

OneDrive for Business Introduction

Scott A. Concilla
Microsoft Certified Trainer
IM-60, OCIO, Department of Energy

Class Topics

- Understanding OneDrive for Business
- OneDrive, Three Tools
- Choosing a Storage Option
- Accessing OneDrive for Business
- Using OneDrive for Business
- Managing Files in OneDrive for Business
- Sharing Files
- Managing Permissions

Understanding OneDrive for Business



Understanding OneDrive for Business

- OneDrive for Business is Microsoft's cloud storage service, and is part of the Office 365 suite of applications and services.
 - Like Google Drive, Dropbox, Box, Amazon S3, MediaFire, etc.



Understanding OneDrive for Business

- OneDrive for Business is a new, additional, and modern method for storing, managing, and sharing files.



Understanding OneDrive for Business

- Files are stored in Microsoft's government cloud as opposed to servers that are located on-site.
 - FedRAMP certified and compliant.
 - Security-hardened.



Understanding OneDrive for Business

- OneDrive for Business has tools and options that are geared towards business use.
- These tools let you share and collaborate on documents with co-workers.



Understanding OneDrive for Business

- Global settings of OneDrive for Business are managed by EITS.
 - Who you can share with
 - File retention
 - File types
 - Storage allocation



Understanding OneDrive for Business

- Technically, OneDrive for Business is not really a “new” application.
 - It has been around in one form or another since 2007.
 - Different names, evolving features, etc.



Understanding OneDrive for Business

- Although they have similar names, OneDrive and OneDrive for Business are NOT the same.



Understanding OneDrive for Business

OneDrive

- Basic file storage technology
- Limited collaboration features
- 5 GB of storage space (free accounts)

OneDrive for Business

- Based on SharePoint technology (My Site)
- More robust collaboration features
- 1 TB of storage space
 - That's 1,000 GB

Understanding OneDrive for Business

SUMMARY

- OneDrive for Business is part of Office 365.
- OneDrive for Business has tools geared for business users to facilitate sharing and collaboration.



OneDrive, Three Tools



OneDrive, Three Tools

- OneDrive for Business is basically three tools in one.

Storage

Synchronization

Sharing

OneDrive, Three Tools

- OneDrive for Business is a storage tool.
- Like your home drive on the network, you can store files in your OneDrive for Business.

Storage

Synchronization

Sharing

OneDrive, Three Tools

- OneDrive for Business is a synchronization tool.
- Files stored in your OneDrive are copied to and synchronized with your Windows desktop so you can work with them offline.

Storage

Synchronization

Sharing

OneDrive, Three Tools

- OneDrive for Business is a sharing tool.
- You can create links to files, share them with other users, and then collaborate together.

Storage

Synchronization

Sharing

OneDrive, Three Tools

SUMMARY

- OneDrive for Business is a three-in-one tool and service, providing file storage, synchronization, and sharing capabilities.

Storage

Synchronization

Sharing

Choosing a Storage Option



Choosing a Storage Option

- So the question is then, with OneDrive for Business added to the mix, which one of these storage options should you use and when?

Network

OneDrive

SharePoint

Choosing a Storage Option

- Basic “dumb storage”.
- No real-time collaboration options.
- No offline access.
- Good for long-term storage or personal copies of files.

Network

OneDrive

SharePoint

Choosing a Storage Option

- Good for collaborating with one or two individuals for a short period of time.
 - Internal sharing only
- Files are available offline.
- Multiple platforms and accessibility points.

Network

OneDrive

SharePoint

Choosing a Storage Option

- Collaborating with numerous individuals or groups.
 - Internal and external sharing*.
- More robust storage and collaboration options.
- Full functionality of SharePoint.

Network

OneDrive

SharePoint

Choosing a Storage Option

- External sharing is only available in SharePoint Online (not the current on-premises SharePoint).
 - More details on this feature will be communicated at a later date.

Network

OneDrive

SharePoint

Choosing a Storage Option

- Is OneDrive the new home drive?
- Should I move my network/home drive files to OneDrive?
- Will EITS/DOE be moving my files from the network to OneDrive?

Network

OneDrive

SharePoint

Choosing a Storage Option

- While OneDrive *can* and has the capability of being your “home drive” (instead of the network), at this point in time, EITS/DOE is NOT recommending this any changes to your current home drive location.

Network

OneDrive

SharePoint

Choosing a Storage Option

- Where you store your files depends on:
 - How/when you need access to them (online vs. offline).
 - If/when you'll be collaborating with other users on them.
 - Are the collaborators internal or external.

Network

OneDrive

SharePoint

Choosing a Storage Option

SUMMARY

- OneDrive for Business is a new option for file storage, sharing, and collaboration.
- It does not replace your current network storage or SharePoint sites.

Network

OneDrive

SharePoint

Accessing OneDrive for Business



Accessing OneDrive for Business

- There are four basic ways to access and work with the files that are stored on OneDrive for Business.

Web browser

Windows app

Office apps

Mobile apps

Accessing OneDrive for Business

- After logging into the Office 365 portal, you can access OneDrive for Business via the OneDrive app tile.
 - Use any browser.
 - Try a different browser if you have issues.
 - This is the “full” OneDrive interface.

Web browser

Windows app

Office apps

Mobile apps

Accessing OneDrive for Business

- A sync client app is installed into Windows so that you can access files directly from Windows via File Explorer.
 - App icon also appears in system tray.

Web browser

Windows app

Office apps

Mobile apps

Accessing OneDrive for Business

- OneDrive for Business files can be accessed from the Office client apps via the Places pane of the Open and Save menus.
 - You must be signed into Office 365 through the client app to see these options listed.

Web browser

Windows app

Office apps

Mobile apps

Accessing OneDrive for Business

- OneDrive for Business has mobile apps for all the major platforms (iOS, Android, Windows) that allow you to access, view, and edit your files on a mobile device.

Web browser

Windows app

Office apps

Mobile apps

Accessing OneDrive for Business

- Unfortunately, mobile app access is not currently available at DOE.
 - Currently in early stage testing.
 - No target/release date has been set.

Web browser

Windows app

Office apps

Mobile apps

Accessing OneDrive for Business

SUMMARY

- OneDrive for Business offers many methods for accessing your stored files.

Web browser

Windows app

Office apps

Mobile apps

Accessing OneDrive via the Web



Accessing OneDrive via the Web

- The first, and most feature-rich interface for OneDrive for Business, is the web version offered through the Office 365 portal.

Web browser

Windows app

Office apps

Mobile apps

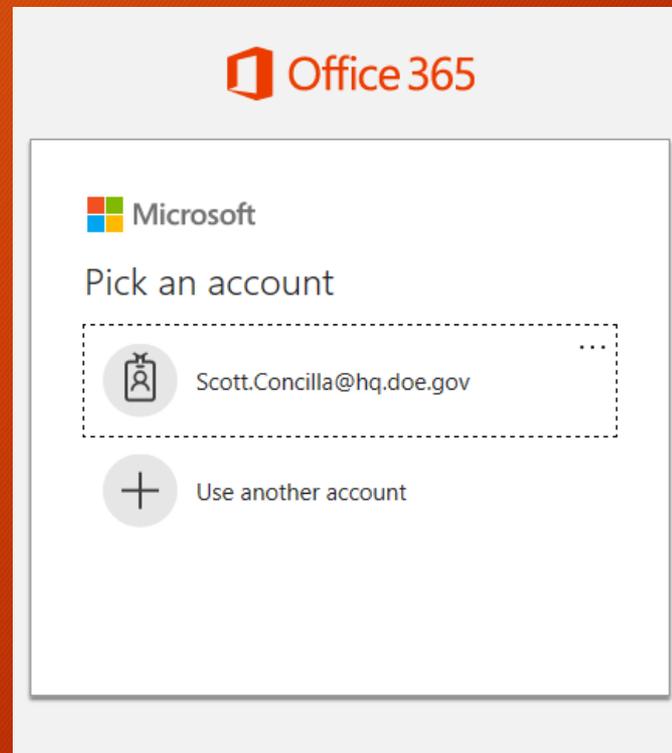
Accessing OneDrive via the Web

- OneDrive for Business works in all major web browsers.
- The table on the right is Microsoft's ranking of browsers.
 - Best - all features work
 - Good - most features work

Browser	Ranking
Internet Explorer	Best
Chrome	Best
Firefox	Good
Safari	Good

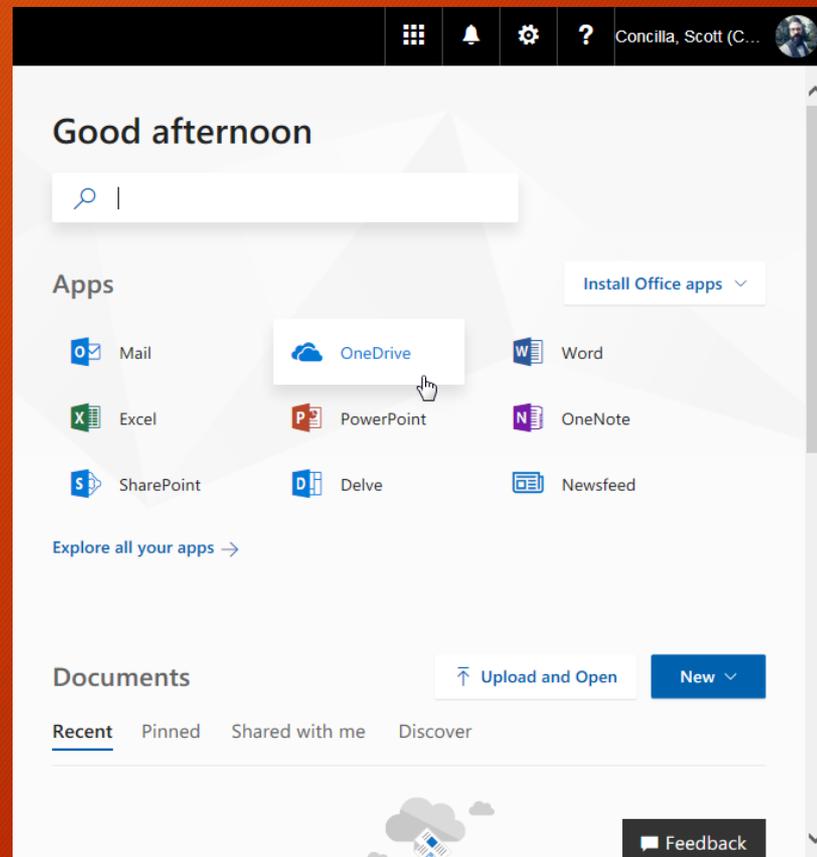
Accessing OneDrive via the Web

- To use the OneDrive for Business web interface, you must first log into the Office 365 portal at **portal.office.com** with your DOE email address.



