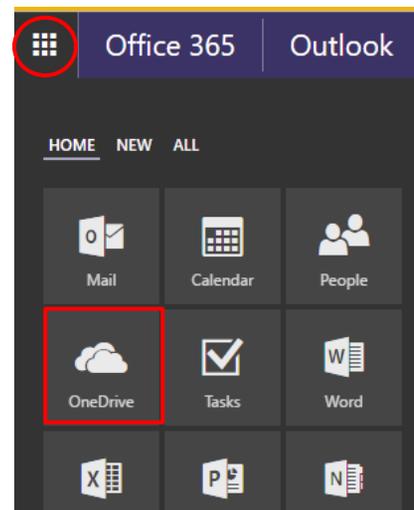


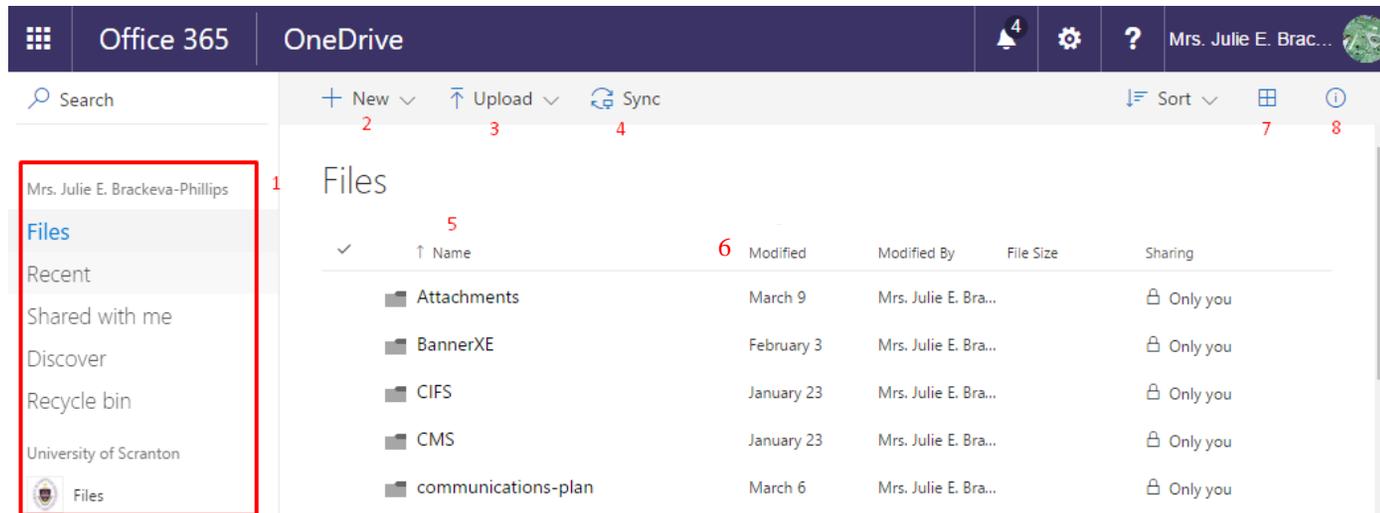
Information about How to use OneDrive in the Cloud

Access OneDrive

1. Log into my.scranton.edu
2. Select the envelope icon to access your Office 365 applications
3. In the left corner, click on the app launcher
4. Select OneDrive



