



# Office 365

## Services and Capabilities

### at MCG

(OneDrive – Saving and Sharing Files)



# Uploading Files into OneDrive cloud

The screenshot shows the OneDrive web interface. At the top, there's a navigation bar with 'Office 365' and 'OneDrive' tabs. Below that, a search bar and navigation options like '+ New', 'Upload', and 'Sync' are visible. The main area displays a list of files and folders. A blue callout box with white text is overlaid on the list, stating: 'To copy a file to OneDrive, select it and drag to this area'. An arrow points from the callout box to the file 'Moving U drive to OneDrive - Instructions.docx' in the 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	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

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

The screenshot shows the OneDrive web interface. At the top, there's a navigation bar with 'Office 365' and 'OneDrive' tabs. Below that is a search bar and navigation options like 'New', 'Upload', and 'Sync'. The main area displays a list of files and folders. A blue callout box with white text says: 'To move folders, first select the View in explorer option'. An arrow points from this box to a dropdown menu that is open, showing options: 'List', 'Tiles', and 'View in File Explorer'. The 'View in File Explorer' option is circled in blue. Another arrow points from the callout box to the 'View in File Explorer' option. The file list includes folders like 'Admin', 'Attachments', 'Email attachments', 'EPS', 'Office 365 Services and Capabilities Slides (8-7-17)', 'Technical' and files like 'Moving U drive to OneDrive - Instructions.docx' and 'SharePoint data migration - Steps to select data for transfer.docx'. The bottom of the screen shows the Windows taskbar with various application icons and the system clock showing 10:20 AM on 8/14/2017.

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

Name	Modified By	File Size	Sharing	
Admin	Frey, Jon S.		Only you	
Attachments	Frey, Jon S.		Only you	
Email attachments	Frey, Jon S.		Only you	
EPS	Frey, Jon S.	2 minutes ago	Shared	
Office 365 Services and Capabilities Slides (8-7-17)	Frey, Jon S.	3 days ago	Shared	
Technical	Frey, Jon S.	August 4	Shared	
Moving U drive to OneDrive - Instructions.docx	Frey, Jon S.	6 days ago	11.5 MB	Shared
SharePoint data migration - Steps to select data for transfer.docx	Frey, Jon S.	July 31	379 KB	Only you



search OneDrive

- Documents
- Recent
- Shared with me
- Followed
- Site folders
- Recycle bin
- Groups
  - \_O365Group
  - \_O365 SP Communit...
  - \_O365 Upgrade
  - \_DOCR.MCCF guide
  - \_G3 Batch-47
- More