Accessing OneDrive via the Web

- Once the Office 365 portal home page is displayed, click the OneDrive app tile.
- OneDrive for Business will open in a new browser tab.



Accessing OneDrive via the Web

SUMMARY

- The OneDrive for Business web interface is the most feature-rich method for managing OneDrive files.

Web browser

Windows app

Office apps

Mobile apps

Using the OneDrive Web Interface



Using the OneDrive Web Interface

- The OneDrive for Business web interface is made up of five basic parts.

Ribbon

Search box

Navigation pane

File and folder list

Information pane

Search

Open Share Copy link Download Delete Move to Copy to

1 selected

- Concilla, Scott (CONTR)
- Files
- Recent
- Shared with me
- Discover
- Recycle bin
- US Department of Energy
- US Department of Energy Te
- Early Adopter Program
- Office 365 FastTrack

Navigation

Get the OneDrive apps
Return to classic OneDrive

Files

Item	Modified	Modified By	File Size	Sharing
Attachments	March 10	Concilla, Scott (CO)		Only you
Notebooks	July 18	Concilla, Scott (CO)		Only you
Test folder	July 13	Concilla, Scott (CO)		Only you
Book.xlsx	5 days ago	Concilla, Scott (CO)	7.66 KB	Only you
✓ Lorem Ipsum.docx			11.6 KB	Shared
Outline SPO Governance.docx	July 25	Concilla, Scott (CO)	17.0 KB	Only you
Presentation.pptx	4 days ago	Concilla, Scott (CO)	31.2 KB	Only you
Presentation1.pptx	4 days ago	Concilla, Scott (CO)	316 KB	Only you
track changes test.docx	August 11	Concilla, Scott (CO)	24.9 KB	Only you

File and folder list

Placeholder text for the information pane header area.

Information pane

Document icon: Lorem Ipsum.docx
11.6 KB - July 17

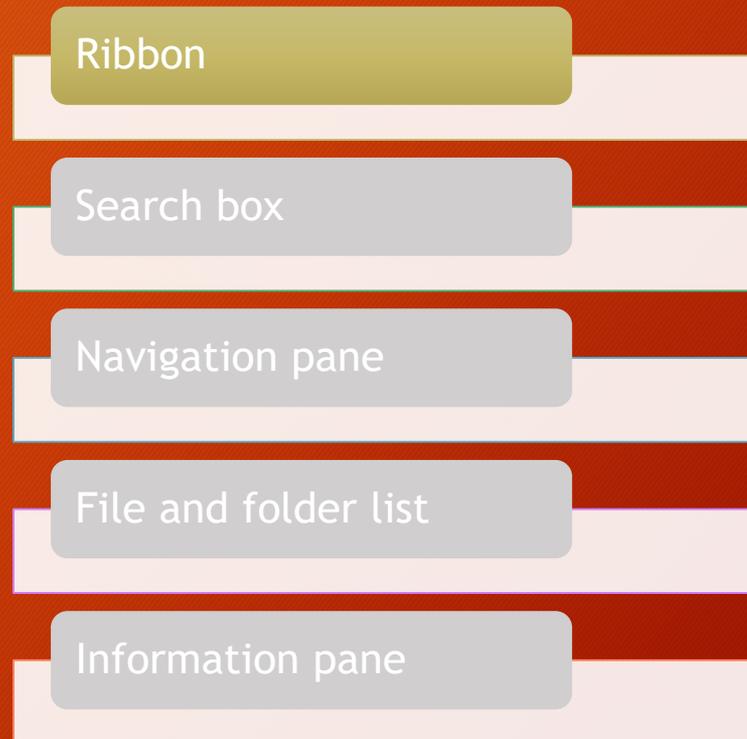
Has Access
Manage access

Recent Activity
Earlier
"Lorem Ipsum.docx" was shared July 17
"Lorem Ipsum.docx" was shared July 17
"Lorem Ipsum.docx" was shared July 17

Using the OneDrive Web Interface

Using the OneDrive Web Interface

- As in Office, the ribbon displays commands and menus you can use to work with files and folders.
- The buttons that appear on the ribbon change depending on what is selected.



Using the OneDrive Web Interface

- The search box is in the upper left corner of the interface.
- Provides instant results as you type.
- Searches both filenames and file content.

Ribbon

Search box

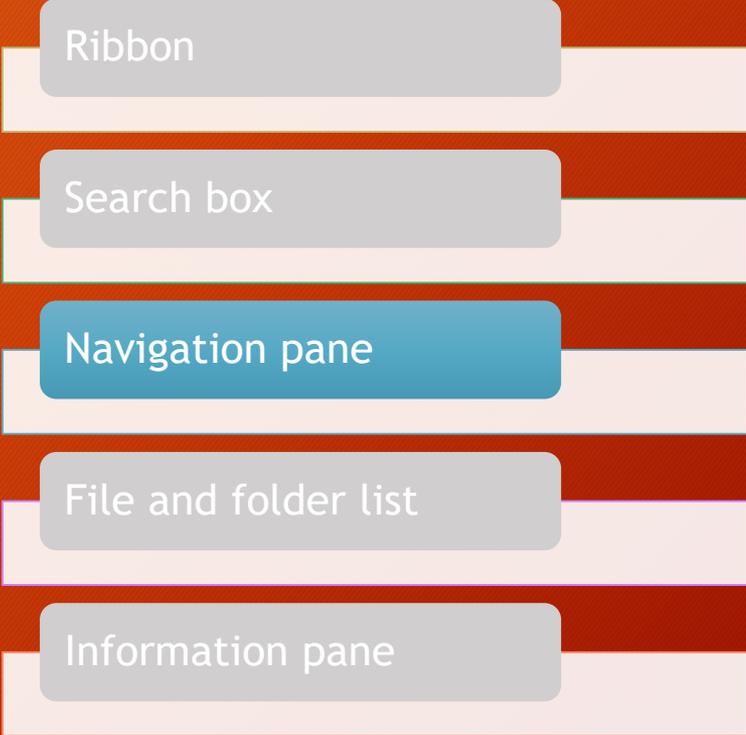
Navigation pane

File and folder list

Information pane

Using the OneDrive Web Interface

- The Navigation pane is the left-side pane of the interface.
- These are shortcuts to different parts of ODfB.
- This list cannot be customized.



The diagram illustrates the components of the OneDrive Web Interface. It consists of five horizontal bars, each with a label in a rounded rectangle above it. From top to bottom, the components are: Ribbon (light blue bar), Search box (light blue bar), Navigation pane (dark blue bar), File and folder list (light blue bar), and Information pane (light blue bar). The Navigation pane bar is highlighted with a dark blue background, while the others are light blue.

Ribbon

Search box

Navigation pane

File and folder list

Information pane

Using the OneDrive Web Interface

- The file and folder list is the main working part of the interface.
- Lists all files and folders with details.
- Folder navigation trail at the top of the list.

Ribbon

Search box

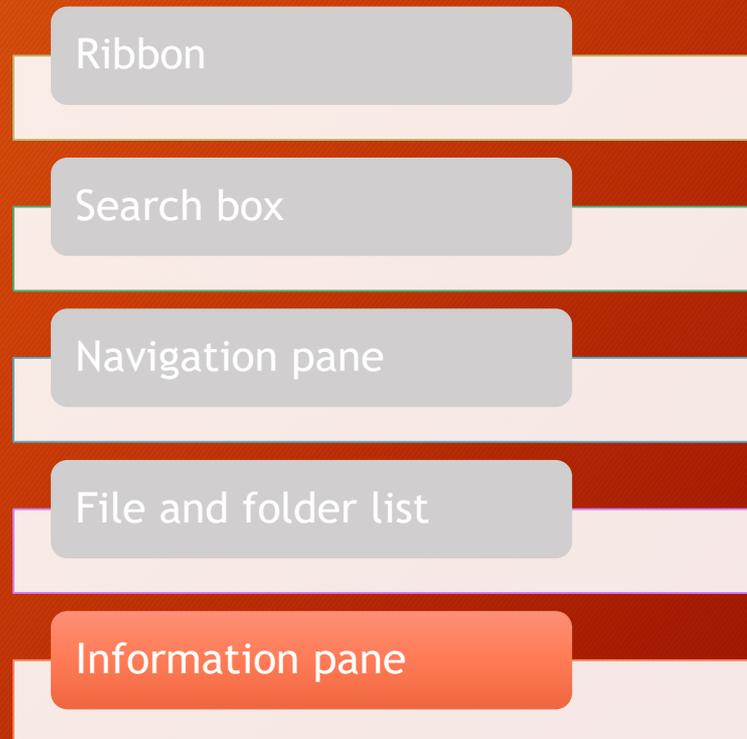
Navigation pane

File and folder list

Information pane

Using the OneDrive Web Interface

- The information pane appears on the right when you select a file and then click the Information icon on the ribbon.
- Information displayed
 - Thumbnail preview
 - File details
 - Sharing details
 - Recent activity



Using the OneDrive Web Interface

- NOTE
 - Since the OneDrive for Business web interface is hosted by Microsoft, updates and changes to the interface can happen at any time.

Ribbon

Search box

Navigation pane

File and folder list

Information pane

Using the OneDrive Web Interface

SUMMARY

- Use these five parts of the OneDrive for Business interface to navigate, work with files, and view information.

Ribbon

Search box

Navigation pane

File and folder list

Information pane

Accessing OneDrive via Windows



Accessing OneDrive via Windows

- Another method for accessing OneDrive for Business is via a Windows sync client that integrates OneDrive into File Explorer.

Web browser

Windows app

Office apps

Mobile apps

Accessing OneDrive via Windows

- When the OneDrive Windows sync client is installed, you will need to log into it the first time to use it.
- Use your full DOE email address.
 - John.doe@hq.doe.gov



Accessing OneDrive via Windows

- Once installed and active, there are two primary ways to open OneDrive for Business in Windows.

