

# OneDrive for Business

## User Guide

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## 2. OneDrive for Business and Office365

OneDrive for Business is a file storage system with online editing for Microsoft office documents and is part of Microsoft Office365. Thiel College provide staff and students access to Microsoft Office 365 with their university accounts. This includes:

- OneDrive for Business – 1TB of cloud based storage with the facility to edit documents online and share documents with anyone
- Office 365 Pro Plus – full versions of Microsoft Office 365 Pro Plus to install on your own devices (PC, Mac, tablet and mobile)



OneDrive for Business can be utilised in many different ways. It can be used as a simple store for documents, by mobile workers as a way to access files from any location on any device, or as a collaboration tool to share and jointly work on documents.

Access to files can be in a web browser, directly in office 2016 or above, in windows explorer, in the office apps for iPads, iPhones and android tablets, or synchronised with a folder on a windows PC.

For the best experience it is recommended computers not used for Group Dynamics

should upgrade to Office 2016 via the software centre (do not

download and install office 365 on university computer due to licence restrictions)

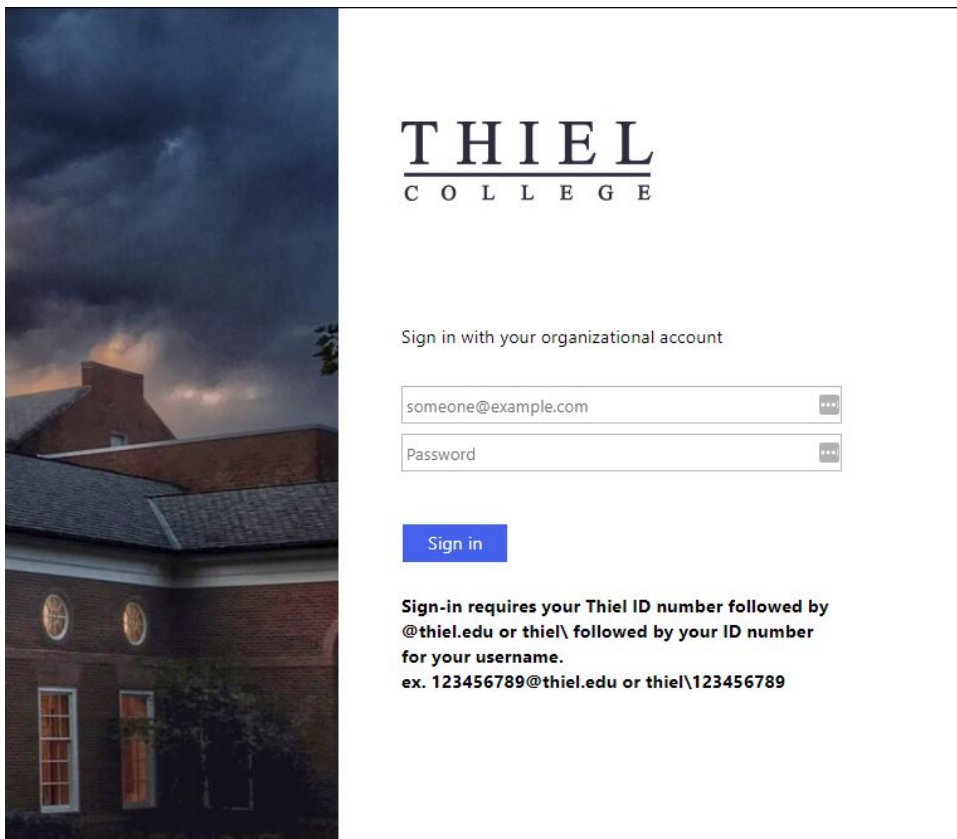
The College recommends the use of our central file servers (J or L drive) or “OneDrive for Business” as the preferred location for storing files that are actively being worked upon. Due to the large storage capacity, OneDrive for business is also suitable for storage of historic documents. Local hard drives, 3<sup>rd</sup> party cloud providers or USB devices should only be used to store users own files or temporary storage, and should not be used to store confidential files.

## 3. Signing in

To access OneDrive and the download for Office 365 Pro Plus sign in by going to:

<https://webmail.thiel.edu>

On campus Internet Explorer and Google Chrome should sign staff in automatically. When off-site or using other browsers sign in with your university username and password.

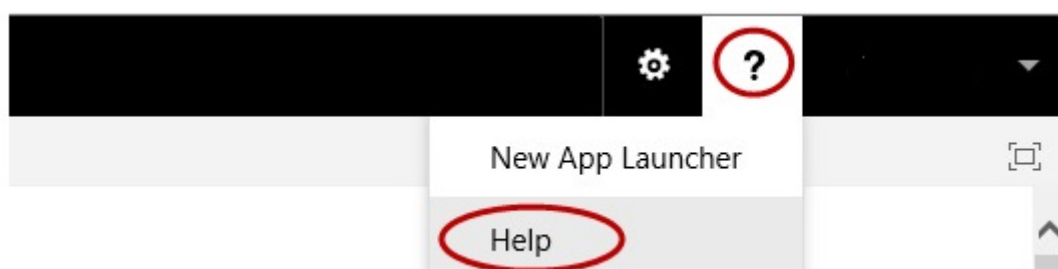


Sign-in with: *username*@thiel.edu or thiel\*username*

*Note that all office 365 logons will work with “username@thiel.edu” username format and if you encounter any logon issues for any of the office 365 products, it is recommended that you use this format.*

## 4. Help

To access the help feature click on the ? in the top right hand corner on any page. The help is relevant to the feature you are currently accessing.