OneDrive for Business

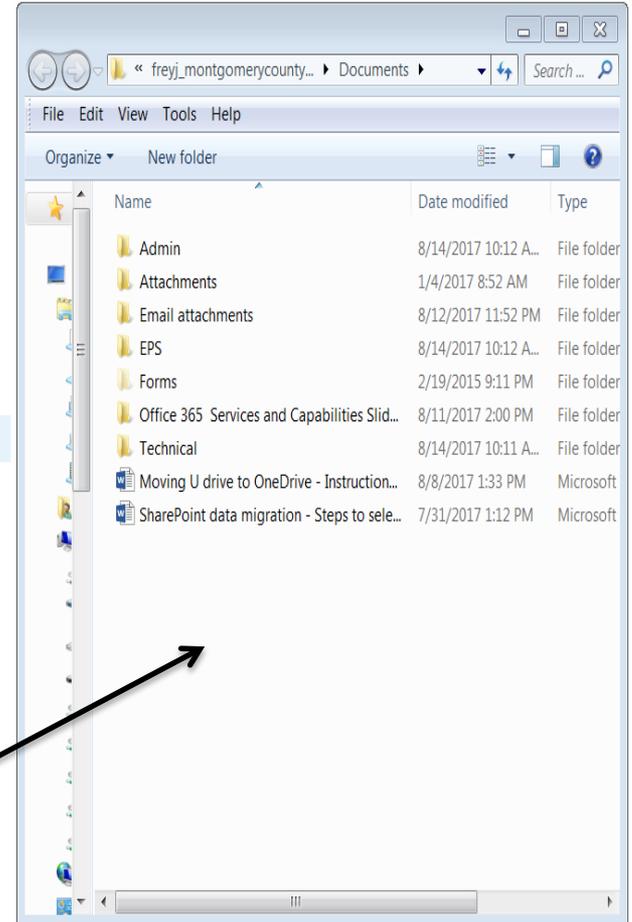
## Documents

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



The image shows a OneDrive interface for 'Montgomery County Government'. The main area displays a list of documents and folders. A folder named 'Test Folder' is circled in blue. A blue callout box with white text says: 'Once a folder is dragged into this window it is copied into OneDrive (with all its sub folders)'. An arrow points from this callout to the 'Test Folder' in the list. To the right, a Windows File Explorer window is open, showing a local folder structure. The 'Test Folder' is also circled in blue in the File Explorer. An arrow points from this 'Test Folder' to the 'Test Folder' in the OneDrive list. Another blue callout box with white text says: 'You will see it in OneDrive cloud after refreshing the screen'. The OneDrive interface includes a search bar, navigation pane, and a list of items with columns for Name, Date, Permissions, and Owner.

Office 365 | OneDrive | Frey, Jon S.

OneDrive @ Montgomery County Government

Documents

search OneDrive

Documents

Recent

Shared with me

Followed

Site folders

Recycle bin

Groups

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

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



Sharing

Office 365 OneDrive Frey, Jon S.

Search + 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	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

Montgomery County Govern +

- Gilchrist Center
- Admin
- G3 Transition
- EPS
- Administration
- County Executive's Office
- \_O365Group
- JSFTST

More sites

Get the OneDrive apps

Return to classic OneDrive

https://mcgov-my.sharepoint.com

5:14 PM 8/14/2017

The screenshot shows the OneDrive interface for a user named Jon S. Frey. The top navigation bar includes 'Office 365' and 'OneDrive'. The main area displays a list of files and folders. A blue callout box with white text says 'By clicking on the sharing status indicator, the sharing window opens'. An arrow points from this box to the 'Only you' sharing status of the file 'SharePoint data migration - Steps to select data for transfer...'. The sharing status is circled in blue. To the right, a sharing window is partially visible, showing 'Has Access' and 'Manage access' options. The taskbar at the bottom shows various application icons and the system clock indicating 5:21 PM on 8/14/2017.

Name	Modified	Modified By	Sharing Status
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.	Shared
SharePoint data migration - Steps to select data for transfer...	July 31	Frey, Jon S.	Only you

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

The screenshot shows the OneDrive interface for a user named Frey, Jon S. The main area displays a list of files and folders. The 'Manage Access' panel on the right is open, showing the 'Add People' button. A blue callout box with white text and a black arrow points from the callout to the 'Add People' button.

	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**

The screenshot shows the OneDrive web interface in a browser window. The address bar shows the URL: [https://mcgov-my.sharepoint.com/personal/freyj\\_montgomerycountymd\\_gov/\\_layouts/15/onedrive.aspx](https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/_layouts/15/onedrive.aspx). The browser tabs include 'Files - OneDrive' and 'FW: Please upgrade the SEAAs...'. The Office 365 navigation bar is visible at the top, with the user name 'Frey, Jon S.'.

The main content area displays a list of files. A sharing dialog box is open for the file 'SharePoint data migration - Steps to select data for transfer.docx'. The dialog box contains the following elements:

- Title: Share 'SharePoint data migration - Steps to select data for transfer.docx'
- Shared with: Frey, Jon S.
- Invite people: Selected option.
- Get a link: Option.
- Shared with: Option.
- Text input field: For entering recipient email addresses.
- Can Edit: Dropdown menu.
- Add a message here: Text area for a sharing message.
- Require sign-in:
- Send an email invitation:
- Share: Button to complete the sharing process.

On the right side, the 'Manage Access' pane is visible, showing the file 'SharePoint data migration - Steps to select data for transfer.docx' with the user 'Frey, Jon S.' as the Owner. The 'Add People' button is highlighted with a blue callout box that contains the text: 'Selecting Add People brings up the standard sharing window'. An arrow points from the callout box to the 'Add People' button.