Web browser

Windows app

Office apps

Mobile apps

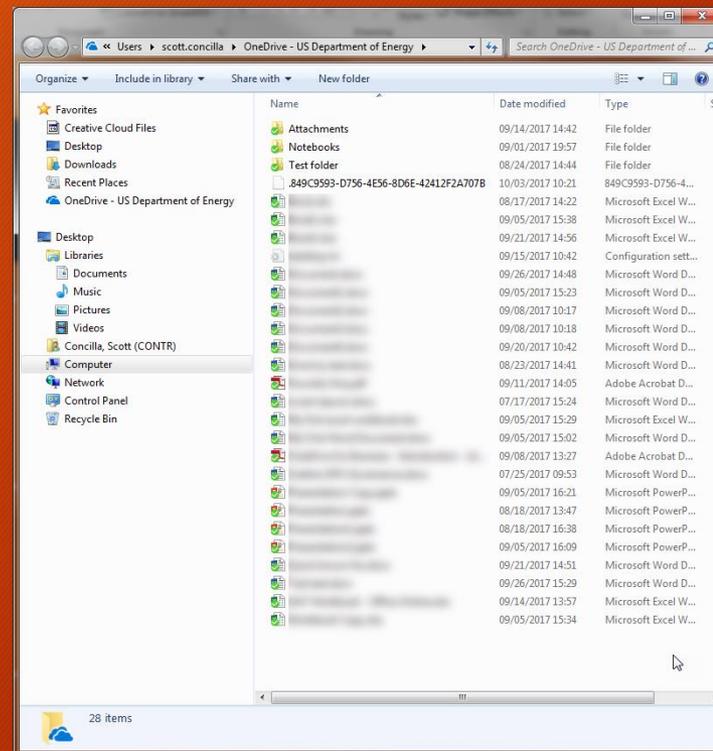
Accessing OneDrive via Windows

- Method #1
 - Double-click the OneDrive for Business icon in the Windows system tray.



Accessing OneDrive via Windows

- Method #1
 - A Windows File Explorer window will open with the OneDrive files displayed in the right-hand pane.



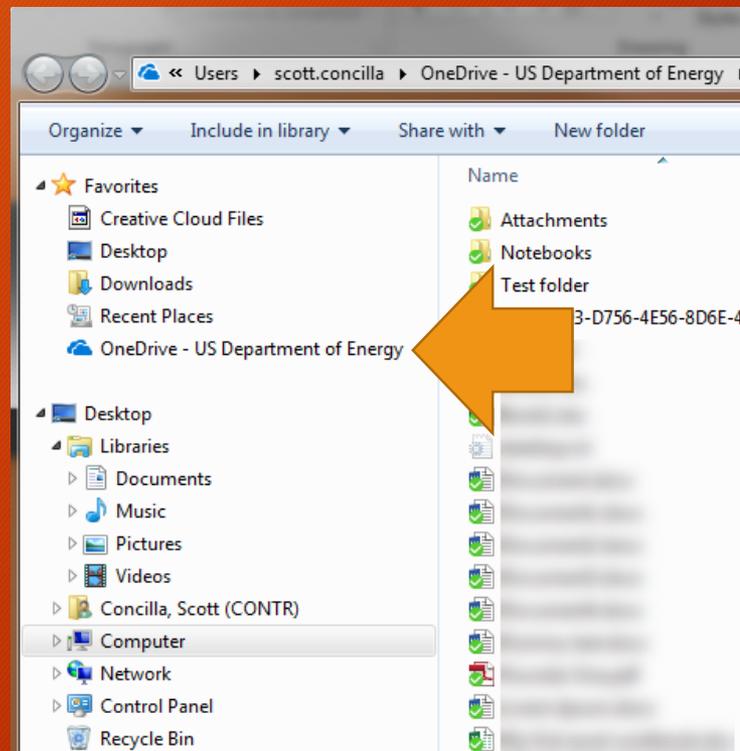
Accessing OneDrive via Windows

- Method #2
 - Open (double-click) Windows File Explorer, (My) Computer, or your Profile folder.



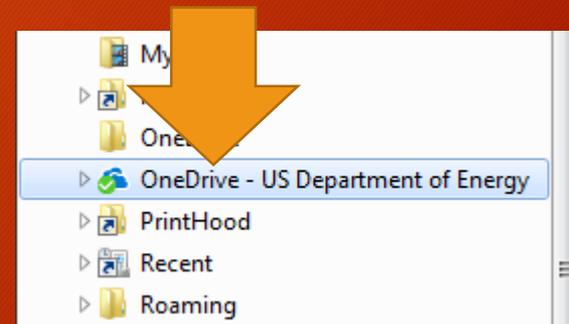
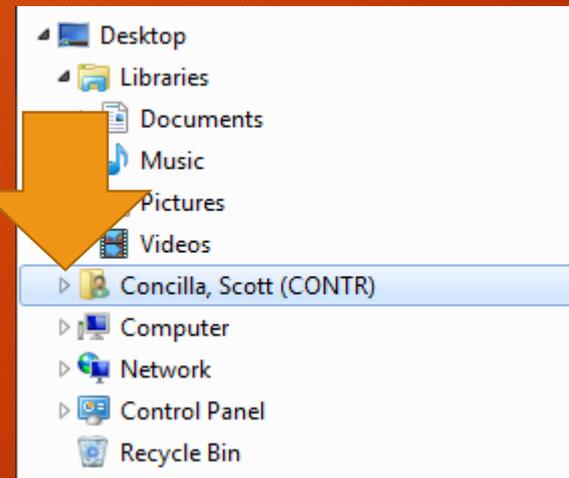
Accessing OneDrive via Windows

- Method #2
 - A Windows File Explorer window opens. To view the OneDrive files, click the OneDrive icon in the Favorites section in the left pane.



Accessing OneDrive via Windows

- Method #2
 - If for some reason the OneDrive icon does not appear in your Favorites, click the triangle next to your profile folder to expand it, and then click the OneDrive icon.



Accessing OneDrive via Windows

SUMMARY

- The Windows app integrates directly into Windows File Explorer.
- This allows users to manage files using familiar Windows functions and procedures.

Web browser

Windows app

Office apps

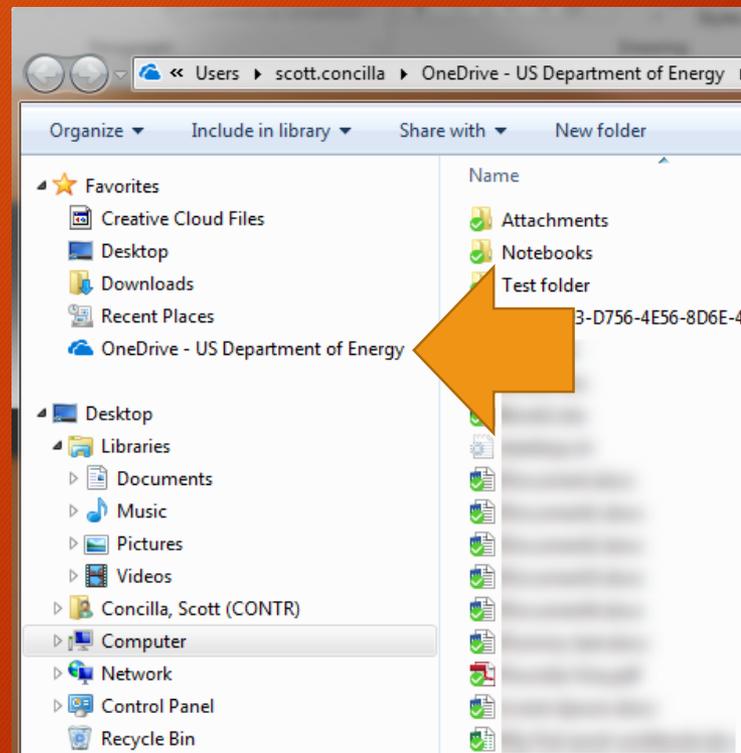
Mobile apps

Using the OneDrive Windows App



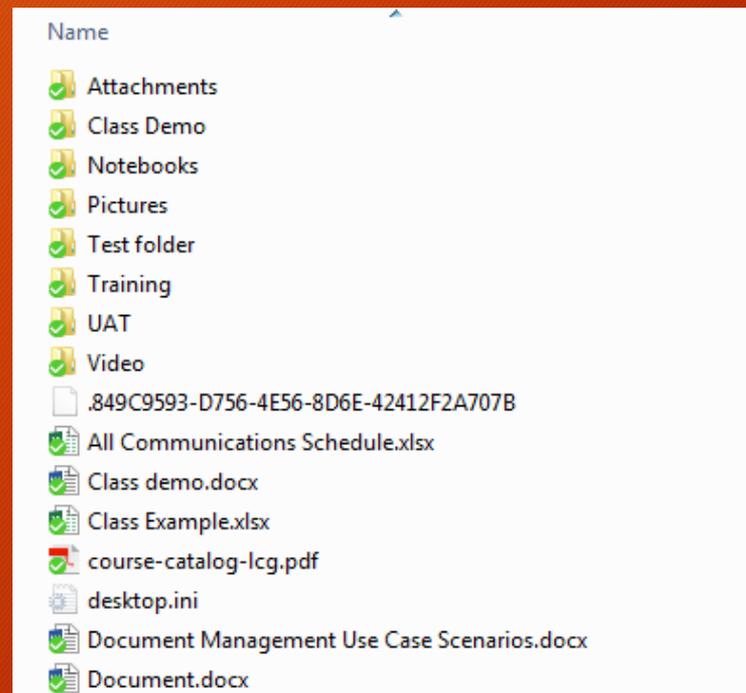
Using the OneDrive Windows App

- Once installed, the OneDrive for Business sync client integrates into Windows File Explorer, and it can be found in the Favorites section of the Navigation pane.



Using the OneDrive Windows App

- The OneDrive sync client uses icon overlays to indicate the sync status of files.
- These overlays are added to the bottom left-hand corner of file and folder icons in OneDrive.



Using the OneDrive Windows App

- There are three possible icon overlays that you will see in OneDrive for Business in Windows.



