



Microsoft OneDrive

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ABOUT ONEDRIVE

Microsoft OneDrive is a secure environment for storing UCO confidential data in the cloud. By storing your files in the cloud you can access them on any computer or device with an internet connection. You can also share files, and collaborate with others using MS Office.

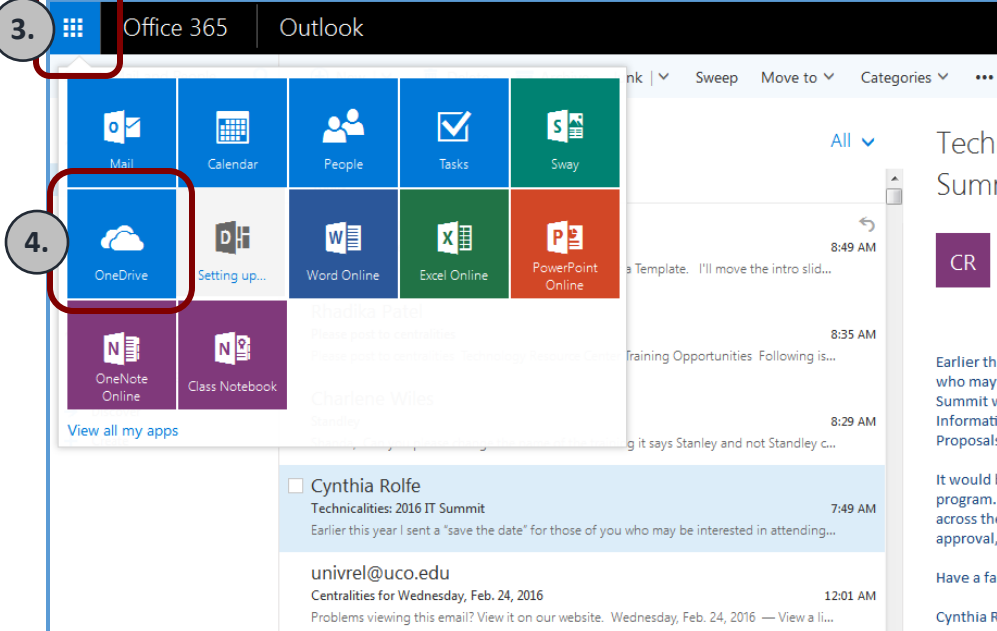
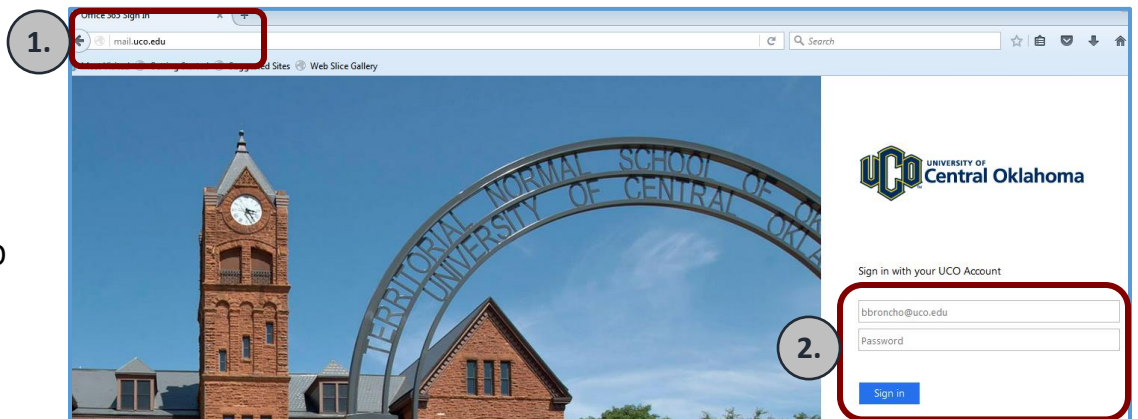
When you want to edit or create an MS Office file in OneDrive, you have two options to choose from:

- **Edit the file online** – this option is convenient for small changes or when collaborating in real-time with others. Some functionality may not be available in the online version, so use the computer application for some of the more advanced features.
- **Edit in the MS Application** – this option will open the file on your computer and give you full functionality of the application.

