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Microsoft OneDrive Quick Guide

TECHNOLOGY
ENHANCED LEARNING
UWTSD

Contents

Contents	1
What is OneDrive.....	2
Log in to OneDrive.....	2
Create a Folder.....	2
Drag files to OneDrive for Business.....	3
Upload files to OneDrive for Business	3
See your OneDrive files from other devices and locations.....	4
Save files to OneDrive for Business from an Office Document.....	4
Synchronizing your files.....	5
Sharing	6

What is OneDrive

OneDrive is an internet storage space where you can keep, share, and synchronise your files and then get to them from anywhere on virtually any device.

You can store all your pictures, videos, documents, and other files in OneDrive.

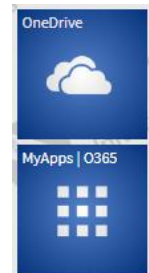
You can edit a document you create at home on a laptop at work and vice versa.

You can share these files with work colleagues to read only, to edit together or to edit and save on their own machines and their own OneDrive space.

Log in to OneDrive

You can find both OneDrive and O365 on Myday <https://uwtsd.mydaycloud.com>

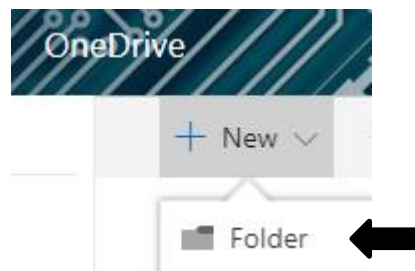
At the top of any page in Office 365, select **OneDrive**. Or select MyApps, and then select **OneDrive**.



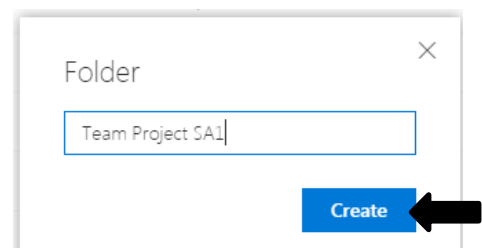
If off campus or on a mobile device you will be asked to login, use the usual ID and Password provided by the IT team.

Create a Folder

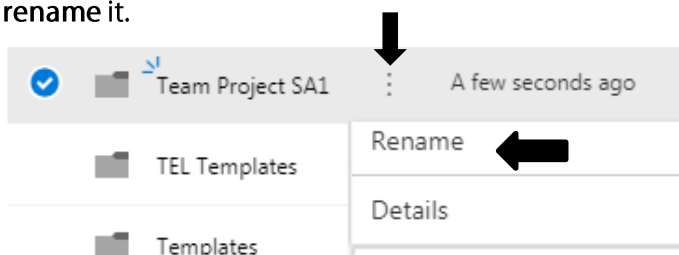
To Create a **new folder**, click "+ new" and select 'Folder' from the list.



Type a useful name so you can find it easier later. Click **Create**



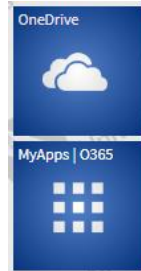
Right click the three dots near a file or folder name to **rename** it.



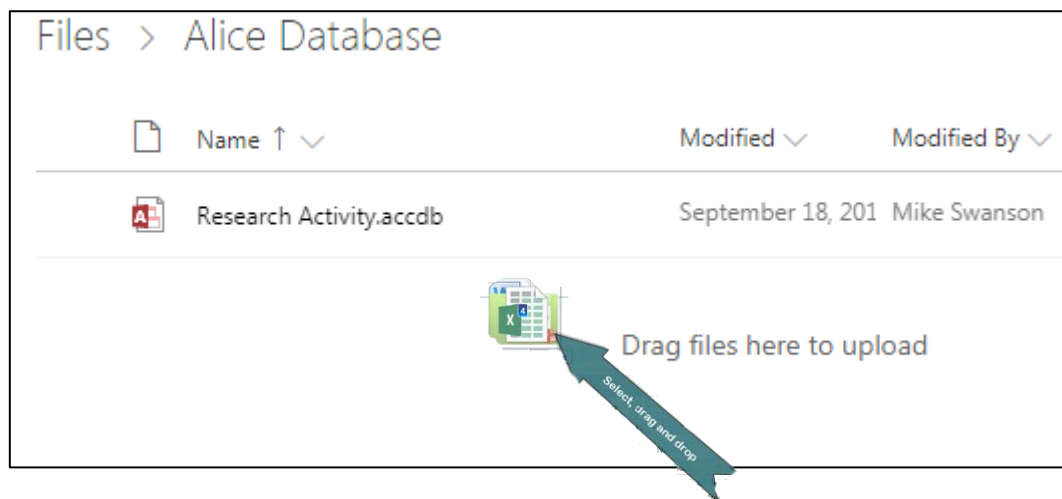
Drag files to OneDrive for Business

You can find both OneDrive and O365 on Myday <https://uwtsd.mydaycloud.com>

1. At the top of any page in Office 365, select **OneDrive**. Or select MyApps, and then select **OneDrive**.



2. Find the documents that you want to upload on your computer and drag them to the space in the folder where it says **drag files here to upload**.