File is
in sync



File is
currently
syncing



Sync problem
with the file

Using the OneDrive Windows App

- A green circle with a checkmark indicates the file is in sync with its cloud counterpart.



File is
in sync



File is
currently
syncing



Sync problem
with the file

Using the OneDrive Windows App

- The blue arrows appear as a file is syncing, and depending on the size of the file, will only be seen briefly.



File is
in sync



File is
currently
syncing



Sync problem
with the file

Using the OneDrive Windows App

- A red circle with an X indicates there is a problem with sync process.
 - Right-click the OneDrive for Business system tray icon and select **View sync problems** to address the issue.



File is
in sync



File is
currently
syncing



Sync problem
with the file

Using the OneDrive Windows App

- There are no special procedures for working with OneDrive files in Windows Explorer.
- Use all the same commands and procedures that you already use in Windows.



Using the OneDrive Windows App

- However, because you're technically using Windows File Explorer, and not the OneDrive for Business app in Office 365 (the browser version), certain features are not available.

Web browser

Windows app

Office apps

Mobile apps

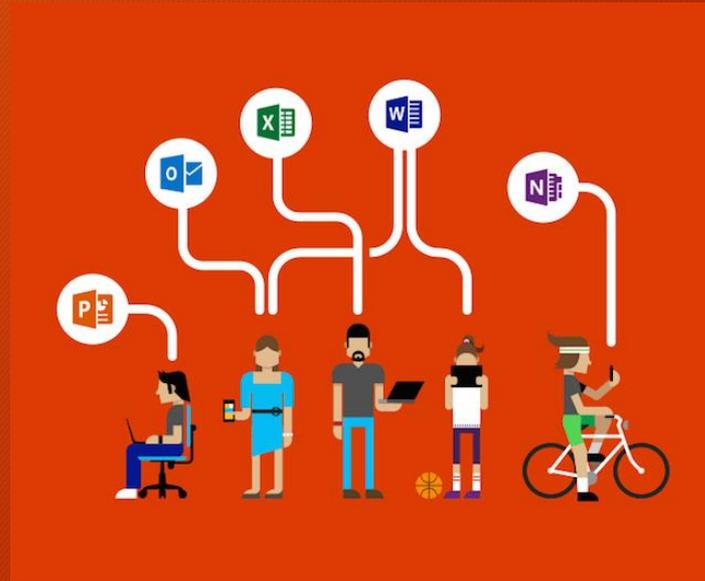
Using the OneDrive Windows App

- The following commands and features are not available in Windows.
 - Copy link
 - Version history
 - Download
 - Upload
 - Sync
 - Manage permissions
 - File activity



Using the OneDrive for Windows App

- There is, however, an option to share OneDrive files using the Windows sync client.
- The correct procedure will be demonstrated later in this presentation.



Using the OneDrive Windows App

SUMMARY

- The OneDrive for Business Windows sync client uses familiar Windows processes and procedures for managing your OneDrive files and folders.



Accessing OneDrive via Office



Accessing OneDrive via Office

- OneDrive for Business files can be accessed via any of the Office desktop apps.
 - You must be signed into Office 365 through the app to see the access options.

Web browser

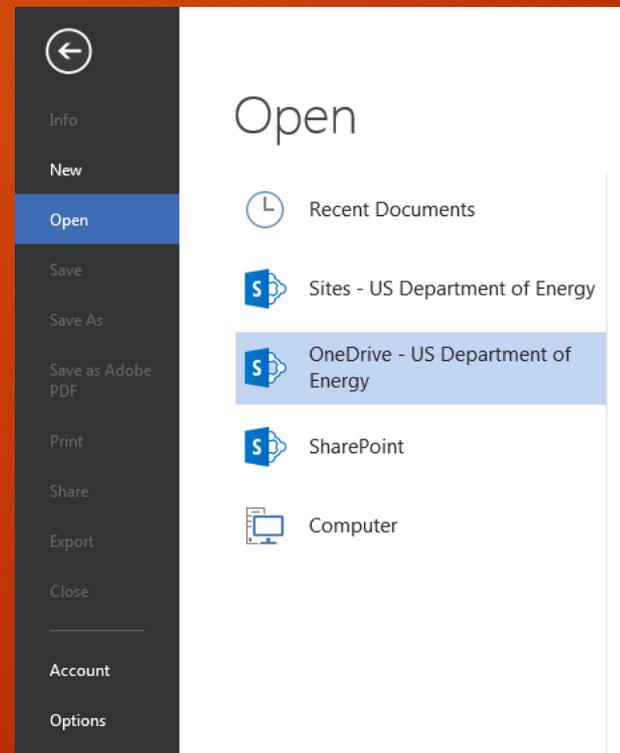
Windows app

Office apps

Mobile apps

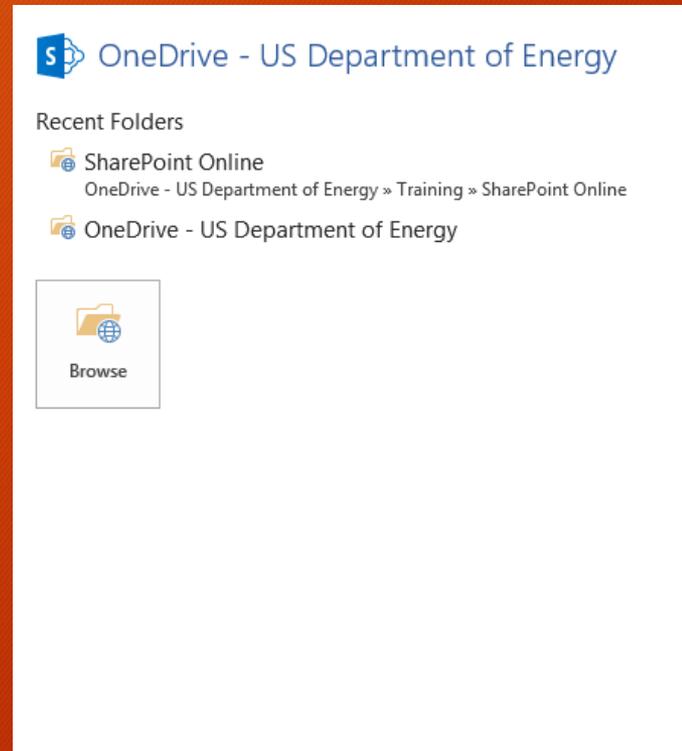
Accessing OneDrive via Office

- In any Office app, select the File menu, and then select Open (or Save, or Save As).
- Your OneDrive for Business will be listed in the Places pane.



Accessing OneDrive via Office

- Select any **Recent Folder**, or click **Browse**.
- Both options will open the standard File Manager where you can select a file(s).



Accessing OneDrive via Other Apps

- Office apps do have direct support for accessing OneDrive, but even apps that do not have direct support can still access OneDrive files thanks to the Windows app.

Web browser

Windows app

Office apps

Mobile apps

Accessing OneDrive via Other Apps

- Nearly all Windows programs use the Windows File Manager to access files.
- Since the Windows app integrates into File Manager, your OneDrive will appear in the Navigation pane.

Web browser

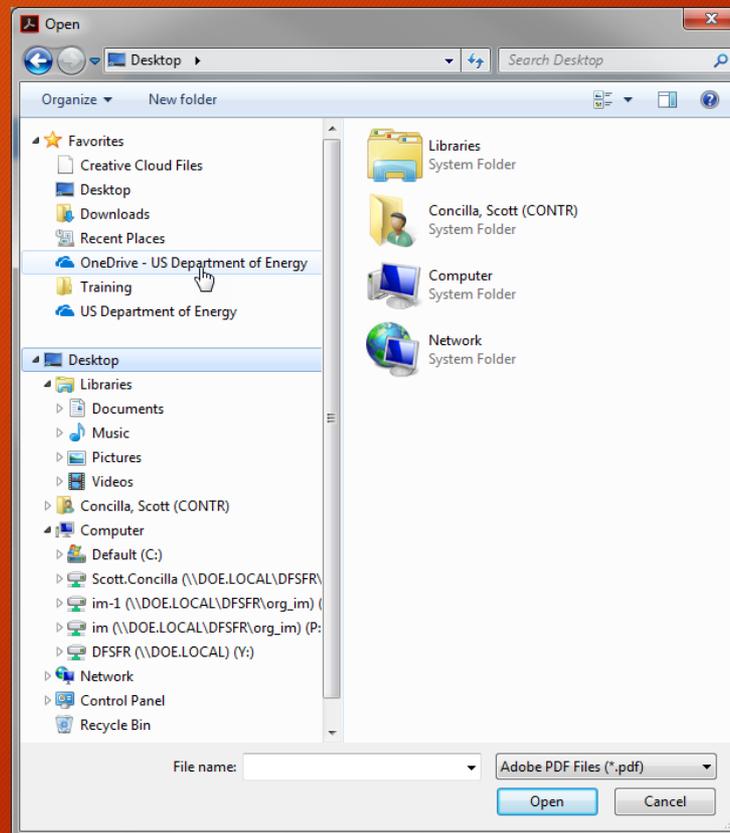
Windows app

Office apps

Mobile apps

Accessing OneDrive via Other Apps

- Select the File menu of the program and then select Open.
- The File Manager should appear.
- Select OneDrive in the left-side Navigation pane.



Accessing OneDrive via Office

SUMMARY

- The Microsoft Office apps have direct support for OneDrive via the Places pane.
- Apps without direct support can still access OneDrive via the File Manager.

Web browser

Windows app

Office apps

Mobile apps

Managing Files in OneDrive



Managing Files - Basic Functions

- OneDrive for Business supports many of the common functions for working with and managing files and folders that you're used to from Windows, as well as some new features.



Managing Files - Basic Functions

- Create files
- Create folders
- Open
- Edit
- Move
- Copy
- Rename
- Delete
- Upload
- Download
- Preview a file
- View file details
- View version history
- Share
- Sort and filter
- Change the view

Managing Files - The Ribbon

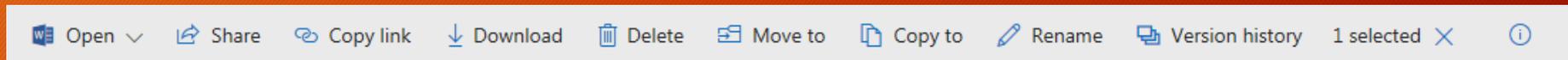
- Commands for working with files and folders are found on the ribbon.
- The ribbon is contextual.
 - Commands displayed will change depending on what is selected.
- The ribbon is space-aware.
 - Adapts to available space and contracts/expands commands based on available screen space.

