



# Microsoft One Drive

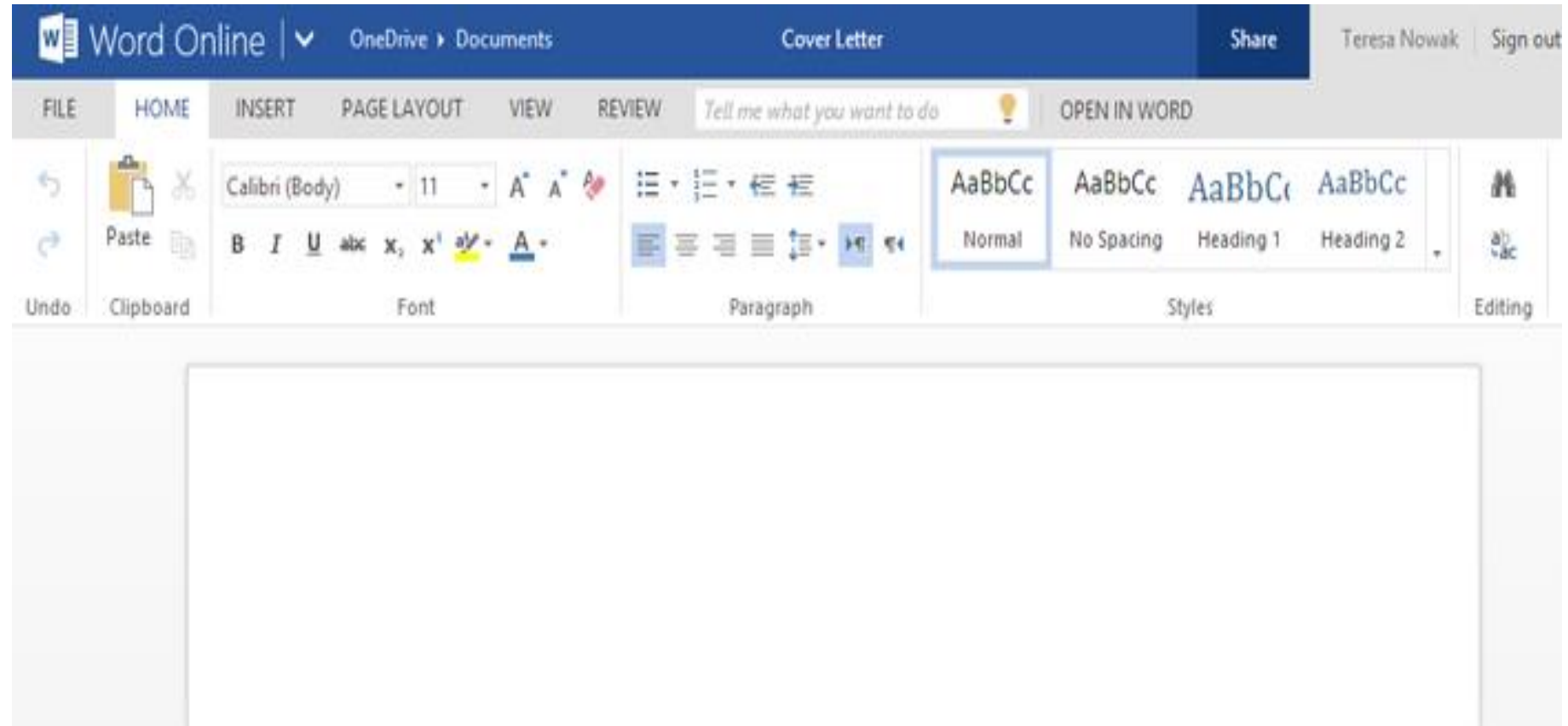
# What is OneDrive?



OneDrive is a free online storage space you can use as **your own personal online hard drive**.

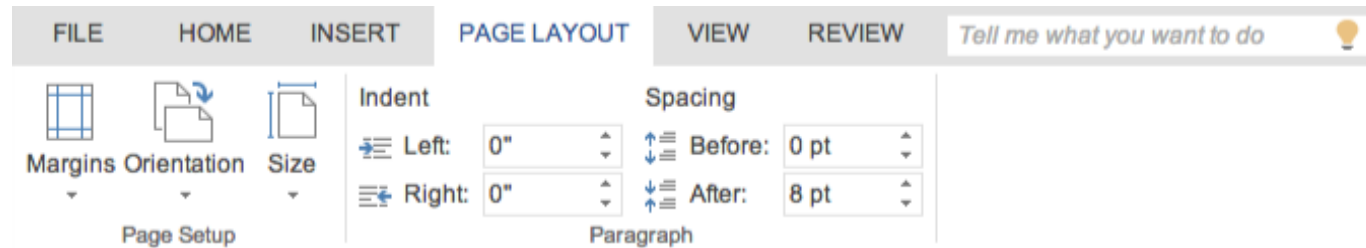


# Office Online is a free basic version included

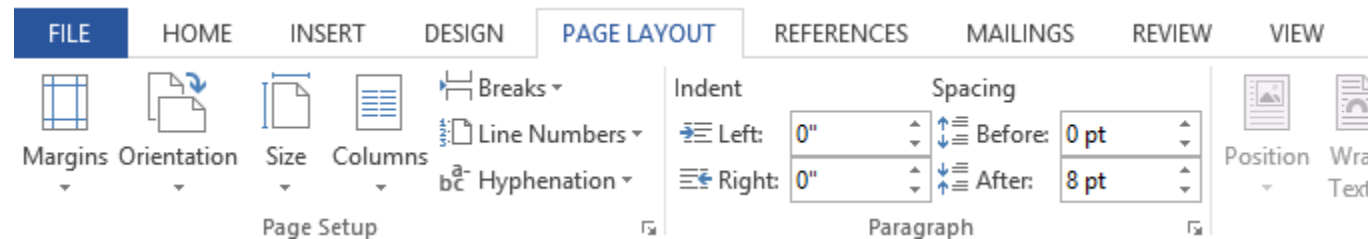


# Office Online is a limited version of Microsoft Office

For example, here are the page layout tools in Word Online:



Here are the page layout tools in Word 2013:



# Creating a Microsoft account is the first step



Microsoft account [What's this?](#)

☐ Keep me signed in

Sign in

[Can't access your account?](#)

[Sign in with a single-use code](#)

Don't have a Microsoft account? [Sign up now](#)

## Who are you?

Name

Birth date

Gender

Select one

Select one

Male

Female

Not specified

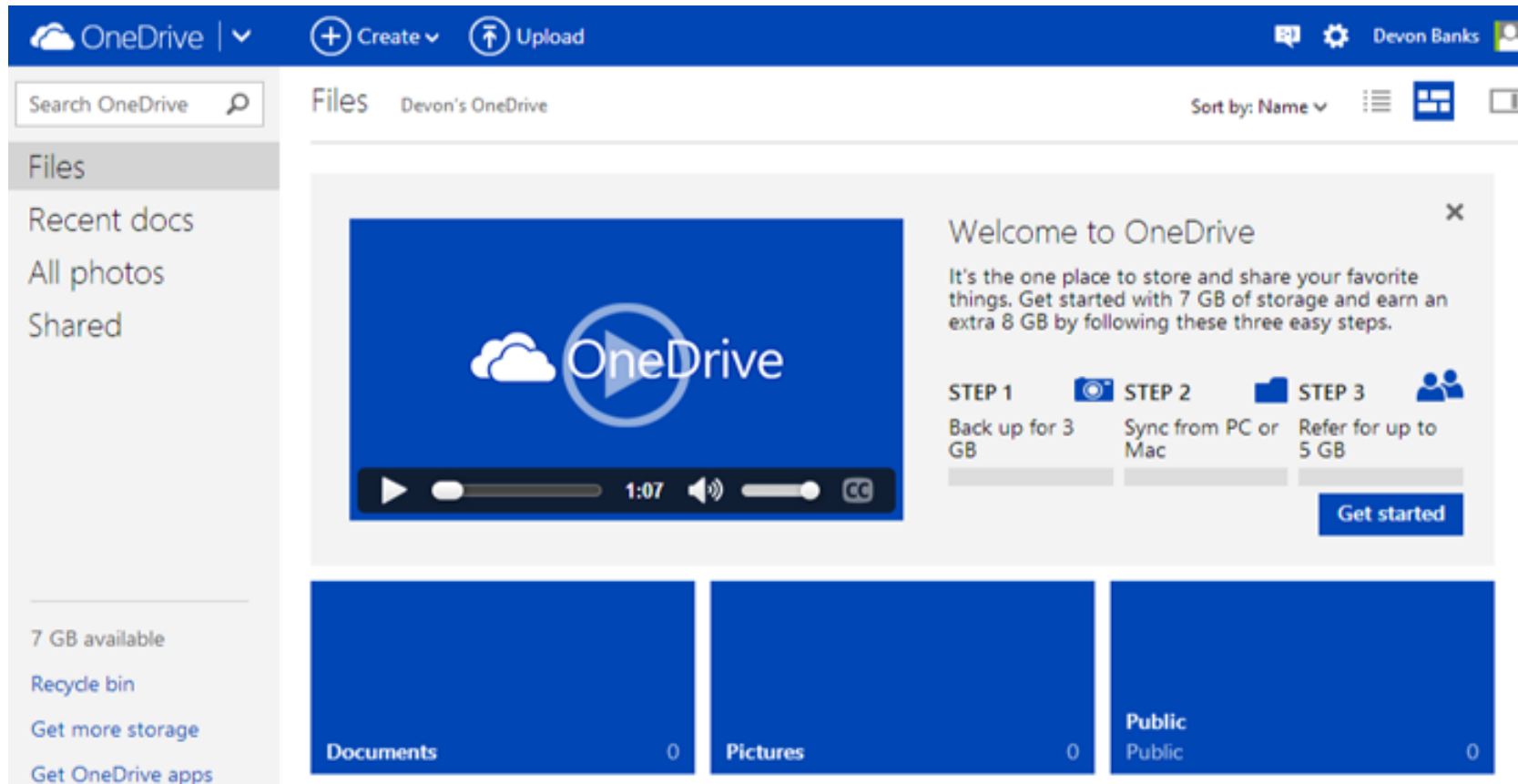
Sign in?