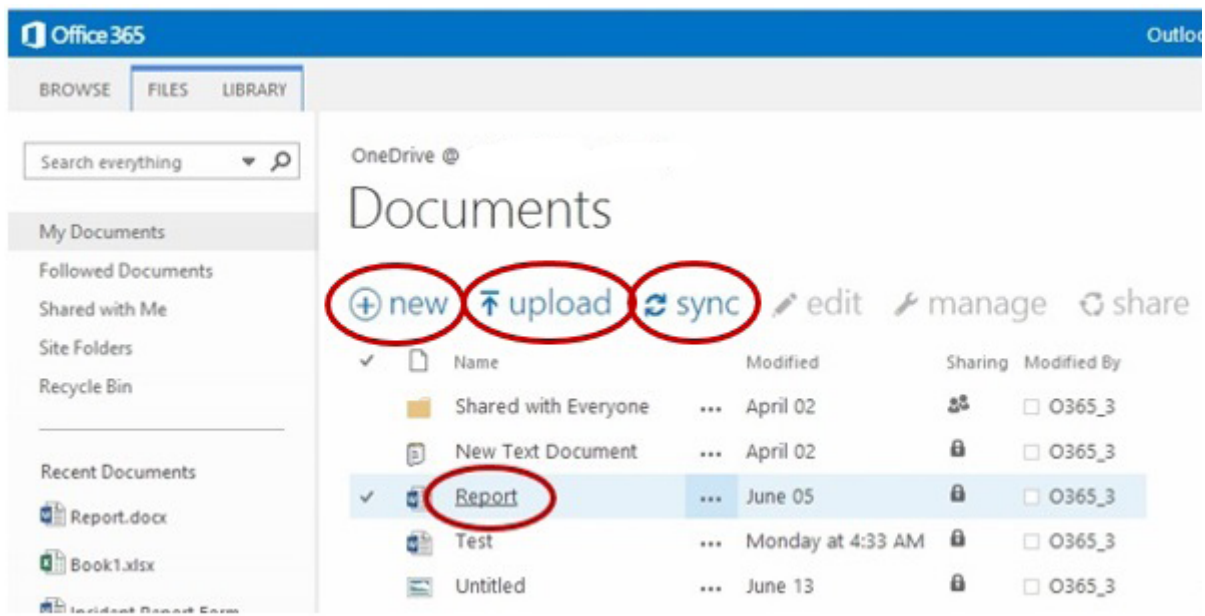
## 5. OneDrive

OneDrive can be accessed either by clicking the OneDrive tile on the Office365 homepage or by clicking the grid icon in the top left hand corner of the menu bar.



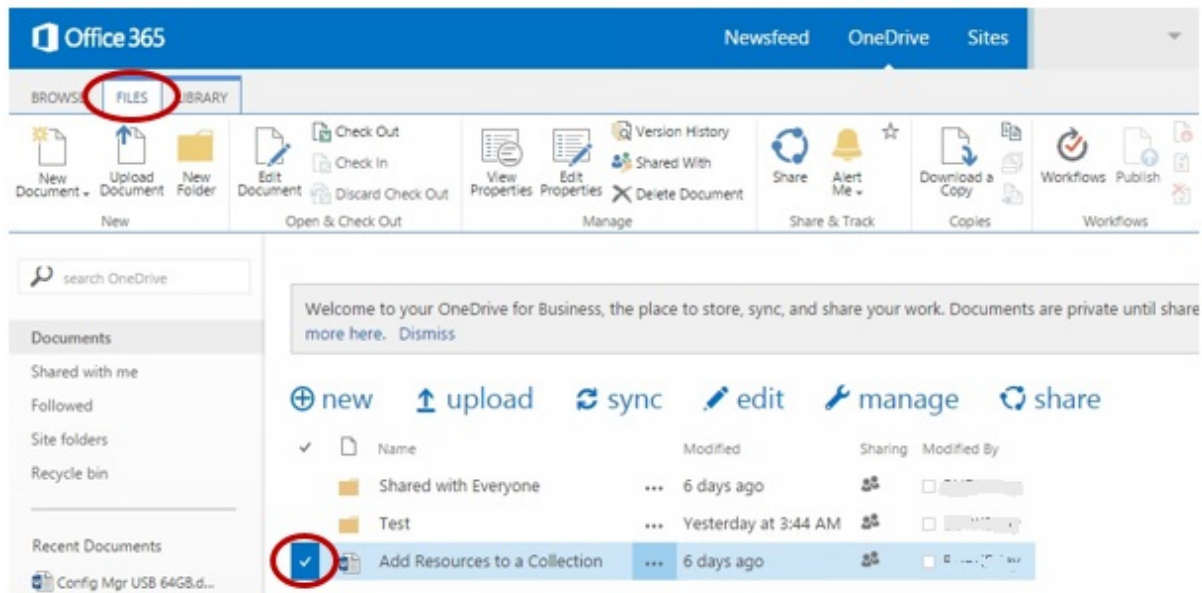
## 5.1 Create, Upload, Sync and Preview Documents

- To create a new document or folder click +New.
- To upload a document from your computer to OneDrive click Upload and browse to the file(s)
- To sync OneDrive with a folder on your computer click Sync. Use of the sync button installs software to download and keep up to date all files from OneDrive, the client is installed on all college machine. Details for configuring OneDrive sync are found in section 6.3
- To preview a document click on its name

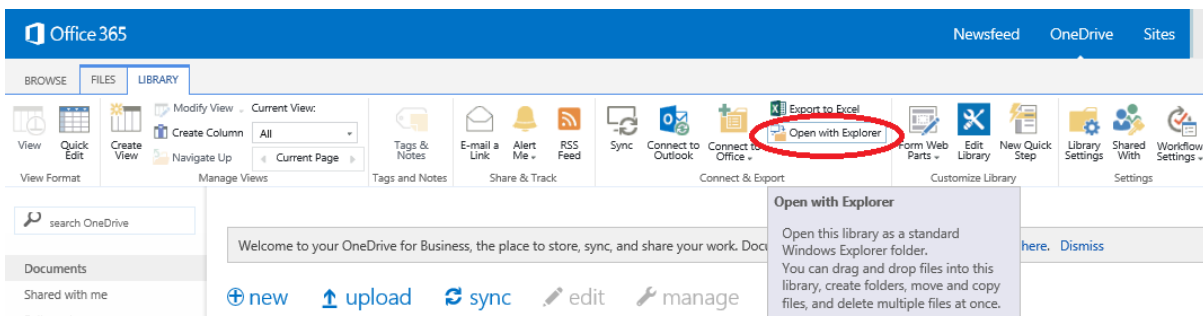


## 5.2 Advanced Options

Selecting a document by ticking it just to the left of its name and then choosing the 'Files' tab presents an array of advanced options in the ribbon.

