

Office 365 – (O365)

OneDrive

Tutorial # 2

Selected Functions

(Story board)



Introduction

The following is a story board of a tutorial depicting the steps and screen selections required to perform various functions using the Office 365 - OneDrive application.

What is covered in 'OneDrive Selected Functions' tutorial is a high level review of:

- Selecting OneDrive from OWA
- Create Folder
- Upload File
- Download File
- Delete File

As the tutorials are designed to be reviewed in a reasonable amount of time each one covers specific activities. Other commonly used capabilities will be the subjects of other tutorials.

Overview

Selecting OneDrive from OWA

OneDrive – Selecting OneDrive from OWA 2013

The screenshot shows the Outlook Web App (OWA) 2013 interface. The navigation bar at the top includes the Office 365 logo and several tabs: Outlook, Calendar, People, Newsfeed, OneDrive, Sites, and Tasks. The OneDrive tab is highlighted with a blue arrow pointing to it. Below the navigation bar, the main content area is empty, displaying a search bar and a message: "There are no items to show in this view." The left sidebar shows the user's mailbox structure, including folders like Inbox, Drafts, Sent Items, Deleted Items, and various migration-related folders. The Windows taskbar at the bottom shows the Start button and several application icons, including Internet Explorer, File Explorer, Chrome, and PowerPoint. The system tray in the bottom right corner shows the date and time: 11:44 AM on 10/20/2014.

Select
'OneDrive'
Tab

This will open the
OneDrive application

One Drive – Overview – Home Screen

OneDrive – Home Screen View

Office 365 Outlook Calendar People Newsfeed OneDrive Sites Tasks

BROWSE FILES LIBRARY

search OneDrive

My Documents

Followed Documents

Shared with Me

Site Folders

Recycle Bin

Recent Documents

2003 screen shots 10-1-14

O365 Web 10-14.docx

O365 Web sites (8-1-14...

XL Test 10-10-14.xlsx

Book.xlsx

SHOW MORE

USE OFFICE ON DEMAND

OneDrive @ Montgomery County Government

Documents

Welcome to OneDrive @ Montgomery County Government, the place to store, sync, and share your work. Documents are private until shared. [Learn more here.](#) [Dismiss](#)

+ new ↑ upload ↻ sync ✎ edit ✎ manage ↻ share

Find a file

✓	Name	Modified	Sharing	Modified By
	DLC Items	... July 23	🔒	☐ Frey, Jon S.
	New Folder 9-4-14	... September 04	🔒	☐ Frey, Jon S.
	O365 Migration Operations	... September 24	🔒	☐ Frey, Jon S.
	O365-Phase 2 Items	... September 04	👥	☐ Frey, Jon S.
	Sample Folder	... July 21	🔒	☐ Frey, Jon S.
	Shared with Everyone	... July 15	👥	☐ Frey, Jon S.
	2003 screen shots 10-15-14	... 5 days ago	🔒	☐ Frey, Jon S.
	Book	... October 10	🔒	☐ Frey, Jon S.
	Feature research (10-8-1'4).docx	... October 09	🔒	☐ Frey, Jon S.
	O365 Web 10-14	... 6 days ago	🔒	☐ Frey, Jon S.
	O365 Web sites (8-1-14)	... 6 days ago	🔒	☐ Frey, Jon S.

https://mcgov-my.sharepoint.com/_layouts/15/MySite.aspx?MySiteRedirect=AllDocuments

**OneDrive
Home Page View**

The OneDrive Home
page defaults to the “My
Documents” folder



OneDrive – Selected Functions

- Creating a Folder
- Upload File
- Download File
- Delete File



Create Folder

OneDrive – Selected Functions – Create Folder – Start Process

Office 365 Outlook Calendar People Newsfeed OneDrive Sites Tasks

BROWSE FILES LIBRARY

search OneDrive

My Documents
Followed Documents
Shared with Me
Site Folders
Recycle Bin

Recent Documents
Sample File 9-3-14.xlsx
Book1.xlsx
DLC - iSupplier Price ...
TechnicalArchitecture...

