



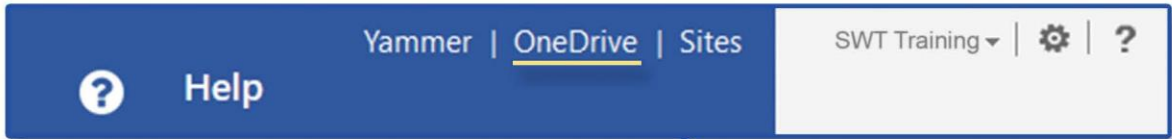
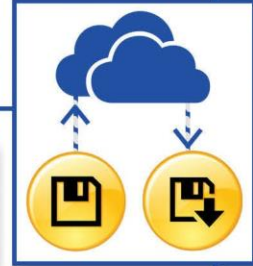
Getting the MOST Out of Microsoft OneDrive

w/ Rhett Reswik
Software/Systems Trainer
reswik@dcccd.edu



So, what is OneDrive?

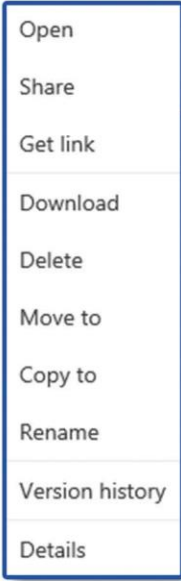
- **OneDrive** is a **cloud-based** storage platform that can be used to store **1TB** of files, linked to your **DCCCD email account**.
- As an **Office 365 product**, files/information you **save in one physical location** (and uploaded to the cloud/OneDrive), **can be accessed at another location** (i.e. save on one device, edit with another, without the need of a flash drive).



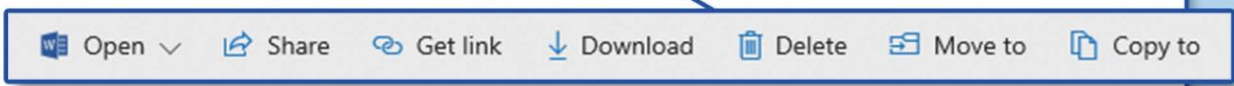
- **To access** your OneDrive storage, you can:
 - go to **myPortal.dcccd.edu**, selecting the **OneDrive** link at the **top right** of your page.
 - go to the **Tools** section on **myPortal**, selecting the **OneDrive Document Storage** link.
 - access the **File Explorer** (on your Windows desktop), choosing the OneDrive option labeled as: **OneDrive - Dallas County Community College District**.
 - go to **https://onedrive.live.com**, and log-in accordingly.

Browser Application - TOP 10 “Things you should know”

- To access your **storage status**, click the **Settings Gear** at the top right, followed by **Site Settings > Storage Metrics**.
- With the OneDrive tab active in your browser, type a “?” to see a list of available **shortcuts**.



- Right-clicking** on a file, will give you a list of **commands/options** (Depending on the file type, you may see: Open, Share, Get link, Download, Delete, Move to, Copy to, Rename, Version history, Details, etc.).
- Or (in reference to #3), you can **single-click on a file** to pull up similar **commands/options** in the top menu bar.



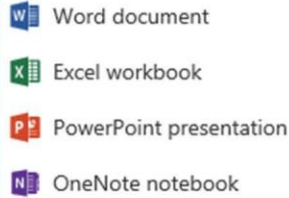
- When deleting (in the browser version), there are **TWO** recycle bins. You'll see the **Second-stage recycle bin link** at the bottom of the reg. **Recycle Bin**.
- The **i** icon will give you **detail information** about a specific file.
- You may see **Sharepoint** in the browser address bar, as **OneDrive for Business** uses the **same library** source.
- For **personal use**, you can create a OneDrive account with **5GB** of free storage (4/1/17).
- When **sorting columns**, OneDrive will sort **Folders first**, with the other file types below.
- You can **synchronously edit** an Office document/file in OneDrive (details on next page)...

Getting the Most Out of Microsoft OneDrive (continued)...

Working Synchronously

Although you can download/start a file for collaboration on your local computer, **starting in OneDrive (through your browser)** may be your **easiest option**.

By selecting **New** on your **OneDrive homepage**, you will see this corresponding list:



Choose the file you'd like to work with, then locate the **Share** icon in the top right of your browser. The icon will look different based on whether the file is:

Brand New



Work-in-progress



After choosing "**Share**," the following window will appear:

Only shared with you

Invite people

Get a link

Shared with

Enter names or email addresses...

Can edit

Include a personal message with this invitation (Optional).

Require sign-in

Using the navigation menu on the left, you can:

Invite people

- By email address, or contacts
- Designate **permissions** (can edit vs. can view)
- Require sign-in, if sensitive info

Get a link

- FIVE types of links are provided for sharing (based on **permissions**)

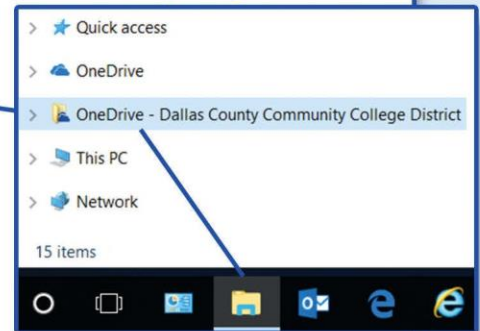
See who the item is **Shared with**

- Designate whether to **STOP SHARING**
- **EMAIL EVERYONE** the file is shared with

On the Windows Desktop...

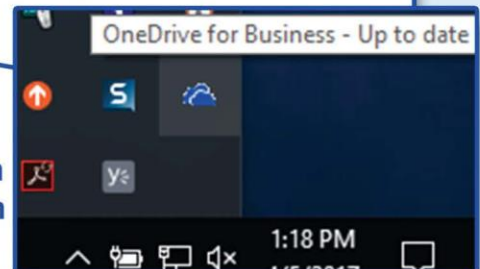
To access your **local files**, open your **File Explorer**, and

choose the **OneDrive** offering that has the full **DCCCD** name attached to it.

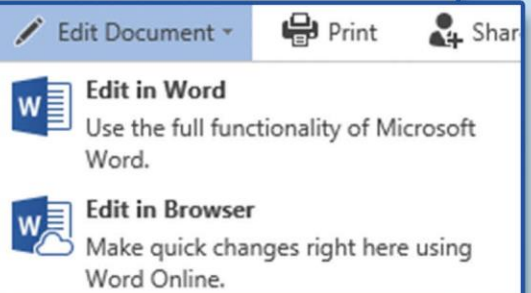


The option that lists OneDrive alone, is for a **personal** account.

You can also access your OneDrive via the **cloud icon** in your **system tray** (bottom right of your desktop) (right-click for **sync** options).



Back to the Browser...



When choosing to **collaborate** and edit one of the provided **Office** formats (Word, Excel, PowerPoint, or OneNote), it is recommended that both/all parties **choose to Edit in Browser**, for (quickest) realtime response.

Web-based Shortcuts

With an item selected (type "?" to see all):

i = Details

F2 = Rename

s = Share

Space = Toggle

Esc = Deselect

Delete = Delete

Enter = Open/Download

↑↓→← = Navigate from/within selection