NOTE: This system is to be used for UCO professional work and is not intended for personal use.

ACCESSING ONEDRIVE

1. Open your internet browser and go to **mail.uco.edu**.
2. Sign in with your UCO email credentials.

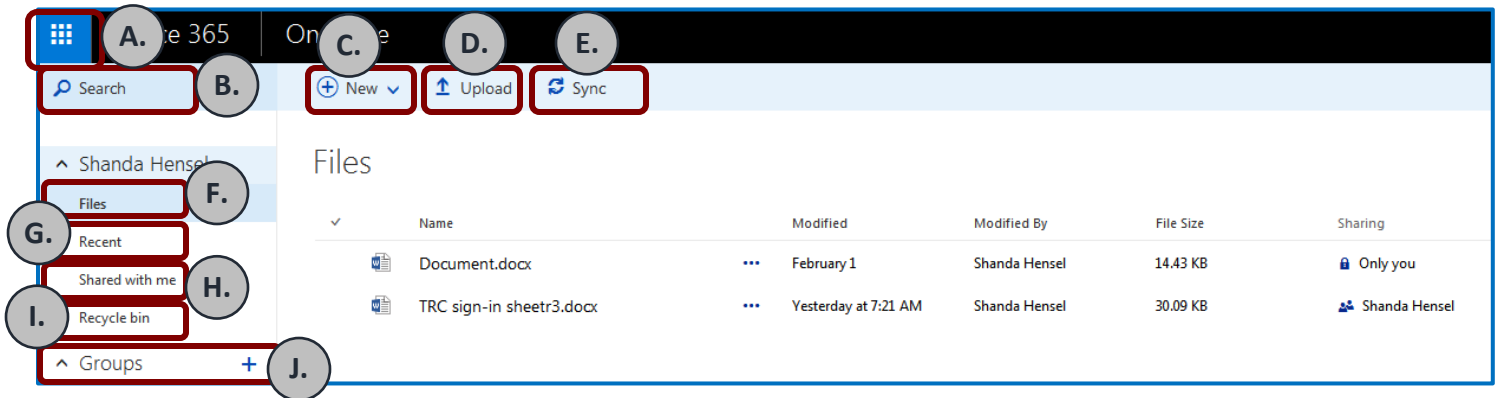


3. Click the toolbar in the top left corner of the screen.
4. Select **OneDrive**.

NAVIGATION

HOME VIEW

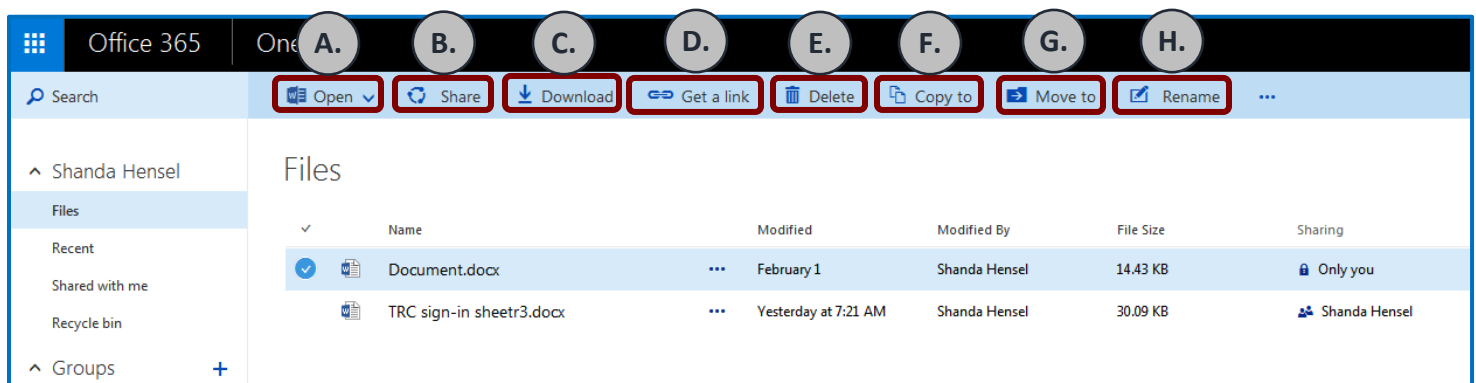
- A. Toolbar** – Switch between different Office 365 system.
- B. Search** – Easily locate files by file name.
- C. New** – Create new files for your OneDrive account.
- D. Upload** – Upload files that you have already created in the computer application.
- E. Sync** – Sync the files across all of your devices.
- F. Files** – All files you have stored in your account.
- G. Recent** – Shows the files you have viewed most recently.
- H. Shared With Me** – Files that other people have shared with you.
- I. Recycle Bin** – Files you have deleted but can still recover.
- J. Groups** – Create groups to easily share files to a group of individuals that you have created.