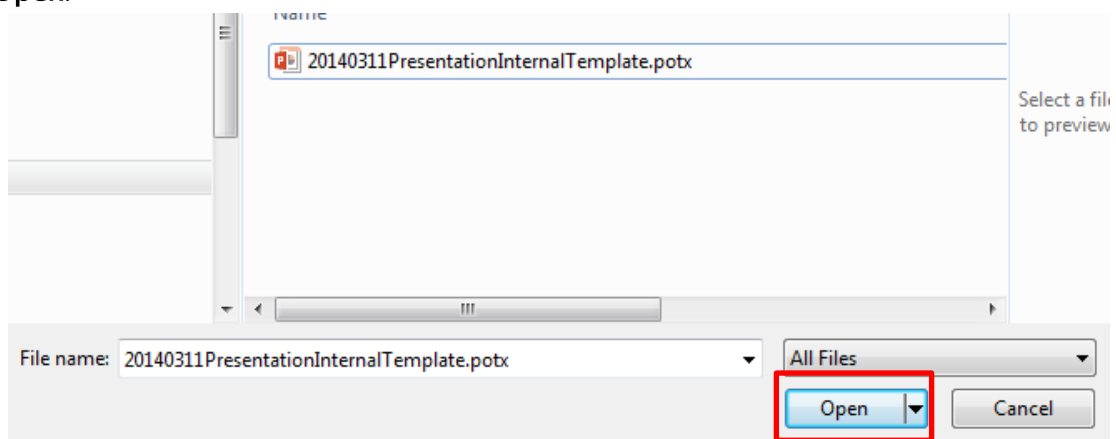
Upload files to OneDrive for Business

1. Instead of dragging files, select Upload.



Files > Lanschool 8

2. In the **Choose File to Upload** dialog box, select the files you want to upload, and then click **Open**.



Whichever method above you choose Files then appear with their name, date when they were last saved, name of the person who made that change, file size and any sharing information.

 Name ▾	Modified ↓ ▾	Modified By ▾	File Size ▾	Sharing
 LanSchool Librarian Starter Guide.pdf	January 19	Mike Swanson	1.20 MB	 Shared
 LanSchool Server-Client Migration G...	January 19	Mike Swanson	449 KB	 Shared

See your OneDrive files from other devices and locations

1. On any device (pc, Laptop, Tablet or Smartphone), sign in to [Office 365](#) with your organizational account (your staff email address and password).
2. At the top of any page in Office 365, select **OneDrive**

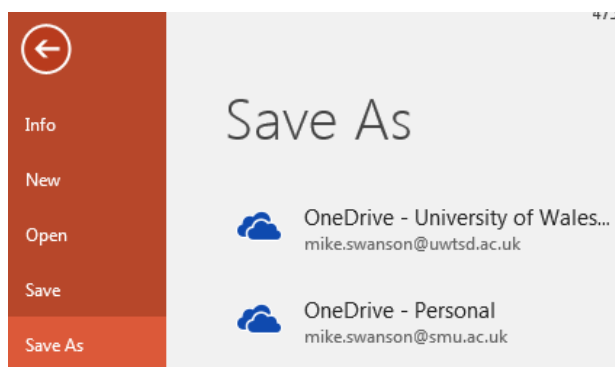
You will have similar options as when you are at work. Your device may need you to download and install other software to read some files.

You can also download the OneDrive for Business app for your device.

<https://onedrive.live.com/about/en-us/download/>

Save files to OneDrive for Business from an Office Document

From a document in an Office desktop app such as Word, Excel, or PowerPoint, click **File > Save As > OneDrive – University of Wales (TSD)**.



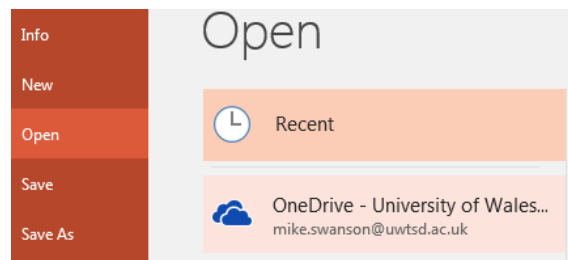
You can click to select a folder (if available) in which to save the file.