USE OFFICE ON DEMAND

OneDrive @ Montgomery County Government

Documents

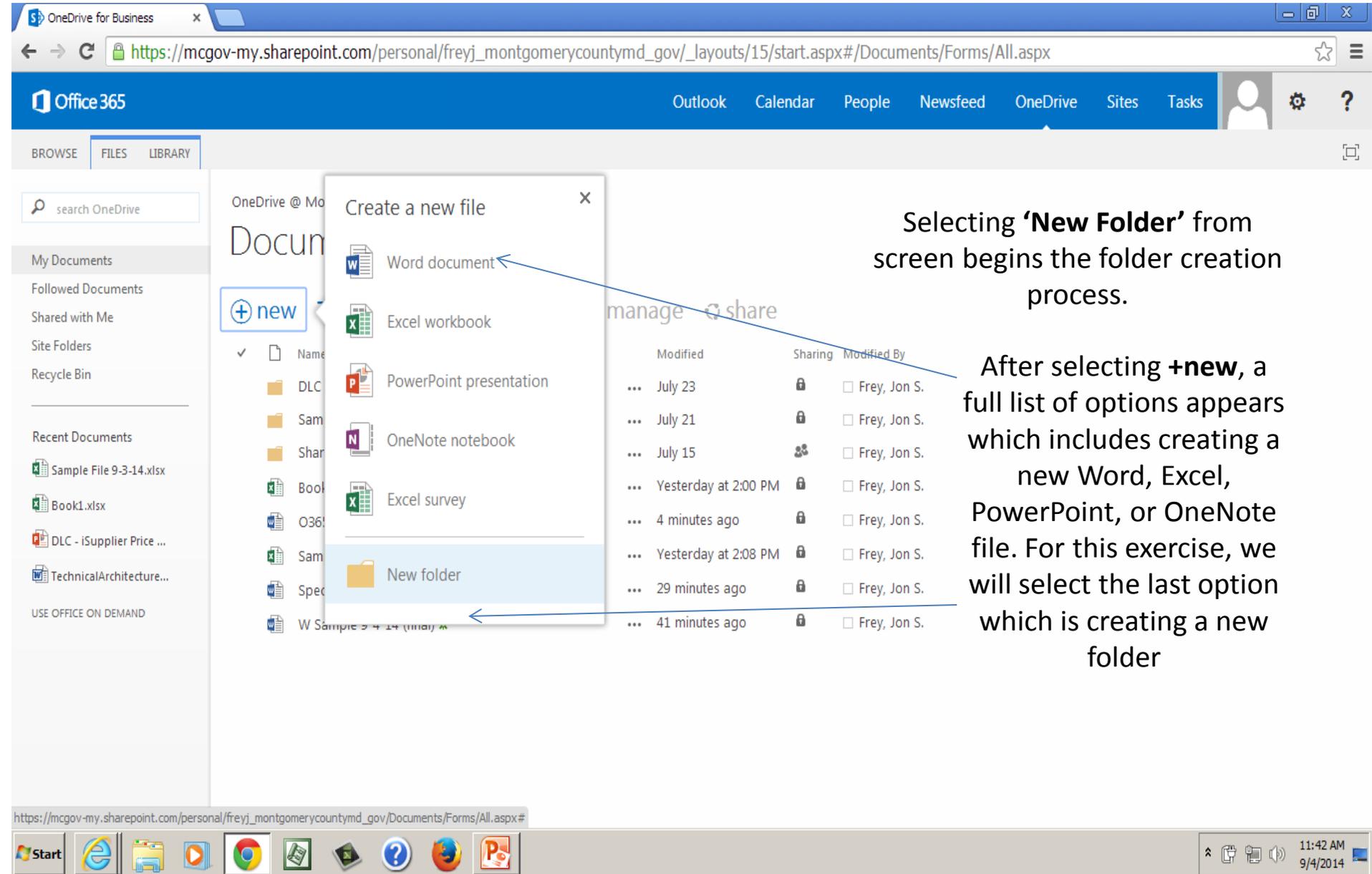
+ new ↑ upload ↻ sync ✎ edit ✎ manage ↻ share

✓	Name	Modified	Sharing	Modified By
	DLC Items	... July 23	🔒	<input type="checkbox"/> Frey, Jon S.
	Sample Folder	... July 21	🔒	<input type="checkbox"/> Frey, Jon S.
	Shared with Everyone	... July 15	👥	<input type="checkbox"/> Frey, Jon S.
	Book1 ✳	... Yesterday at 2:00 PM	🔒	<input type="checkbox"/> Frey, Jon S.
	O365 Web sites (8-1-14) ✳	... 4 minutes ago	🔒	<input type="checkbox"/> Frey, Jon S.
	Sample File 9-3-14 ✳	... Yesterday at 2:08 PM	🔒	<input type="checkbox"/> Frey, Jon S.
	Special Message for Office 2007 (draft)(7-30-14) ✳	... 29 minutes ago	🔒	<input type="checkbox"/> Frey, Jon S.
	W Sample 9-4-14 (final) ✳	... 41 minutes ago	🔒	<input type="checkbox"/> Frey, Jon S.

Selecting 'new,' will open a screen that enables creation of files and folders.

Start | Internet Explorer | File Explorer | Chrome | Word | PowerPoint | 11:41 AM 9/4/2014

OneDrive – Selected Functions – Create Folder – Choose ‘New Folder’



Selecting ‘New Folder’ from screen begins the folder creation process.

