



Office 365

Services and Capabilities

at MCG

(OneDrive – Saving and Sharing Files)



Uploading Files into OneDrive cloud



OneDrive

Upload a file into OneDrive Cloud

Office 365 | OneDrive

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Files

Recent

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Discover

Recycle bin

Montgomery County Govern +

GC Gilchrist Center

A Admin

GT G3 Transition

E EPS

Administration

CE County Executive's Office

_O365Group

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More sites

Get the OneDrive apps

Return to classic OneDrive

+ New Upload Sync

Sort

Files

Name ↑	Modified	Modified By	File Size	Sharing
Admin	October 25, 2016	Frey, Jon S.		Only you
Attachments	January 4	Frey, Jon S.		Only you
Email attachments	February 21	Frey, Jon S.		Only you
EPS	2 minutes ago	Frey, Jon S.		Shared
Office 365 Service				Shared
Technical				Shared
Moving U drive to OneDrive - Instructions.docx	6 days ago	Frey, Jon S.	11.5 MB	Shared
SharePoint data migration - Steps to select data for transfer.docx	July 31	Frey, Jon S.	379 KB	Only you

To copy a file to OneDrive, select it and drag to this area

Note: To upload data in folders, you need to open a special screen. Please refer to the slide covering moving folders



OneDrive

Upload folders into OneDrive Cloud

https://mcgov-my.sharepoint.com/personal/frej_montgomerycountymd_gov/_layouts/15/onedrive.aspx

Files - OneDrive

Office 365 OneDrive

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Frey, Jon S.

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Name ↑

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Email attachments			
EPS	2 minutes ago	Frey, Jon S.	Shared
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Technical	August 4	Frey, Jon S.	Shared
Moving U drive to OneDrive - Instructions.docx	6 days ago	Frey, Jon S.	11.5 MB Shared
SharePoint data migration - Steps to select data for transfer.docx	July 31	Frey, Jon S.	379 KB Only you

To move folders, first select the **View in explorer** option

View in File Explorer

10:20 AM 8/14/2017



OneDrive

Upload folders into OneDrive Cloud

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search OneDrive

Documents

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Site folders

Recycle bin

Groups

- _O365Group
- _O365 SP Communit...
- _O365 Upgrade
- _DOCR.MCCF guide
- _G3 Batch-47

More

OneDrive for Business

Documents

New Upload Sync Share More

✓	Name	Modified	Sharing	Modified By
	Admin	... October 25, 2016	Only you	Frey, Jon S.
	Attachments	... January 4	Only you	Frey, Jon S.
	Email attachments	... February 21	Only you	Frey, Jon S.
	EPS	... 9 minutes ago	Shared	Frey, Jon S.
✓	Office 365 Services and Capabilities Slides (8-7-17)	... 3 days ago	Shared	Frey, Jon S.
	Technical	... August 4	Shared	Frey, Jon S.
	Moving U drive to OneDrive - Instructions	... 6 days ago	Shared	Frey, Jon S.
	SharePoint data migration - Steps to select data for transfer	... July 31	Only you	Frey, Jon S.

Drag files here to upload

To copy a folder into OneDrive, select it and drag to this area

File Explorer: frey_j_montgomerycounty... Documents

Name	Date modified	Type
Admin	8/14/2017 10:12 A...	File folder
Attachments	1/4/2017 8:52 AM	File folder
Email attachments	8/12/2017 11:52 PM	File folder
EPS	8/14/2017 10:12 A...	File folder
Forms	2/19/2015 9:11 PM	File folder
Office 365 Services and Capabilities Slid...	8/11/2017 2:00 PM	File folder
Technical	8/14/2017 10:11 A...	File folder
Moving U drive to OneDrive - Instruction...	8/8/2017 1:33 PM	Microsoft
SharePoint data migration - Steps to sele...	7/31/2017 1:12 PM	Microsoft



OneDrive

Upload folders into OneDrive Cloud

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OneDrive @ Montgomery County Government