☒ Send me promotional offers from Microsoft. You can

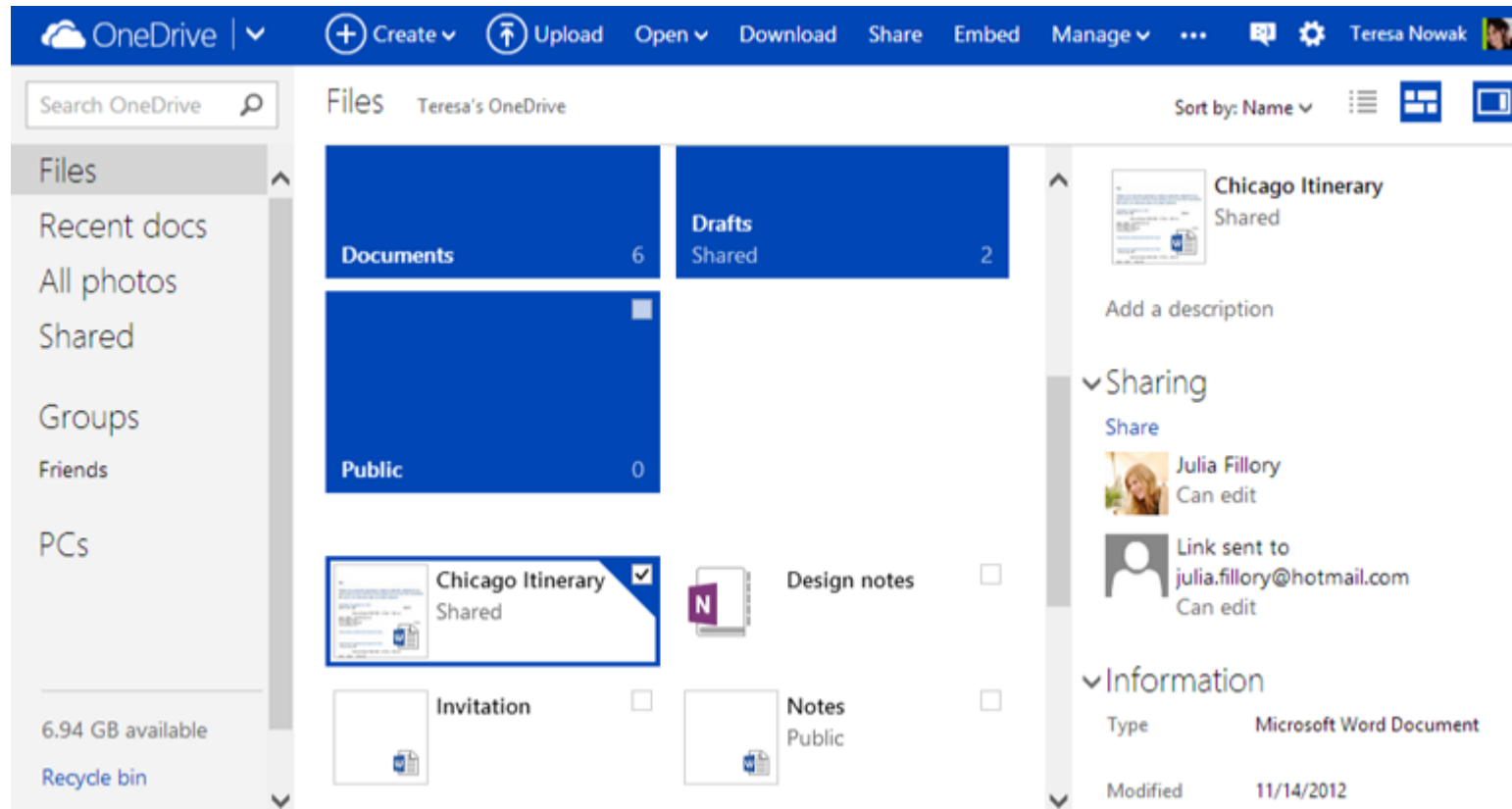
Click **Create account** to agree to the [Microsoft Service](#)

Create account

# Your Microsoft account is now created, and your OneDrive will appear



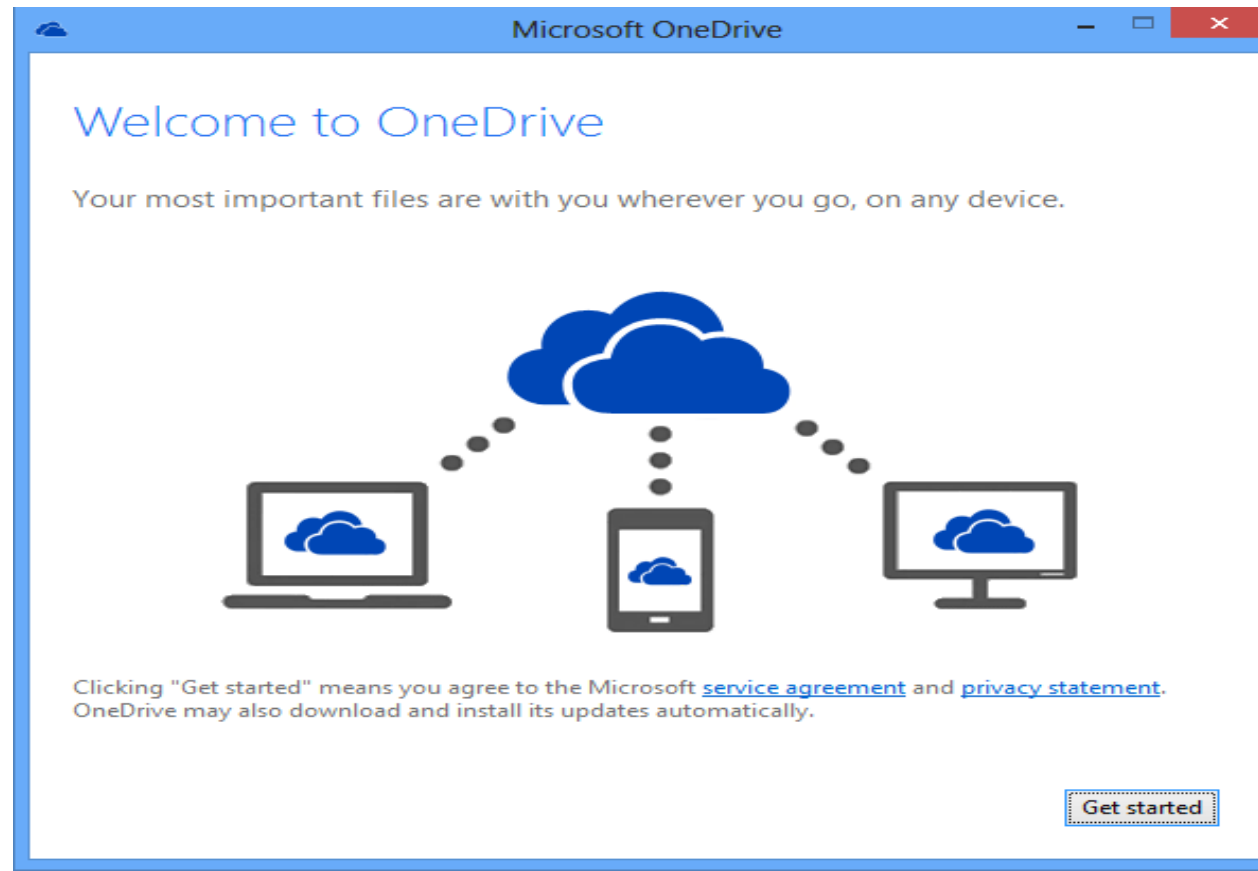
- . You can access OneDrive at any time by going to [www.onedrive.com](http://www.onedrive.com)



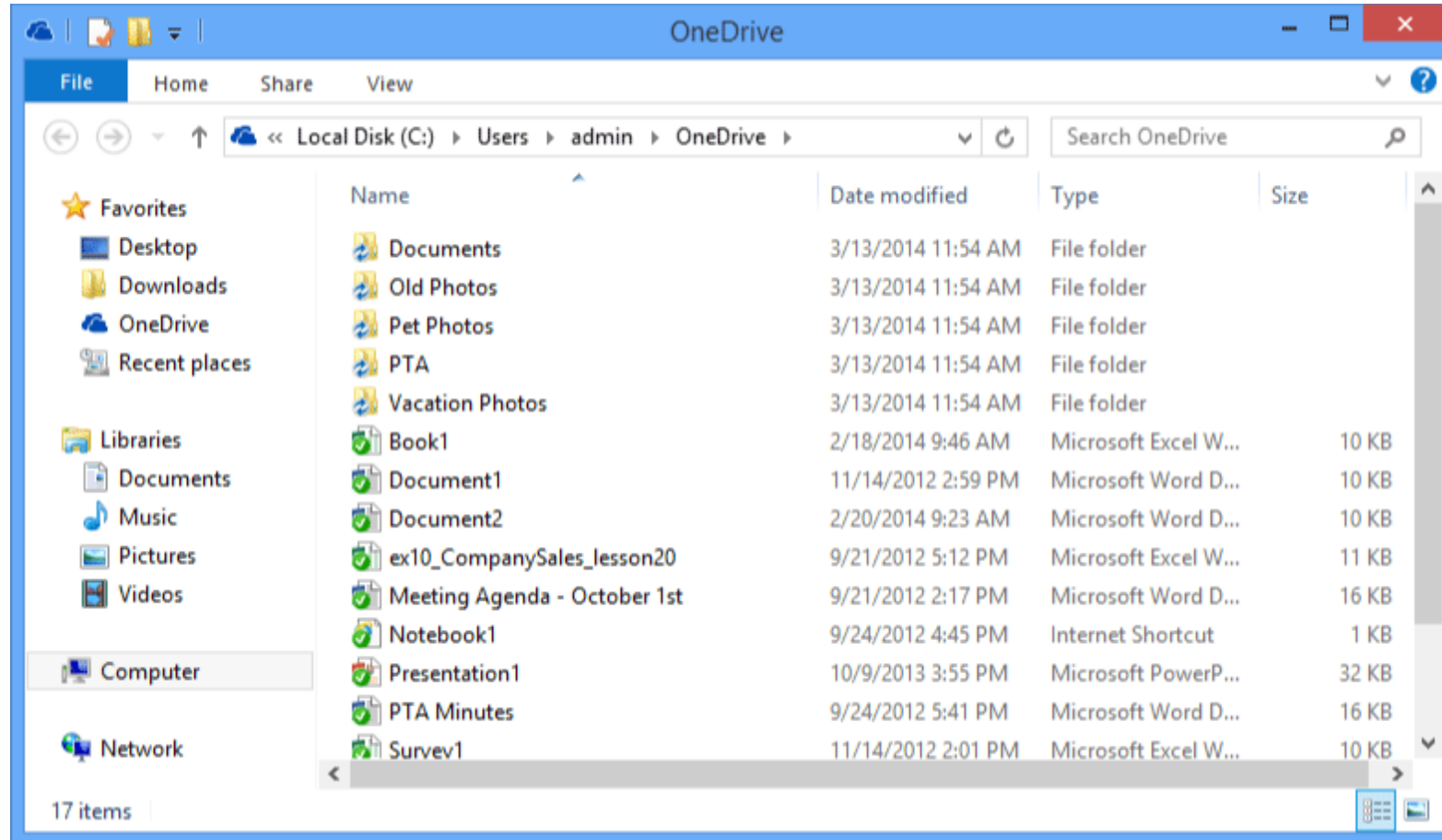


# Microsoft OneDrive app

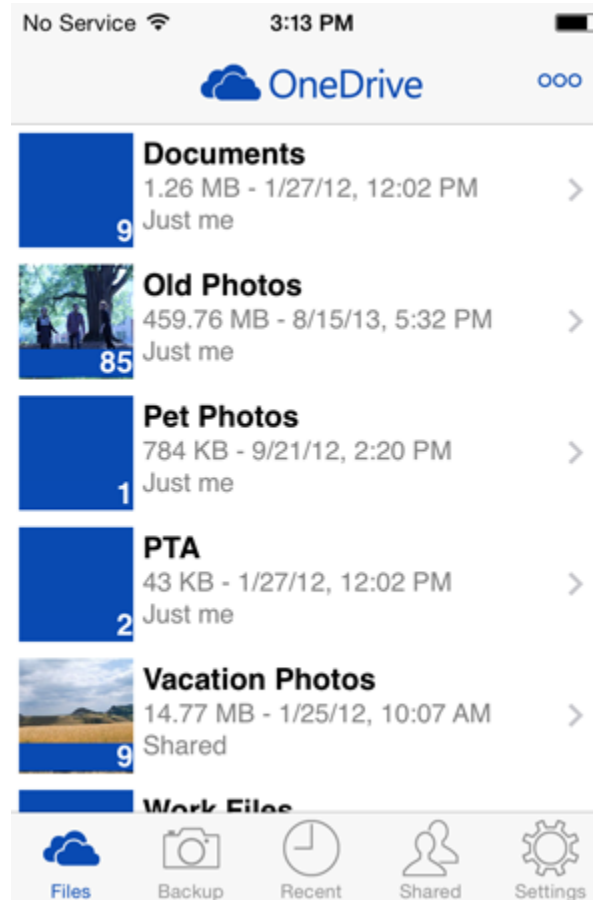
Navigate to the [Download OneDrive page](#). Locate and select **Download OneDrive for Windows**.



