



OneDrive for Business Desktop

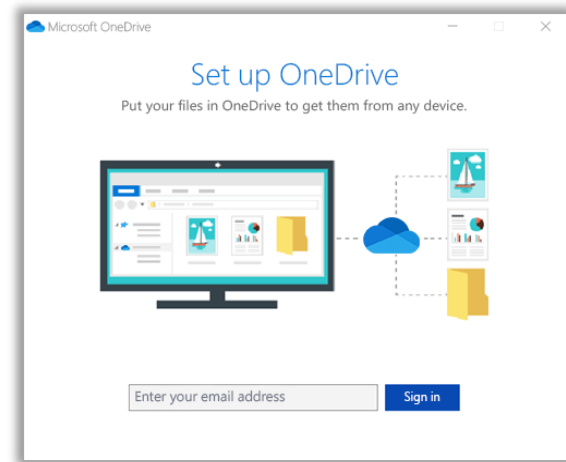
OneDrive for Windows 10 Desktop




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.

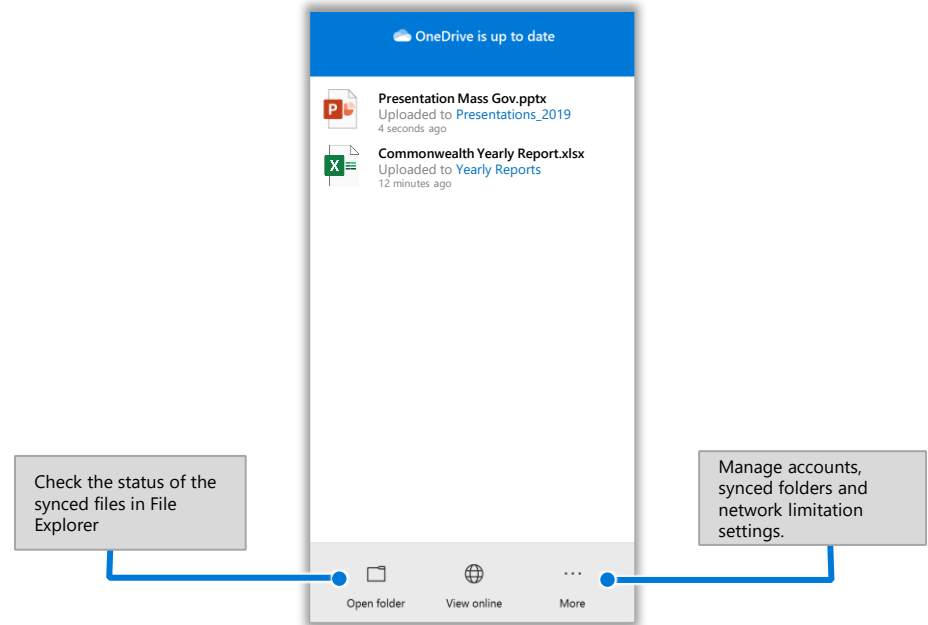
In Windows 10, select **Start** , type "OneDrive", and sign in to OneDrive on your PC.



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"  to go to your OneDrive files in **File Explorer**. Click the "View Online"  icon to go directly to the OneDrive web view.



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 10 File Explorer window with the 'Mass Projects' folder selected. The left sidebar shows the 'OneDrive - Fabrikam' folder. 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 the 'Presentation Mass Gov.pptx' file, showing options like 'Open', 'Share', 'View online', 'Version history', 'Always keep on this device', 'Free up space', 'Scan with Windows Defender...', 'Open with', 'Give access to', 'Restore previous versions', 'Send to', and 'Cut'.

Find your OneDrive files/folders where you would normally find your files/folders.

Check the Status on if your files/folders are fully synced to OneDrive.

Share your files directly from File Explorer instead of through the web.

View file/folders in OneDrive online.

Find your OneDrive Sync client on your Taskbar.

Files/folders stored online (not saved to your device as well) do not use space on your device.