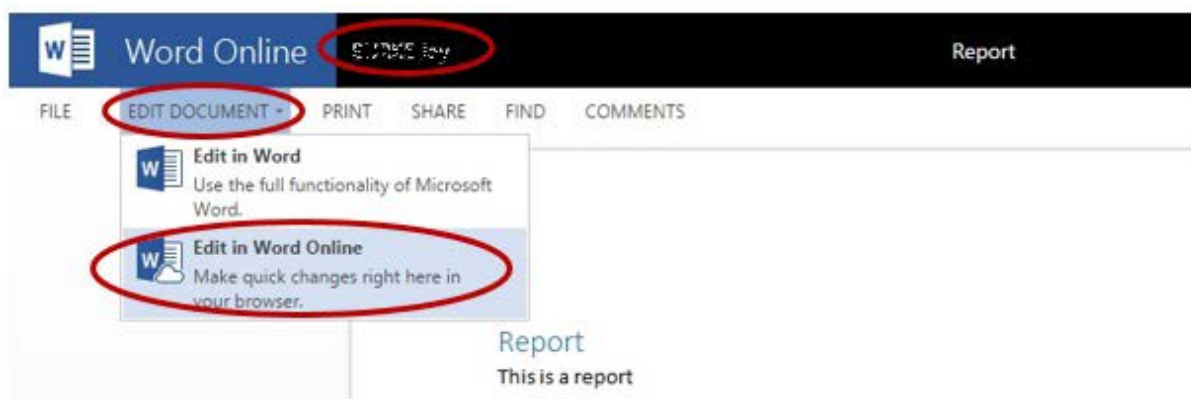


You can use the advanced options to browse one drive documents in Window Explorer if you are using the Internet Explorer web browser. From the ribbon bar select the “Library” tab and the “Open in Explorer” option.



### 5.3 Edit a Document Online

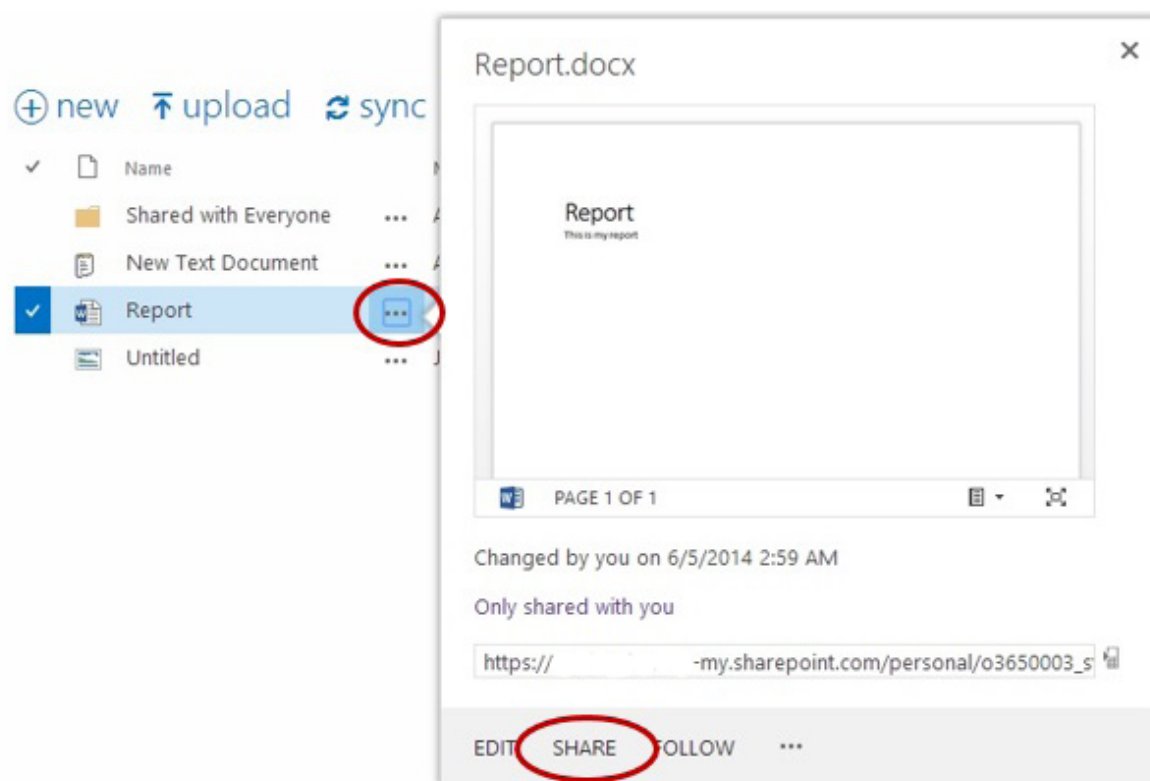
Preview a document by clicking its name and then from the menu choose EDIT DOCUMENT and then ‘Edit in Word Online’.



When editing a document online the changes are automatically saved. To return to Office365 click on your username in the title bar.

#### 5.4 Share a Document

To share a document click the ellipses (...) next to the document to open its callout window and then click Share.



In the Share dialogue box on the Invite people tab, type names or email addresses of people in your organization, or type Everyone.

If sharing with internal members of staff you may only need to type a few letters before you see the person you want. Select the person to add them to the box. For external people enter their full email address.

Select whether you want to grant edit or view permission to invitees.

If you want, type a message to be included with an email that's sent to all invitees. The email includes a link to the shared document.

### 5.5 Get a Link to Share a Document

On the share dialogue box the Get a link tab provides direct access to web links for sharing a document. Use these if you wish to embed a link to a shared document in a separate email or document that you are composing elsewhere.

### 5.6 Share a folder

When you share a folder, you automatically share all items in that folder. Sharing a folder provides a quick way to share many documents with other people at once, and saves you the trouble of sharing the documents one at a time.