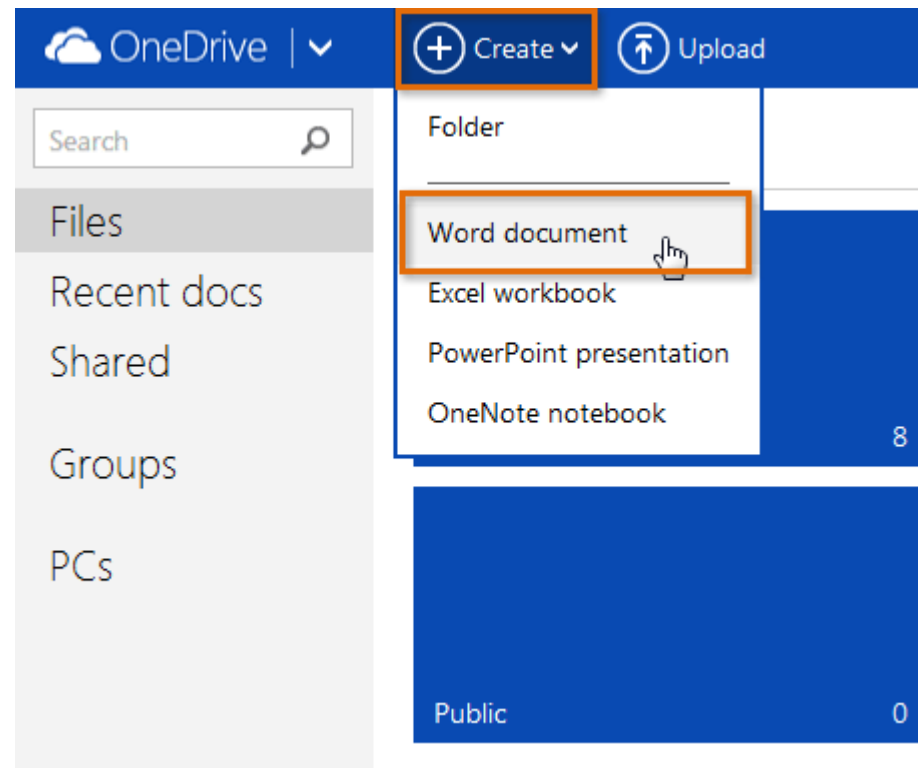
# A OneDrive folder will be added to your Windows Explorer



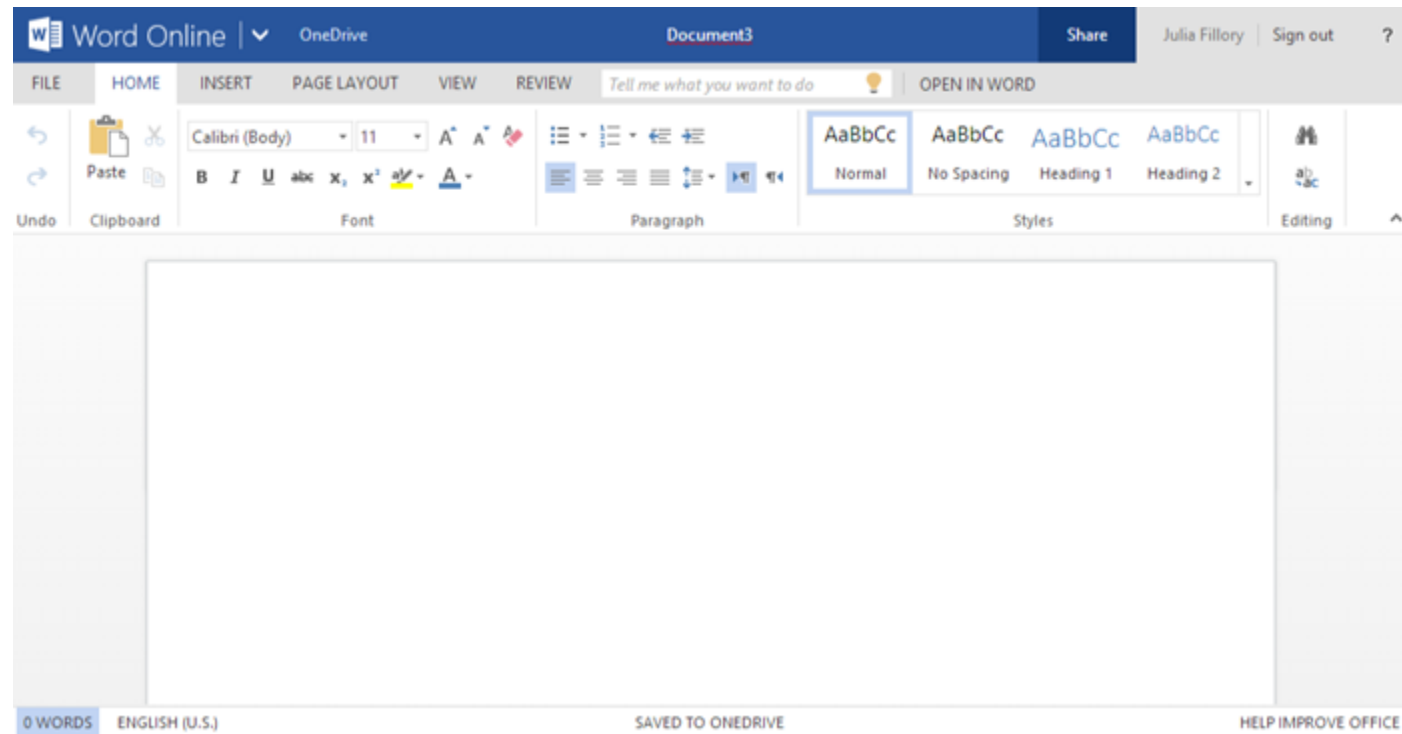
# OneDrive for mobile devices



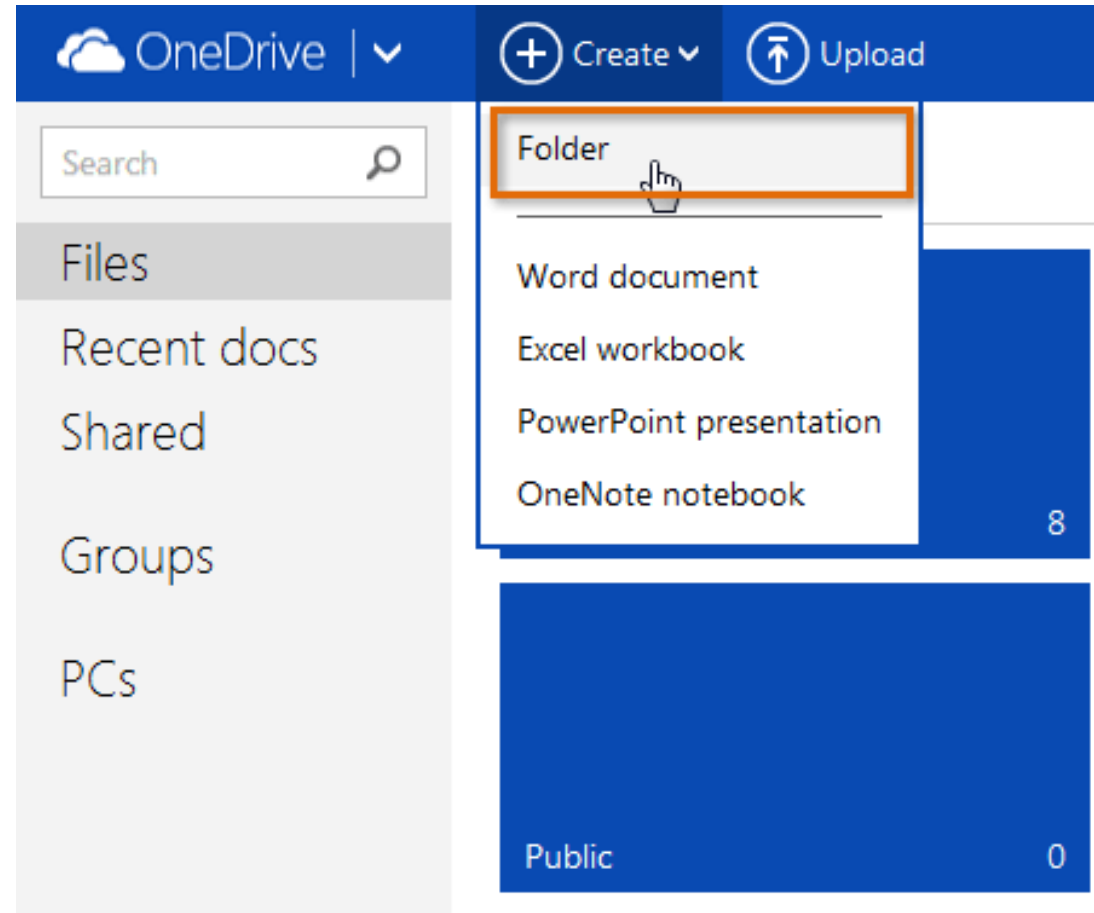
# OneDrive makes it easy to create new documents and share your files



# Your document will be created and opened



# You can create new folders

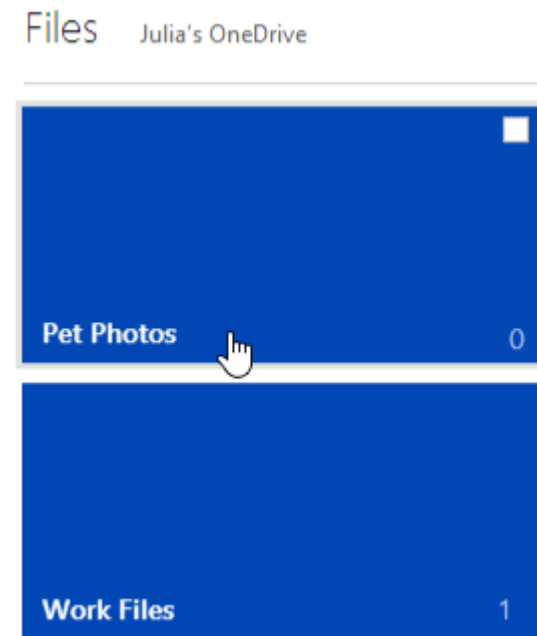


Enter a name for the new folder, then click **Create**.

Folder name

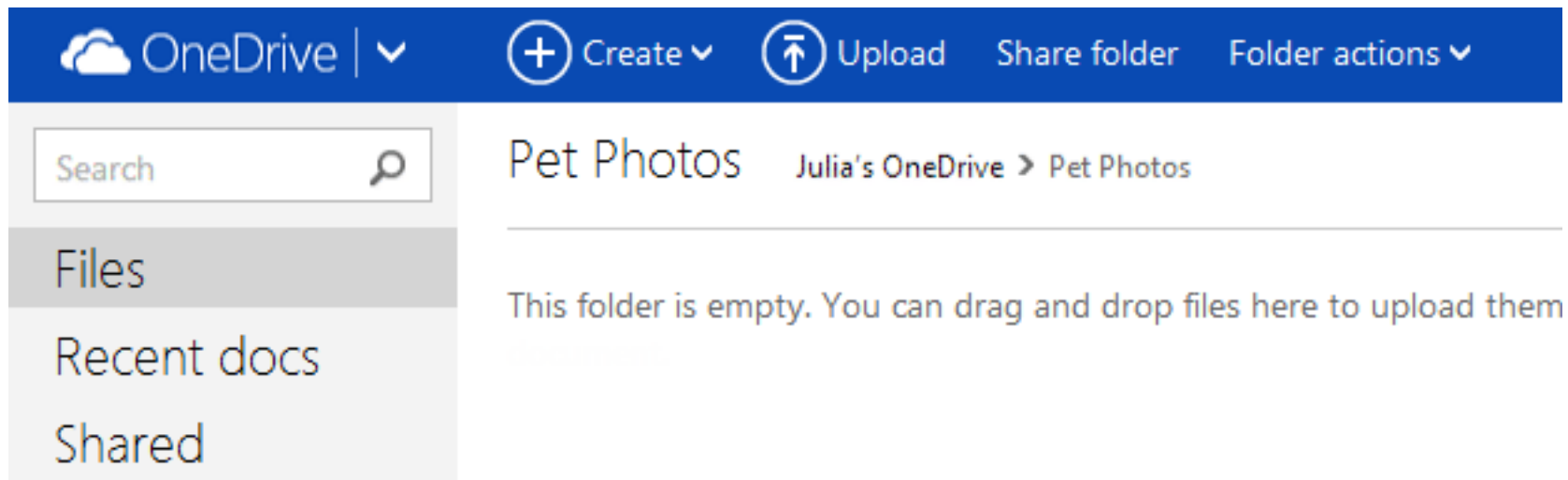
Pet Photos

Create



Your folder will be created. Click the folder to open it.