After selecting +new, a full list of options appears which includes creating a new Word, Excel, PowerPoint, or OneNote file. For this exercise, we will select the last option which is creating a new folder

OneDrive – Selected Functions – Create Folder – Name Folder

OneDrive for Business

https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/_layouts/15/start.aspx#/Documents/Forms/All.aspx

Office 365 Outlook Calendar People Newsfeed OneDrive Sites Tasks

BROWSE FILES LIBRARY

search OneDrive

My Documents

Followed Documents

Shared with Me

Site Folders

Recycle Bin

Recent Documents

Sample File 9-3-14.xlsx

Book1.xlsx

DLC - iSupplier Price ...

TechnicalArchitecture...

USE OFFICE ON DEMAND

OneDrive @ Montgomery County Government

Documents

+ new ↑ upload ↻ sync ✎ edit ✎ manage ↻ share

✓ Name

DLI Items

Sample Folder

Shared with E

Book1 *

O365 Web site

Sample File 9

Special Message for Office 2007 (draft)(7-30-14) * ... 29 minutes ago 🔒 Frey, Jon S.

W Sample 9-4-14 (final) * ... 41 minutes ago 🔒 Frey, Jon S.

Create a new folder

Name *

New Folder 9-4-14

Save Cancel

Name the folder being created

Start

11:43 AM 9/4/2014

OneDrive – Selected Functions – Create Folder – Display After Creation

The folder name will appear in the list with a 'modified' status of a few seconds ago.

OneDrive @ Montgomery County Government

Documents

Documents

+ new ↑ upload ↻ sync ✎ edit ✎ manage ↻ share

✓	Name	Modified	Sharing	Modified By
	DLC Items	... July 23	🔒	<input type="checkbox"/> Frey, Jon S.
	New Folder 9-4-14	... A few seconds ago	🔒	<input type="checkbox"/> Frey, Jon S.
	Sample Folder	... July 21	🔒	<input type="checkbox"/> Frey, Jon S.
	Shared with Everyone	... July 15	👥	<input type="checkbox"/> Frey, Jon S.
	Book1 *✳️	... Yesterday at 2:00 PM	🔒	<input type="checkbox"/> Frey, Jon S.
	O365 Web sites (8-1-14) *✳️	... 9 minutes ago	🔒	<input type="checkbox"/> Frey, Jon S.
	Sample File 9-3-14 *✳️	... Yesterday at 2:08 PM	🔒	<input type="checkbox"/> Frey, Jon S.
	Special Message for Office 2007 (draft)(7-30-14) *✳️	... 34 minutes ago	🔒	<input type="checkbox"/> Frey, Jon S.
	W Sample 9-4-14 (final) *✳️	... 46 minutes ago	🔒	<input type="checkbox"/> Frey, Jon S.



Upload File

OneDrive – Selected Functions – Upload Files – Select File to Upload

Office 365 Outlook Calendar People Newsfeed OneDrive Sites Tasks

BROWSE FILES LIBRARY

search OneDrive

My Documents
Followed Documents
Shared with Me
Site Folders
Recycle Bin

Recent Documents
Sample File 9-3-14.xlsx
Book1.xlsx
DLC - iSupplier Price ...
TechnicalArchitecture...

USE OFFICE ON DEMAND

OneDrive @ Montgomery County Government

Documents

Welcome to OneDrive @ Montgomery County Government, the place to store, sync, and share your work. Documents are private until shared. [Learn more here.](#) [Dismiss](#)