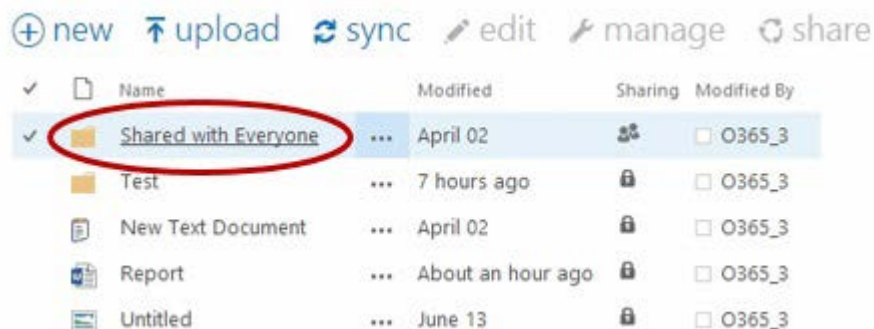
Create the new folder by clicking +New.

Follow the same procedure described above for sharing a document.



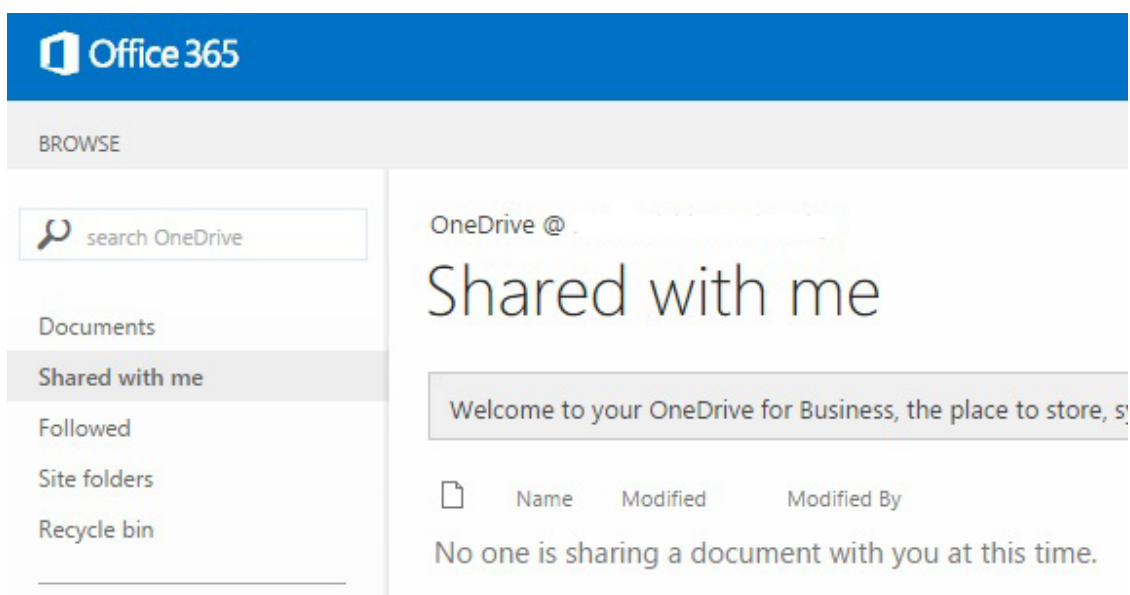
## 5.7 Quickly Share a Document with Everyone

You are automatically setup with a folder called Shared with Everyone. To quickly share a document with everyone simply drag the document into this folder.



## 5.8 View Documents which have been Shared with You

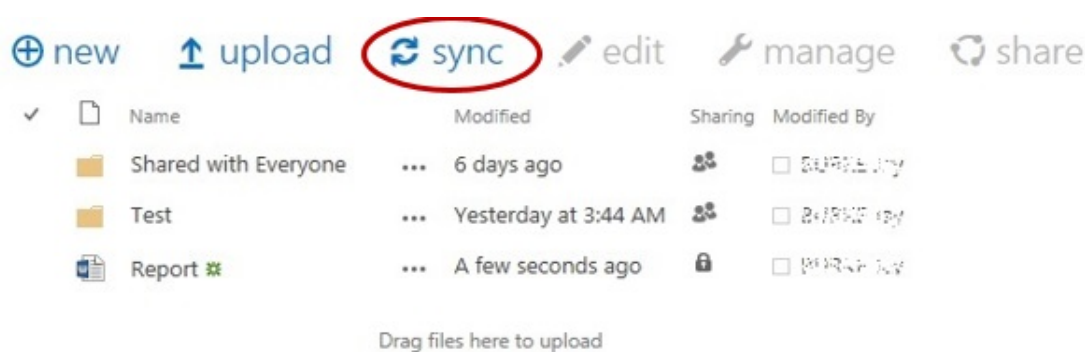
To view documents which other users have shared with you choose 'Shared with me' from the left hand menu



## 5.9 Sync OneDrive Files to your Computer

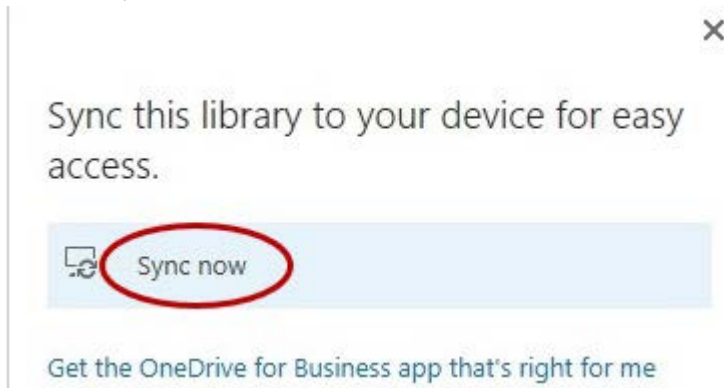
You may wish to sync OneDrive files to your computer to easily access them from your file explorer window. **College computers** should already have the OneDrive for Business sync app preinstalled but if you need to install it at home see the guidance later in this document.