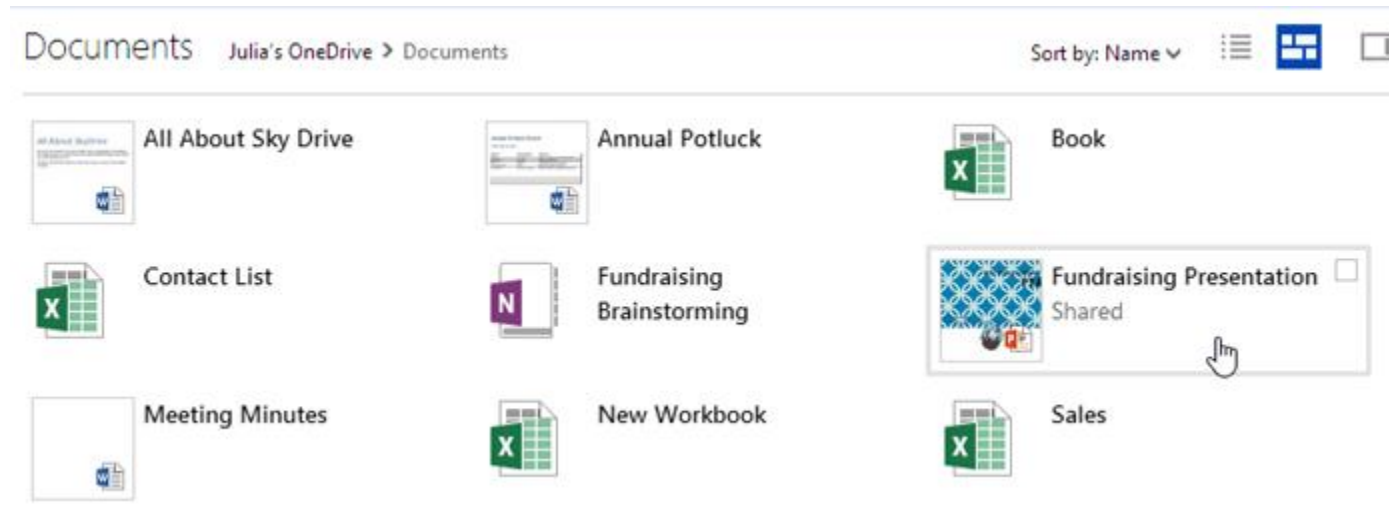
create new documents inside the folder by  
following the same steps





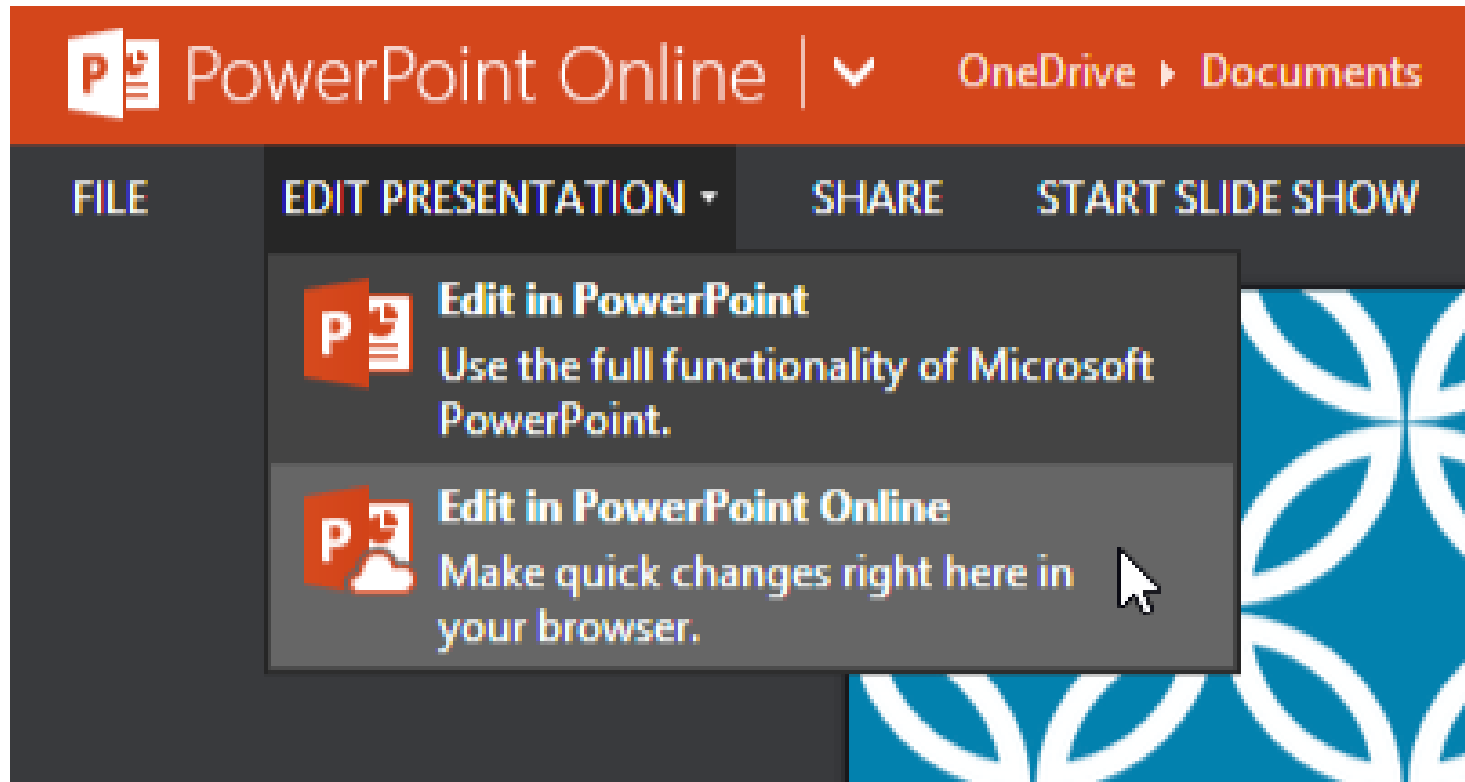
# To open a document with Office Online

Locate and click the document you wish to open

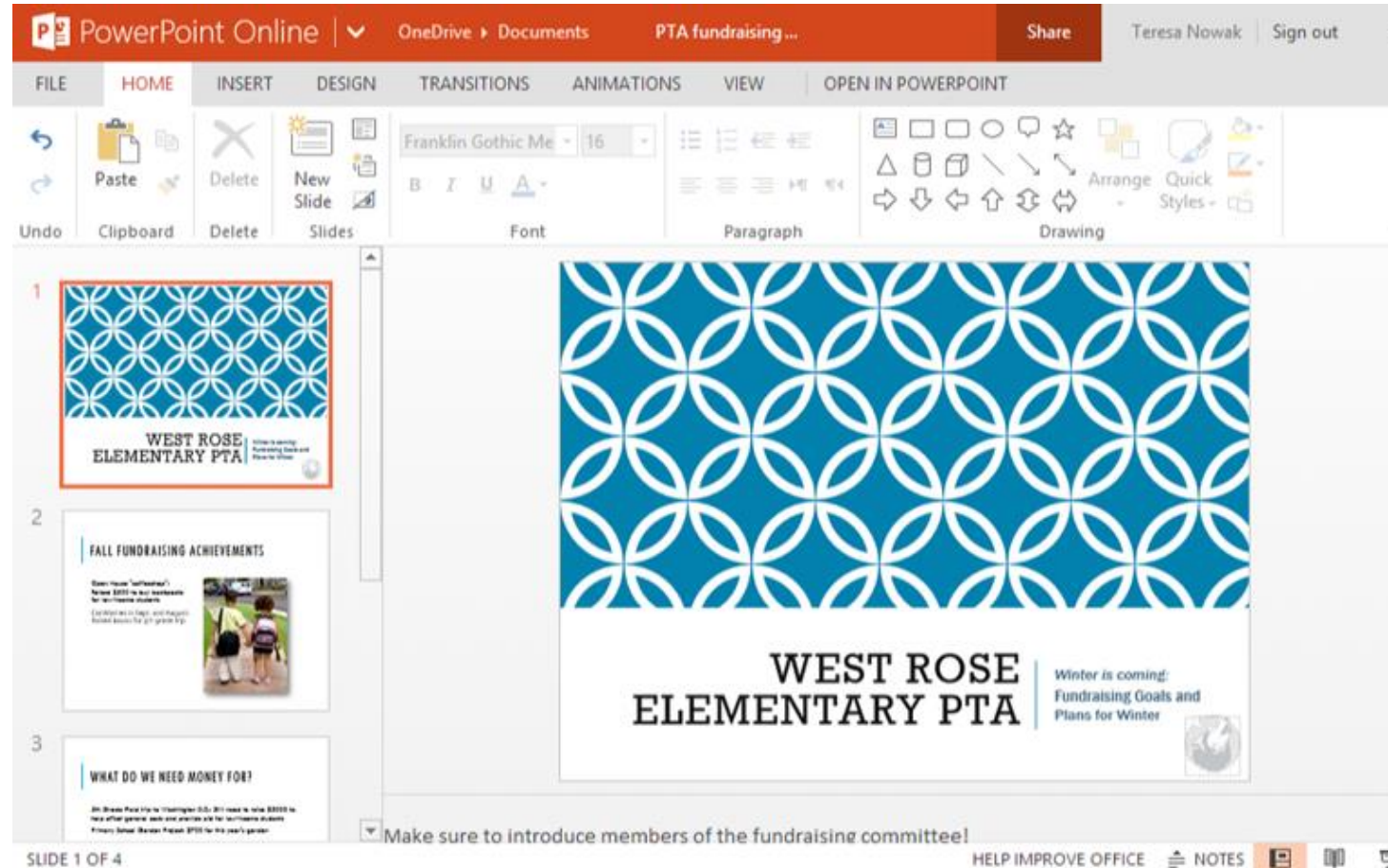


A preview of your file will open

A preview of your file will open. In the top toolbar, click **Edit Presentation**, then select **Edit in PowerPoint Online**



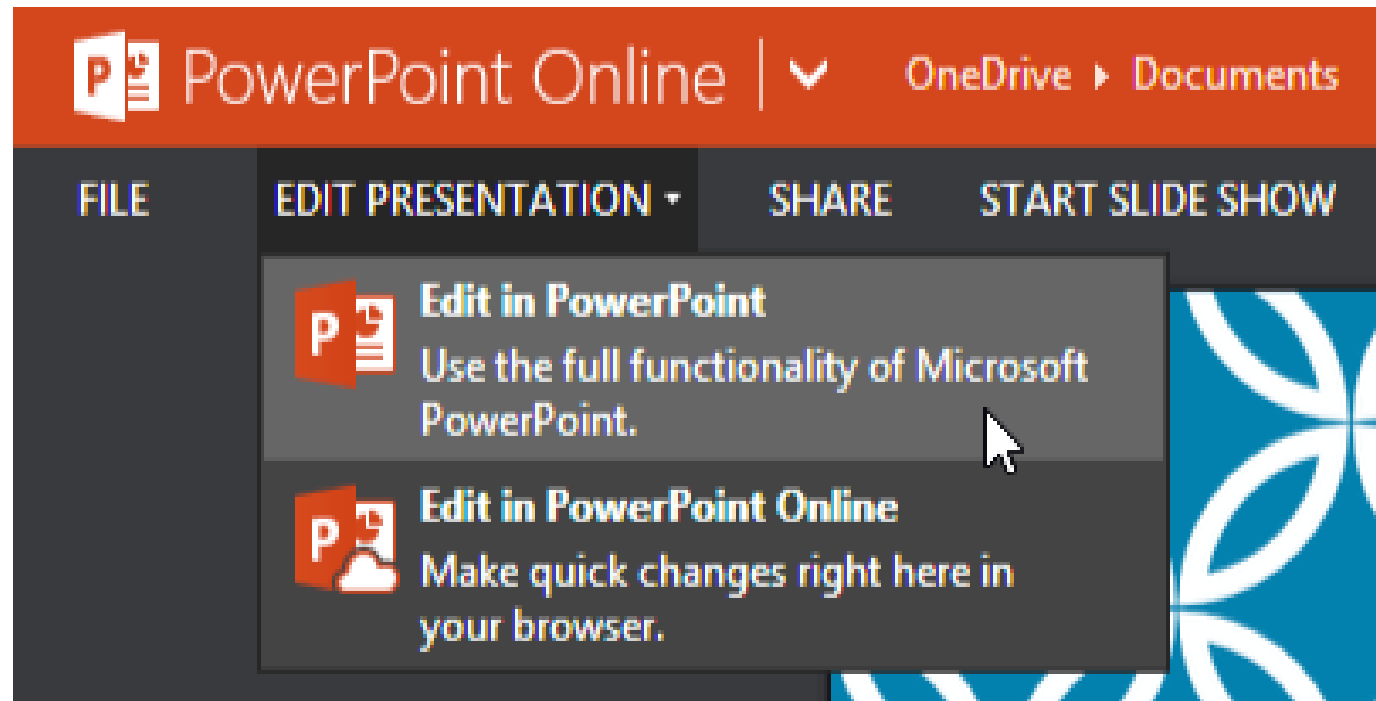
# Your document will appear. You can now edit it with Office Online



