THE UNIVERSITY OF
TOLEDO

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

2. Select Outlook Web Access (for Faculty/Staff Exchange Users)

3. Log into your UT Email

   UT Email
   (Faculty / Staff)

4. Select the app launcher in the upper left hand corner

   and select OneDrive
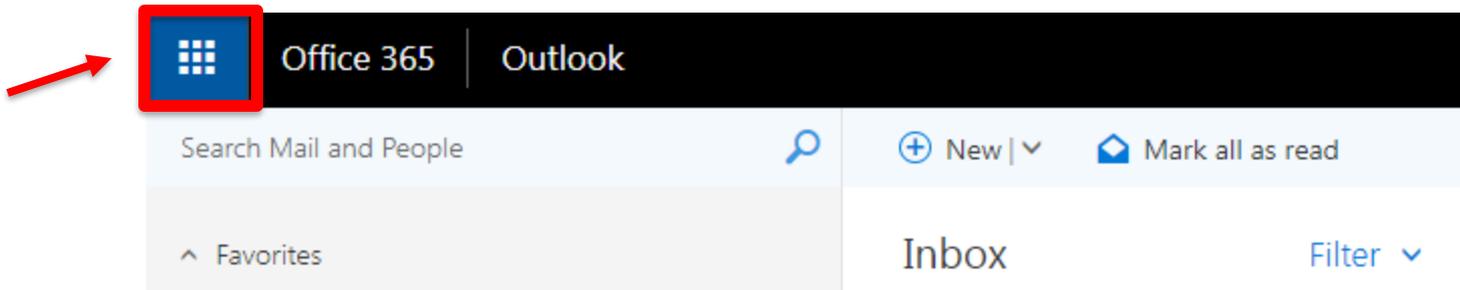
<u>OR</u>

Sign in to **<u>office365.utoledo.edu</u>** 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.
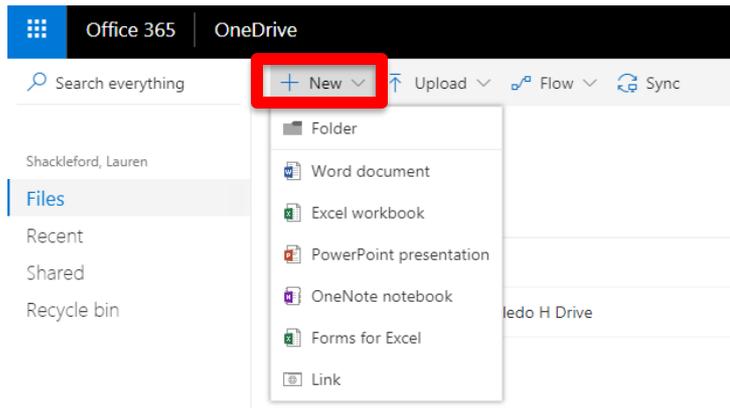
2. To rename the file, click the file name in the title bar, for example **Document**, and then type a name
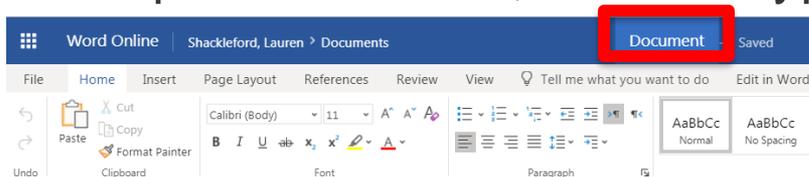
All changes are automatically saved in the Office online apps, so when you go back to OneDrive, your new file is already saved.