To sync your OneDrive file choose 'Sync'

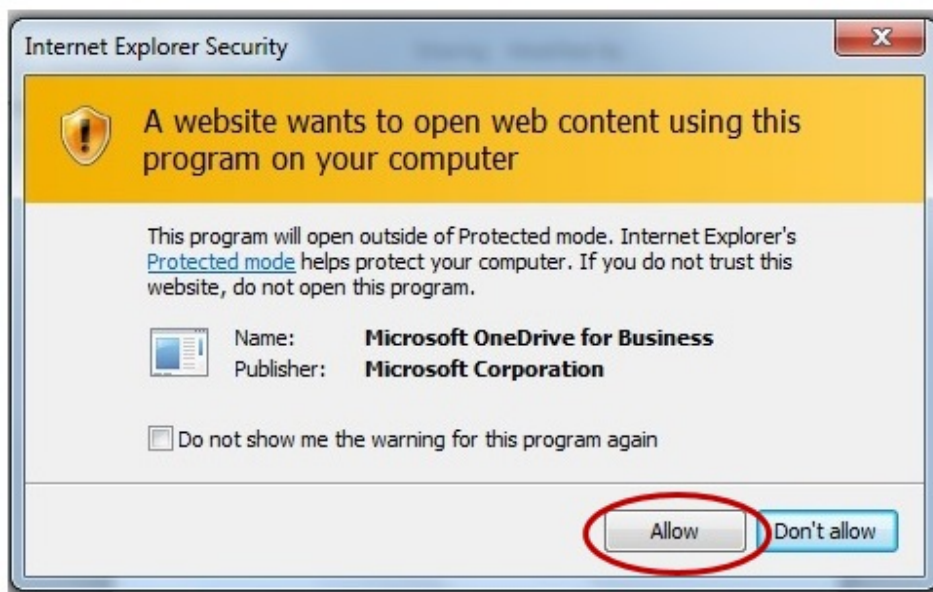




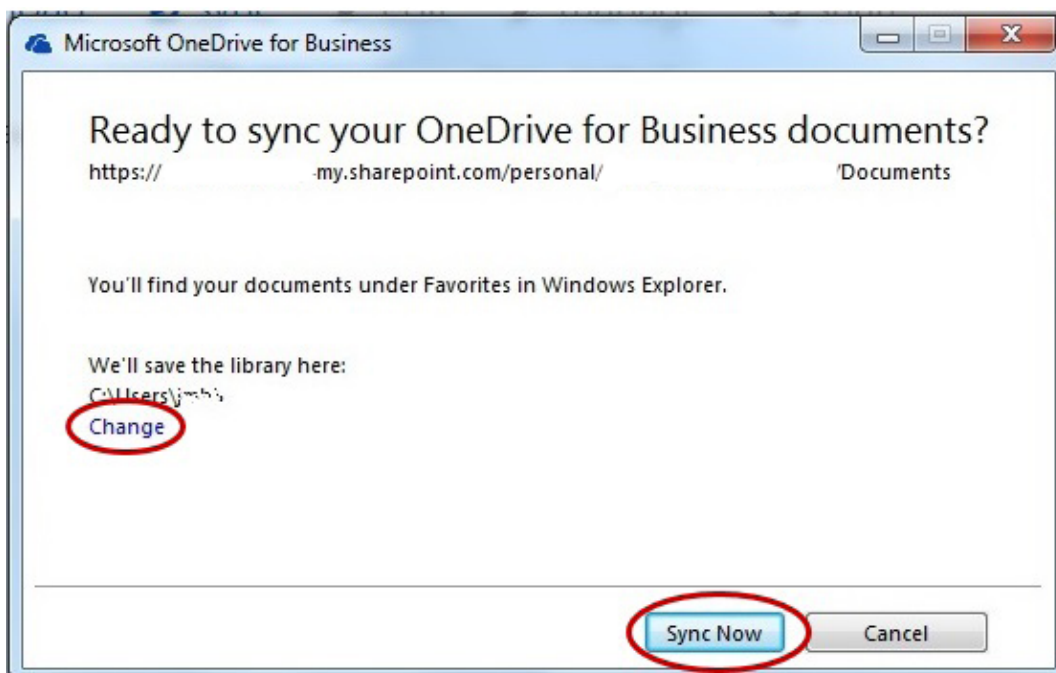
Choose 'Sync now'



Click 'Allow' if you get a security warning

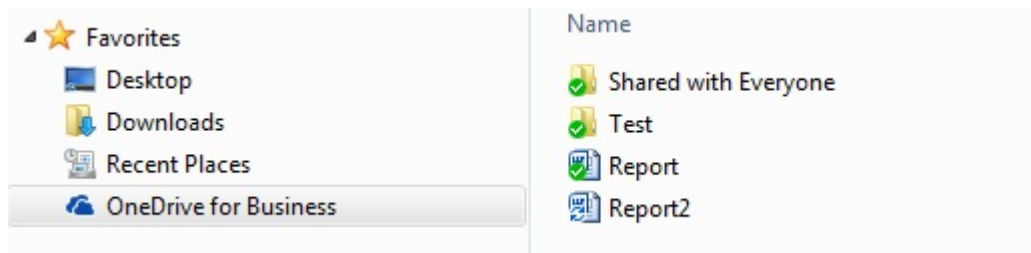


Click 'Change' if you wish to change the default location where your files will be synced to.  
Choose 'Sync Now'

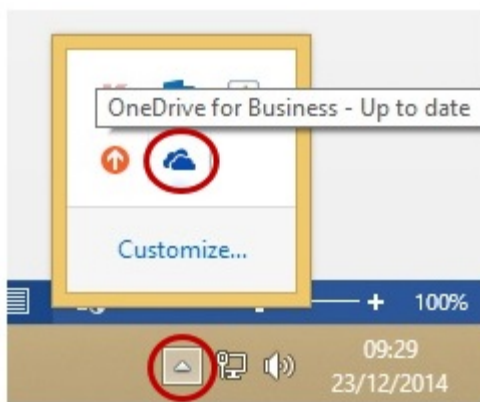


You should then see a shortcut to OneDrive for Business in the File Explorer window. Files edited or copied into this folder will automatically be synced to OneDrive.

