

OneDrive Notes

Notes by Gavin Kirby

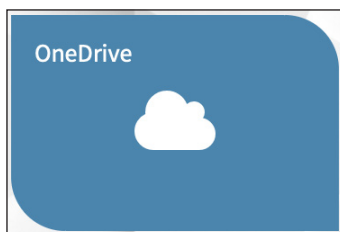
Microsoft OneDrive with UWTSD.

OneDrive is a cloud storage area (1TB) for files. These files are held in Microsoft's European storage facilities and are accessible by the Student via any web enabled PC. Files in your OneDrive can be kept private, shared with specific people or shared with everyone. Anything you place in your OneDrive is not automatically backed up by Information Services or Microsoft. If files on your OneDrive are deleted, they can only be recovered by you for up to 30 days.

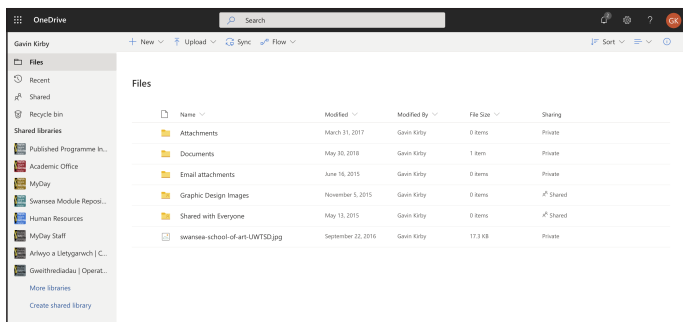
Accessing Your OneDrive.

The easiest way to access your OneDrive is via your MyDay home page (hwb.uwtsd.ac.uk). There are lot of other useful links from the MyDay home page that are worth exploring if you have not already done so.

1. Click on the OneDrive tile to gain access to your personal storage.



2. You may be asked to log in. If this happens use your student log in details to gain access.
3. Once you have logged in you should be presented with a list of default folders. The folders we will be focussing on are 'Shared with Everyone' and 'Documents'.



Shared with Everyone



Documents

Share with Everyone.

As the name suggests, this folder allows access a wide number of people. In fact, everyone except for external users can gain access to the files in this folder. You may not want everyone to have access to your files. If that is the case then just use the Documents folder.

Documents Folder.

The Documents folder is a more secure storage area where you have the ability to set Share values to specific files and folders.

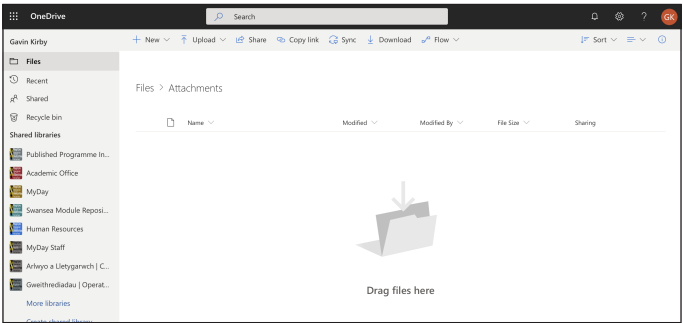
Uploading Files to OneDrive.

To upload your files to your OneDrive Documents folder it is as easy as Drag and Drop.

1. Click on the word ‘Documents’ to open the folder.



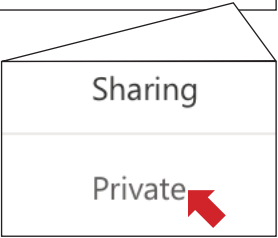
2. You will now see a large icon saying ‘Drag files here’. Find the files that you want to upload and simply drag them on to the OneDrive window.



It may take a few moments to upload your file or files. This depends on how large the files are and your network connection speed.