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.
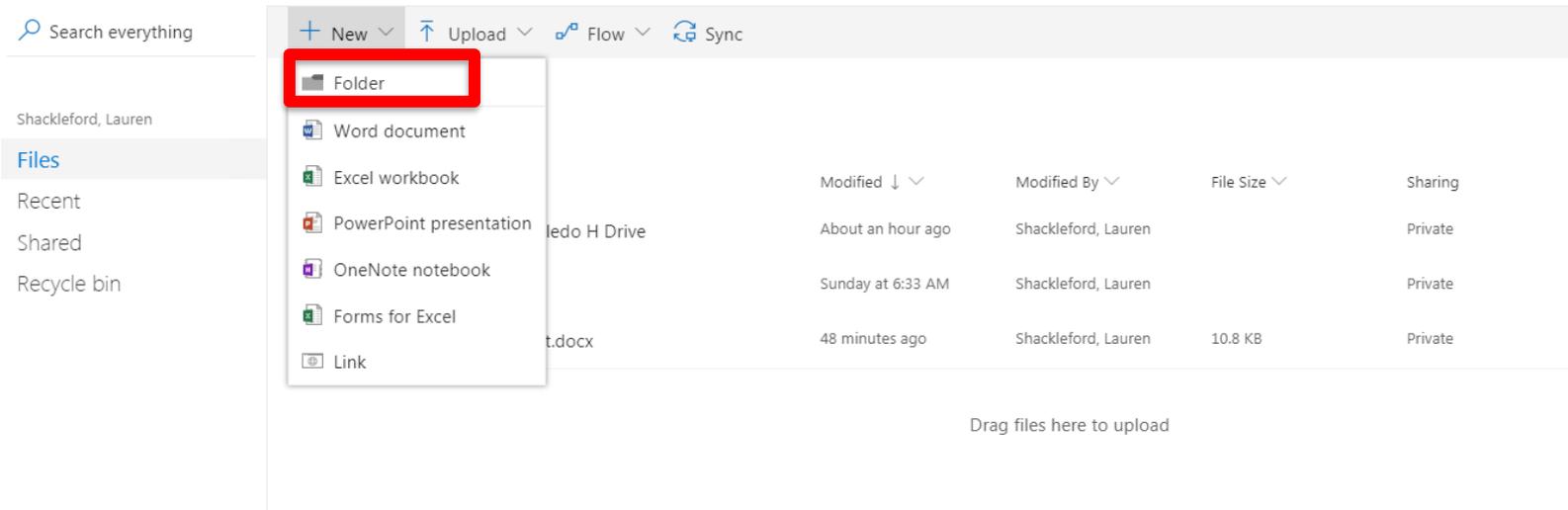
How to upload file/folders into OneDrive

Upload folders in Google Chrome

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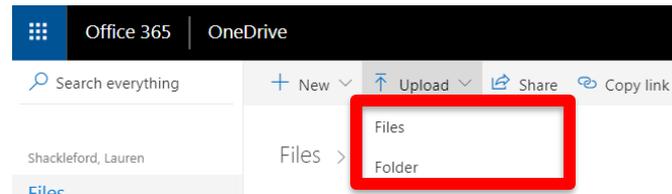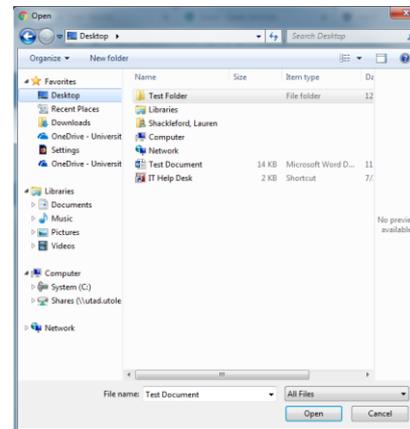
Folder Upload View

File Upload View
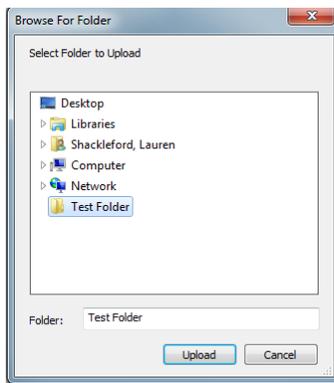
How to share a OneDrive file or folder