Managing Files - The Ribbon

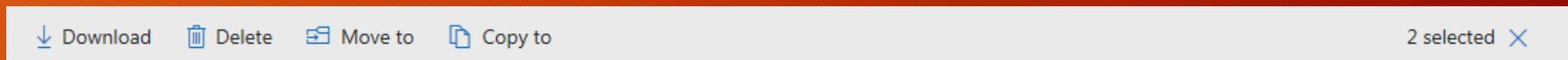
- When no files are selected:



- When one file is selected:



- When two or more files are selected:



Changing the View

- Files in OneDrive can be viewed multiple ways.
 - Standard file list
 - Compact file list
 - Tile previews



Sorting Files

- Files can be sorted using one of two interface elements.
 - Use the Sort button drop-down menu on the right side of the ribbon.
 - Click a column header in the file list.



Filtering Files

- Files can be filtered using the headings at the top of the file list.
 - If a column can be filtered, a Filter By selection will appear on the drop-down menu with you click the column header.



Previewing and Viewing Details

- The information pane displays the following information.
 - Thumbnail preview
 - General details about the file
 - Who can access the file
 - Recent file activity



Uploading Files

- There are three ways to upload files to OneDrive.
 - Use the Upload button
 - Drag file(s) to the browser window
 - Copy/move/drag via File Explorer (OneDrive app for Windows must be installed)



Opening Files

- There are two options for opening a file.
 - Click file to open in online version of app (Office files only).
 - Select file, then use options on Open menu to either open online or in client app.



Editing Files

- When editing online, there is no Save command.
 - All changes/edits are automatically saved when the window tab is closed.



Creating Files and Folders

- Items can be created directly in OneDrive.
 - Folder
 - Word document
 - Excel workbook
 - PowerPoint presentation
 - OneNote notebook
 - Link



Moving Files

- Files and folders in OneDrive can be moved to another existing folder, or a new folder can be created during the move process.



Copying Files

- Files and folders can be copied within OneDrive, as well as copied to a SharePoint site.



Renaming Files

- As in Windows, files can be renamed.
 - File names can have up to 128 characters.
 - Folder name and file name combinations can have up to 400 characters.
 - Same general character restrictions as Windows.



Downloading a Copy

- Files and folders can be downloaded from OneDrive.
 - Multiple files or folders will be downloaded as a ZIP file.
 - Original file stays on OneDrive.
 - Downloaded file is a copy.



Viewing Version History

- This feature allows a user to view and restore previous versions of a file.
 - Same functionality as SharePoint.
 - Does not show individual changes in a file.



Deleting Files

- Deleted files are moved to the Recycle Bin.
 - Default setting is files will stay in Recycle Bin for 90 days.



Restoring Files

- Where a file is restored from depends on which interface you delete it from.
 - Windows - Use the Windows Recycle Bin
 - Browser - Use the OneDrive Recycle Bin



Syncing Files

- There is a Sync command on the ribbon, however, your OneDrive is already synced to your computer via the OneDrive for Business sync client, so this button isn't used.



Managing Files

SUMMARY

- With a few exceptions, managing files in the OneDrive for Business web interface is very similar to working in Windows.



Sharing Basics



Sharing Basics

- As mentioned earlier, one of the primary features of OneDrive for Business is that it is a sharing tool.

Storage

Synchronization

Sharing

Sharing Basics

- Collaboration is made possible by OneDrive's ability to share files with other users.

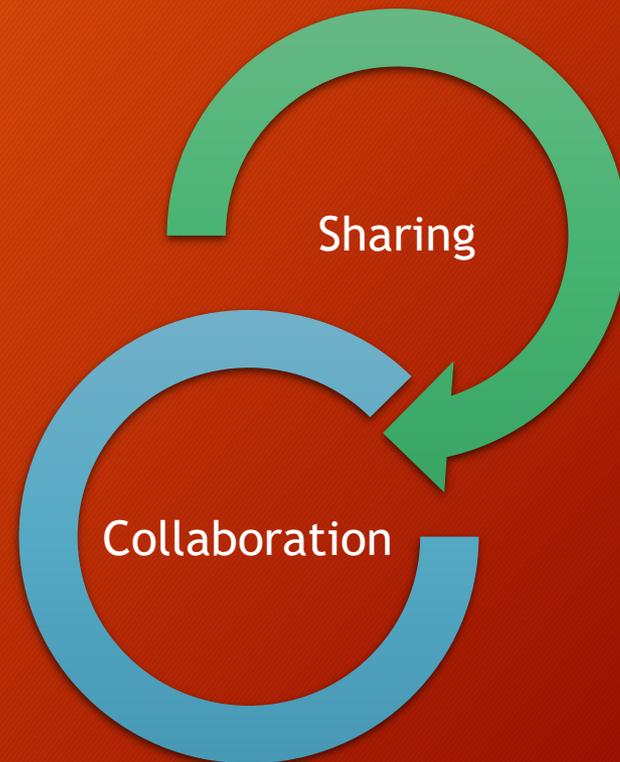
Storage

Synchronization

Sharing

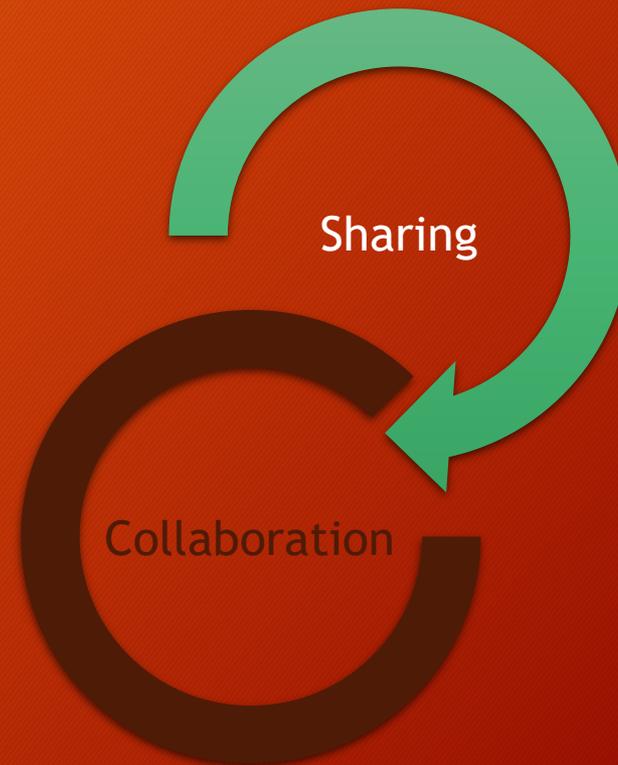
Sharing Basics

- It's important to understand that sharing and collaboration are two different, yet complimentary, processes.



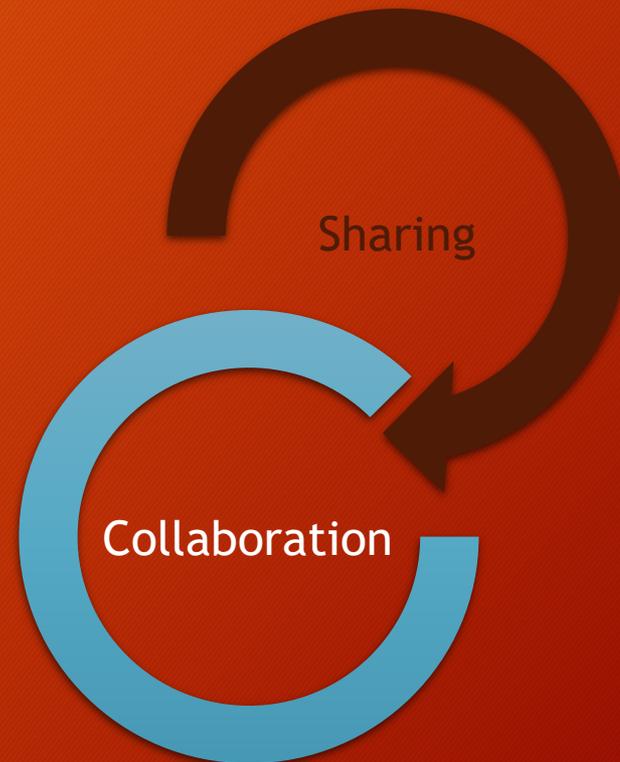
Sharing Basics

- Sharing is the process that gives other users access to a file or document.



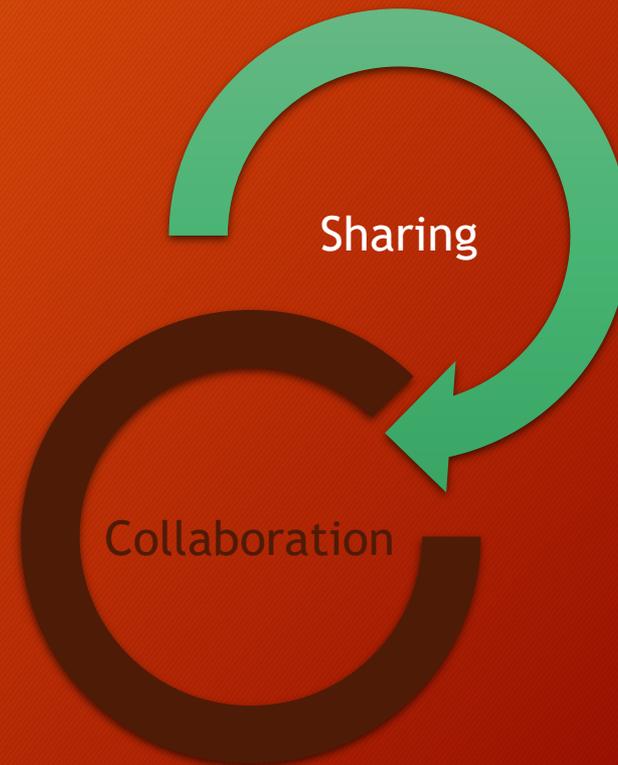
Sharing Basics

- Collaboration is the process that occurs after sharing, where multiple users can be in the same document at the same time making changes and edits.



