



Benefits of OneDrive

OneDrive is a personal, private area of cloud storage available to you as part of your Office 365 account. It has much the same function as a USB stick, but with some major advantages:

- You can access your OneDrive files from any internet-connected device – no need to save to USB.
- You cannot lose, break or spill coffee on your OneDrive – your content is secure.
- Sharing is integrated, easy and fully customisable – no more version confusion by having to e-mail documents back and forth for collaboration – everyone works on the same document. Decide whether to allow other to edit or only view and put a time limit on sharing access if appropriate.

Step 1:

Access your OneDrive through **MyDay** – visit myday.uwtsd.ac.uk and sign-in with your University account if prompted. Click on the **OneDrive** tile and your folders and files will display in OneDrive.

Step 2:

Identify the file you wish to share and hover your mouse over – click either the circle to the left of the item's name, or the three dots which appear just before the second column. Various options will appear (at the top of the file area if you clicked the circle, or as a drop down if you clicked the dots). Click **Share**.

Step 3:

A drop down entitled "**Send Link**" will appear. You now need to set the permissions – you will see that the default is "Anyone with the link can view and edit" – click this box to open "**Link Settings**" and see the options for setting your own permissions. Remember even if you send this to a specific person, if they forward your e-mail anyone who receives that link can view and edit your file. It is therefore usually advisable to set a more limited permission – either UWTSD only if many UWTSD account holders will need access, or named specific people if you want to maintain maximum control of access. If you choose either of these options you need to decide whether to allow editing by ticking/unticking the "**Allow editing**" box as appropriate. When ready click "Apply".

Step 4:

You will now be taken back to the initial "**Send Link**" box. Confirm you're happy with the permission level displayed and enter the e-mail address(es) of the person/people with whom you wish to share your file. They will receive a notification e-mail with a link to the shared file. To check who has access to a file in OneDrive, click on the final column of the file in the main OneDrive screen and you will see who has access and all recent activity.