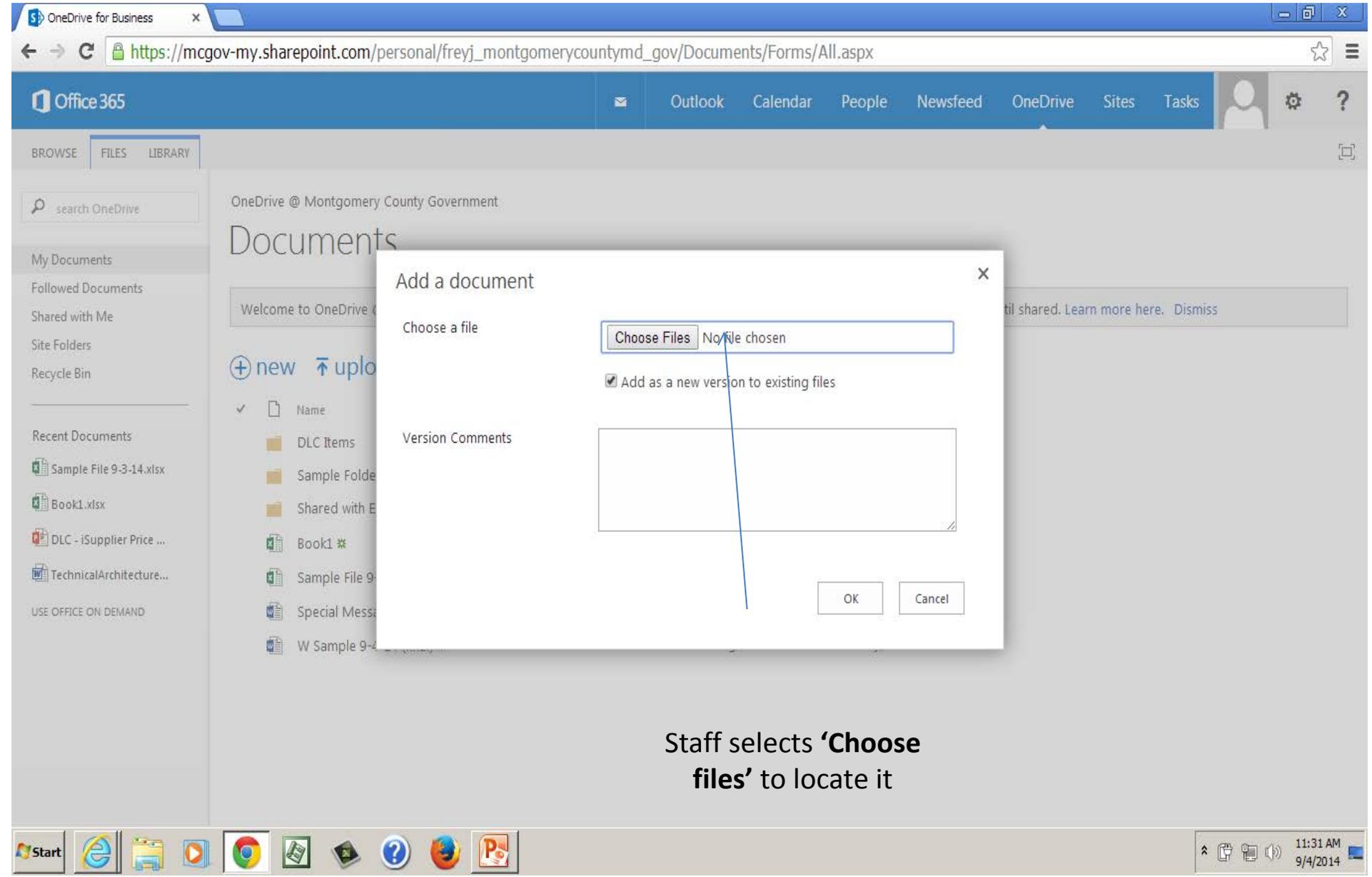
+ new ↑ upload ↻ sync ✎ edit ✎ manage ↻ share

✓	Name	Modified	Sharing	Modified By
	DLC Items	... July 23	🔒	<input type="checkbox"/> Frey, Jon S.
	Sample Folder	... July 21	🔒	<input type="checkbox"/> Frey, Jon S.
	Shared with Everyone	... July 15	👥	<input type="checkbox"/> Frey, Jon S.
	Book1 ✳	... Yesterday at 2:00 PM	🔒	<input type="checkbox"/> Frey, Jon S.
	Sample File 9-3-14 ✳	... Yesterday at 2:08 PM	🔒	<input type="checkbox"/> Frey, Jon S.
	Special Message for Office 2007 (draft)(7-30-14) ✳	... 8 minutes ago	🔒	<input type="checkbox"/> Frey, Jon S.
	W Sample 9-4-14 (final) ✳	... 20 minutes ago	🔒	<input type="checkbox"/> Frey, Jon S.