Documents

search OneDrive

Documents

Recent

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Site folders

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Groups

- _O365Group
- _S_O365 SP Communit...
- _U_O365 Upgrade
- _G_DOCR.MCCF guide
- _B_G3 Batch-47

More

New Upload Sync Share More

✓	Name				
	Admin	...	January 4	Only you	Frey, Jon S.
	Attachments	...	February 21	Only you	Frey, Jon S.
	Email attachments	...	February 21	Only you	Frey, Jon S.
✓	EPS	...	17 minutes ago	Shared	Frey, Jon S.
	Office 365 Services and Capabilities Slides (8-7-17)	...	3 days ago	Shared	Frey, Jon S.
	Technical	...	August 4	Shared	Frey, Jon S.
	Test Folder	...	3 minutes ago	Shared	Frey, Jon S.
	Moving U drive to OneDrive - Instructions	...	6 days ago	Shared	Frey, Jon S.
	SharePoint data migration - Steps to select data for transfer	...	July 31	Only you	Frey, Jon S.

Drag files here to upload

Once a folder is dragged into this window it is copied into OneDrive (with all its sub folders)

You will see it in OneDrive cloud after refreshing the screen

File Edit View Tools Help

Organize Open New folder

Test Folder



Sharing

The screenshot shows the OneDrive web interface for Jon S. Frey. The left sidebar contains navigation options: Files, Recent, Shared with me, Discover, and Recycle bin. Below these are links to various Montgomery County Government sites. The main area displays a list of files and folders. The 'Sharing' column for the 'Test Folder' is circled in blue, and an arrow points to it from a text box at the bottom.

Name	Modified	Modified By	File Size	Sharing
Admin	October 25, 2016	Frey, Jon S.		Only you
Attachments	January 4	Frey, Jon S.		Only you
Email attachments	February 21	Frey, Jon S.		Only you
EPS	7 hours ago	Frey, Jon S.		Shared
Office 365 Services and Capabilities Slides (8-7-17)	3 days ago	Frey, Jon S.		Shared
Technical	August 4	Frey, Jon S.		Shared
Test Folder	7 hours ago	Frey, Jon S.		Only you
Moving U drive to OneDrive - Instructions.docx	6 days ago	Frey, Jon S.	11.5 MB	Shared
SharePoint data migration - Steps to select data for transfer.docx	July 31	Frey, Jon S.	379 KB	Only you

All files loaded or saved into OneDrive are only shared with the owner. No one else is permitted to access them

https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/_layouts/15/onedrive.aspx

Office 365 OneDrive

Search

Files

Name	Modified	Modified By	Size	Sharing Status
Admin	October 25, 2016	Frey, Jon S.		
Attachments	January 4	Frey, Jon S.		
Email attachments	February 21	Frey, Jon S.		
EPS	7 hours ago	Frey, Jon S.		Only you
Office 365 Services and Capabilities Slides (8-7-17)	3 days ago	Frey, Jon S.		Shared
Technical	August 4	Frey, Jon S.		Shared
Test Folder	7 hours ago	Frey, Jon S.		Only you
Moving U drive to OneDrive - Instructions.docx	6 days ago	Frey, Jon S.	11.5 MB	Shared
SharePoint data migration - Steps to select data for transfer...	July 31	Frey, Jon S.	379 KB	Only you

By clicking on the sharing status indicator, the sharing window opens

SharePoint data migration... 379 KB - July 31

Has Access

This item is not shared

Manage access

Recent Activity

Earlier

"SharePoint data migra..." was shared July 31

"SharePoint data migra..." was shared July 31

https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/_layouts/15/onedrive.aspx

Files - OneDrive

FW: Please upgrade the SEAs...

Office 365 | OneDrive

Search

Frey, Jon S.