FILE VIEW

NOTE: These options will be available after you select a file from your file list.

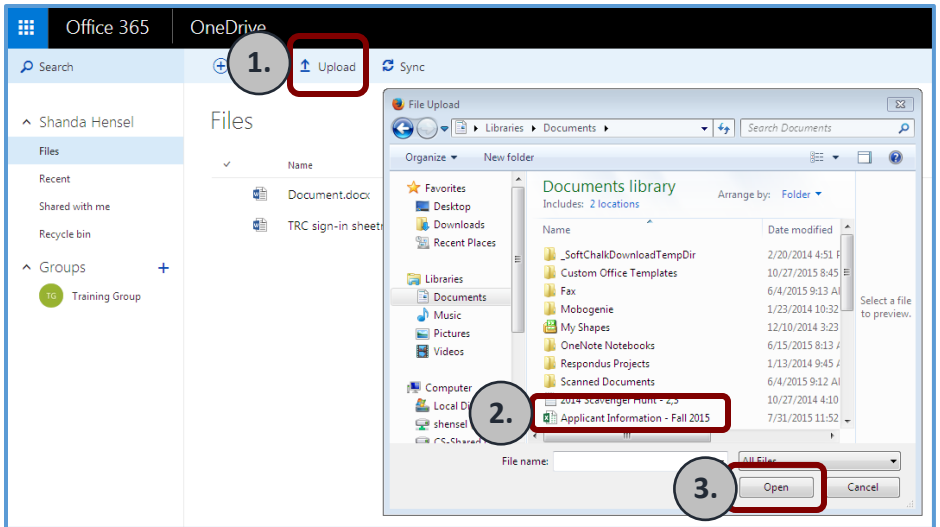
- A. Open** - Allows you to open files to edit either online or using the application on your computer.
- B. Share** – Collaborate with others by sharing them to individuals where they can edit or view only.
- C. Download** – Another way to open the file on your computer.
- D. Get a Link** – Use a link to send the file to anyone, even if they don't have the Microsoft application.
- E. Delete** – Remove a file from your account.
- F. Copy to** – Duplicate files to different folders.
- G. Move to** – Change the storage location for a file.
- H. Rename** – Change the name of the file.