Sharing Basics

- In this course, we are going to focus on the sharing aspect of this process.



Sharing Basics

- As also discussed earlier, there is more than one platform that allows you to share and collaborate on a file.

Network

OneDrive

SharePoint

Sharing Basics

- You need to think about whether to use OneDrive for Business or a SharePoint site.

Network

OneDrive

SharePoint

Sharing Basics

- Use OneDrive when:
 - You want to collaborate on a document with one or two other internal DOE users for a limited amount of time.
 - “Peer to peer” sharing.

Network

OneDrive

SharePoint

Sharing Basics

- Use SharePoint when:
 - You need to collaborate with a team or group for an indefinite period of time on multiple documents.
 - You need to collaborate with people outside of DOE.
 - “Peer to group” sharing.

Network

OneDrive

SharePoint

Sharing Basics

- Once a file is shared, both OneDrive for Business and SharePoint allow you to collaborate with other users.
 - You don't have to "wait your turn" to edit a file.

Network

OneDrive

SharePoint

Sharing Basics

- These applications support collaboration in both online and desktop versions.
 - Word
 - PowerPoint
 - OneNote
- Excel only supports collaboration in the online version.

Network

OneDrive

SharePoint

Sharing Basics

- Collaboration support in other, non-Microsoft applications depends on the application itself.
 - OneDrive facilitates the collaboration process, but doesn't actually "make it happen".

Network

OneDrive

SharePoint

Sharing Basics

- CAUTION!
 - When using SharePoint, if a library requires Check Out to edit, sharing is possible, but collaboration is not.

Network

OneDrive

SharePoint

Sharing Basics

SUMMARY

- Through the sharing process, OneDrive for Business facilitates collaboration in real time with other users.

Network

OneDrive

SharePoint

Sharing Files



Sharing Files

- Files stored on OneDrive for Business can be shared with other users via any of the platforms discussed so far.

Web browser

Windows app

Office apps

Mobile apps

Sharing Files

- The interface for sharing files using the web browser and the windows sync client are nearly exactly the same.

Web browser

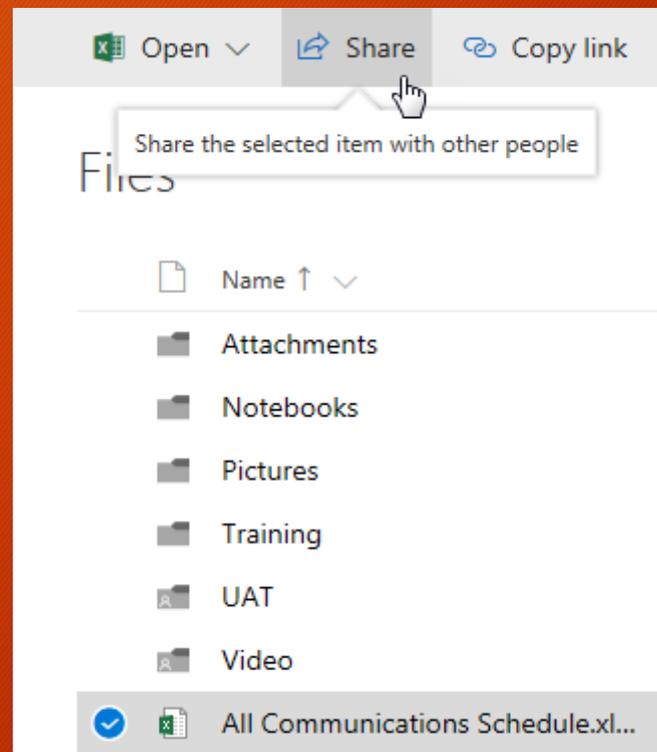
Windows app

Office apps

Mobile apps

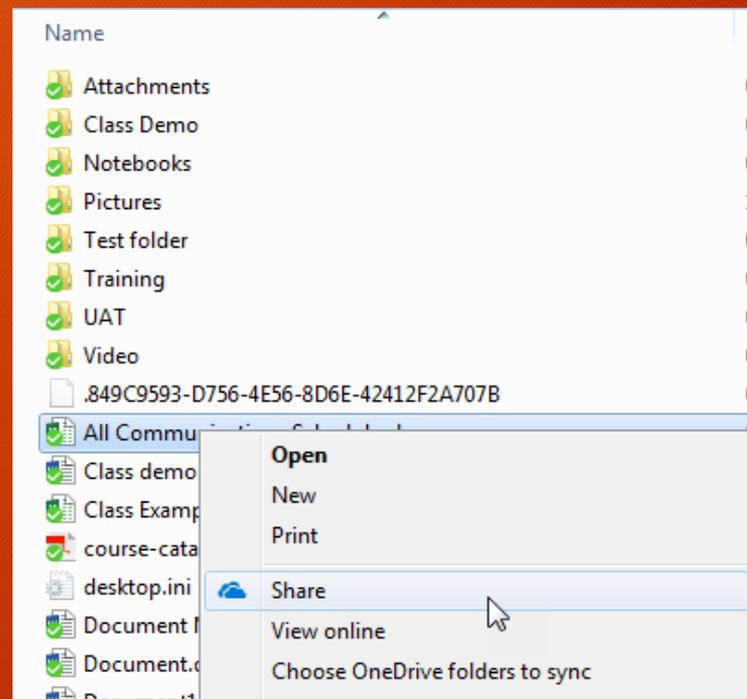
Sharing Files

- To begin the sharing process using the web, select a file, and then click **Share** on the ribbon.



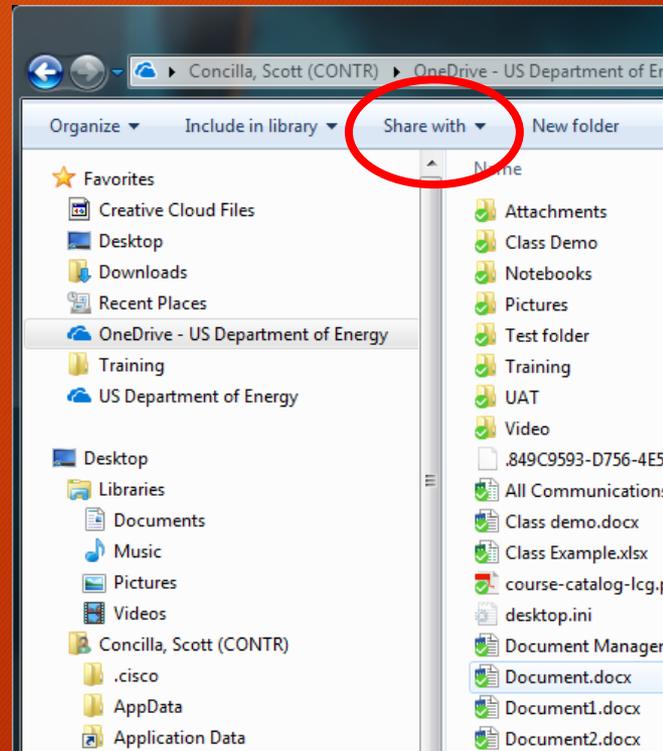
Sharing Files

- To begin the sharing process from Windows, right-click the file name and select the **Share** option (with the two blue clouds).



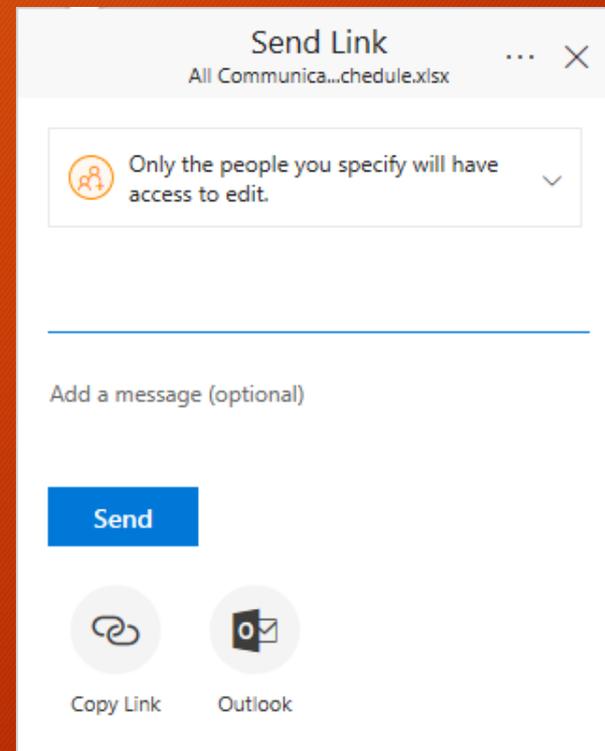
Sharing Files

- CAUTION!
 - There is a **Share with** option on the Ribbon of File Explorer. This IS NOT the correct option to use to share files in OneDrive.



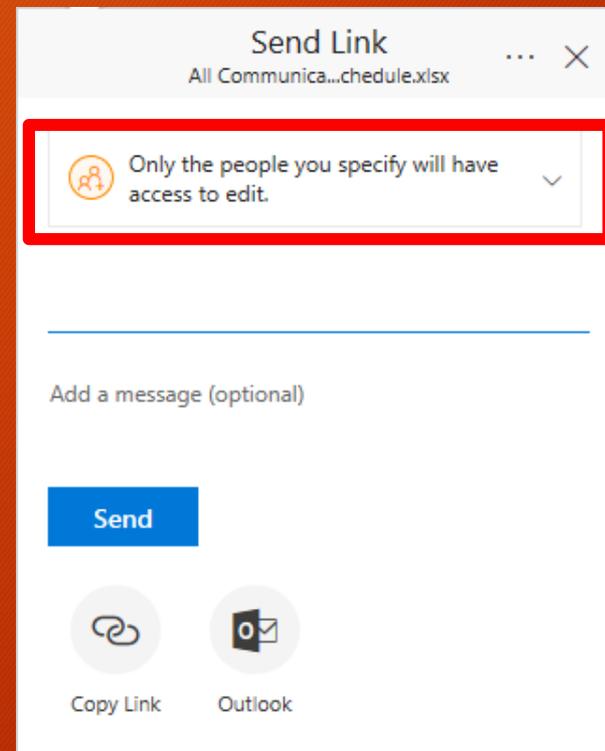
Sharing Files

- In both cases, once the **Share** option is selected, the **Send Link** dialog box displays.