Staff member selects 'Upload' to begin the process

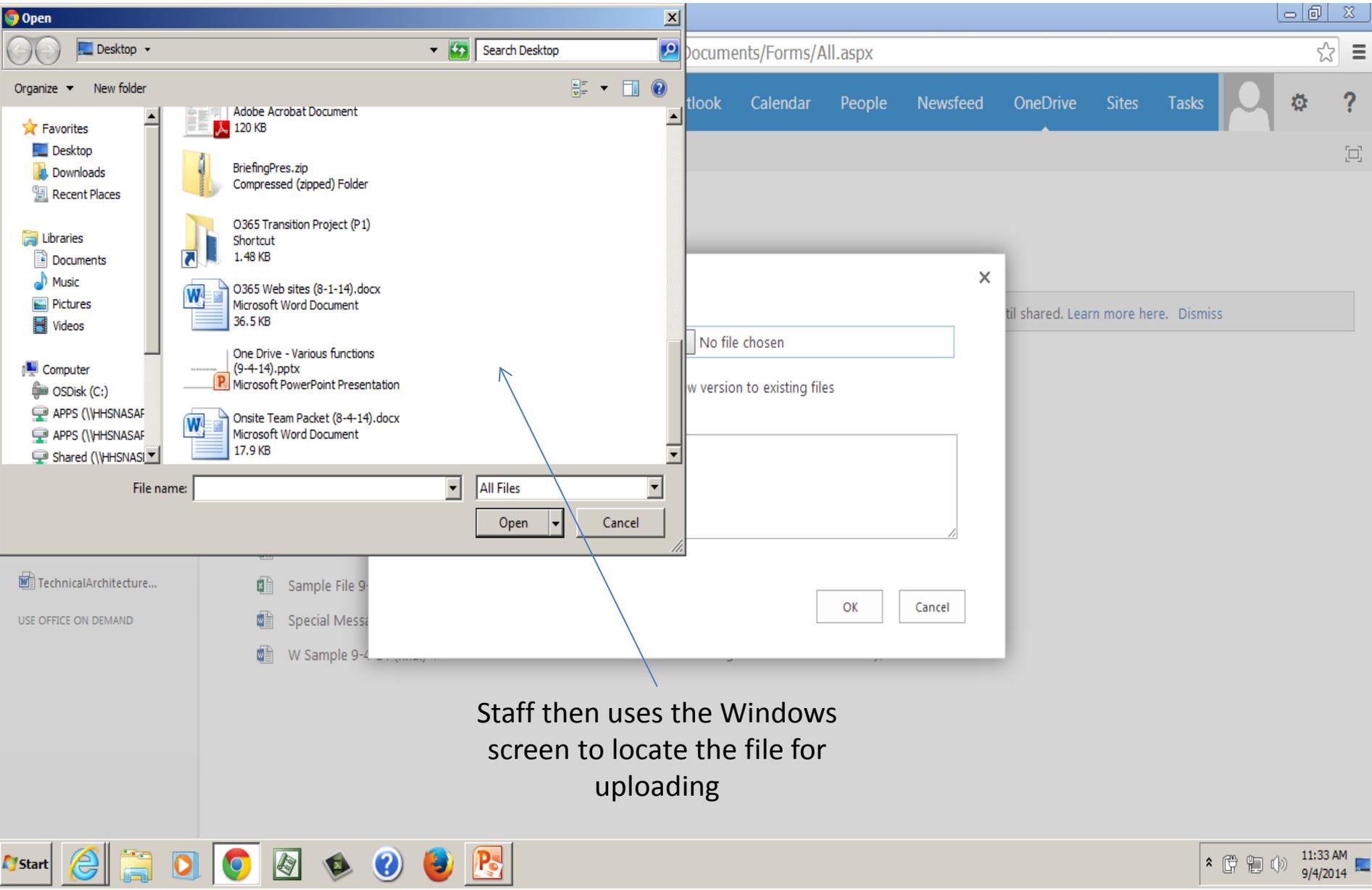
Note: At some point when Staff member has all their files in OneDrive, this function will become less used.

OneDrive – Selected Functions – Upload Files – Select File to Upload(1)



Staff selects 'Choose files' to locate it

OneDrive – Selected Functions – Upload File – Select File to Upload(2)



Staff then uses the Windows screen to locate the file for uploading

OneDrive – Selected Functions – Upload File - Add Comments

OneDrive for Business

https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/Documents/Forms/All.aspx

Office 365

Outlook Calendar People Newsfeed OneDrive Sites Tasks

BROWSE FILES LIBRARY

search OneDrive

OneDrive @ Montgomery County Government

Documents

Welcome to OneDrive

til shared. Learn more here. Dismiss

new upload

Version Comments

Comments regarding file

OK Cancel

Staff would then add version comments if desired

OneDrive – Selected Functions – Upload File – Display Uploaded File

The screenshot shows the OneDrive for Business interface in a web browser. The browser address bar displays the URL: https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/Documents/Forms/All.aspx. The interface includes a navigation bar with 'Office 365' and various application links (Outlook, Calendar, People, Newsfeed, OneDrive, Sites, Tasks). Below this is a search bar and a sidebar with navigation options like 'My Documents', 'Followed Documents', 'Shared with Me', 'Site Folders', 'Recycle Bin', and 'Recent Documents'. The main content area is titled 'Documents' and contains a welcome message: 'Welcome to OneDrive @ Montgomery County Government, the place to store, sync, and share your work. Documents are private until shared. Learn more here. Dismiss'. Below the message are action buttons: '+ new', 'upload', 'sync', 'edit', 'manage', and 'share'. A table lists the documents:

✓	Name	Modified	Sharing	Modified By
	O365 Web sites (8-1-14) *	... A few seconds ago	🔒	☐ Frey, Jon S.
	DLC Items	... July 23	🔒	☐ Frey, Jon S.
	Sample Folder	... July 21	🔒	☐ Frey, Jon S.
	Shared with Everyone	... July 15	👥	☐ Frey, Jon S.
	Book1 *	... Yesterday at 2:00 PM	🔒	☐ Frey, Jon S.
✓	Sample File 9-3-14 *	... Yesterday at 2:08 PM	🔒	☐ Frey, Jon S.
	Special Message for Office 2007 (draft)(7-30-14) *	... 8 minutes ago	🔒	☐ Frey, Jon S.
	W Sample 9-4-14 (final) *	... 20 minutes ago	🔒	☐ Frey, Jon S.