Selecting Add People brings up the standard sharing window

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](https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/_layouts/15/onedrive.aspx). The page title is "Files - OneDrive". The user is identified as "Frey, Jon S.". The main content area shows a file named "Share 'SharePoint data migration transfer.docx'" shared with "Frey, Jon S.". A sharing dialog is open, showing the "Invite people" tab. The dialog includes a search bar with "O365Webinar1" entered, a dropdown menu set to "Can Edit", a "Welcome message" text area, and two checked options: "Require sign-in" and "Send an email invitation". A blue "Share" button is at the bottom right of the dialog. A blue callout box with white text says "You determine who to share with and what sharing permission to give them (View or Edit)". Two black arrows point from this box to the search bar and the "Can Edit" dropdown. Another blue callout box with white text says "And some other options", with a black arrow pointing to the "Invite people" tab. The background shows a list of files and folders, including "Admin", "Attachments", "Email attachments", "EPS", "Office 365 Services and", "Technical", "Test Folder", and "Moving U drive to On". The Windows taskbar is visible at the bottom, showing various application icons and the system tray with the date and time "5:25 PM 8/14/2017".

The screenshot shows the OneDrive web interface for Jon S. Frey. A blue callout box with white text says: "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 the file "SharePoint data migration - Steps to select data for transfer...". Another arrow points from the same box to the sharing options panel on the right, which lists "Frey, Jon S." as the owner and "O365Webinar1" as a user with "Can Edit" access. A notification bubble in the top right corner says "Frey, Jon S. has shared 'SharePoint...'".

File Name	Modified	Shared By	File 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.	11.9 MB	Shared
SharePoint data migration - Steps to select data for transfer...	July 31	Frey, Jon S.	379 KB	Shared

**Sharing Options:**

- Frey, Jon S. (Owner)
- O365Webinar1 (Can Edit)

[Advanced](#)

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



Frey, Jon S. <no-reply@sharepointonlin...>  
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 Jon S. Frey. The main area displays a list of files and folders. The file 'SharePoint data migration' is selected, and the 'Manage Access' pane is open on the right. In this pane, the user '365Webinar1' is listed with a 'Can Edit' permission. A dropdown menu is open for this user, showing the option 'Change to view only' which is circled in blue. A blue callout box points to this menu with the text: 'When you select the current access level, you will be presented with change choices'. Another blue callout box at the bottom of the screen states: 'Selecting Change to view only removes the edit permission and replaces it with view only'. The Windows taskbar at the bottom shows various application icons and the system clock indicating 5:27 PM on 8/14/2017.

Name	Modified	Shared by	Permissions
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			Shared

**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**

# OneDrive Montgomery County Changing Sharing permissions

The screenshot shows the OneDrive web interface for Jon S. Frey. The main area displays a list of files with columns for Name, Modified, Modified By, File Size, and Sharing. The file 'SharePoint data migration - Steps to select data for transfer...' is highlighted. The sharing permissions for this file are set to 'Advanced' and 'Can View'. A blue callout box with an arrow pointing to the 'Advanced' link contains the text: 'Once changed, the permissions will reflect the view only status'.

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

Once changed, the permissions will reflect the view only status



Unsharing

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 sharing options for a file, stating: "When you select the current access level, you will be presented with change choices". The sharing options include "Add People", "Can View", "Allow edit", and "Stop Sharing". The "Stop Sharing" button is circled in red, and a blue callout box points to it, stating: "Select Stop Sharing to remove that person's permissions".

Name	Created	Modified	Author	Size	Permissions
Admin			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.		Shared

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 web interface for Jon S. Frey. The main area displays a list of files and folders. The file 'SharePoint data migration - Steps to select data for transfer...' is selected, and its sharing status is 'Only you'. A 'Manage Access' panel is open on the right, showing the user 'Frey, Jon S.' as the 'Owner'. Two blue callout boxes provide context: one points to the user profile in the 'Manage Access' panel, and the other points to the 'Only you' sharing status in the file 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.		
EPS	7 hours ago	Frey, Jon S.		
Office 365 Services and Capabilities Slides (8-7-17)	3 days ago	Frey, Jon S.		Shared
Technical				
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

Once totally unshared you will see only the owner of the file here

And the sharing status indication reflects the sharing status of **Only You**



End of Instruction