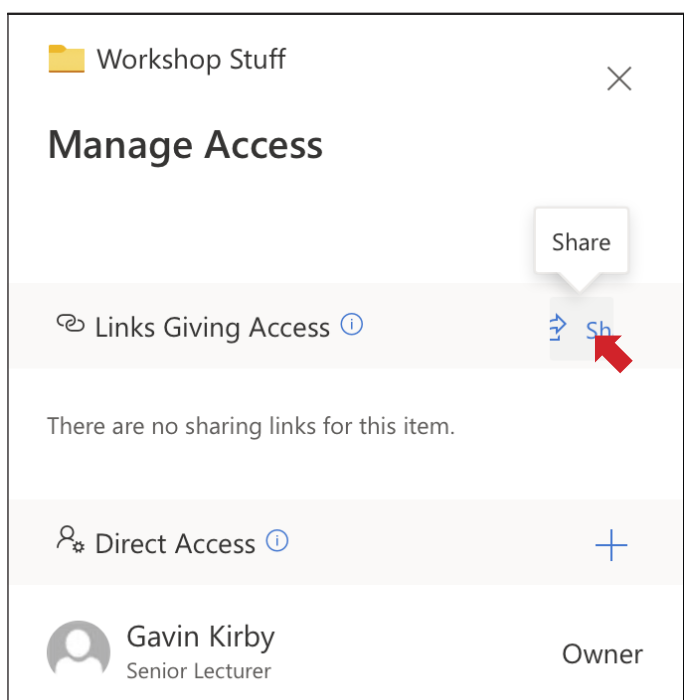
Name	Modified	Modified By	File Size	Sharing
Workshop Stuff	A few seconds ago	Gavin Kirby	0 items	Private

By default the uploaded folder is set to Private. To share this folder with a limited group of people or specific individuals you will need to edit the Sharing values.



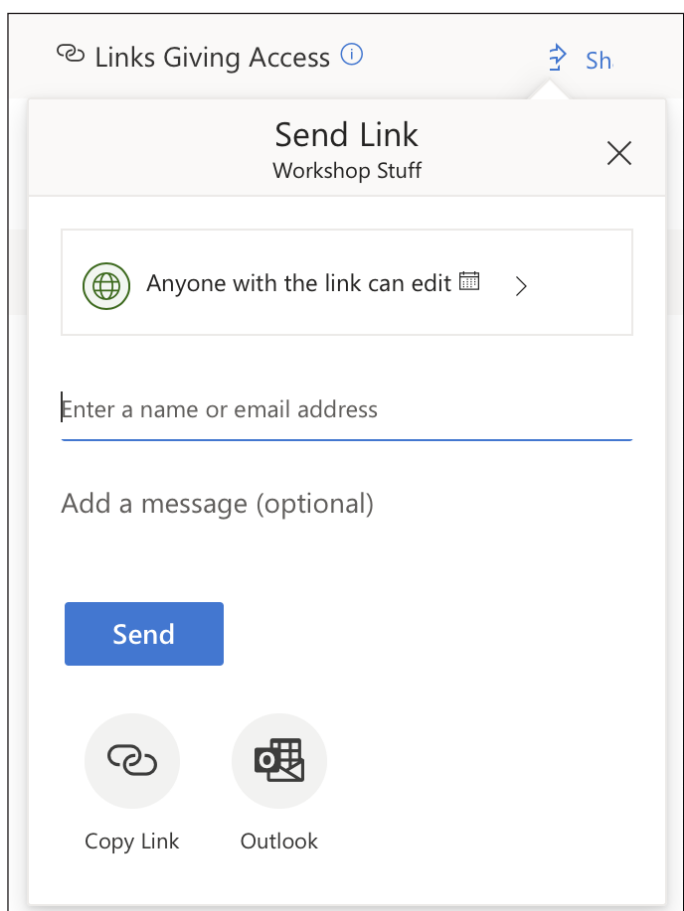
3. Click on the word ‘Private’ under the word ‘Sharing’. This will give you access to the various sharing values that you can edit.

4. Click next to the 'Links Giving Access'. The button may be clipped as per the image below.



5. In the Send Link panel that has now appeared you can choose how and who you want to share the file with. In this example it is set to 'Anyone with the link can edit'. Other options and settings are available.

To share the file with these default settings, enter the email address of the person you want to share the file with, add a message and then click send.



6. To alter the default settings, click on the 'Anyone with the link can edit'.

Links Giving Access ⓘ Sh

Link settings

Workshop Stuff

Who would you like this link to work for? [Learn more](#)

- ☒ **Anyone with the link** ✓
- ☐ People in University o...y Saint David with the link
- ☐ People with existing access
- ☐ Specific people

Other settings

☒ Allow editing

☐ Expires Thursday Mar 17 2022 ⓘ

☐ Set password

Apply Cancel

Here you can restrict it to only people in UWTSD, or Specific people. It is unlikely that you will need to use these settings when sharing work with your tutors as they are not likely to share the link you send them.

All shared links remain active for two years, this is the university default.

7. Once you have set all your share values you can click Apply and then Send.

The people that you have shared your work with will receive an email giving them access to the shared files.