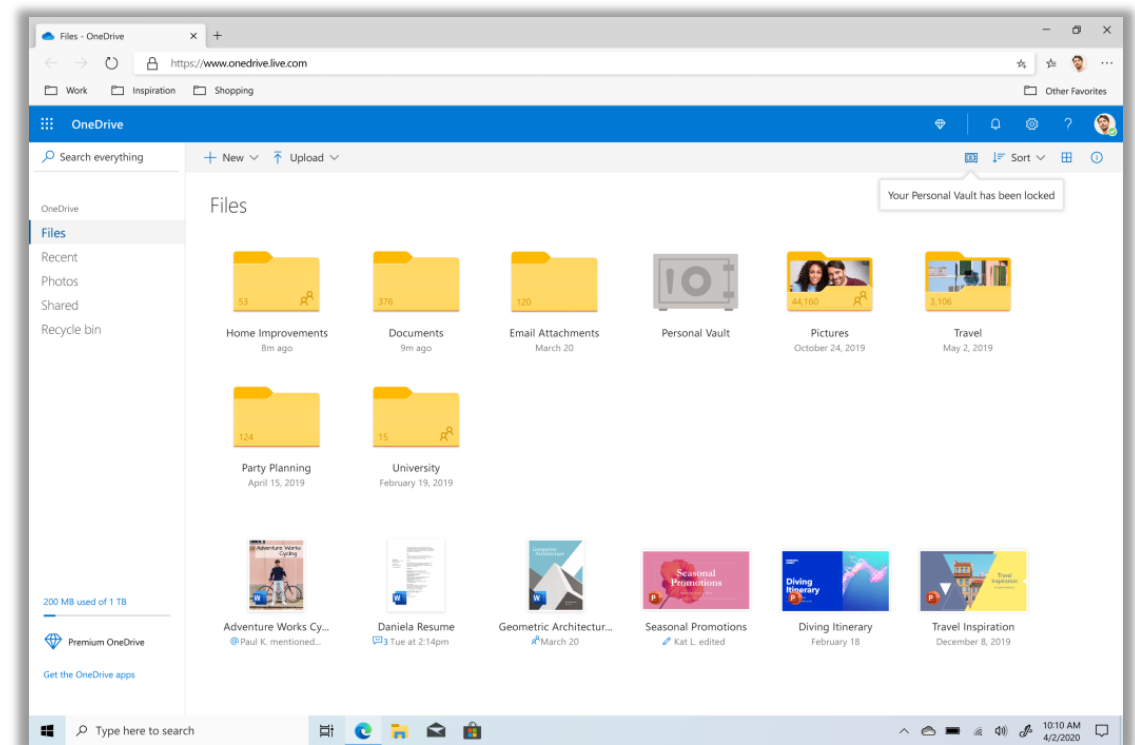
What is OneDrive for Business?

Tip 2: When to use OneDrive for Business

You should use **OneDrive for Business**:

- Instead of storing business files directly on your machine (local drive).
- For limited sharing of specific **non-project** or small group related documents
- For files you aren't sharing or aren't ready to share with your team members or others.

Note: If you are part of a project team or larger group that has a SharePoint site or Teams channel, you can move your document from your OneDrive for Business to your SharePoint site when you are ready to share it with larger audiences.



Click [here](#) to see how to get started with OneDrive for Business



What is OneDrive for Business?

Tip 3: Navigate through your files and folders with the navigation pane and toolbar

Basics of the navigation pane:

- **Files** - your home base. This is where you can find all your files and folders.
- **Recent** - the files you worked on last.
- **Shared** - the files others have shared with you and the files you've shared with others.
- **Discover** - files that are trending around you from people you work with.
- **Recycle bin** - your deleted files and folders.
- **Shared libraries** - files in recently visited Teams and SharePoint sites.

Basics of the toolbar:

- Select **New** to create files or folders.
- Select **Upload** to add files or folders to your OneDrive storage.
- Select **Sort** to change how you'd like to view your files.
- Select **All Documents** to change the view of your files.
- Select **Information** to see details like who **Has Access** and **Activity**.
- Use keywords and tags to **Search** for files or folders

Click [here](#) to watch a short video on navigating through the basics.