Mark files/folders to be always available, even offline with "Always keep on this device".

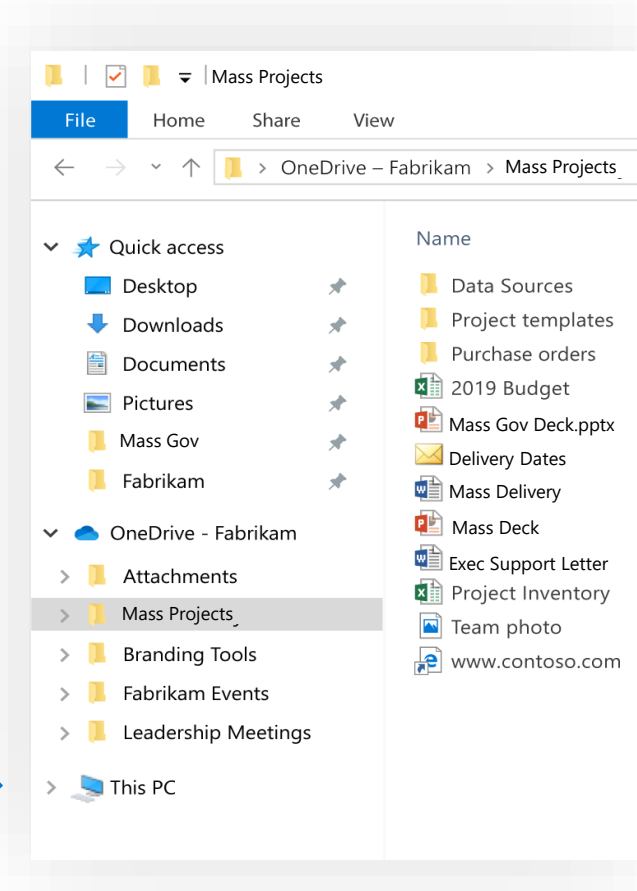
Name	Status	Date modified	Type	Size
Data Sources	✓	4/23/2019 10:06 AM	File folder	
Project templates	✓	4/17/2019 10:41 AM	File folder	
Purchase orders	✓	2/15/2019 1:59 PM	File folder	
2019 Budget	✓	1/19/2019 3:04 PM	Microsoft Excel Worksheet	925 KB
Presentation Mass Gov.pptx	✓	1/26/2019 11:32 AM	Microsoft PowerPoint Document	6330 KB
Delivery Dates	✓	3/7/2019 4:07 PM	File folder	
Mass Delivery Proposal	✓	11/9/2018 2:29 PM	File folder	
Mass Deck	✓	12/4/2018 3:16 PM	File folder	
Exec Support Letter	✓	2/27/2019 3:26 PM	File folder	
Project Inventory	✓	4/24/2019 8:55 PM	File folder	
Team photo	✓	1/5/2019 6:35 PM	Image	
www.contoso.com	✓	12/4/2018 9:24 AM	File folder	

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Before

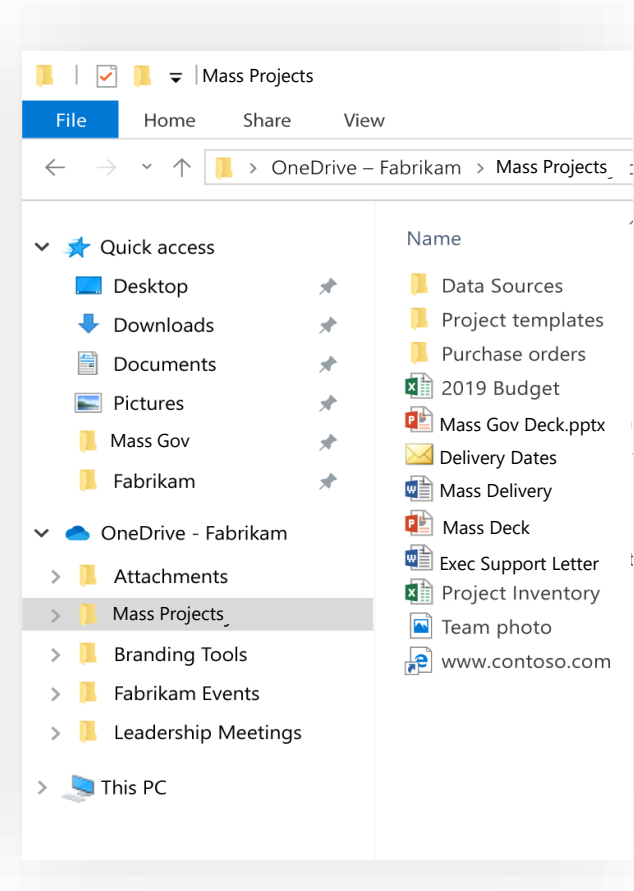
Access your files from your home drive in File Explorer.