UPLOAD MS OFFICE FILES

1. Click **Upload** on the home toolbar.
2. Locate and select the desired file.
3. Select **Open**.

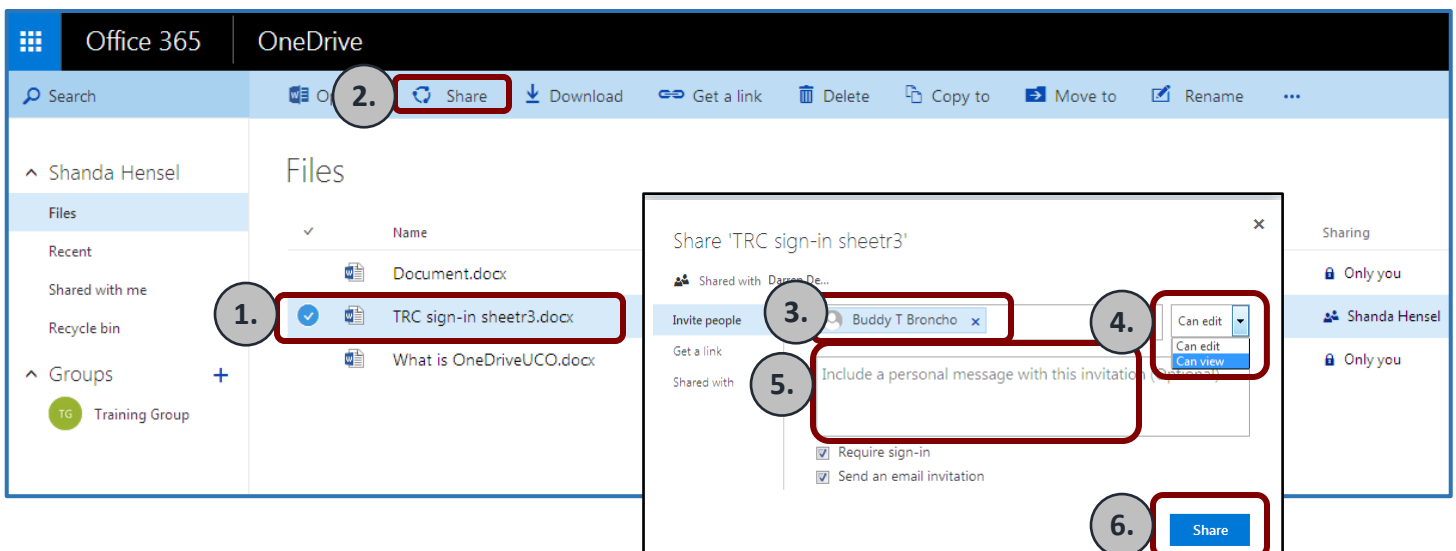
After following these steps, you will see this file in your Files area and it is now available in your OneDrive account.




SHARE MS OFFICE FILES

The files in your OneDrive account are private until you decide to share them. When you share files, you can choose to let people edit or just view them.

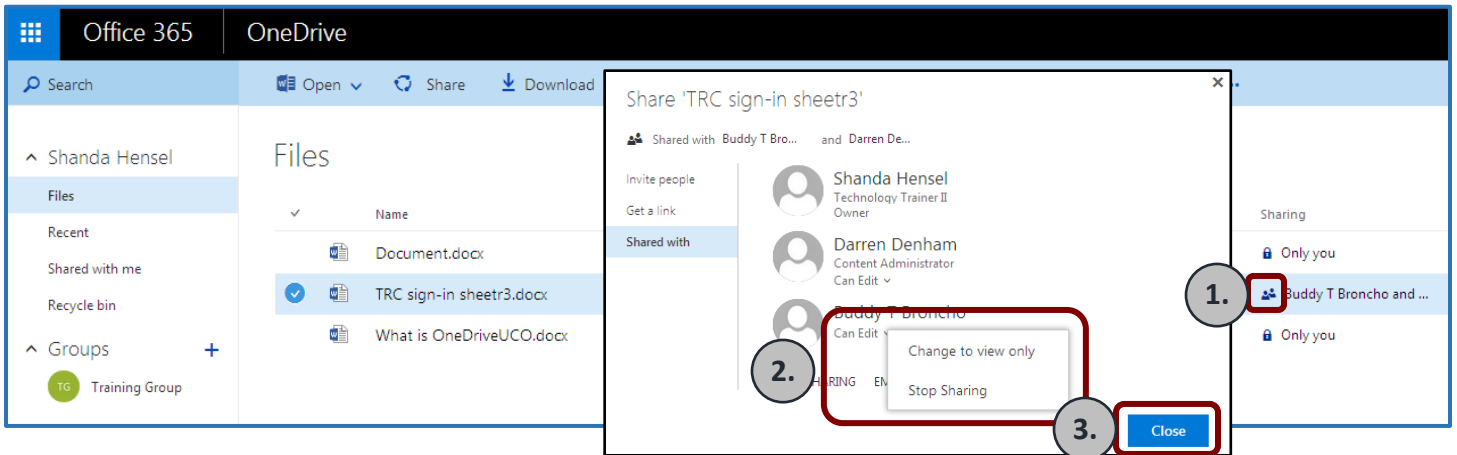
1. Select the file you would like to share.
2. Click **Share**.
3. Type the individual's name or username in the **Invite People** tab.
4. Select the desired permission option (*Can Edit or Can View*).
5. Enter a message to include, which will display within an email invitation.
6. Select **Share**.