1. With a file open or a file or folder selected, select **Share**.
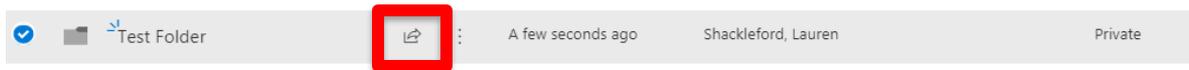
2. If you are working on your desktop and the file hasn't been saved to OneDrive or SharePoint, select a location you want to upload your file.
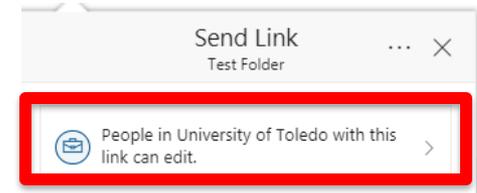
3. Select the down arrow to choose permissions for the link you will be sharing. Options include:

- **Anyone** (if your organization allows it)
- **People in your organization**
- **Specific people**
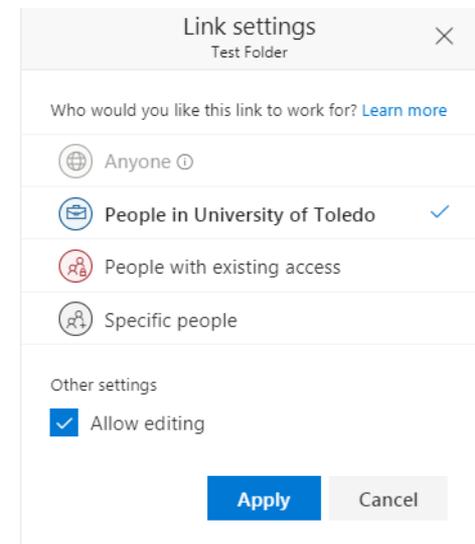
How to share cont.

4. Select **Apply** to save the permissions.
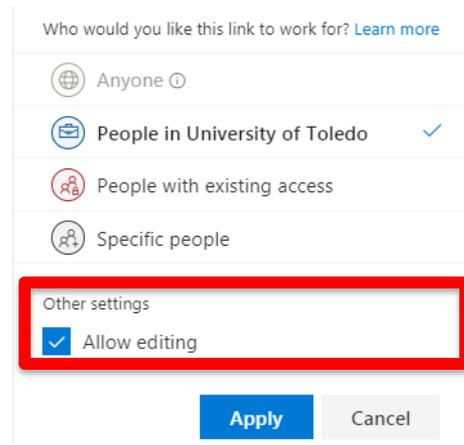
5. Enter the name or email address of people you want to share with.

4. Type a message (optional).

5. Select **Send**.

OR
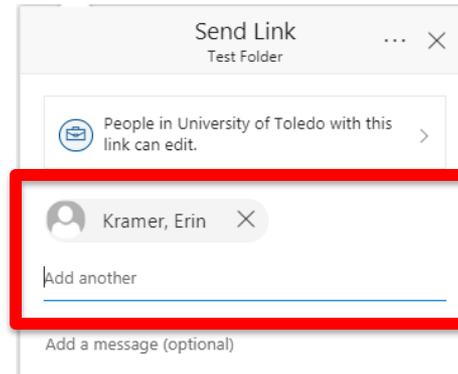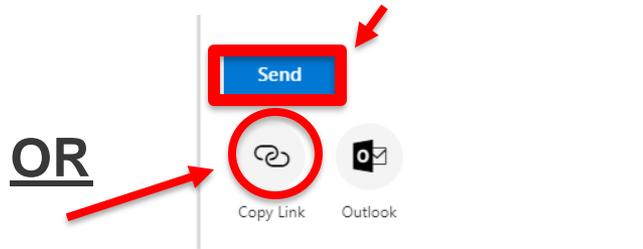
You can select **Copy Link** and send the link in an email or add it to a file.

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**.

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.
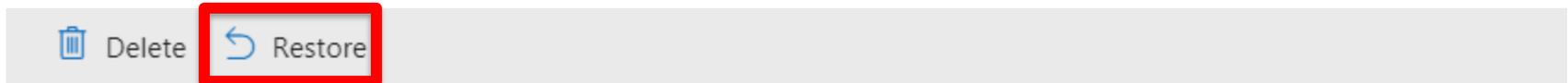
Questions

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