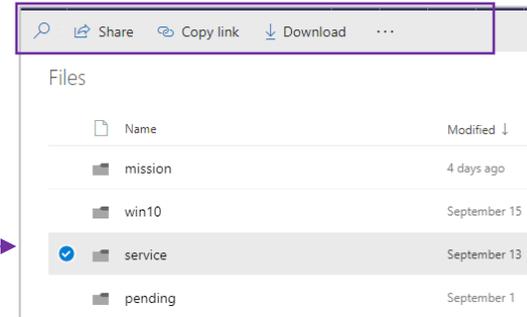
OneDrive view



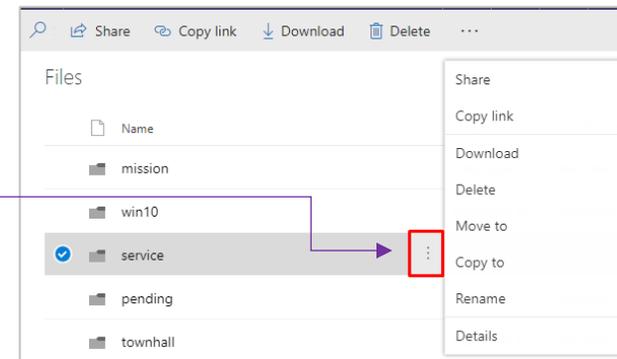
1. The **Navigation Pane** contains links to other parts of your OneDrive site such as the Recycle Bin for deleted file and Shared with me, for accessing documents others have shared with you. You may access your shared or group folders by clicking the files located under the University of Scranton heading (visit scranton.edu/onedrive to review *Setting up your groups folder with OneDrive*).
2. Click **+New** to create a new document or folder. You can then add and edit content with the online Office apps.
3. Click **Upload** and navigate to the files or folders on your computer to upload them to OneDrive. Alternatively, in some browsers you can just drag and drop files or folders onto the OneDrive window (currently this feature works in the Chrome browser only).
Note: For large numbers of files, it is better to use the sync client for uploading into *OneDrive* (visit scranton.edu/onedrive for instructions on how to download the *OneDrive* client).
4. Click **Sync** to sync OneDrive with a folder on your local computer. Use of the sync button activates sync client software to download and keep all files from OneDrive up to date (visit scranton.edu/onedrive for instructions on how to download the *OneDrive* client).
5. To preview a document, click on its name to open a view-only version in a separate tab.
6. You can use standard drag and drop techniques to move and manage files and folders. Additional file actions (download, rename, copy, etc) are available by clicking the *more ellipses* (***) beside each filename OR by right-clicking on your mouse.
7. You can change the view for any folder from list to preview tiles.
8. The Information pane can toggle on and off. It displays a quick access pane to see a file preview, recent file activity and file sharing status.

Work on files

When you select a file or folder in the Files document library, the command bar will change to reflect a different range of options for managing the file.

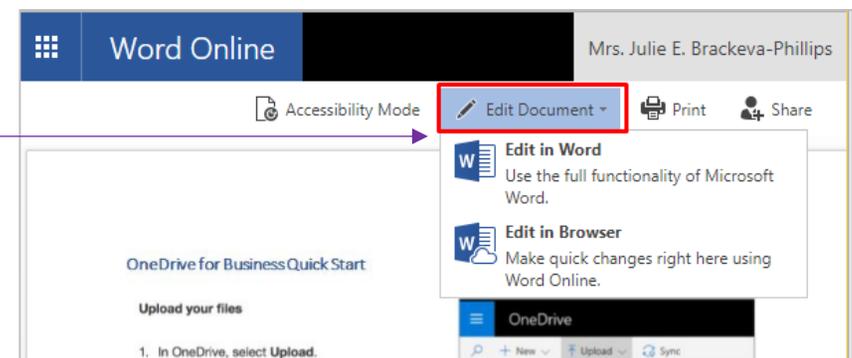


These options are also listed in a fly-out menu from the file ellipses or by right-clicking the filename.



Click on a filename to open a view-only preview of the document in another browser tab. To edit the document:

1. Click on *Edit Document*
2. From the drop-down select either (the choice will be for whichever application, Word in this case):
 - **Edit in Word** to use the full-featured desktop version of the program. When editing in the full desktop version of the program, any changes made must be saved in order to be synced back to the OneDrive cloud.
 - **Edit in Word Online** to use the online version. When editing a document online the changes are saved automatically. When you are finished editing, click on your username link on the command bar (left of the file name) to return to your file library, or merely close the browser tab in which the document is displayed.