CHANGE SHARING PERMISSIONS

1. From the Sharing column for the file, click the shared with icon- .
2. For each person whose permissions you want to change, click the corresponding down arrow next to **Can Edit** and select **Change To** or **Stop Sharing**.
3. Click **Close** when you are done with your changes.

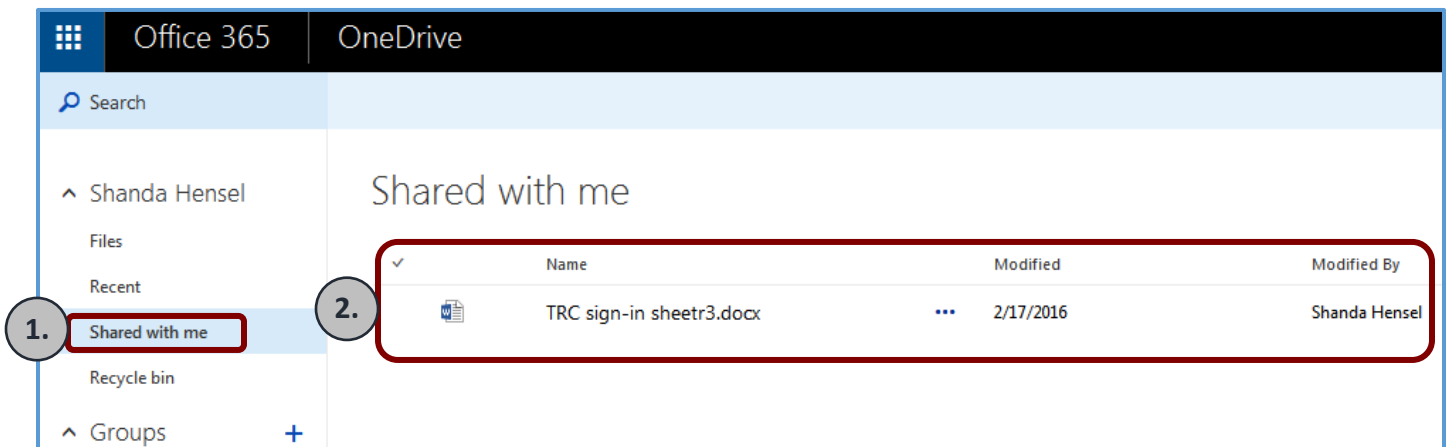
NOTE: The Sharing column will indicate which files you are sharing with others or just yourself.



VIEW SHARED FILES

When someone shares a file with you, you can view or edit the file based on the permissions the originator set for you. To view all of your shared files, follow the steps below.

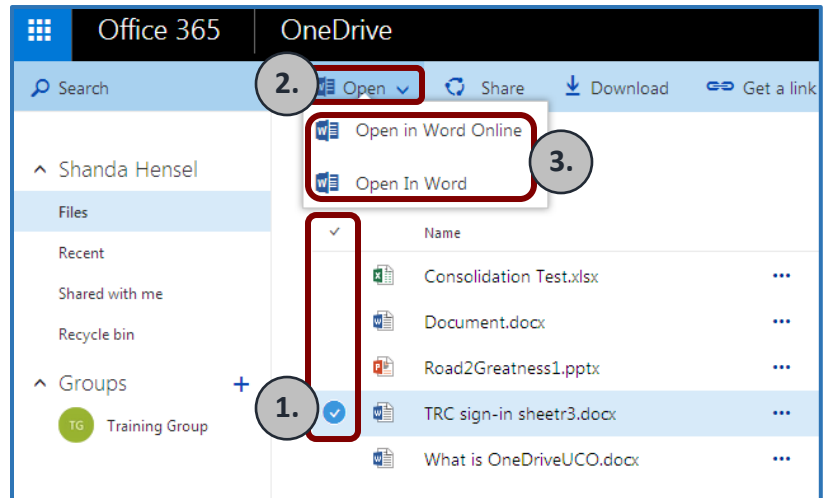
1. Select **Shared with me** on the left side of the screen.
2. View all files that were originated by someone else. The details you will see are:
 - Name** – File name.
 - Modified** – Date the file was last updated.
 - Modified By** – Individual that made the last change to the file.



