## UT THE UNIVERSITY OF TOJLEDO

### **One Drive Basics**

- > What is OneDrive?
- How to Access OneDrive?
- How to create an OneDrive file/folder
- How to upload folders into OneDrive
- How to share a OneDrive file or folder
- > How to delete/restore OneDrive file



### What is OneDrive?

• Save your files to OneDrive and access them from any device, anywhere.

• Create documents on your computer and edit on your laptop, phone, or tablet.

- Easily share files and photos with others.
- Collaborate on your Office documents at the same time.



### What is OneDrive cont.?

- Keep your files safe: If something happens to your device, you don't have to worry about losing your files or photos – they're in your OneDrive. And OneDrive is encrypted using SSL.
- Share files, folders, and photos. No more large email attachments or thumb drives.
- Active University of Toledo Students, Faculty and Staff are given 1TB of OneDrive storage



### How to Access OneDrive?

- 1. Log into your MyUT portal
- Select Outlook Web Access (for Faculty/Staff Exchange Users)
- 3. Log into your UT Email



4. Select the app launcher in the upper left hand corner and select OneDrive



### 

Sign in to office365.utoledo.edu and select OneDrive



### How to create an OneDrive file

Create a file in OneDrive

1. Select New and choose the type of file you want.



2. To rename the file, click the file name in the title bar, for example **Document**, and then type a name

	Word Online / Shackleford, Lauren > Documents							Document -		Saved
File	Home	Insert	Page Layout	References	Review	View	♀ Tell me wh	at you wa	ant to do	Edit in Word
5 2	Paste 🖋 Fo	ut opy ormat Painter	Calibri (Body) B I <u>U</u> ab	$\begin{array}{c} \bullet \\ \mathbf{x}_{2} \\ \mathbf{x}_{2} \\ \mathbf{x}_{2} \\ \mathbf{x}_{2} \\ \mathbf{x}_{3} \\ \mathbf{x}_{4} \\ \mathbf{x}_{5} \\ $	a° a° A⊘ <u>A</u> °		• '≣• ≣ ≣ ≣ ≣ ‡≣• ¶	>¶ ¶< ∽	AaBbCc Normal	AaBbCc A No Spacing
Undo	Clipb	oard		Font			Paragraph	۲ <u>م</u>		

## All changes are automatically saved in the Office online apps, so when you go back to OneDrive, your new file is already saved.



## How to create an OneDrive

### folder

Create folders in OneDrive

- 1. Select **New > Folder**.
- 2. Type a name for the folder and select **Create**.
- 3. Select the files you want and drag them into the folder.



Drag files here to upload



# How to upload file/folders into OneDrive

Upload folders in Google Chrome

- 1. Select **Upload > Folder**.
- 2. Select the folder.
- 3. Select Upload.

#### **Folder Upload View**

Browse For Folder								
Select Folder to Upload								
Nesktop								
D and the second sec								
b 🥦 Shackleford, Lauren								
D P Computer								
Network								
Test Folder								
Folder: Test Folder								
Lipload Cancel								



#### **File Upload View**





# How to share a OneDrive file or folder

Shackleford, Lauren

Private

1. With a file open or a file or folder selected, select **Share**.

A few seconds ago

- 2. If you are working on your desktop and the file hasn't been saved to OneDrive or SharePoint, select a location you want to upload your file.
- 3. Select the down arrow to choose permissions

for the link you will be sharing. Options include:

- Anyone (if your organization allows it)
- People in your organization
- Specific people

Test Folder





### How to share cont.

- 4. Select **Apply** to save the permissions.
- 5. Enter the name or email address of people you want to share with.
- 4. Type a message (optional).





Who would you like this link to work for? Learn more							
Anyone 🛈							
🖻 People in University of Toledo 🛛 🗸							
People with existing access							
(A) Specific people							
Other settings							
✓ Allow editing							
Apply Cancel							

### How to delete OneDrive file

**Delete files** 

- 1. Select the file or files you want to delete.
- 2. Select **Delete**. The files move to the **Recycle bin**.

Ŀ	Share	୍	b Copy link 🞍 Download	🗓 Delete	P3 I	Move to	🗅 Copy to	🖉 Rename		
Files										
		ŀ	Name $\smallsetminus$			Modified	$\downarrow \sim$	Modified By $\smallsetminus$	File Size $\smallsetminus$	Sharing
	0	1	Test Folder		:	A few sec	onds ago	Shackleford, Lauren		Private
		E.	Lshackl - U. Toledo H Driv	e		About an	hour ago	Shackleford, Lauren		Private
			Attachments			Sunday at	t 6:33 AM	Shackleford, Lauren		Private



### How to restore OneDrive file

### **Restore files**

- 1. Select the Recycle bin.
  - If you want all of your files back, select **Restore all items**.
  - Or, select only the files you want and click **Restore**.
- 2. The file is returned to its original location.





### Questions

University of Toledo Computer Center 2750 E. Rocket Drive MS 202 Toledo, OH 43606-3390 419-530-2400 UT Health Information Technology Dowling Hall 025 3000 Arlington Avenue MS 1079 Toledo, OH 43614 419-383-2400

ithelpdesk@utoledo.edu