A blue arrow points from the text 'Display shows uploaded file in OneDrive' to the 'Sample File 9-3-14' document in the table.

Display shows uploaded file in OneDrive



Download File

OneDrive – Selected Functions - Download File – Select File

Office 365 Outlook Calendar People Newsfeed OneDrive Sites Tasks

BROWSE FILES LIBRARY

search OneDrive

Documents

Shared with me

Followed

Site folders

Recycle bin

Recent Documents

OneDrive - Even more ...

Book1.xlsx

Book.xlsx

One Drive - Tutorial 1 - ...

2003 screen shots 10-1...

SHOW MORE

USE OFFICE ON DEMAND

OneDrive @ Montgomery County Government

Documents

Welcome to OneDrive @ Montgomery County Government, the place to store, sync, and share your work. Documents are private until shared. [Learn more here.](#) [Dismiss](#)

[+](#) new [↑](#) upload [↻](#) sync [✎](#) edit [✎](#) manage [↻](#) share

Find a file

✓	Name	Modified	Sharing	Modified By
	Admin - Older Projects	... October 21	🔒	☐ Frey, Jon S.
	O365 Migration Operations	... September 24	🔒	☐ Frey, Jon S.
	O365-Phase 2 Items	... September 04	👥	☐ Frey, Jon S.
	Sample Folder	... July 21	🔒	☐ Frey, Jon S.
	Shared with Everyone	... July 15	👥	☐ Frey, Jon S.
	Tutorials(SB-Video)	... October 23	🔒	☐ Frey, Jon S.
	Various Items 10-14	... October 21	🔒	☐ Frey, Jon S.
	Book	... October 22	🔒	☐ Frey, Jon S.
	Book1	... October 22	🔒	☐ Frey, Jon S.
	One Drive - Tutorial 1 - Overview Plus (10-27-14)	... Monday at 12:01 PM	🔒	☐ Frey, Jon S.
	OneDrive - Even more Slides 10-28-14	... Tuesday at 8:25 AM	🔒	☐ Frey, Jon S.

Select file to be downloaded

OneDrive – Download File – File Selected

The screenshot shows the OneDrive for Business interface in a web browser. The address bar displays the URL: https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/_layouts/15/start.aspx#/Documents/Forms/All.aspx. The Office 365 navigation bar includes Outlook, Calendar, People, Newsfeed, OneDrive, Sites, and Tasks. The left sidebar shows navigation options like BROWSE, FILES, LIBRARY, and a search bar. The main content area displays the 'Documents' library for 'OneDrive @ Montgomery County Government'. A table of files is shown with columns for Name, Modified, Sharing, and Modified By. The file 'One Drive - Tutorial 1 - Overview Plus (10-27-14)' is selected, and a blue arrow points to it with the text 'File to be downloaded'. The Windows taskbar at the bottom shows the Start button, taskbar icons for Internet Explorer, File Explorer, Chrome, and PowerPoint, and the system tray with the time 11:55 AM on 10/30/2014.

Name	Modified	Sharing	Modified By
Admin - Older Projects	October 21	Lock	Frey, Jon S.
O365 Migration Operations	September 24	Lock	Frey, Jon S.
O365-Phase 2 Items	September 04	Share	Frey, Jon S.
Sample Folder	July 21	Lock	Frey, Jon S.
Shared with Everyone	July 15	Share	Frey, Jon S.
Tutorials(SB-Video)	October 23	Lock	Frey, Jon S.
Various Items 10-14	October 21	Lock	Frey, Jon S.
Book	October 22	Lock	Frey, Jon S.
Book1	October 22	Lock	Frey, Jon S.
One Drive - Tutorial 1 - Overview Plus (10-27-14)	Monday at 12:01 PM	Lock	Frey, Jon S.
OneDrive – Even more Slides 10-28-14	Tuesday at 8:25 AM	Lock	Frey, Jon S.

OneDrive – Selected Functions – Download File – Selecting ‘...’ (2)

The screenshot displays the OneDrive for Business web interface. The browser address bar shows the URL: https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/_layouts/15/start.aspx#/Documents/Forms/All.aspx. The page title is "OneDrive @ Montgomery County Government" and the main heading is "Documents".

On the left sidebar, the "Documents" section is expanded, showing a list of folders and files. The file "One Drive - Tutorial 1 - Overview Plus (10-27-14)" is selected. A context menu is open over this file, displaying various actions. The "Download a Copy" option is highlighted, and a blue arrow points from a text box to this option.

The context menu options include:

- View Properties
- Edit Properties
- View in Browser
- Edit in Browser
- Check Out
- Version History
- Workflows
- Download a Copy
- Follow
- Shared With
- Delete

The "Download a Copy" option is highlighted in blue, and a blue arrow points from the text box to it.