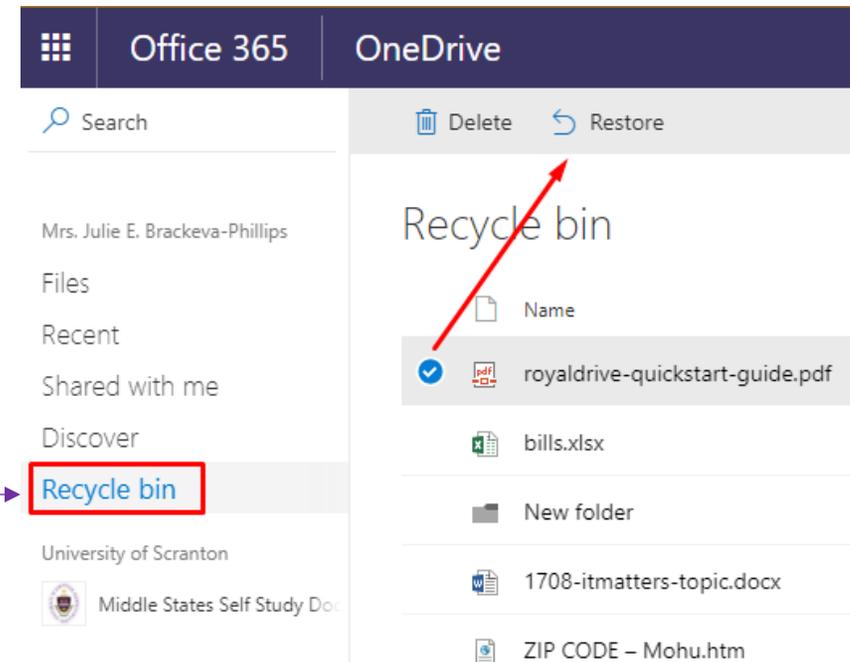
Deleting and restoring documents

To delete a document, select the file in the library window and select the *Delete* option on the command bar.

The file will be moved to the Recycle Bin. If you delete a file from your OneDrive for Business library, it will be stored in the Recycle bin for 90 days, allowing you to recover a deleted file.

To recover a deleted file

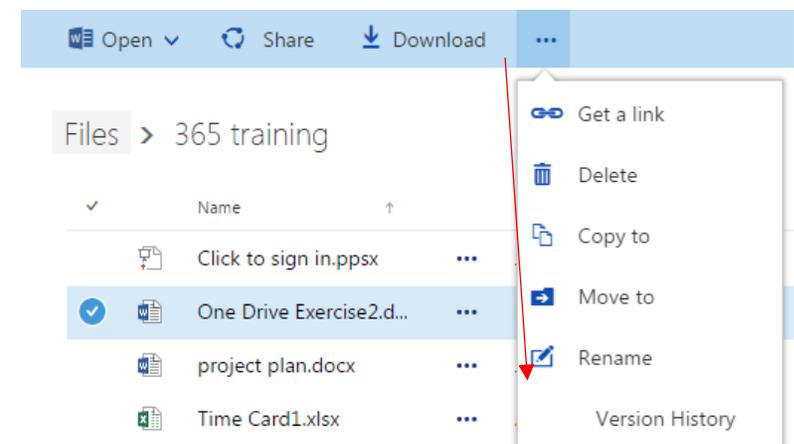
1. Click the **Recycle Bin** link in the navigation pane to open the Recycle Bin.
2. Select the required file(s) and click **Restore** on the command bar. The file will restore to the location from which it was originally deleted from your library (for instance, within a particular folder or if the folder from which a file was deleted).



Using Version History

Documents stored and edited in OneDrive have a full history available. Each editing session is saved as a version. These previous versions can be viewed and the document can be restored to any historical state from the point of the file's initiation in OneDrive.

Select the document in the library window and from the command bar, select *Version History*. Any previous versions will be listed for review. If you wish to restore one of the versions, use the dropdown menu next to the date. From here you can *View*, *Restore* or *Delete* the version. Restoring a version makes that selection the current state of the document; it does not overwrite it.