Create files

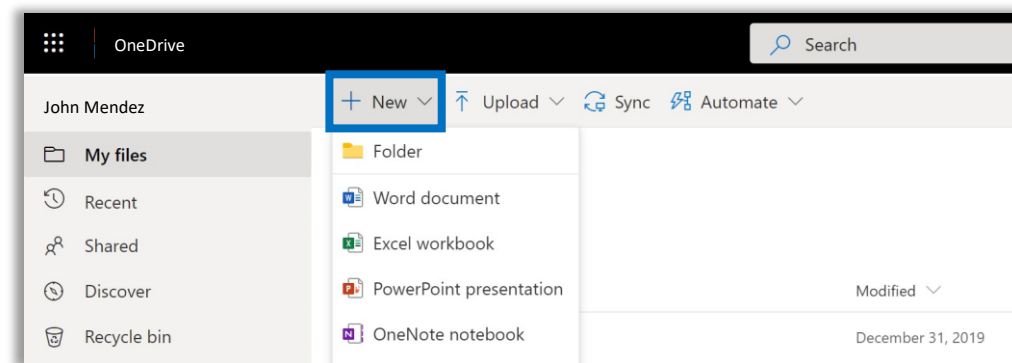
Tip 4: Quickly create files from OneDrive or your Office desktop

Creating OneDrive for Business files has never been easier:

1. Select **New** and choose the type of file you want.
2. To rename the file, click the file name in the title bar (it may currently be titled as "Document") and then type a name.
3. All changes are automatically saved in the Office 365 online apps. When you go back to OneDrive, your new file will already be saved there.

To create a file in an Office desktop app:

1. Open a desktop app, like Word, Excel or PowerPoint.
2. Select **File > Save As**.
3. Select your OneDrive work or school account.
4. Type a name for the file and select **Save**.



Quickly create folders to house multiple files

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

Click [here](#) for a short video to see these steps in action.

Upload files




















Tip 5: Upload files in three simple steps

To upload files, simply:

- Select **Upload > Files**
- Select the file or files you want to upload
- Select **Open**

Note: You can also upload files by opening File Explorer, selecting the files you want to upload, and dragging them to OneDrive in your desktop window.

Uploaded 4 items to [Presentations](#)


Files					
	Name ▾	Modifi... ▾	Modified ... ▾	File Size ▾	Sharing
	 Presentations	 A few seconds a	Megan Bowen		Private
	 Orchestra Docs	 A few seconds a	Megan Bowen		Private
	Notebooks	April 10	Megan Bowen		Private
	Private Info	February 9	Megan Bowen		Private
	Contoso Electronics	February 9	Megan Bowen		Private
	 Northwind presentation - draft....	 About a minute	Megan Bowen	4.48 MB	Private
	 European Expansion.pptx	 About a minute	Megan Bowen	3.41 MB	Private
	 Contoso Electronics Sales Prese...	 About a minute	Megan Bowen	3.29 MB	Private

Click [here](#) to watch a short video and for more tips on uploading files and folders.