EDIT MS OFFICE FILE

To edit a file saved or shared in your OneDrive account, you have two options available for opening it; 1) online or 2) using the MS program on your computer.

1. Under the checkmark column, click next to the file you want to edit.
2. Select **Open** in the toolbar.
3. Select from the available options.
(This example is a Word file, but it will say whichever application you are using; Excel, PPT, etc.)
Word Online – a new internet tab will open.
In Word – the version of Word on your computer will open.

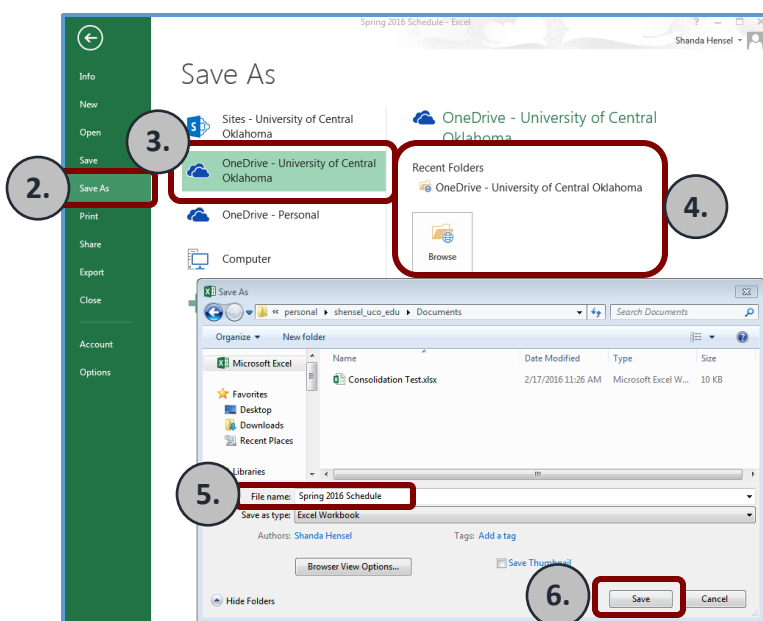
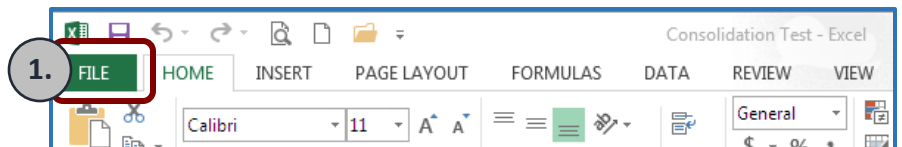


After the application opens, edit the file as necessary.

SAVE A MS OFFICE FILE TO ONEDRIVE

You can save any file to your OneDrive account directly from the MS program itself. To do this, first open the file on your computer and then follow the steps below. You can also save the file to your P Drive, if you are on campus.

1. Select the **File** tab from the application you are using.



2. Click **Save As**.
3. Select **OneDrive – University of Center Oklahoma**.
4. Select the OneDrive folder where you want to save the file.
5. Input the **File Name**.
6. Click **Save**.

When you are done, login to your OneDrive account. The file will be available for editing and sharing.

ONEDRIVE ON MOBILE DEVICES

To access OneDrive on a mobile device, you must first install the mobile app. Office 365 mobile apps are available to use on Windows, iOS, and Android devices. The following apps can be downloaded from the Microsoft Store, Google Play and the Apple store.

- Word
- Excel
- PowerPoint
- Outlook
- OneDrive



Use your UCO Microsoft account (*OneDrive credentials*) to obtain access to the available features. In the OneDrive mobile app, you can only view files. To edit Word, Excel and PowerPoint files in OneDrive on a mobile device, you must install the MS Office apps.

CONTACT INFORMATION

For additional information about the OneDrive system, please contact the Technology Resource Center or the Service Desk.

TECHNOLOGY RESOURCE CENTER

- **Phone:** 405.974.5595
- **Email:** trc@uco.edu
- **Location:** Administration Building, Room 101

SERVICE DESK

- **Phone:** 405.974.2255
- **Email:** support@uco.edu
- **Location:** Max Chambers Library, 1st Floor