- A green tick on a file or folder means it is successfully synced
- A blue circular arrow means it is currently being synced
- A red arrow indicates a folder or file that is out of sync

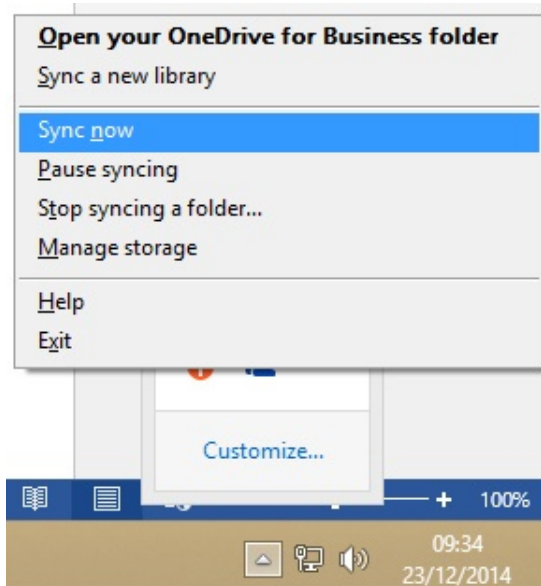


You will also get a OneDrive icon in your system tray.

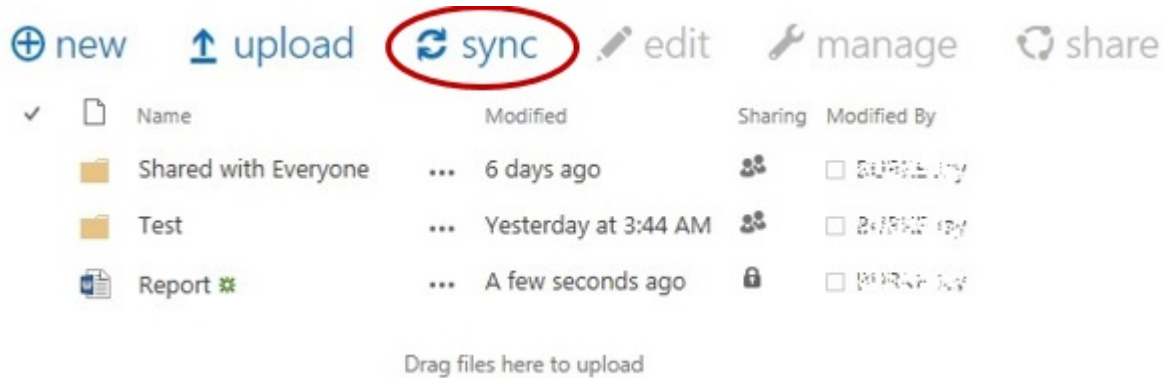


Right click on the OneDrive icon in the system tray to open a menu of options. From here you can:

- Sync now – force synchronisation
- Pause syncing – temporarily stop syncing
- Stop syncing a folder – permanently turn syncing off
- Open your OneDrive for Business folder



You can also force synchronisation from OneDrive in your web browser by clicking Sync.



Please note that you cannot delete files from your local one drive for business client (if you try they are automatically downloaded again from the web site). To delete files you must use the web interface.

### 5.10 Limits on Syncing OneDrive for Business

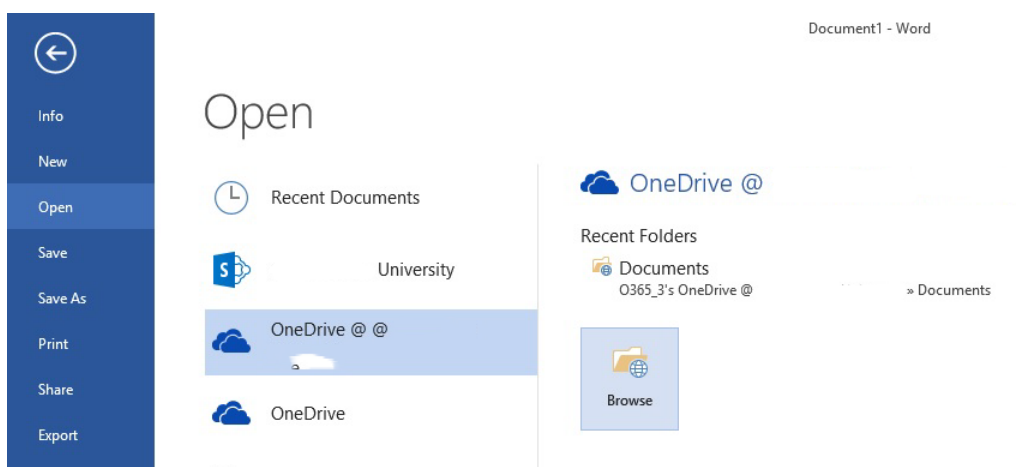
Please note the following limitations related to syncing OneDrive for Business to your computer

- You can sync up to a maximum of 20,000 items, including folders and files
- You can download individual files up to a maximum of 10 GB
- You are limited by the amount of free space on your computer's hard disk

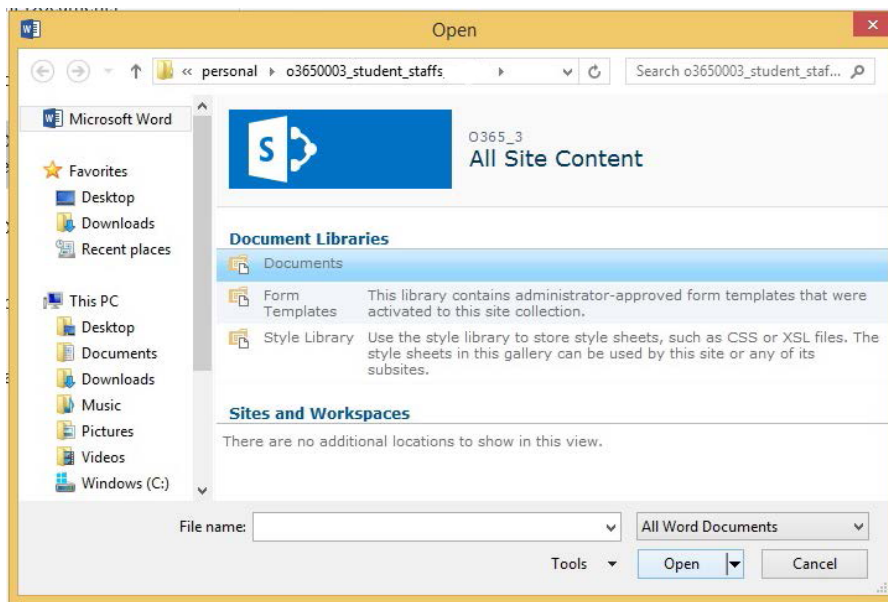
### 5.11 Open a document on OneDrive from Office 365 Pro Plus

OneDrive can be accessed directly from the Open and Save menus in all the Office 365 Pro Plus applications.