Share files

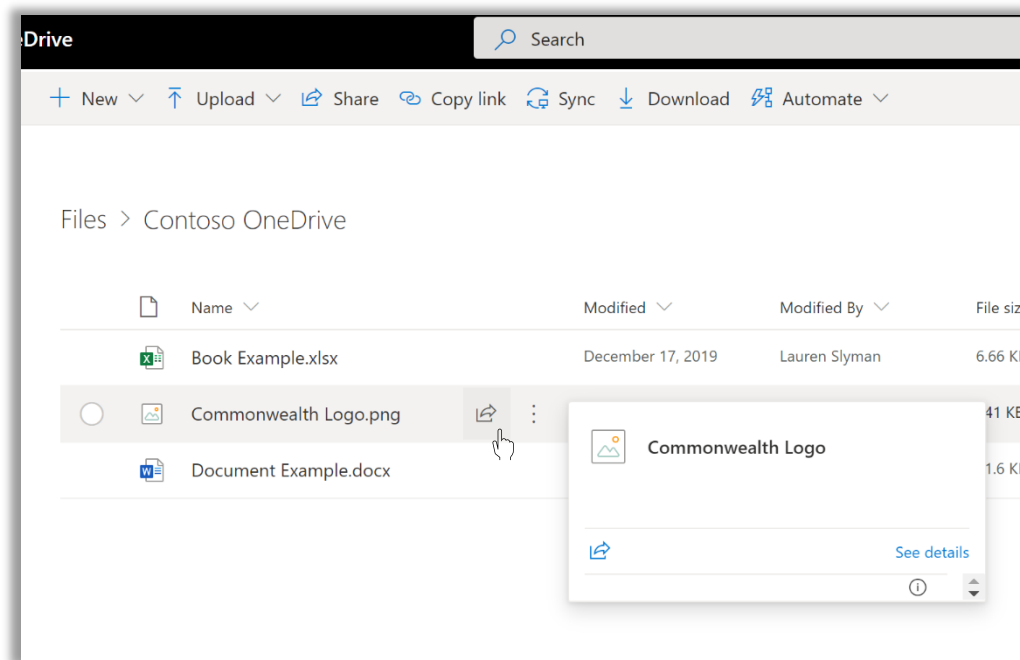
Tip 6: Share and stop sharing files anytime

You can use OneDrive to share photos, documents, other files, and entire folders with people.

1. Go to OneDrive online
2. Hover over the file you want to share
3. Click the Share button 
4. Customize the link sharing options (read more about the options [here](#)) > click **Apply**
5. Click **Copy** and paste the link in a message to send to the user you want to share the file with

Note: The files and folders you store in OneDrive are private until you decide to share them.

Read more here to [see who a OneDrive file is shared with](#) or and how to [stop sharing](#) at any time.



Click [here](#) for more information and to watch a short video on how to share files.



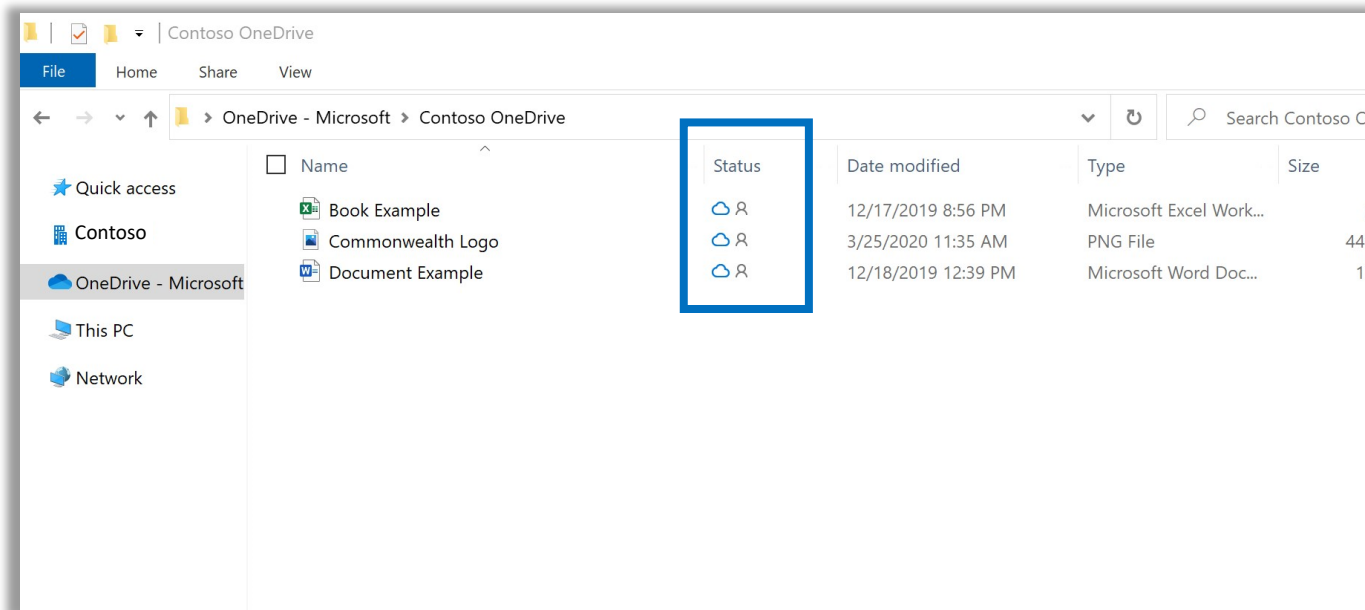
Backup files

Tip 8: Access files on and offline

With **OneDrive**, you can sync files between your computer and the cloud, so you can get to your files from anywhere.