Now, instead of saving here...

Now

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



..just save here.

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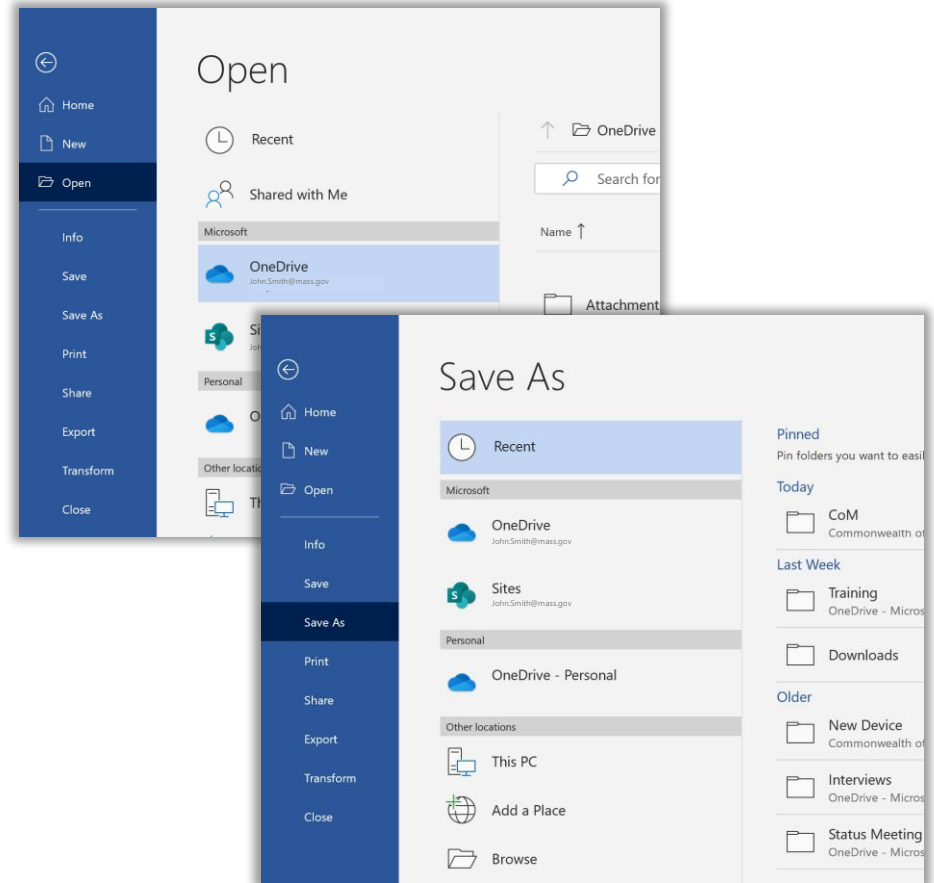


Save and Open files in Office apps

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.