Files

Recent

Shared with me

Discover

Recycle bin

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- GT G3 Transition
- E EPS
- Administration
- CE County Executive's Office
- O _O365Group
- JSFTEST

More sites

Get the OneDrive apps

Return to classic OneDrive

Open Share Copy link Download Delete Move to Copy to Rename Version history

To begin the Sharing process, select **Add People**

	Modified By	File Size	Sharing
Admin	October 25, 2016 Frey, Jon S.		Only you
Attachments	January 4 Frey, Jon S.		Only you
Email attachments	February 21 Frey, Jon S.		Only you
EPS	7 hours ago Frey, Jon S.		Shared
Office 365 Services and Capabilities Slides (8-7-17)	3 days ago Frey, Jon S.		Shared
Technical	August 4 Frey, Jon S.		Shared
Test Folder	7 hours ago Frey, Jon S.		Only you
Moving U drive to OneDrive - Instructions.docx	6 days ago Frey, Jon S.	11.5 MB	Shared
SharePoint data migration - Steps to select data for transfer....	July 31 Frey, Jon S.	379 KB	Only you

Manage Access

SharePoint data migration - Steps t...

Add People

Frey, Jon S.
Owner

Advanced

5:22 PM 8/14/2017

The screenshot displays the OneDrive web interface in a browser. The address bar shows the URL: https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/_layouts/15/onedrive.aspx. The interface includes a top navigation bar with 'Office 365' and 'OneDrive' tabs, and a user profile for 'Frey, Jon S.'. The main content area shows a list of files and folders. A sharing dialog is open for the file 'SharePoint data migration - Steps to select data for transfer.docx'. The dialog has a title bar, a close button, and a 'Share' button. It contains a 'Shared with' field showing 'Frey, Jon S.', an 'Invite people' section with a text input field and a 'Can Edit' dropdown, a message field with the placeholder 'Add a message here', and two checked options: 'Require sign-in' and 'Send an email invitation'. A blue callout box with a white arrow points to the 'Add People' button in the 'Manage Access' pane on the right, which is labeled 'Selecting Add People brings up the standard sharing window'. The taskbar at the bottom shows various application icons and the system clock indicating 5:23 PM on 8/14/2017.

Office 365 OneDrive

Search

Files

Recent

Shared with me

Discover

Recycle bin

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Administration

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Return to classic OneDrive

Open Share Copy link Download Delete Move to Copy to Rename Version history

Files

Name Modified Modified By File Size Sharing

Admin

Attachments

Email attachments

EPS

Office 365 Services and

Technical

Test Folder

Moving U drive to One

SharePoint data migration

Share 'SharePoint data migration - Steps to select data for transfer.docx'

Shared with Frey, Jon S.

Invite people

Get a link

Shared with

Add a message here

☒ Require sign-in

☒ Send an email invitation

Share

Manage Access

SharePoint data migration - Steps to select data for transfer.docx

Add People

Frey, Jon S. Owner

Advanced

Selecting Add People brings up the standard sharing window

5:23 PM 8/14/2017

The screenshot shows the OneDrive web interface in a browser. The address bar displays the URL: https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/_layouts/15/onedrive.aspx. The top navigation bar includes 'Office 365' and 'OneDrive'. The left sidebar shows the user 'Frey, Jon S.' and a list of files and folders. The main area displays a file named 'SharePoint data migration transfer.docx' shared with 'Frey, Jon S.'. A sharing dialog is open, showing options to 'Invite people', 'Get a link', and 'Shared with'. The 'Invite people' tab is selected, showing a list of users including 'O365Webinar1'. A blue callout box with the text 'You determine who to share with and what sharing permission to give them (View or Edit)' has two arrows pointing to the user selection box and the 'Can Edit' dropdown menu. Another blue callout box with the text 'And some other options' has an arrow pointing to the 'Require sign-in' and 'Send an email invitation' checkboxes. The 'Share' button is visible at the bottom right of the dialog. The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 5:25 PM on 8/14/2017.