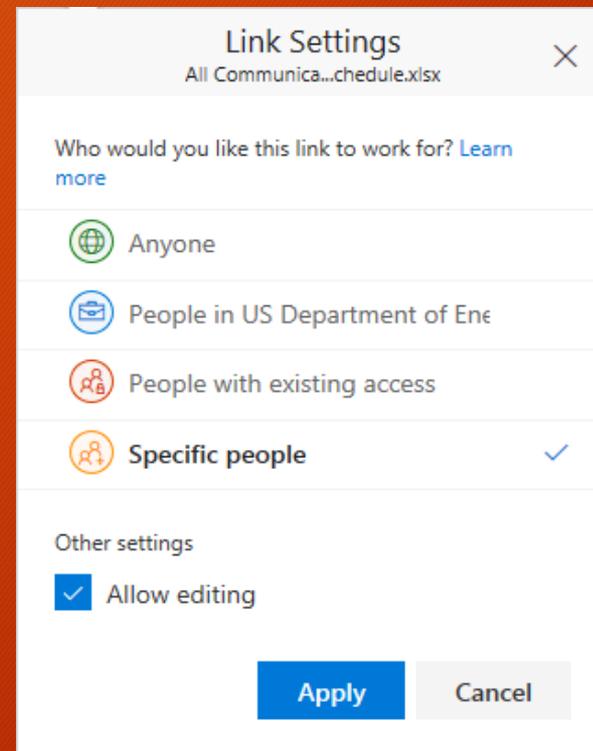
Sharing Files

- Click the Link Settings drop-down to access additional sharing options.



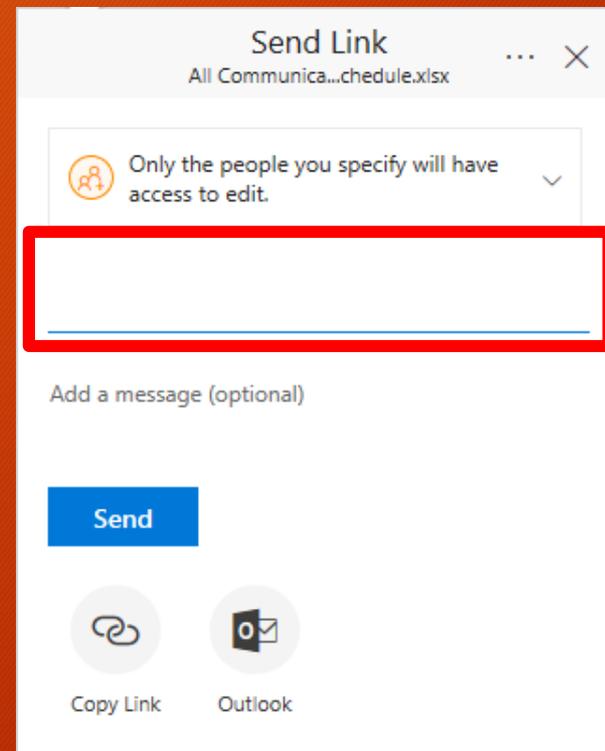
Sharing Files

- The Link Settings dialog box allows you choose the following:
 - The audience that you're sharing with.
 - What kind of access (editing or viewing) you want to allow to the file.



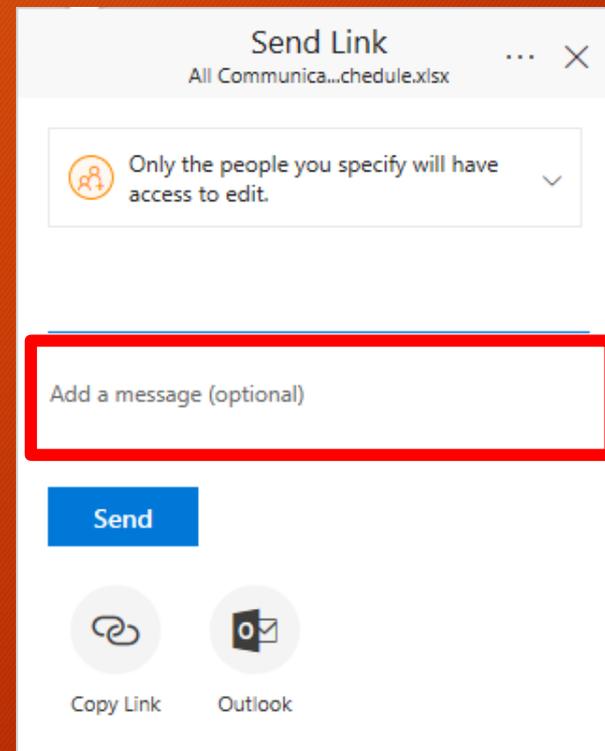
Sharing Files

- Use this area to select link recipients.
 - Accepts one name at a time.
 - Type any part of a person's name to search.
 - CANNOT use any type of group name.



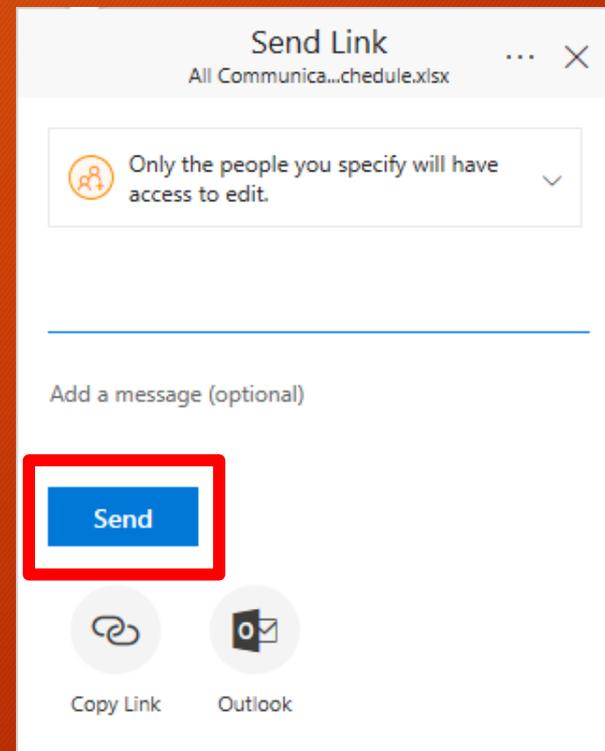
Sharing Files

- Use this area to write an optional message.
 - Outlook will send a template message with instructions.
 - You can use this area to write additional information.
 - Message has a 500 character limit.



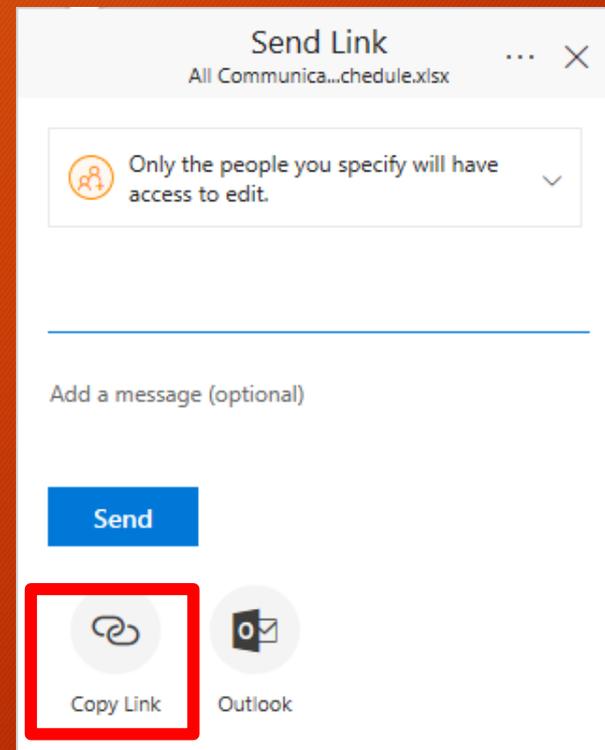
Sharing Files

- Click **Send** when all steps have been completed.



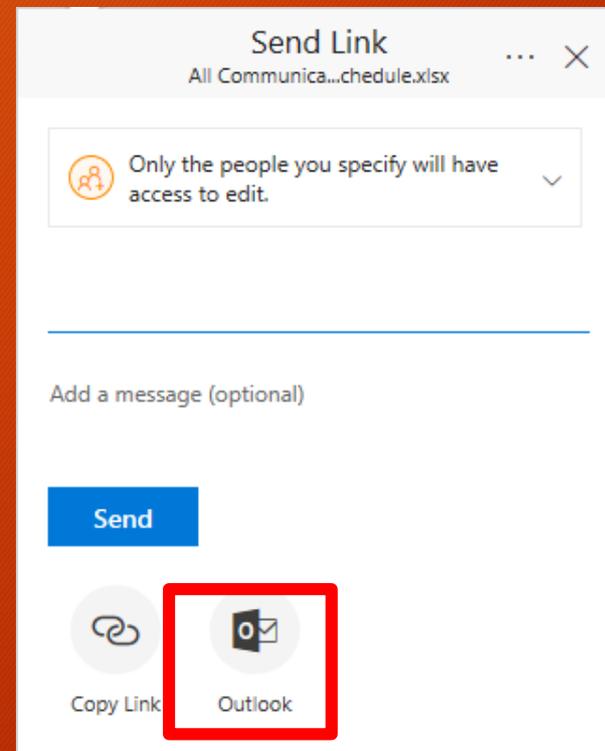
Sharing Files

- The Copy Link option is for files that have been previously shared.
 - Same as Copy link found on the ribbon in the web version.
- Copies the sharing link to the Windows clipboard.



Sharing Files

- The Outlook option only appears in the web version.
 - Opens up a browser window with an Outlook web mail composition window.



Sharing Files

- The interface for sharing files using the Office apps is different than the web browser and Windows methods, but overall, it is very similar in concept.

Web browser

Windows app

Office apps

Mobile apps

Sharing Files

- Before you start the sharing process in Office, make sure the file is already saved to OneDrive for Business.