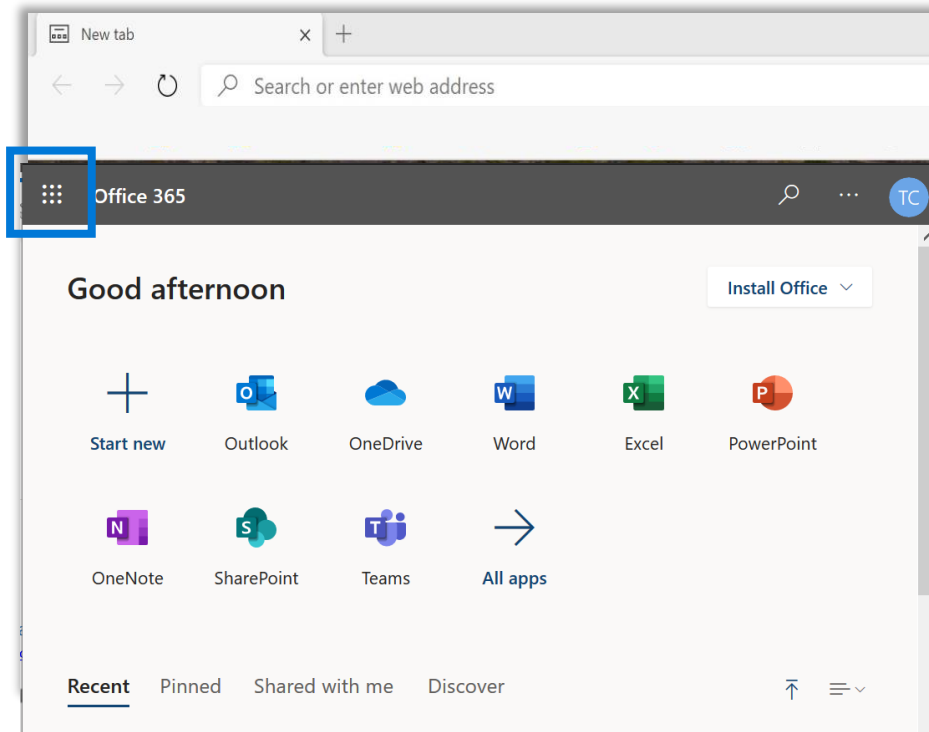
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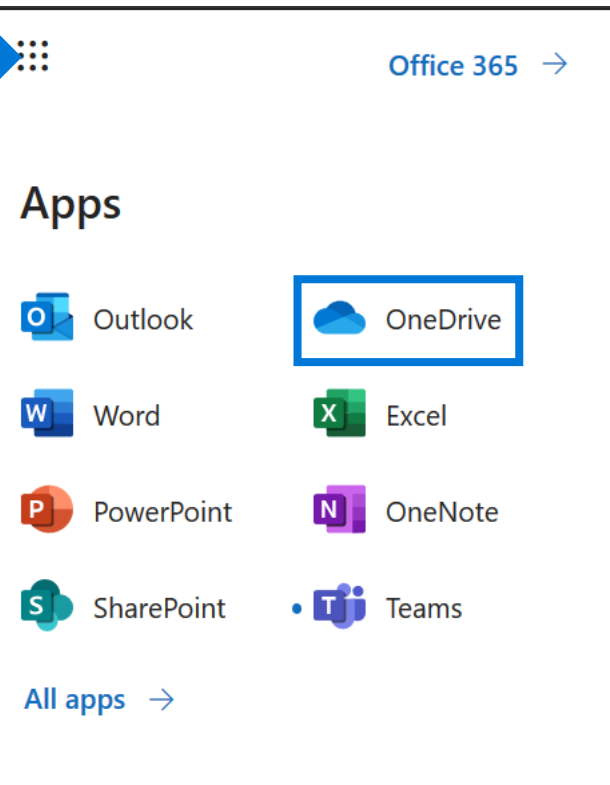