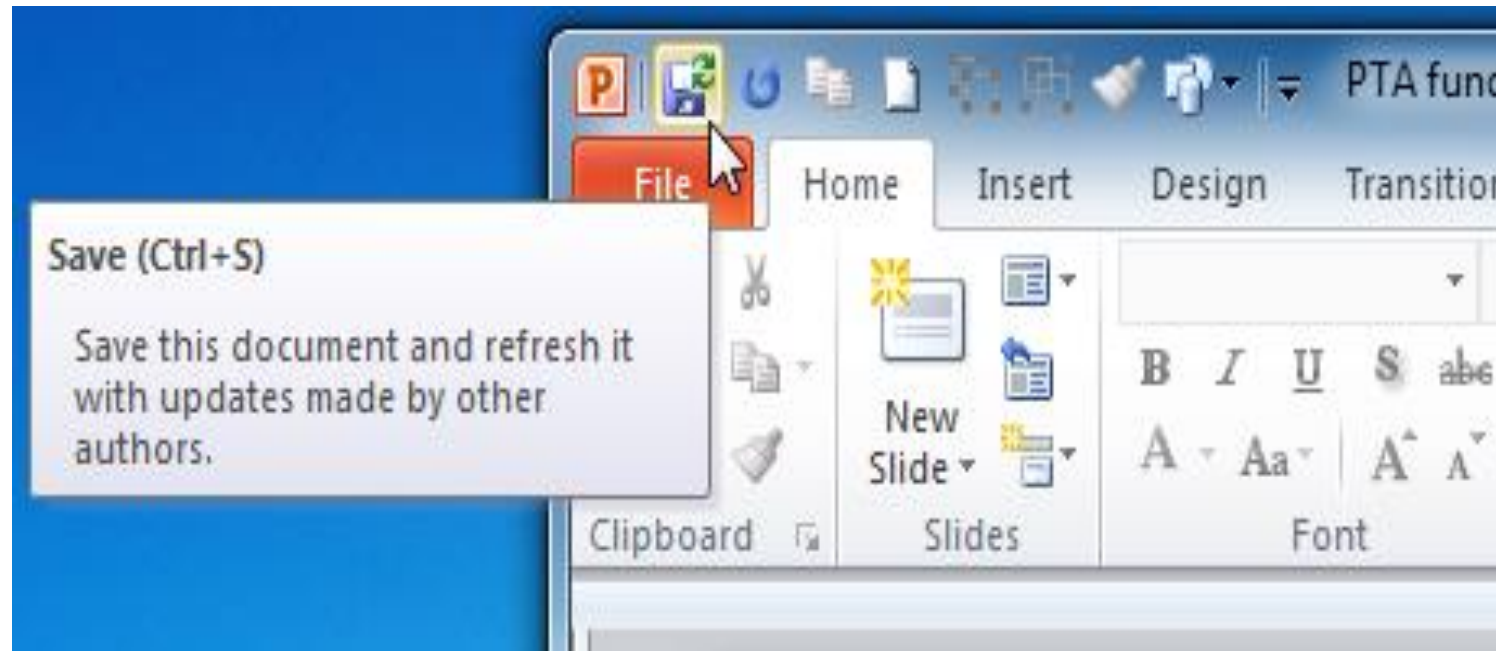
To close the document and return to OneDrive,  
click the OneDrive link at the top of the page



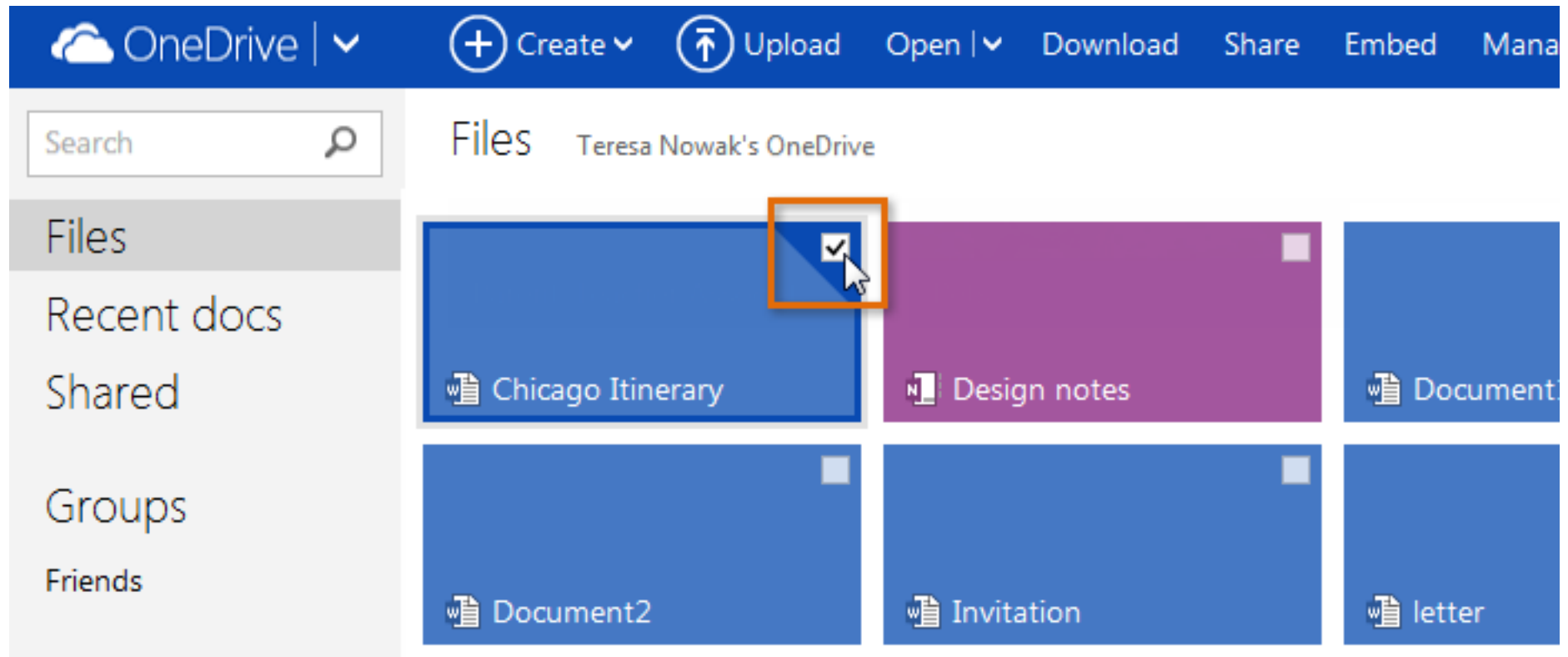
# To open a document with a desktop Office program



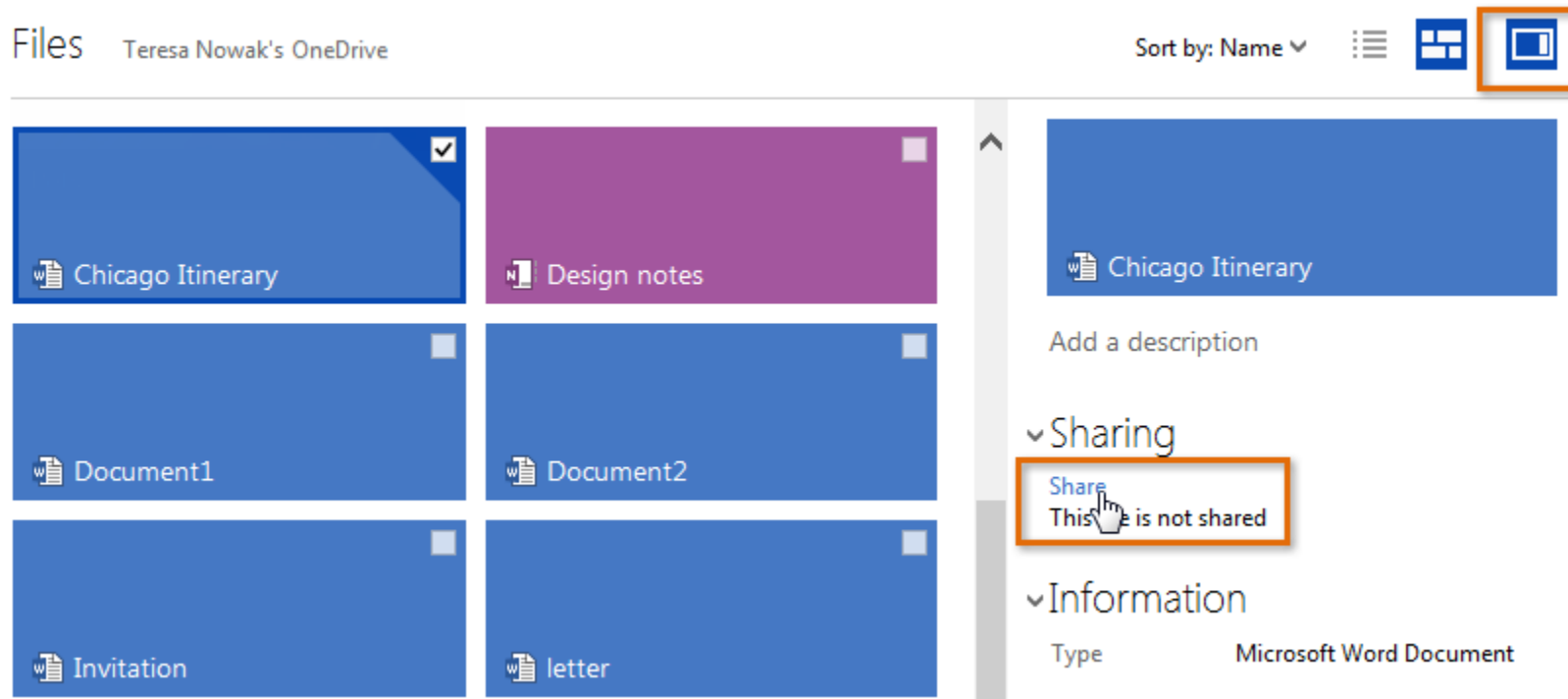
When you're ready to return to OneDrive, simply save the document within the desktop program and close it. The changes you made will be saved to the file on OneDrive as well.