Office 365 | OneDrive

Search

Files

Recent

Shared with me

Discover

Recycle bin

Montgomery County Govern +

GC Gilchrist Center

A Admin

GT G3 Transition

E EPS

Administration

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More sites

Get the OneDrive apps

Return to classic OneDrive

Open Share Copy link Download Delete Move to Copy to Rename Version history

Files

Name ↑

Admin

Attachments

Email attachments

EPS

Office 365 Services and

Technical

Test Folder

Moving U drive to One

Share

Share 'SharePoint data migration transfer.docx'

Shared with Frey, Jon S.

Invite people

Get a link

Shared with

Can Edit

Welcome message

☒ Require sign-in

☒ Send an email invitation

Share

You determine who to share with and what sharing permission to give them (View or Edit)

And some other options

5:25 PM 8/14/2017

The screenshot displays the OneDrive web interface for a user named Frey, Jon S. The interface includes a top navigation bar with the Office 365 logo and the OneDrive title. Below this is a search bar and a list of recent files. A blue callout box with white text states: "Once shared, you can see that it is being shared and who has what access". An arrow points from this box to the 'Shared' status of a file in the list. Another arrow points from the 'Shared' status to the 'Add People' button in the sharing pane on the right. The sharing pane shows a list of people who have access to the file, including Frey, Jon S. (Owner) and O365Webinar1 (Can Edit). The file list table is as follows:

File Name	Modified	Modified By	Size	Sharing
Attachments				Only you
Email attachments	February 21	Frey, Jon S.		Only you
EPS	7 hours ago	Frey, Jon S.		Shared
Office 365 Services and Capabilities Slides (8-7-17)	3 days ago	Frey, Jon S.		Shared
Technical	August 4	Frey, Jon S.		Shared
Test Folder	7 hours ago	Frey, Jon S.		Only you
Moving U drive to OneDrive - Instructions.docx	6 days ago	Frey, Jon S.	11.5 KB	Shared
SharePoint data migration - Steps to select data for transfer....	July 31	Frey, Jon S.	379 KB	Shared

The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 5:26 PM on 8/14/2017.

Frey, Jon S. has shared 'SharePoint data migration - Steps to select data for transfer'



Frey, Jon S. <no-reply@sharepointonline.com>
Today, 5:26 PM
O365Webinar1; Frey, Jon S. ▾

Once shared, if email notification was selected, those who it is shared with get a message like this

Welcome message

Open [SharePoint data migration - Steps to select data for transfer.docx](#)

See more related to [Frey, Jon S.](#) in Delve.



Get the SharePoint mobile app!



Changing Sharing status

OneDrive Montgomery County Changing Sharing permissions

The screenshot shows the OneDrive web interface for a user named Frey, Jon S. The main area displays a list of files and folders. A blue callout box points to the 'Share' button in the top toolbar, stating: "When you select the current access level, you will be presented with change choices". Another blue callout box points to the 'Advanced' link in the sharing options, stating: "Selecting **Change to view only** removes the edit permission and replaces it with view only". The sharing options panel on the right shows the current access level for the selected file is 'Can Edit'. A dropdown menu is open, showing the option 'Change to view only' circled in blue. The 'Advanced' link is also circled in blue. The 'Stop Sharing' link is visible below the dropdown menu. The interface includes a search bar, a left sidebar with navigation options, and a top navigation bar with various application icons.

When you select the current access level, you will be presented with change choices

Selecting **Change to view only** removes the edit permission and replaces it with view only

Manage Access
SharePoint data migration - Steps t...
Stop sharing

Add People

Frey, Jon S.
Owner

0365Webinar1
Can Edit

Advanced
Change to view only
Stop Sharing

OneDrive Montgomery County Changing Sharing permissions

The screenshot shows the OneDrive web interface for a user named Frey, Jon S. The main area displays a list of files and folders. A blue callout box with the text "Once changed, the permissions will reflect the view only status" points to the "O365Webinar1" user in the "Advanced" permissions section of the "Manage Access" sidebar.