Getting Started

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 Business Online



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

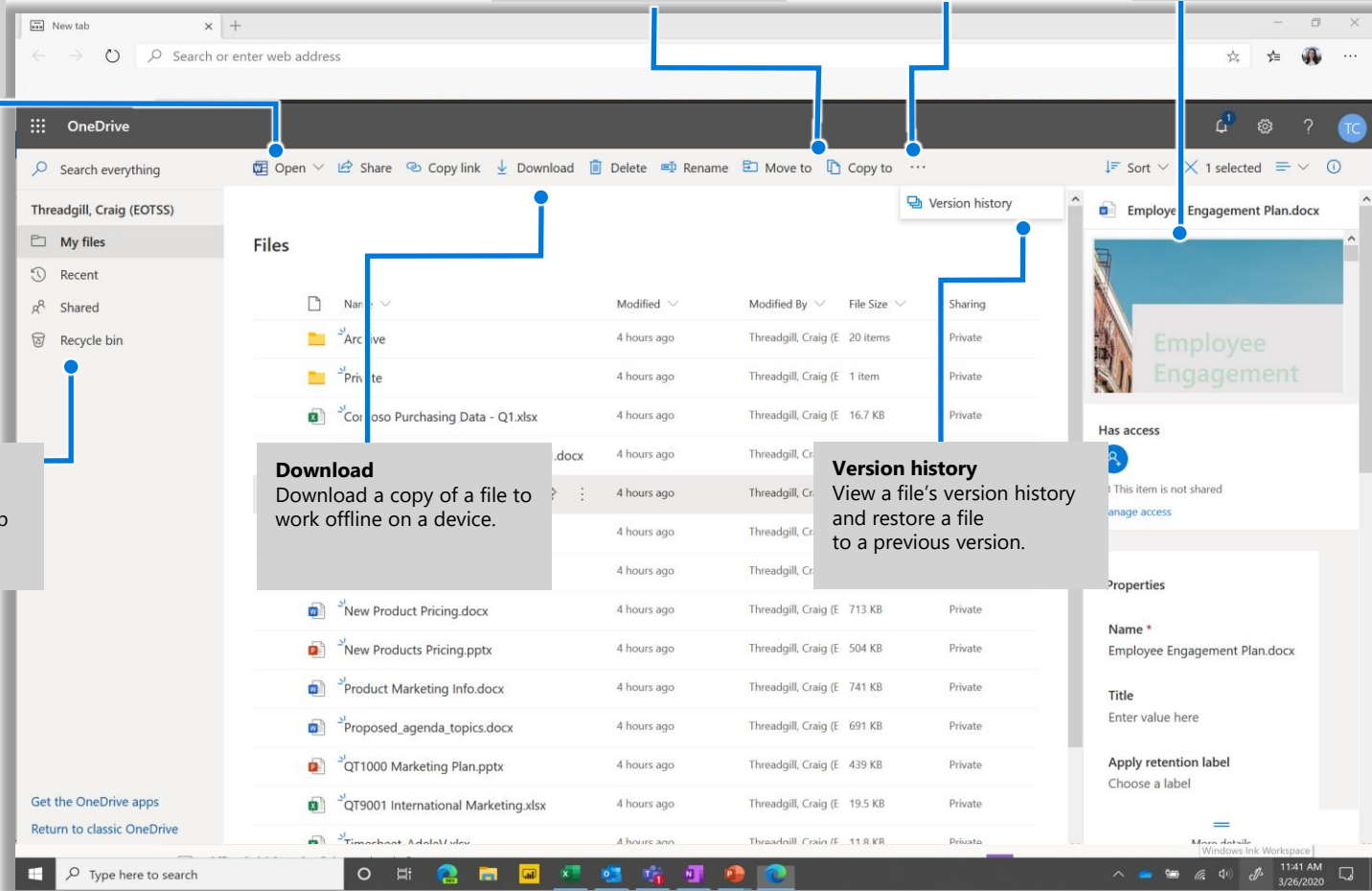
Recover files you've accidentally deleted for up to 3 months.

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.