You have 1TB of storage to work with in **OneDrive**. Simply sync files directly to File Explorer to access them, even when you're offline.

Then, whenever you go back online, any changes you (or those you collaborate with) make will sync automatically.




Click [here](#) for a short video on syncing files and folders.



Backup files

Tip 9: Save storage space on your device with Files On-Demand

Files On-Demand enables you to access all your files in the cloud without using local storage space on your PC. To activate Files On-Demand, if not already, simply:

- Right-click the **OneDrive** icon  in the Windows system tray on the bottom-right of your desktop
- Select **Settings** > under the Settings tab, tick **Save space and download files as you use them**
- Then in **File Explorer**, right-click on a file or folder currently synced to OneDrive
- Select **Free up space** to make it accessible online only
or
- Click **Always keep on this device** to ensure the file or folder remains on your PC



Online-Only File: A blue cloud icon next to a OneDrive file or folder means that the file is only available online, so it doesn't use up your device's storage. You must be connected to the internet to open this type of file.



Locally Available File: You can open this type of file at any time, even without Internet access. If you need more space, you can change the file back to online only by right-clicking on the file and selecting "Free up space."



Always Available Files: Only files that you mark as "Always keep on this device" have the green circle with the white check mark. These files download to your device and take up space, but they're always there for you even when you're offline.

Click [here](#) for more details on turning on Files On-Demand.



Restore files

Tip 10: Easily delete and restore files

To delete a file, simply:

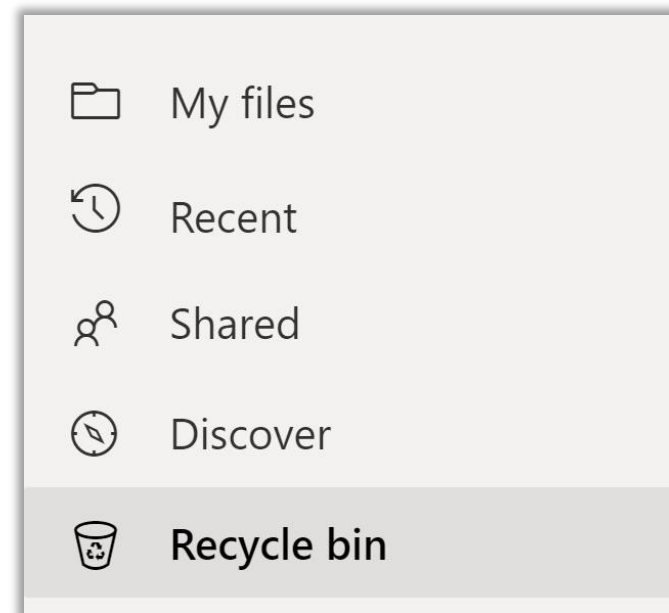
1. Right-click, or click the circle to the left of, the file(s) you want to delete.
2. Select **Delete**.

Files deleted in OneDrive will be moved to the **Recycle bin** and remain there for up to 3 years, unless manually deleted. If you need to restore a deleted file, simply:

1. Select **Recycle bin** in the left navigation pane
2. Select the file you would like to restore and click **Restore** in the top menu

If you delete an item from your Recycle bin and want to restore, check your 'second stage' recycle bin.

1. At the bottom of your list of deleted items in the **Recycle bin**, you will see a message "Can't find what you're looking for? Click the Second-stage recycle bin link." **Note:** you will most-likely need to scroll to the bottom.
2. Select the file you would like to restore and click **Restore**. **Note:** if your file is not there, the file may have reached the set retention rate limit.



Note: After **3 years**, deleted items are permanently deleted and will not be recoverable within OneDrive.

Click [here](#) for more details on turning deleting and restoring files.