Selecting the second ‘...’ command will display ‘delete’ option

OneDrive – Selected Functions – Download File – Trigger the Download

The screenshot displays the OneDrive for Business web interface. The browser address bar shows the URL: https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/_layouts/15/start.aspx#/Documents/Forms/All.aspx. The Office 365 navigation bar includes links for Outlook, Calendar, People, Newsfeed, OneDrive, Sites, and Tasks. The main content area is titled 'Documents' and shows a list of files and folders. A context menu is open over the file 'One Drive - Tutorial 1 - Overview Plus (10-27-14)'. The menu options include: View Properties, Edit Properties, View in Browser, Edit in Browser, Check Out, Version History, Workflows, Download a Copy (highlighted with a blue arrow), Follow, Shared With, and Delete. A text box on the right side of the image contains the text: 'Selecting 'download as Copy' will trigger the download'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time: 11:57 AM, 10/30/2014.

OneDrive – Selected Functions – Download File – Confirm Download

The screenshot displays the OneDrive interface within a browser window. The address bar shows the URL: https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/_layouts/15/start.aspx#/Documents/Forms/All.aspx. The Office 365 navigation bar includes Outlook, Calendar, People, Newsfeed, OneDrive, Sites, and Tasks. The main content area is titled "Documents" and shows a file list with columns for Name, folders, and files. A file named "One Drive - Tutorial 1 - Overview Plus (10-27-14)" is selected. A preview window is open over this file, displaying a slide titled "Office 365 – (0365) OneDrive Tutorial # 1 Overview / Selected functions (Story board)". The slide content includes "Office 365 – (0365)", "OneDrive", "Tutorial # 1", "Overview / Selected functions", and "(Story board)". The preview window also shows a navigation bar with "SLIDE 1 OF 50" and a share link: https://mcgov-my.sharepoint.com/personal/freyj_montgom. A blue arrow points from the text "Display shows information" to the preview window.

Display shows information

Delete File

OneDrive – Selected Functions – Delete File – Select File to be Deleted

The screenshot shows the OneDrive for Business interface in a web browser. The address bar shows the URL: https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/Documents/Forms/All.aspx. The page title is "OneDrive @ Montgomery County Government Documents".

On the left sidebar, there are navigation options: "BROWSE", "FILES", and "LIBRARY". Below that is a search bar labeled "search OneDrive". The sidebar also lists "My Documents" (Followed Documents, Shared with Me, Site Folders, Recycle Bin) and "Recent Documents" (Sample File 9-3-14.xlsx, Book1.xlsx, DLC - iSupplier Price..., TechnicalArchitecture...).

The main content area shows a welcome message: "Welcome to OneDrive @ Montgomery County Government, the place to store, sync, and share your work. Documents are private until shared. [Learn more here.](#) [Dismiss](#)". Below the message are action buttons: "new", "upload", "sync", "edit", "manage", and "share".

A table of documents is displayed with the following columns: Name, Modified, Sharing, and Modified By. The file "Sample File 9-3-14 *" is highlighted in green, and a blue arrow points to it from the text "Select file to be deleted".

✓	Name	Modified	Sharing	Modified By
	DLC Items	... July 23	🔒	☐ Frey, Jon S.
	Sample Folder	... July 21	🔒	☐ Frey, Jon S.
	Shared with Everyone	... July 15	👥	☐ Frey, Jon S.
	Book	... July 22	🔒	☐ Frey, Jon S.
	Book1 *	... Yesterday at 2:00 PM	🔒	☐ Frey, Jon S.
	Sample File 9-3-14 *	... Yesterday at 2:08 PM	🔒	☐ Frey, Jon S.
	Special Message for Office 2007 (draft)(7-30-14) *	... 5 minutes ago	🔒	☐ Frey, Jon S.
	W Sample 9-4-14 (final) *	... 17 minutes ago	🔒	☐ Frey, Jon S.

OneDrive – Selected Functions – Delete File – Selecting ‘...’ (1)

The screenshot displays the OneDrive for Business web interface. The browser address bar shows the URL: https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/Documents/Forms/All.aspx. The Office 365 navigation bar includes links for Outlook, Calendar, People, Newsfeed, OneDrive, Sites, and Tasks. The main content area is titled 'Documents' and shows a list of files and folders. The file 'Book' is selected, and its context menu is open, showing options like 'EDIT', 'SHARE', and 'FOLLOW'. A preview window for 'Book.xlsx' is displayed, showing a 'Loading...' message and a 'Sheet1' tab. A blue arrow points from the text below to the '...' menu item for the 'Book' file.