1. Click File > Open
2. Choose 'OneDrive @ Thiel College'
3. Click Browse



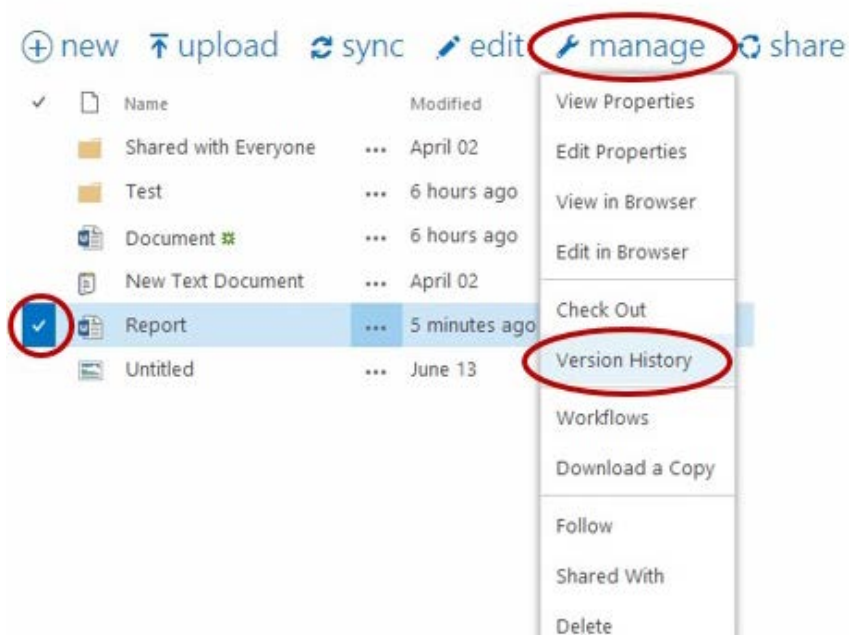
4. Choose Documents and click open.



## 5.12 Restore an older version of a Document

Select a document by ticking it then select Manage and Version History

### Documents



Review the version history. If you wish to restore one of the versions use the dropdown menu next to the date.

Version History ×

Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
3.0	7/11/2014 7:20 AM	<input type="checkbox"/> O365_3	17.1 KB	
2.0	6/5/2014 2:59 AM ▾	<input type="checkbox"/> O365_3	17.1 KB	
1.0	6/5/2014 2:57 AM	<input type="checkbox"/> O365_3	17.2 KB	

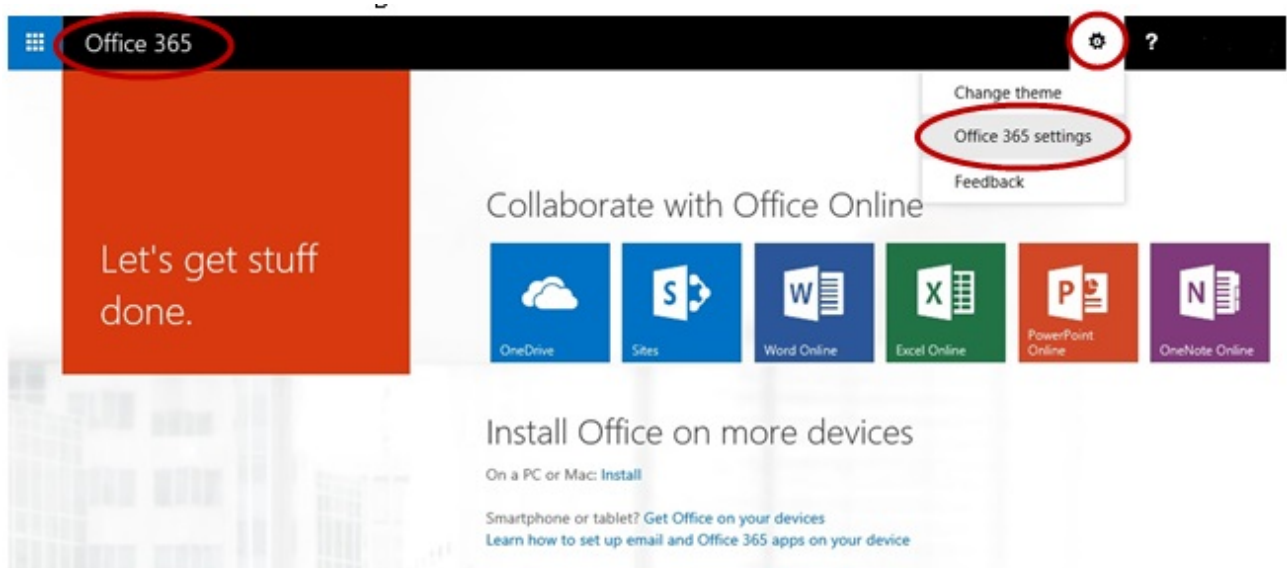
From here you can View, Restore or Delete the version.

Delete All Versions

No. ↓	Modified
3.0	<div>View</div>
2.0	<div>Restore</div>
1.0	<div>Delete</div>

## 6 Office 365 Pro Plus Download

The Office 365 Pro Plus is available free of charge for your personal machines. Please note that this should not be installed on College machines due to licencing restrictions and as it will interfere with the version of office provided. To download Office 365 Pro Plus on your personal machine(s) either click 'Office 365' in the top left and then choose 'Install now' OR click on the Settings cog in the top right corner and choose 'Office 365 Settings' and then choose 'Software'.



## Office 365 settings

Me

Software

Install and manage software.