# Sharing files and folders

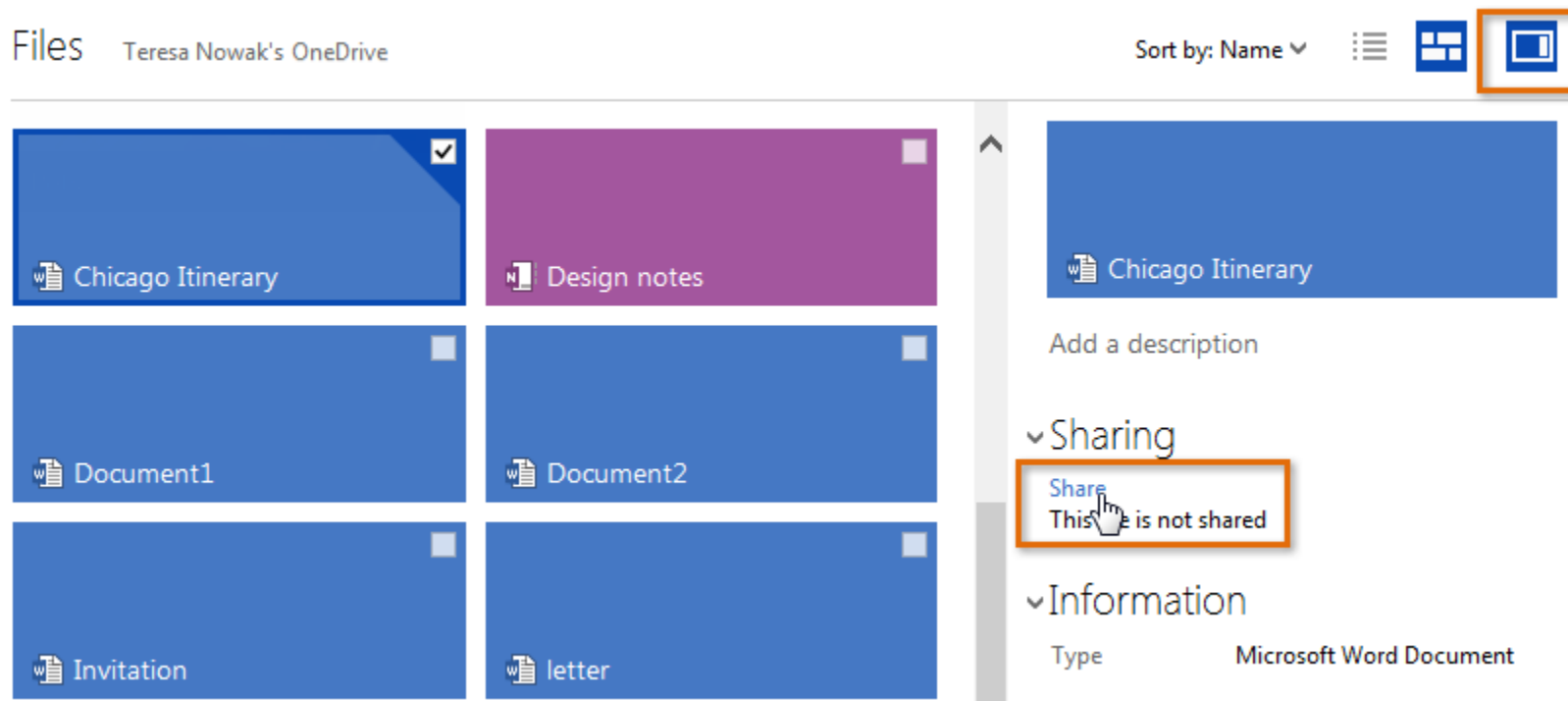


Click the Details pane button in the top-right corner of the screen to open the Details pane (if it's not already visible).





The Details pane will appear on the right side of the screen. Locate the Sharing group, then click Share



A pop-up window will appear. Enter the email addresses of the people you want to share with

Share

Invite people

Get a link


Shared with

Only me

Invite people to "Chicago Itinerary.docx"

Enter contacts to send an email or Facebook message with a link to this item. You can [manage](#) your Facebook connection at any point.

To

 Julia Fillory ×

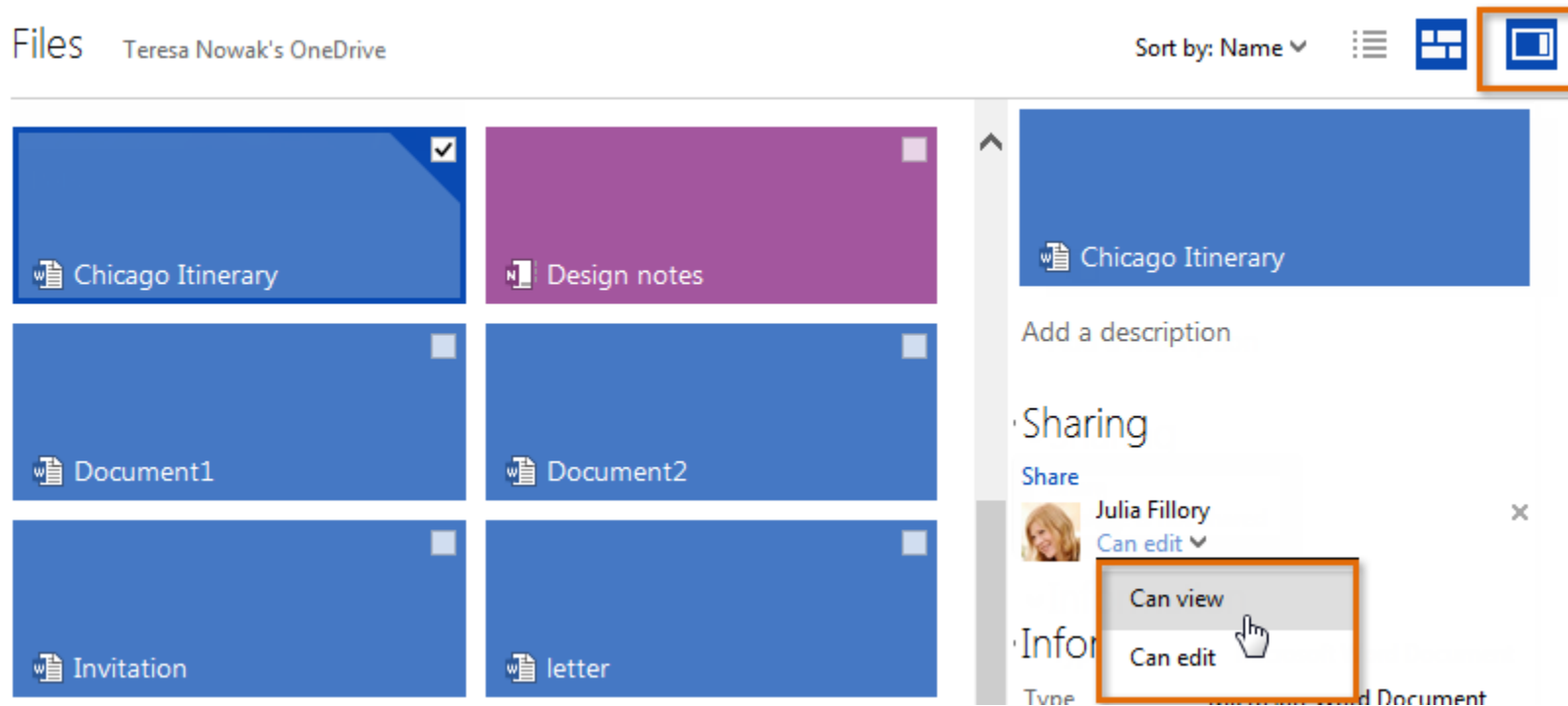
Hey Julia,  
Could you take a look at this and make sure everything is correct?  
Thanks!

[Recipients can edit](#)

Share

Close

To edit the permissions of a shared file or folder, go back to the Details pane and use the controls in the Sharing group



# Sharing tools

- Once you've shared a document with others, they'll be able to access it at any time. If you gave them permission, they'll also be able to edit it with Office Online. In fact, **multiple people** can edit the same shared document at the same time.
- As other people **make changes** to a document you have open, you'll be able to see the location of their cursors, although you won't be able to see their edits until they save their changes. These changes will be applied to all versions of the document.

# When you're editing at the same time as other people, the changes they make might not appear immediately

The screenshot displays the Microsoft Word Web App interface for a document titled "Chicago Itinerary.docx" stored in OneDrive. The ribbon includes tabs for FILE, HOME, INSERT, PAGE LAYOUT, and VIEW. The HOME tab is active, showing options for Paste, Clipboard, Font (Calibri (Body), 11, Bold, Italic, Underline, etc.), and Paragraph (Bulleted List, Numbered List, Indent, etc.). A yellow notification bar at the top states "Teresa Nowak is editing this document." Below this, an orange callout box explains: "When you open a document, you'll be notified if anyone else is currently editing it." The document content shows a date "Thursday, November 10, 2011" and flight details. A user icon next to the date is highlighted by an orange arrow, with a callout box stating: "The user icon shows you what parts of the document other people are editing." Below the date, a tooltip indicates "Paragraph locked by Teresa Nowak". The flight details include "Delta Air Lines 1902 Economy | McDonnell Douglas", "Depart: 1:30pm Raleigh/Durham, NC", "Arrive: 3:13pm Atlanta, GA", and "Atlanta Hartsfield-J". Further down, another flight entry shows "Air Lines 1977 Economy | McDonnell Douglas MD", "Depart: 4:05pm Atlanta, GA", and "Arrive: 5:19pm Chicago, IL".

OneDrive Chicago Itinerary.docx Microsoft Word Web App

FILE HOME INSERT PAGE LAYOUT VIEW OPEN IN WORD

Paste Clipboard Font Paragraph

Calibri (Body) 11 A A A

B I U abc x<sub>2</sub> x<sup>2</sup> a/b A

Teresa Nowak is editing this document.

When you open a document, you'll be notified if anyone else is currently editing it.

Thursday, November 10, 2011

Delta Air Lines 1902 Economy | McDonnell Douglas

Paragraph locked by Teresa Nowak

Depart: 1:30pm Raleigh/Durham, NC Raleigh,

Arrive: 3:13pm Atlanta, GA Atlanta Hartsfield-J

e planes. Time between flights: 0hr 52min

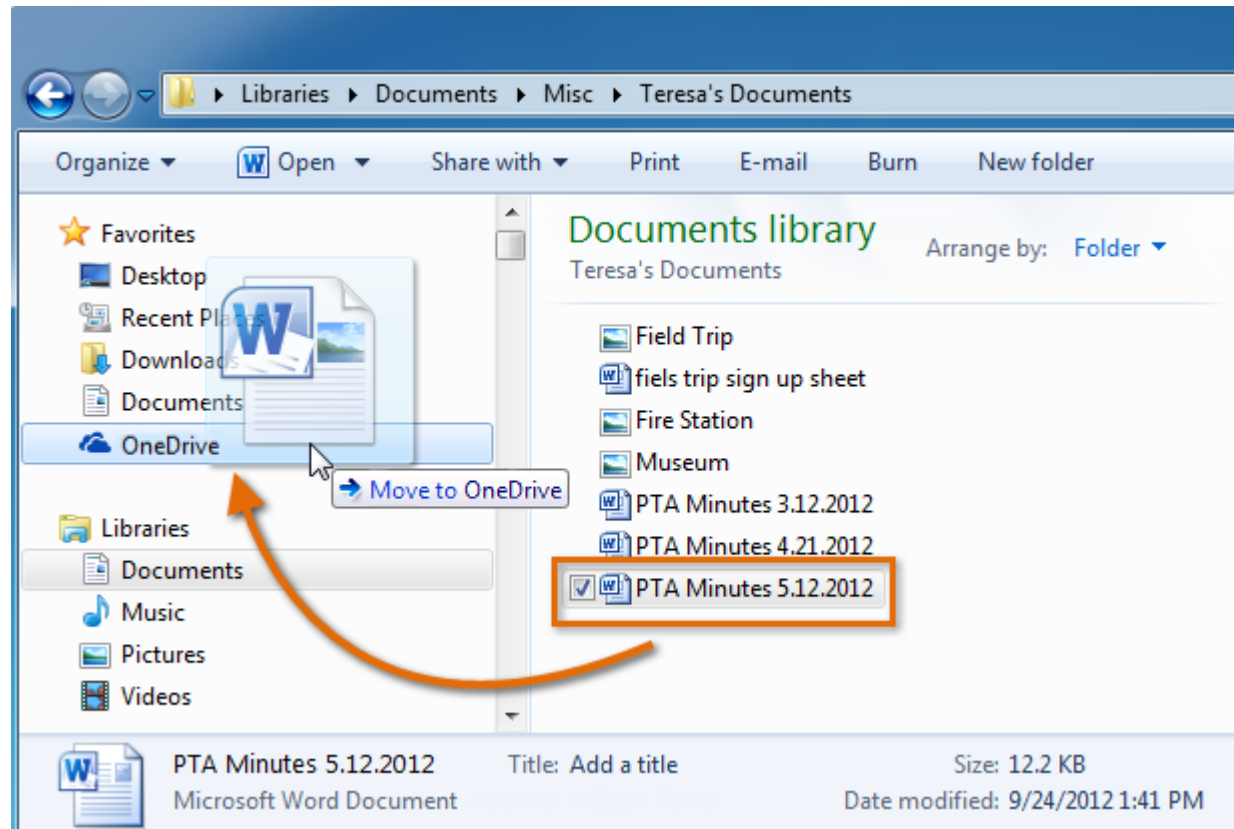
The user icon shows you what parts of the document other people are editing.