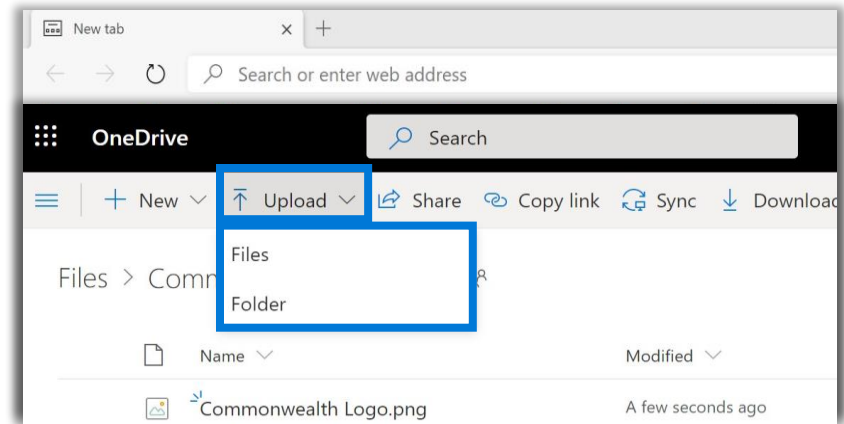
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Managing Files in OneDrive

Create or upload files and folders

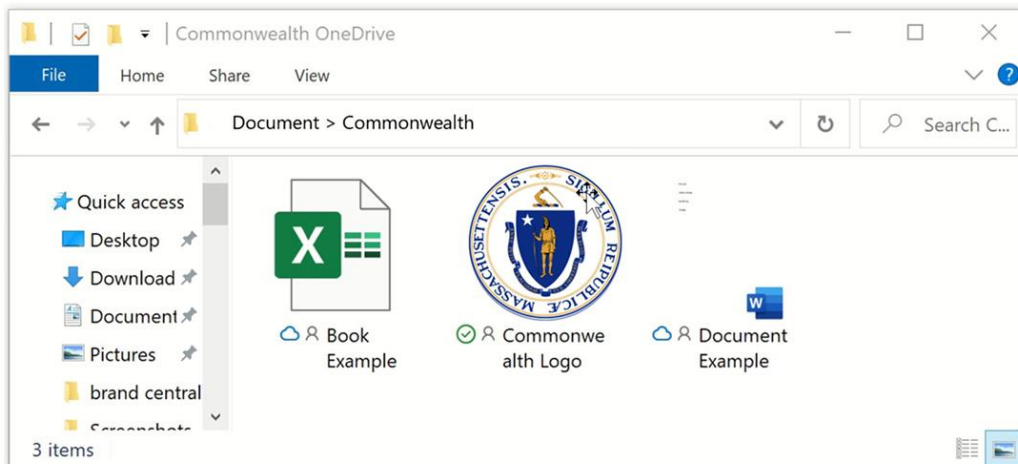
You can create **New** files and folders and upload existing files and folders from your device. In OneDrive, select **Upload** > **Files**.



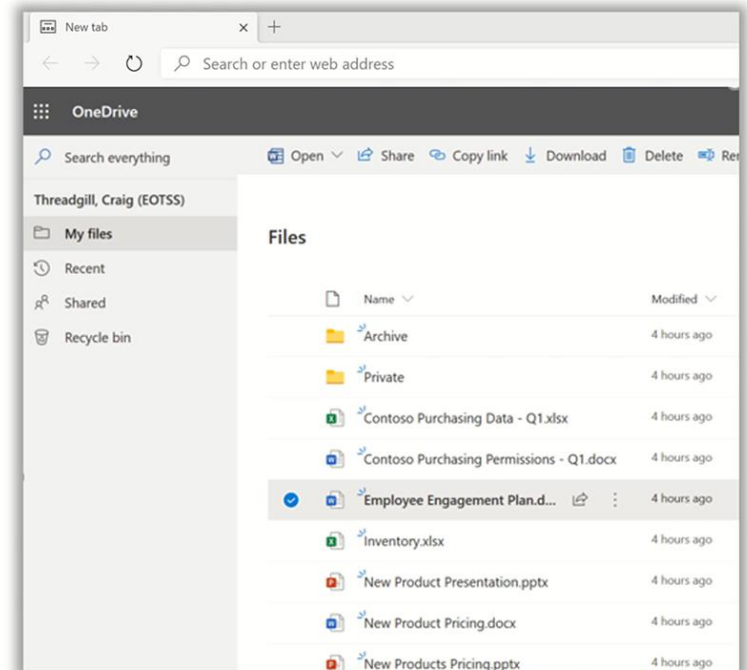
Drag and Drop files

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.