Selecting this ‘...’ command will bring up file preview and information display

https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/Documents/Forms/All.aspx#



11:15 AM
9/4/2014

OneDrive – Selected Functions – Delete File – Selecting ‘...’ (2)

The screenshot shows the OneDrive for Business interface in a web browser. The address bar displays the URL: https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/Documents/Forms/All.aspx. The Office 365 navigation bar includes Outlook, Calendar, People, Newsfeed, OneDrive, Sites, and Tasks. The main content area shows the 'Documents' library for 'OneDrive @ Montgomery County Government'. A file list is displayed with the following items:

- Name
- DLC Items
- Sample Folder
- Shared with Everyone
- Book** (selected)
- Book1 #
- Sample File 9-3-14 #
- Special Message for Office 2007 (draft)(7-30-14) #
- W Sample 9-4-14 (final) #

The 'Book' file is selected, and its context menu is open, showing options: EDIT, SHARE, FOLLOW, and a 'More actions' button (indicated by a blue arrow). A preview window for 'Book.xlsx' is overlaid, showing a spreadsheet with the following data:

Book.xlsx	
	excell online
	100
	45

The preview window also shows the sheet name 'Sheet1', the last modified date 'Changed by you on 7/22/2014 10:54 AM', and the sharing status 'Only shared with you'. A 'Dismiss' button is visible in the top right corner of the preview window.

Selecting the second ‘...’ command will display ‘delete’ option

OneDrive – Selected Functions – Delete File – Selecting ‘Delete’

OneDrive for Business

https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/Documents/Forms/All.aspx

Office 365

Outlook Calendar People Newsfeed OneDrive Sites Tasks

BROWSE FILES LIBRARY

search OneDrive

My Documents

Followed Documents

Shared with Me

Site Folders

Recycle Bin

Recent Documents

Sample File 9-3-14.xlsx

Book1.xlsx

DLC - iSupplier Price ...

TechnicalArchitecture...

USE OFFICE ON DEMAND

OneDrive @ Montgomery County Government

Documents

Welcome to OneDrive @ Montgomery County Government, the place to

new upload sync edit mana

✓ Name

- DLC Items
- Sample Folder
- Shared with Everyone
- ✓ Book
- Book1 ✱
- Sample File 9-3-14 ✱
- Special Message for Office 2007 (draft)(7-30-14) ✱
- W Sample 9-4-14 (final) ✱

Book.xlsx

			excell online	
			100	
				45

View Properties

Edit Properties

View in Browser

Edit in Browser

Check Out

Version History

Workflows

Download a Copy

Follow

Shared With

Delete

EDIT SHARE FOLLOW

Deleted

Select 'delete' from menu of choices

OneDrive – Selected Functions – Delete File – Confirm delete

The screenshot shows the OneDrive for Business interface in a web browser. The address bar displays the URL: https://mcgov-my.sharepoint.com/personal/frej_montgomerycountymd_gov/Documents/Forms/All.aspx. The page title is "OneDrive @ Montgomery County Government Documents".

A confirmation dialog box is open, asking: "The page at https://mcgov-my.sharepoint.com says: Are you sure you want to send the item(s) to the site Recycle Bin?". The dialog has "OK" and "Cancel" buttons. An arrow points from the text "Confirm delete file request" to the "OK" button.

In the background, a preview of an Excel file named "excell online" is visible. The preview shows a table with the following data:

excell online	
100	
	45

The file "Book" is selected in the file list. The preview also shows the file's metadata: "Changed by you on 7/22/2014 10:54 AM", "Only shared with you", and the URL: https://mcgov-my.sharepoint.com/personal/frej_montgom. The preview includes "EDIT", "SHARE", and "FOLLOW" options.

Confirm delete file request

OneDrive – Selected Functions – Delete File – Post delete display

The screenshot shows the OneDrive interface for a user at Montgomery County Government. The left sidebar contains a 'Recycle Bin' link, which is highlighted with a blue arrow pointing to the file list. The file list contains several items, including folders and files. A blue arrow points from the 'Recycle Bin' link to the 'Deleted files are found in the Recycle bin' text. Another blue arrow points from the 'Deleted files are found in the Recycle bin' text to the 'The deleted file is removed from the display' text. The file list shows a file named 'W Sample 9-4-14 (final) *' which has been deleted, as indicated by the asterisk and the arrow pointing to the 'The deleted file is removed from the display' text.

Name	Modified	Sharing	Modified By
DLC Items	July 23	Lock	Frey, Jon S.
Sample Folder	July 21	Lock	Frey, Jon S.
Shared with Everyone	July 15	Share	Frey, Jon S.
Book1 *	Yesterday at 2:00 PM	Lock	Frey, Jon S.
Sample File 9-3-14 *	Yesterday at 2:08 PM	Lock	Frey, Jon S.
Special Message for Office 2007 (draft)(7-30-14) *	8 minutes ago	Lock	Frey, Jon S.
W Sample 9-4-14 (final) *	20 minutes ago	Lock	Frey, Jon S.

Deleted files are found in the 'Recycle bin'

The deleted file is removed from the display

One Drive – END