Air Lines 1977 Economy | McDonnell Douglas MD

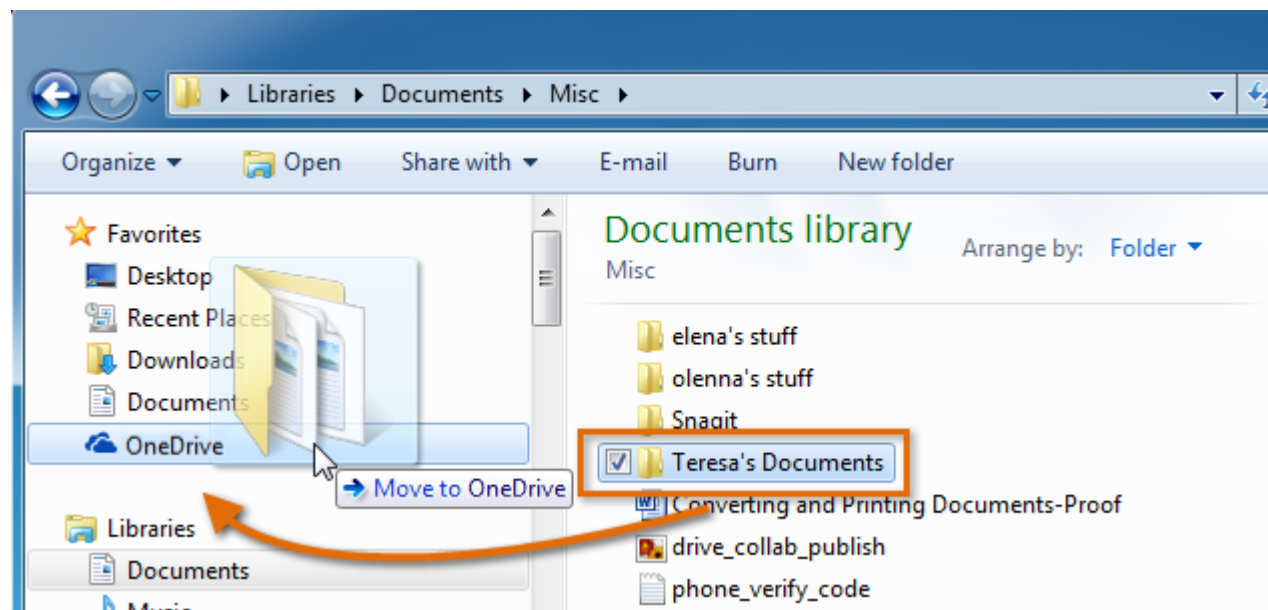
Depart: 4:05pm Atlanta, GA Atlanta Hartsfield-J