Files List:

Name	Modified	Modified By	File Size	Sharing
Admin	October 25, 2016	Frey, Jon S.		Only you
Attachments	January 4	Frey, Jon S.		Only you
Email attachments	February 21	Frey, Jon S.		Only you
EPS	7 hours ago	Frey, Jon S.		Shared
Office 365 Services and Ca				Shared
Technical				Shared
Test Folder				Only you
Moving U drive to OneDrive - Instructions.docx			11.5 MB	Shared
SharePoint data migration - Steps to select data for transfer....	July 31	Frey, Jon S.	379 KB	Shared

Manage Access Sidebar:

- Stop sharing
- Add People
- Frey, Jon S. (Owner)
- O365Webinar1 (Can View) - **Advanced**



Unsharing

When you select the current access level, you will be presented with change choices

Select **Stop Sharing** to remove that person's permissions

The screenshot shows the OneDrive interface for Jon S. Frey. The file list includes folders like 'Admin', 'Attachments', 'Email attachments', 'EPS', 'Office 365 Services and Capabilities Slides (8-7-17)', 'Technical', 'Test Folder', and files like 'Moving U drive to OneDrive - Instructions.docx' and 'SharePoint data migration - Steps to select data for transfer....'. The 'Manage Access' sidebar on the right shows the user '0365Webinar1' with 'Can View' permissions. The 'Stop Sharing' button is highlighted in the sidebar.

Name	Modified	Shared by	Access level
Admin			Only you
Attachments	January 4	Frey, Jon S.	Only you
Email attachments	February 21	Frey, Jon S.	Only you
EPS	7 hours ago	Frey, Jon S.	Shared
Office 365 Services and Capabilities Slides (8-7-17)	3 days ago	Frey, Jon S.	Shared
Technical	August 4	Frey, Jon S.	Shared
Test Folder	7 hours ago	Frey, Jon S.	Only you
Moving U drive to OneDrive - Instructions.docx	6 days ago	Frey, Jon S.	Shared
SharePoint data migration - Steps to select data for transfer....	July 31		

The screenshot shows the OneDrive web interface for Jon S. Frey. The left sidebar contains navigation options like 'Files', 'Recent', 'Shared with me', and 'Recycle bin'. The main area displays a list of files and folders. The 'Share' button is visible in the top toolbar. A 'Manage Access' panel on the right shows the user 'Frey, Jon S.' as the 'Owner'. Two blue callout boxes provide instructions: one points to the user profile in the 'Manage Access' panel, stating 'Once totally unshared you will see only the owner of the file here', and the other points to the 'Only you' sharing status in the file list, stating 'And the sharing status indication reflects the sharing status of **Only You**'. The file list includes folders like 'Admin', 'Attachments', 'Email attachments', 'EPS', 'Office 365 Services and Capabilities Slides (8-7-17)', 'Technical', and 'Test Folder', as well as files like 'Moving U drive to OneDrive - Instructions.docx' and 'SharePoint data migration - Steps to select data for transfer....'. The 'Share' status for the last file is circled and labeled 'Only you'.

Name	Modified	Modified By	File Size	Sharing
Admin	October 25, 2016	Frey, Jon S.		Only you
Attachments	January 4	Frey, Jon S.		Only you
Email attachments	February 21	Frey, Jon S.		Only you
EPS	7 hours ago	Frey, Jon S.		Only you
Office 365 Services and Capabilities Slides (8-7-17)	3 days ago	Frey, Jon S.		Shared
Technical	7 hours ago	Frey, Jon S.		Only you
Test Folder	7 hours ago	Frey, Jon S.		Only you
Moving U drive to OneDrive - Instructions.docx	6 days ago	Frey, Jon S.	11.5 MB	Shared
SharePoint data migration - Steps to select data for transfer....	July 31	Frey, Jon S.	379 KB	Only you



End of Instruction