Office 365 – (O365)

OneDrive

Tutorial # 1

Overview

(Story board)
Introduction

The following is a story board of a tutorial depicting the steps and screen selections of the Office 365 - OneDrive application.

What is covered in ‘OneDrive Overview / Selected Functions’ tutorial is a high level review of:

• Selecting OneDrive from OWA 2013
• General Overview
• Home Screen Tabs
• Folder Review
• Document Action Tabs
• “…” function

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
Starting OneDrive from OWA
When staff selects ‘OneDrive’ Tab
The OneDrive application will open
One Drive – Overview – Home Screen
Note: When staff logs onto OneDrive for the first time there will be no files or folders displayed.
The BROWSE Tab provides the general view of files and folders in OneDrive.
Selecting the **FILES Tab**

Opens a ribbon display with various options to help you view information, edit, manage, share, or download the file.
Selecting the **LIBRARY** Tab

opens a ribbon display with various activities ways to view or distribute files.
One Drive – Overview - Folders
When the ‘My Documents’ folder is selected One Drive displays staff persons ‘personal folders and files’

With details regarding:
- Name
- Last Modified
- Sharing status
- Who modified

Note: The OneDrive Home page defaults to the “My Documents” folder
When the “Followed Documents” folder is selected, ‘Doc’s I’m following’ and suggested documents to follow are displayed.
When the ‘Shared with Me’ folder is selected, OneDrive displays various documents that are currently being shared with this staff person.
When the **Site Folders** is selected OneDrive will display any SharePoint 2013 sites which the staff person has access to.
When the ‘Recycle Bin’ folder selected, OneDrive allows staff to review deleted items and restore ones if needed.

**Note:** If left in the recycle bin Office 365 will retain them for 30 days.
Recent Documents

This will show the last five files that have been accessed.
One Drive – Document Action Tabs
OneDrive – Document Action Tabs - Overview

Tabs Always Available

- ‘new’ Tab
  Allows creation of new documents and folders

- ‘upload’ Tab
  Allows uploading documents

- ‘sync’ Tab
  Synchronizes documents and folders

Tabs Only Available if file selected

- ‘edit’ Tab
  Allows staff to edit documents

- ‘manage’ Tab
  Enables staff to manage documents and folders

- ‘share’ Tab
  Allows sharing of documents and folders

‘DRAFT’
OneDrive presents staff with a screen of options to:

- Open online applications or
- Create new folder
When staff selects the **upload** tab it opens the upload window (see next slide)
OneDrive – Document Action Tabs – ‘upload’ (Choose file)

This screen enables the staff to locate and select files for uploading.

Once staff locates and selects files for uploading, they select the Open button to trigger the upload process.
When staff selects ‘sync’ OneDrive will take them to the sync request screen (see next slide).

NOTE: These feature will not be activated as the desktop application involved is not going to be deployed.
This tab provides staff with the ability to trigger synchronization.

NOTE: These feature will not be activated as the desktop application involved is not going to be deployed.
Document Action Tabs

(Available when item is selected)
To select a file staff goes to the beginning of the line where the file name is and clicks the select box.
These tabs are now active and will be reviewed in the following slides. Once selected the line where the file name is located is highlighted.
Once the staff selects the 'edit' tab the selected file will begin the process of going into edit mode.
Staff may be challenged to validate of the file and they can either acknowledge it and move into editing or reject it and the edit process will be canceled.
When staff selects the 'manage' tab, OneDrive will display a list of options which the staff can choose to manage the file or folder.
Sharing files replaces the old process of moving a copy of a file around.

Instead a central copy is maintained in OneDrive and all staff are directed to that copy to make changes.

Once staff select the ‘share’ tab OneDrive will take them to a sharing screen.
Staff are prompted for those who will be invited to share this file or folder.

Role such as ‘can edit’

Once complete they choose ‘save’ to complete the sharing process.
OneDrive – ‘...’ menus
First staff selects file

Then they select the 1st ‘...’

It brings up a preview panel and another ‘...’ function

OneDrive – ‘...’ Menus - Menu (1) – Select
Selecting the ‘…’ function triggers this display of additional functions.
OneDrive #1 Overview – END