Arrive: 5:19pm Chicago, IL Chicago O'Hare Inte

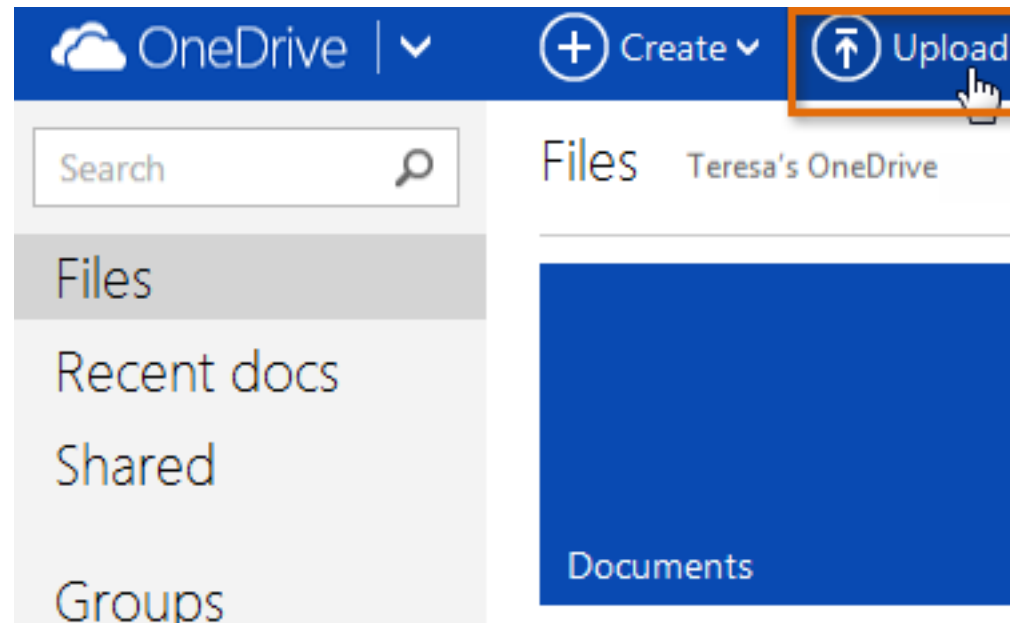
# To upload files to One Drive



# To upload folders

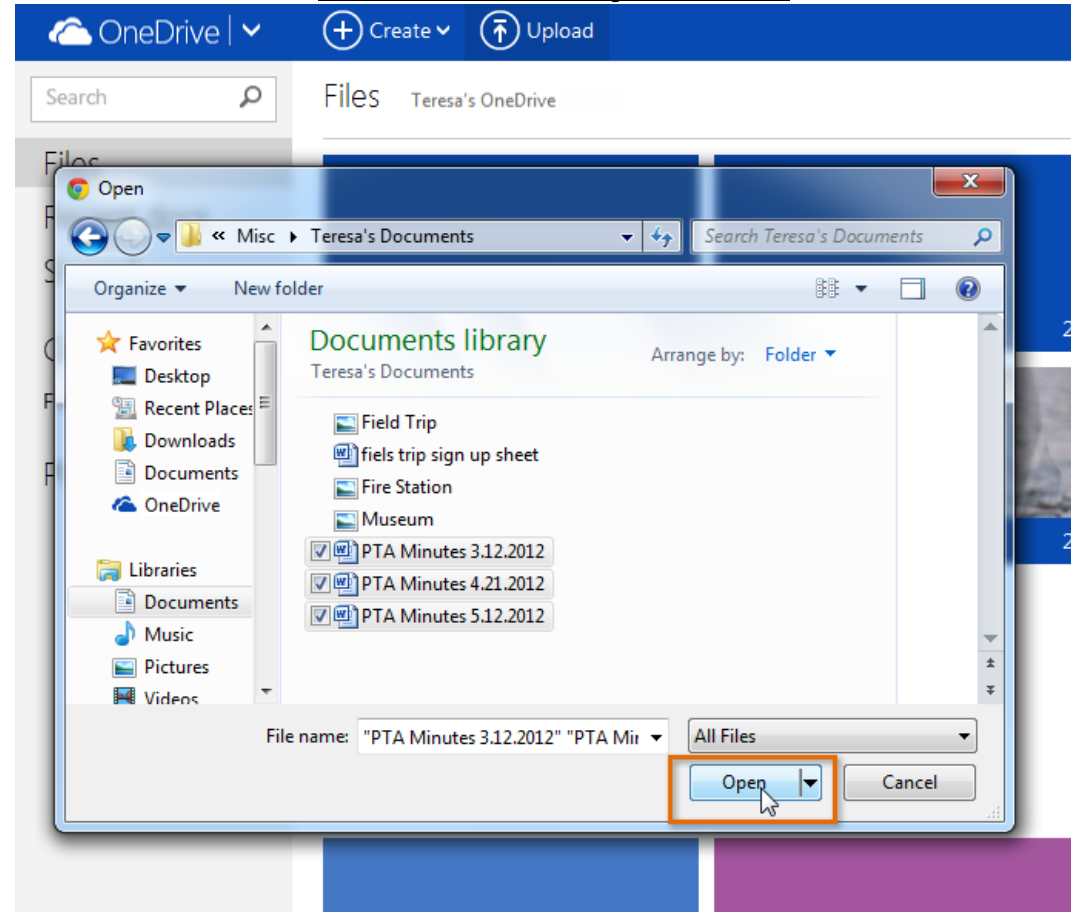


# To upload files to OneDrive on the Web

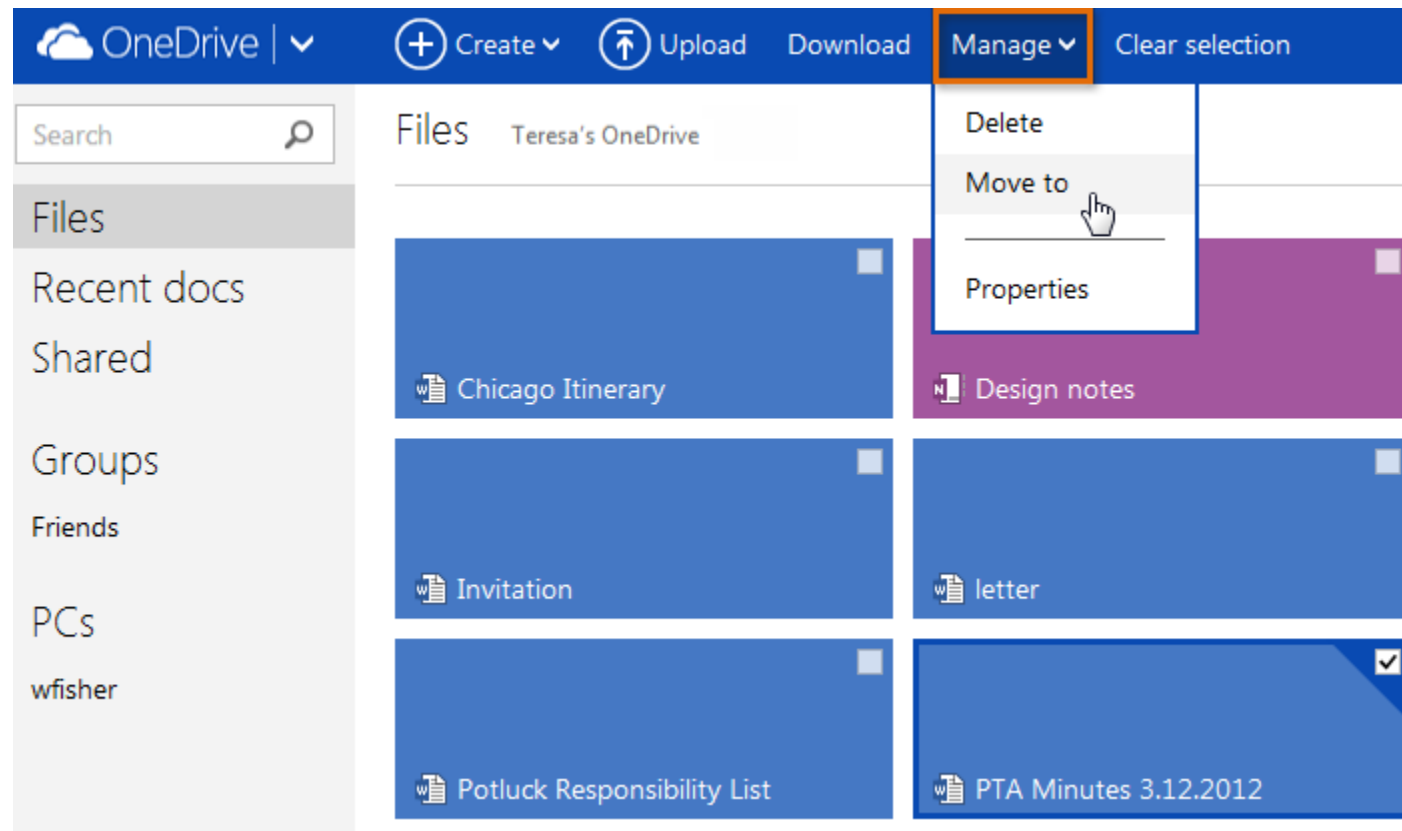




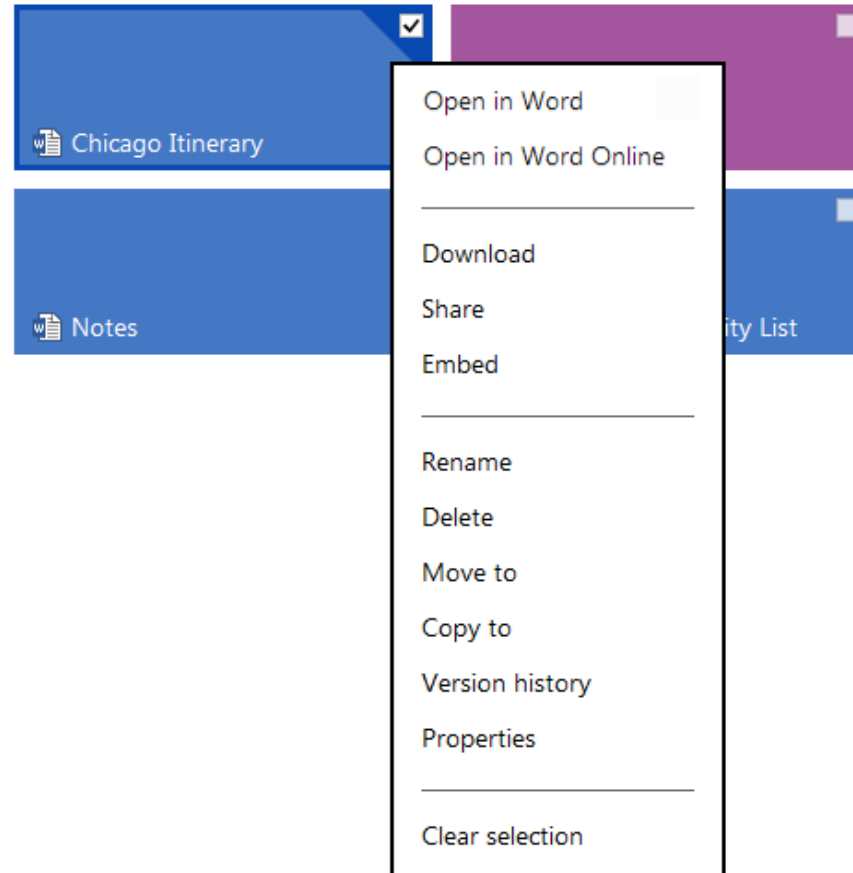
Locate and select the desired file. You can select multiple files by holding down the Ctrl key.  
Click Open.



# To move or manage your files and folders



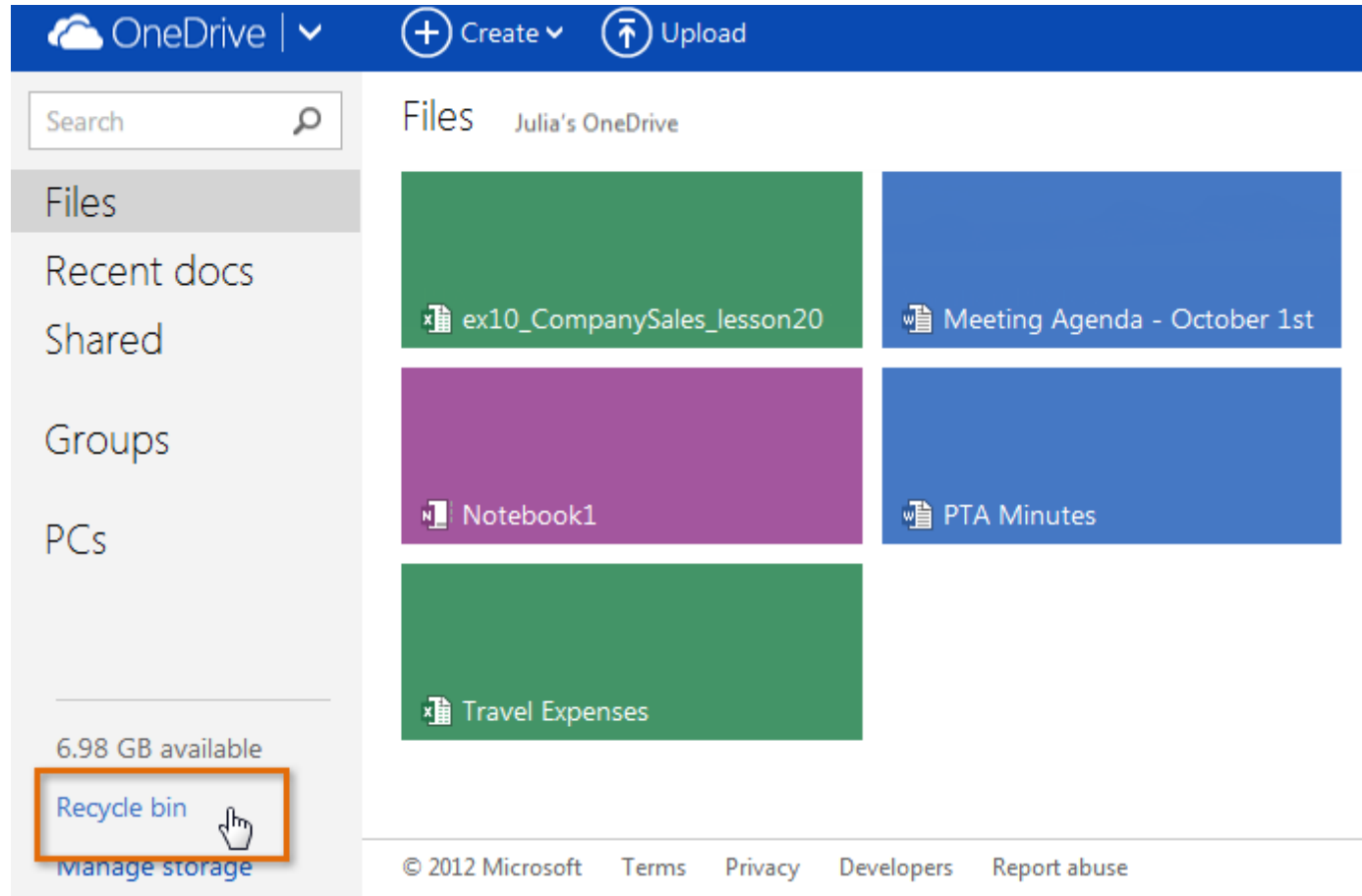
To access additional file management options,  
right-click the file



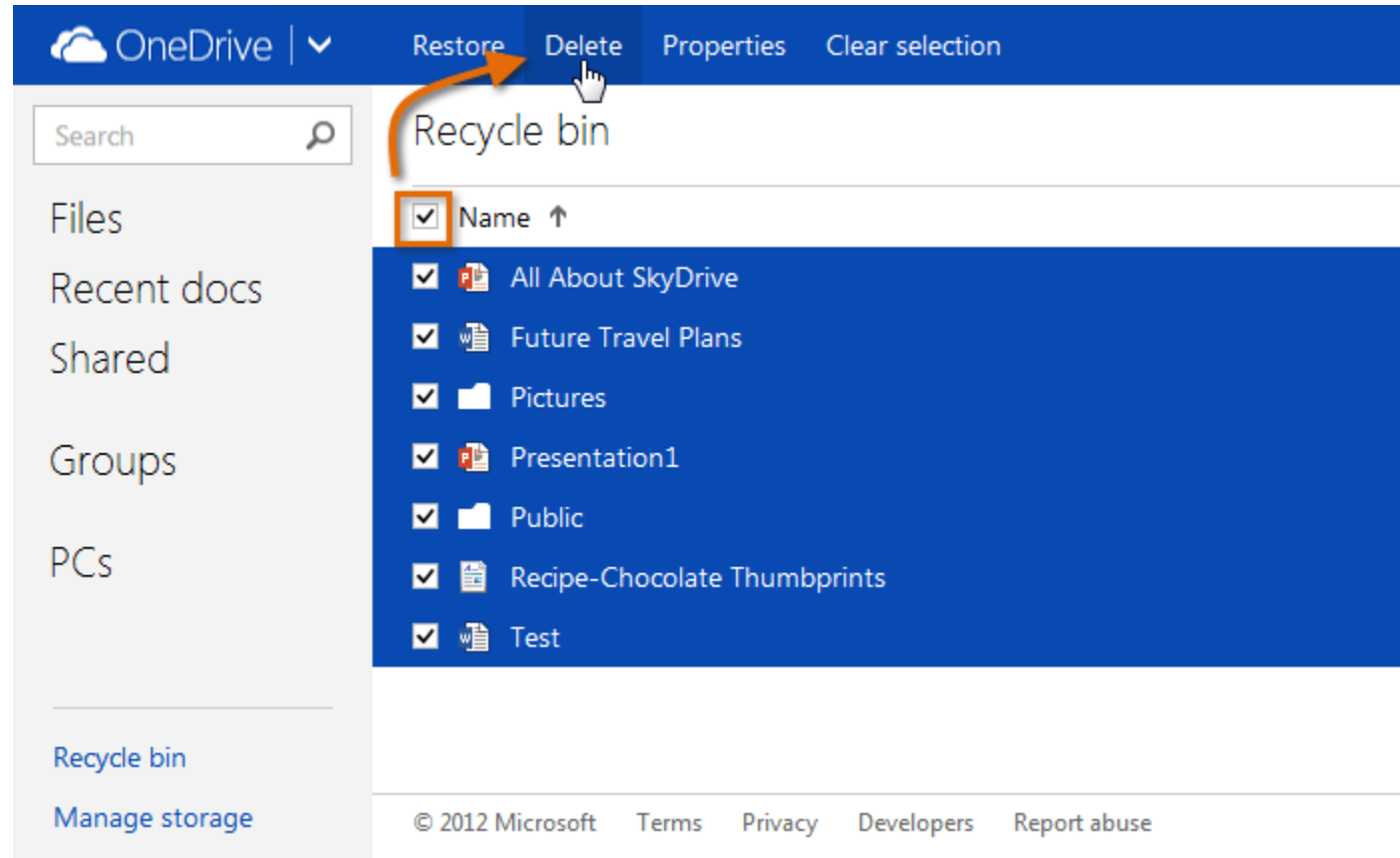
## These options include

- **Version history:** Access and restore earlier saved versions of the file.
- **Download:** Save a copy of the file to your computer. Downloaded documents will **not** be updated when you make changes to them on OneDrive.
- **Rename:** Change the file's name.
- **Delete:** Move the file to the **Recycle bin**. You will need to **empty** the Recycle bin to permanently delete a file.

# To empty the Recycle bin



Click the top-most check box to select all files in the Recycle bin, and then select Delete



# Special file options for photos

- Folders that contain only images are called **photo albums**. When you open a photo album, you can click any photo to switch to a **large photo view**. This view includes arrows you can click to move through the images one by one, as well as a **filmstrip** where you can see other photos in the album.

OneDrive | Play slide show Download View original Share Embed Manage

Favorite art  
10 of 30  
[View folder](#)

People tags  
[Tag someone](#)

Share

Information

Type

Dimensions

Modified 11/8/2011  
Teresa Nowak

Added 11/7/2011  
Teresa Nowak

Path Teresa Nowak's SkyDrive > Favorite art > 24806-  
portrait-of-juliette-courbet-

File name

Size

**Click View Folder to return to the regular photo album view.**

**Click the arrows to navigate through the pictures.**

**You can also navigate by selecting images from the filmstrip.**

Gustave Courbet: "Portrait of Juliette Courbet"