Drag and drop files directly into OneDrive



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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.

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.

Name	Modified	Modified By	File Size	Sharing
Archive	4 hours ago	Threadgill, Craig (E)	20 items	Private
Private	4 hours ago	Threadgill, Craig (E)	1 item	Private
Contoso Purchasing Data - Q1.xlsx	4 hours ago	Threadgill, Craig (E)	16.7 KB	Private
Contoso Purchasing Permissions - Q1.docx	4 hours ago	Threadgill, Craig (E)	26.3 KB	Private
Employee Engagement Plan.d...	4 hours ago	Threadgill, Craig (E)	730 KB	Private
Inventory.xlsx	4 hours ago	Threadgill, Craig (E)	10.6 KB	Private
New Product Presentation.pptx	4 hours ago	Threadgill, Craig (E)	480 KB	Private
New Product Pricing.docx	4 hours ago	Threadgill, Craig (E)	713 KB	Private
New Products Pricing.pptx	4 hours ago	Threadgill, Craig (E)	504 KB	Private
Product Marketing Info.docx	4 hours ago	Threadgill, Craig (E)	741 KB	Private
Proposed_agenda_topics.docx	4 hours ago	Threadgill, Craig (E)	691 KB	Private
QT1000 Marketing Plan.pptx	4 hours ago	Threadgill, Craig (E)	439 KB	Private
QT9001 International Marketing.xlsx	4 hours ago	Threadgill, Craig (E)	19.5 KB	Private
Timesheet ArleneV vlcx	4 hours ago	Threadgill, Craig (E)	11.8 KB	Private

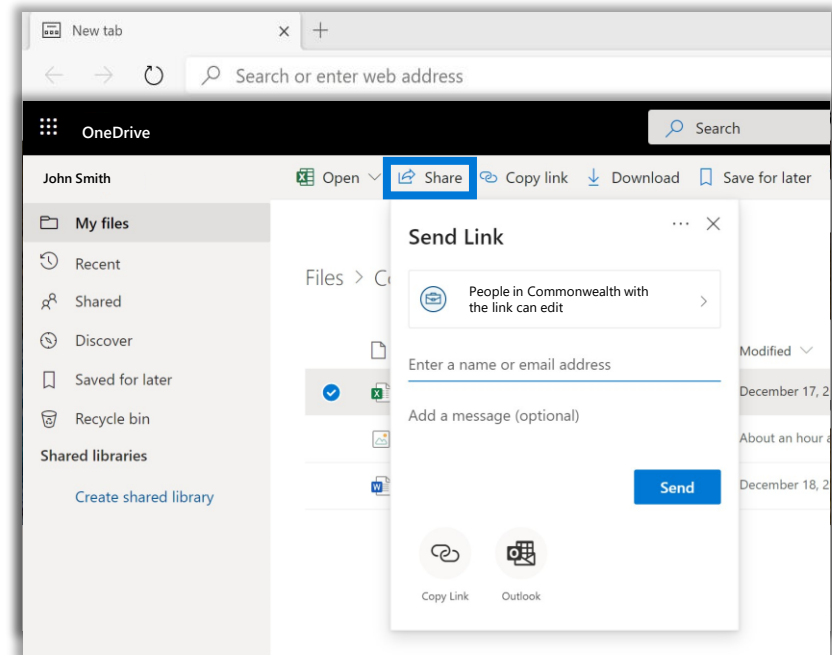
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Sharing in OneDrive

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.