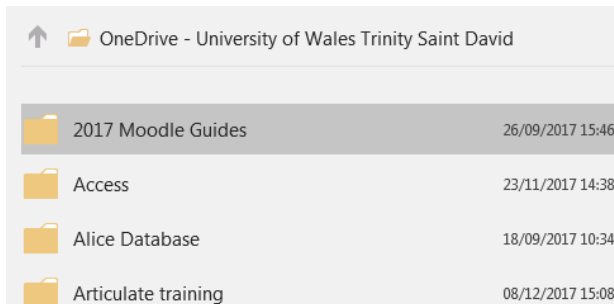
then click **SAVE**.

You can do this in reverse to open an Office document without opening OneDrive

1. In an Office desktop app such as Word, Excel, or PowerPoint, click **File > Open > OneDrive - University of Wales (TSD)**.



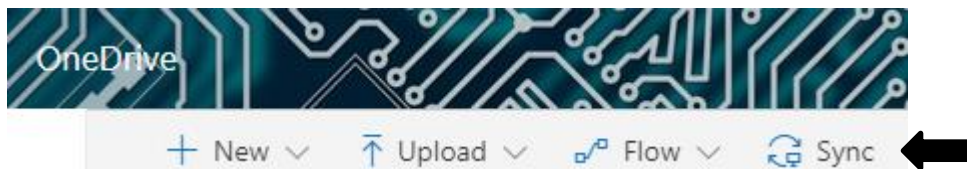
2. Your OneDrive folders will be shown.



3. Browse to the file you want and then click it to **Open**.

Synchronizing your files

OneDrive has an option to Synchronize files so that you can work on Documents and have them saved to both your pc and OneDrive so they are the same file in each location.



Currently this tool copies all of your OneDrive folders to your device into a new folder and when you delete a file, it is deleted from OneDrive also.

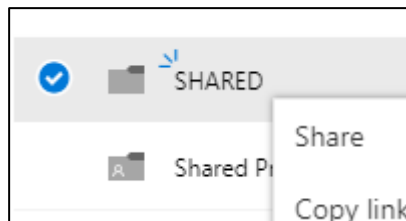
A new version of the Sync tool is available in Windows 10 and we will update this guide and provide further advice following the University wide upgrade to Windows 10 currently in progress.

Sharing

Your files are private unless you decide to share them. To share files easily with everyone in your organization, drag them into your **Shared** folder.

Better yet, create a 'Shared' folder of your own in the files area and place any files you wish to share with others in that one folder.

To share a file, right click the name and select/click **share**



Then choose the permission set as follows.

Anyone: anyone with the link can access this file

People in UWTSD, only those with a login can access the file

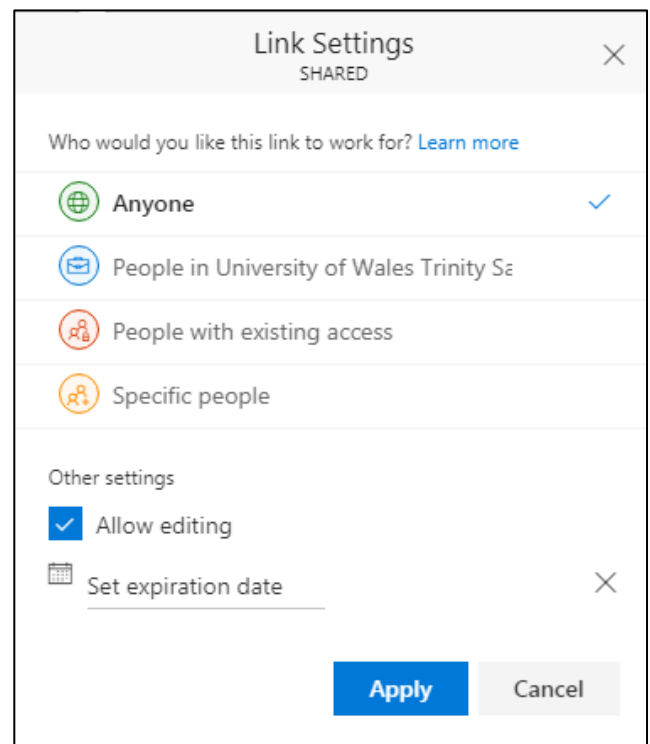
People with existing access, for **Teams** users

Specific people allows you to invite users with email.