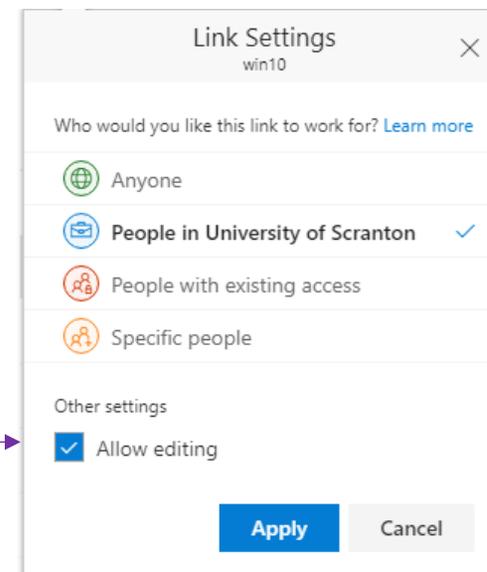
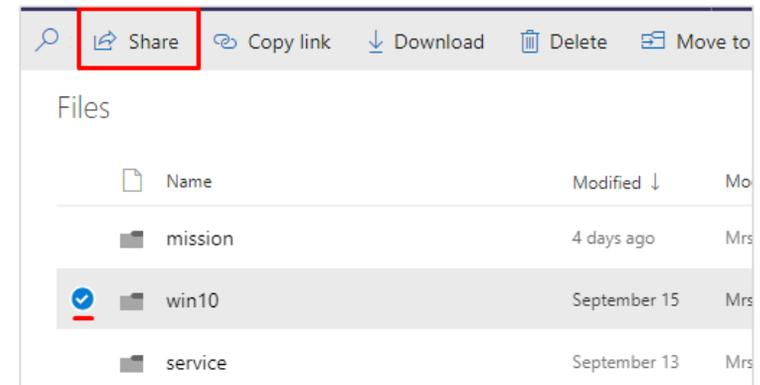
Using OneDrive to Collaborate

Sharing a document allows you not only to give permissions to others to view files but also to edit them collaboratively. Multiple users can edit a document simultaneously.

How to share files

1. Select the file
2. Click *Share* on the command bar, (or access the *Share* command from the ellipses (...) beside the filename)
3. The Share window will appear.
4. Enter the name or email address of the person(s) you wish to share the file(s) with.
5. **To share with people external to the University:** Click on “*Only people in University of Scranton with this link can view and edit*”, and change to *Anyone*, then select *Apply*.
6. **To change permissions** (the default permission is to allow editing): Click on “*Only people in University of Scranton...*”, and unselect *Allow editing*, then select *Apply*.
7. You may type a message to be included.
8. When you are finished adding invitees and assigning permissions, click *Send*.

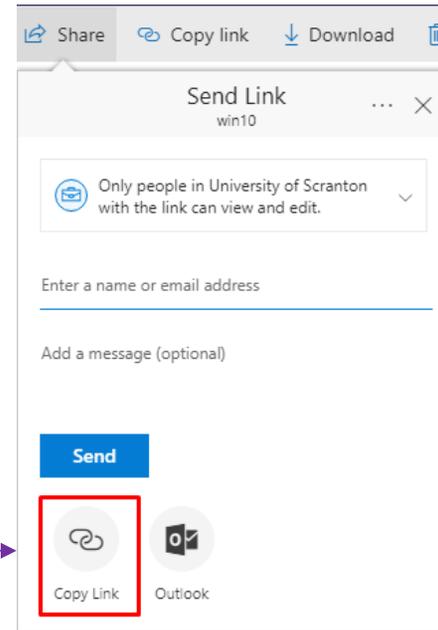
This will generate an email to each person with whom you are sharing and one to yourself. Once a document is shared it should not be moved to a different location. Moving a shared document will break the share links and those with whom it was shared will no longer have access to it.



How to get a link to share files

1. Select the file
2. Click *Share* on the command bar
3. The Share window will appear.
4. Select *Copy Link*
5. Click *Copy* then paste into an email

To change who can access the document or permissions, see *How to share files* (page 5).



Change or remove share permissions



To change share permissions:

1. Click on *Shared* in the dialog box for the given file/folder.
2. This will open a tab which displays a list of everyone with whom it has been shared and their permissions.
3. Click on each user to manage their access.