Theme

Choose your own theme.

When you click 'Install now' a small setup file will be downloaded. Run this setup file to install Office 365 Pro Plus.

### 6.1 PC and Mac Versions

If going via the software page click install, download the small setup file and then run on the machine where you wish to install Office. To download the Mac version visit this page on a Mac and the Mac setup file will be downloaded.

To activate the Mac version the username format of "*username@thiel.edu*" is required when prompted to sign in.

The screenshot shows the 'Office' settings page. On the left is a navigation menu with 'Office' selected. The main content area is titled 'Office' and includes instructions to manage installs. A table lists installed Office versions on different computers. Below the table, it says 'Remaining installs available: 4'. There is a section to 'Install the latest version of Office' which lists the apps that will be installed: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, and InfoPath. Below this, there are dropdown menus for 'Language' (set to English (United States)) and 'Version' (set to 32-bit (Recommended)). A note states: 'Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5)'. At the bottom, there are links for 'Review system requirements' and 'Learn how to troubleshoot your Office installation'. The 'Install' button is circled in red.

COMPUTER NAME	OPERATING SYSTEM	INSTALLATION DATE	
IS-AVLOAN-575Q	Microsoft Windows 8.1 Enterprise	06/06/2014	<a href="#">Deactivate</a>

Remaining installs available: 4

Install the latest version of Office

This will install the latest version of the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.

Word Excel PowerPoint OneNote Access Publisher Outlook Lync InfoPath

Language:  Version:

**Note:** Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

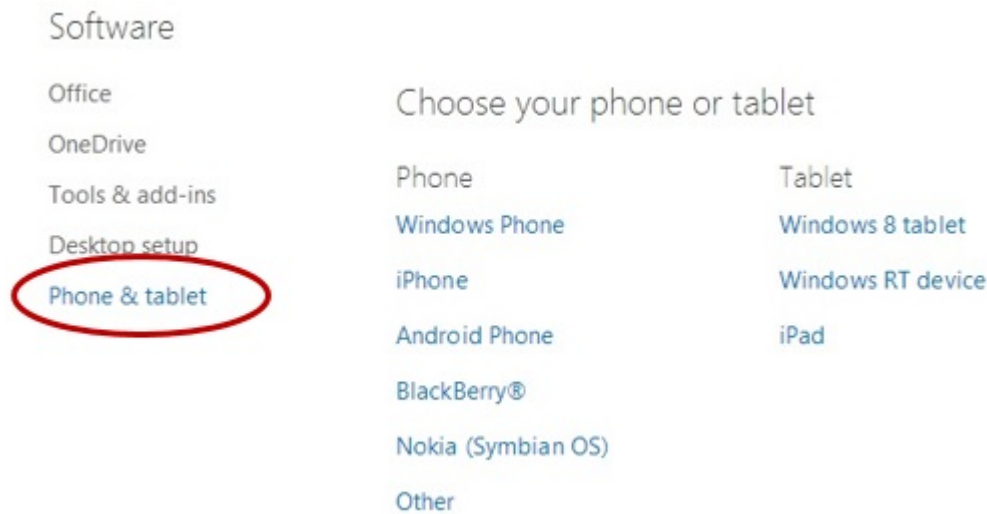
[Review system requirements](#)  
[Learn how to troubleshoot your Office installation](#)

[Install](#)



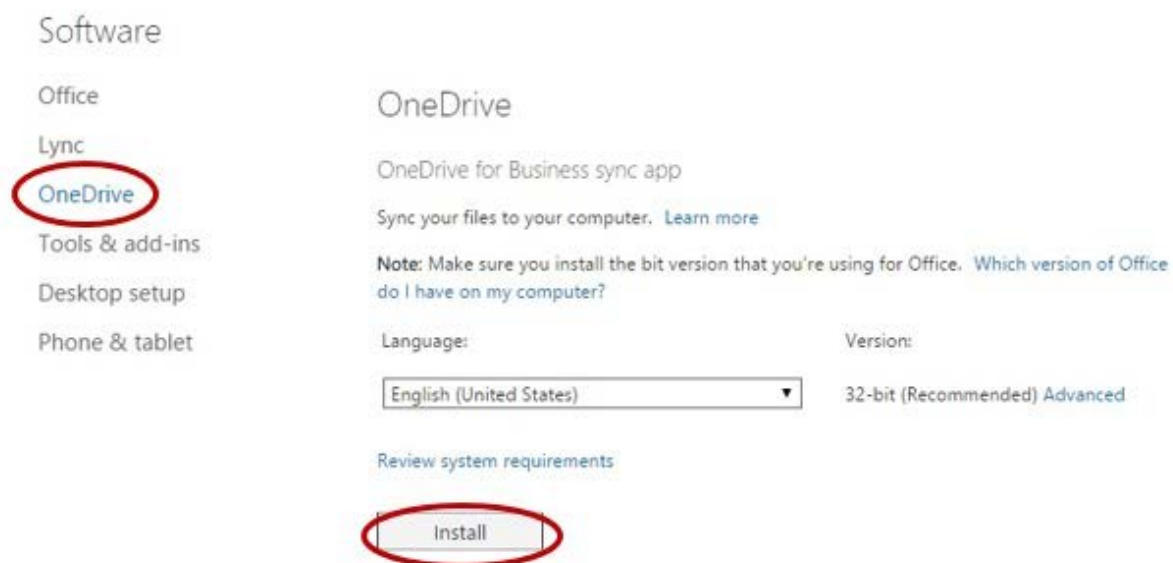
## 6.2 Mobile and Tablet Versions

For mobile phone or tablet versions click on the Phone & Tablet link on the left hand side, choose your device and follow the instructions on-screen (alternatively get it direct from the app store on your device).



## 6.3 One Drive For Business Sync App

The OneDrive for Business Sync App allows you to sync your OneDrive files with a folder on your computer. The Sync App should be preinstalled on all College computers but to install it at home select OneDrive from the left hand menu and then choose install.





## 7 Signing Out

To sign out select the drop down menu by your account name in the menu bar and select Sign Out. It is recommended that close your web browser to ensure your session is closed and you are fully signed out.