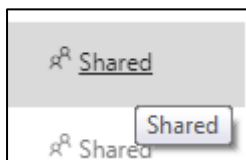
Uncheck the **allow editing** box if you only wish these users to be able to **read** the file.

You can set a date when these permissions expire.

Click apply to set the permissions.



The **shared** logo and text will appear on the file name in OneDrive



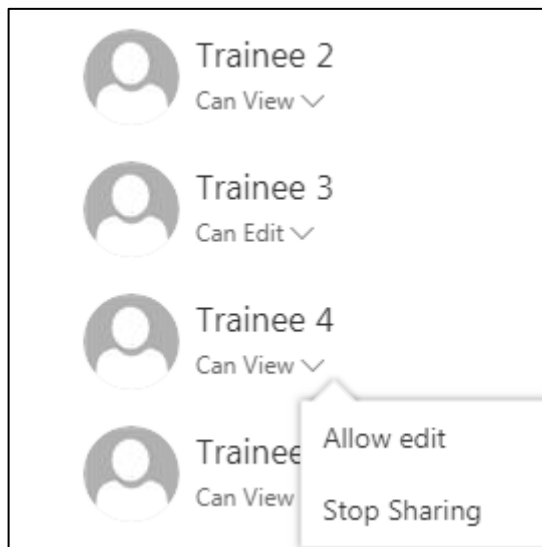
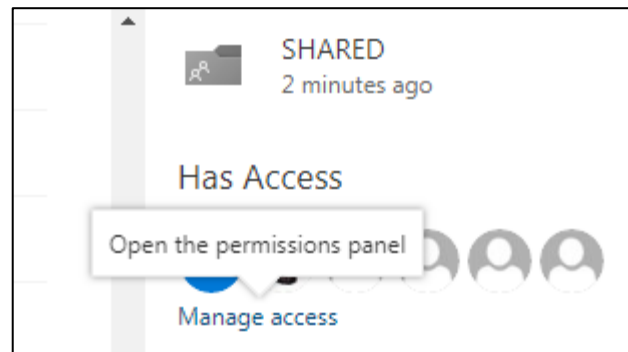
You can click this text to open the permissions window again to review and edit which users have permission to access this file.

See continuation on next page.

A panel will open on the right side of the window showing which users have access.

Hover over the ID icons to see the named of each user. Click the blue **add people** icon to add a new user to this share.

Click the **manage access** text to edit existing shares.



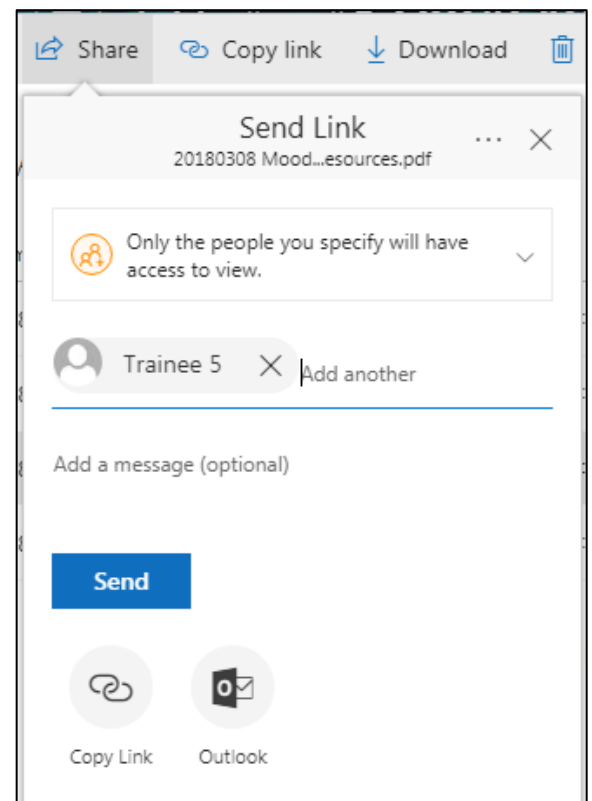
From this panel, using the drop down menu you can change a share from just view, where a user can only read the file, to **allow edit** where a user can read and edit the file, both online and on their own device.

Click **stop sharing** to end that users permissions to access the file.

When you click the **Share** text or icon  you can send a link to a person or group that they can use to access the folder or document. Just enter their name or email address, optionally type a message, and click **Send**.

Copy Link creates a link that you can send to other users or paste into a document or Moodle page that allows access to the file to permitted users.

The Outlook button creates an email with the link in the message body that you can send to permitted users.



Some content Adapted from 47597-CourseDeck @ [Office 365 Learning Center](#)