Web browser

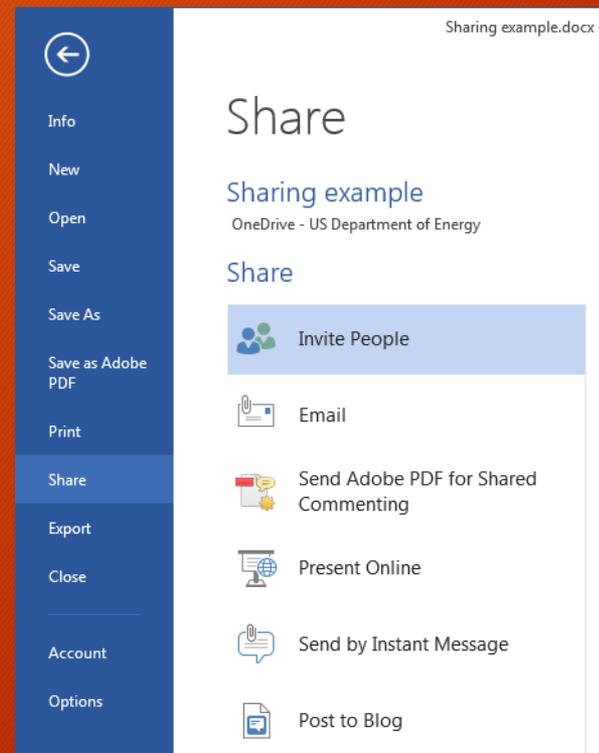
Windows app

Office apps

Mobile apps

Sharing Files

- On the File menu, select **Share**, and then **Invite People**.



Sharing Files

- In the Invite People section, select people from the address book, choose a permission level (edit or view), write a message, and then click Share.

Invite People

Type names or e-mail addresses

Can edit ▾

Include a personal message with the invitation

Require user to sign in before accessing document.



Share

Shared with

 Concilla, Scott (CONTR)
Owner

Sharing Files

- You can ignore/leave checked the **Require user to sign in** option. It has no effect at DOE.

Invite People

Type names or e-mail addresses

 Can edit ▾

Include a personal message with the invitation

Require user to sign in before accessing document.



Share

Shared with

 Concilla, Scott (CONTR)
Owner

Sharing Files

- In all three platforms, it's possible to give some users edit access and some users view access.

Web browser

Windows app

Office apps

Mobile apps

Sharing Files

- You will just have to go through the sharing process twice - once to give edit access, and once to give view access.

Web browser

Windows app

Office apps

Mobile apps

Sharing Files

SUMMARY

- Sharing files gives other users the ability to access and work on a file.
- Each platform supports a similar sharing method.

Web browser

Windows app

Office apps

Mobile apps

Managing Permissions



Managing Permissions

- Once a file has been shared, as the file owner, you can add additional users, remove users, and change user permissions.



Managing Permissions

- You can use any of the methods described in the Sharing Files section to share a file with additional users.

Web browser

Windows app

Office apps

Mobile apps

Managing Permissions

- However, in order to remove users or change their permissions (edit or view), you need to use the OneDrive for Business web interface or use an Office application.

Web browser

Windows app

Office apps

Mobile apps

Managing Permissions

- In the OneDrive for Business web interface, use the Manage Access pane to make changes to permissions.

Web browser

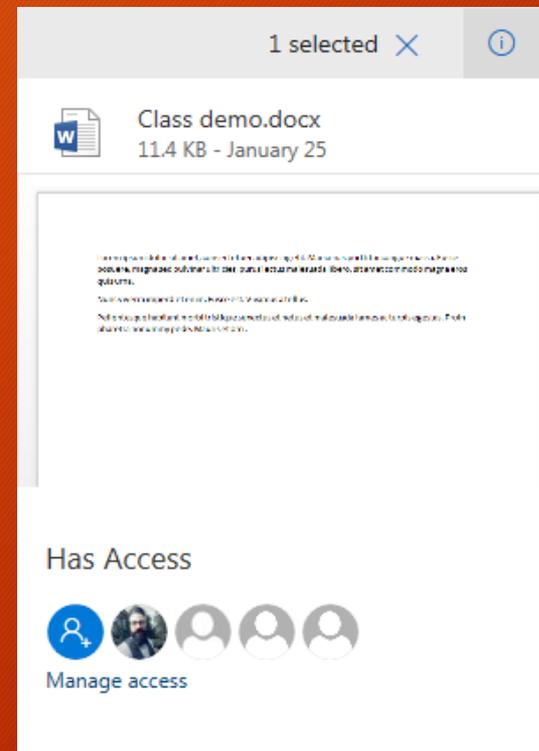
Windows app

Office apps

Mobile apps

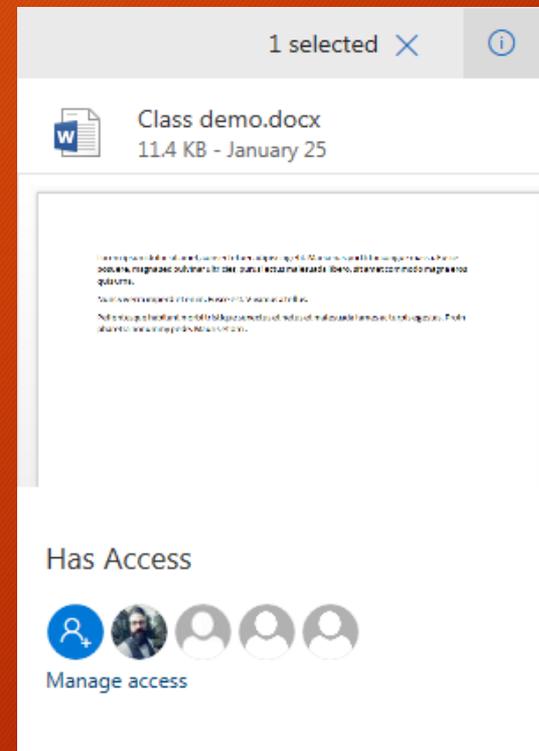
Managing Permissions

- To start, select a file, then click the Information symbol on the right side of the ribbon to display the Information pane.



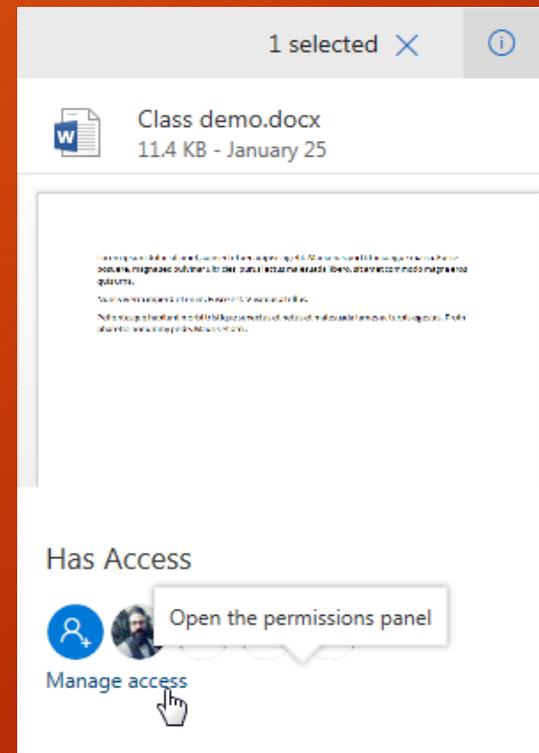
Managing Permissions

- In the Has Access section, you will see a summary of who has access to the file.
 - Hover over each avatar/icon to see the person's name.



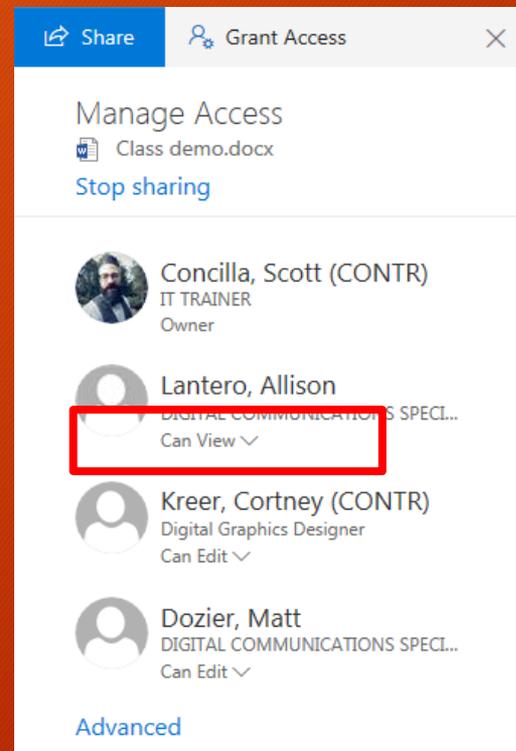
Managing Permissions

- To see further information and to make changes, click **Manage Access**.



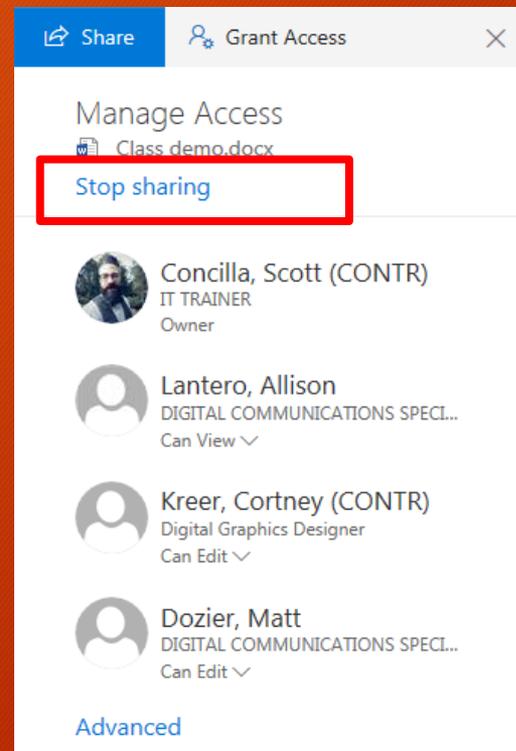
Managing Permissions

- To CHANGE a user's access, click the drop-down below their name and select an option.
 - Change to view only
 - Allow edit
 - Stop sharing



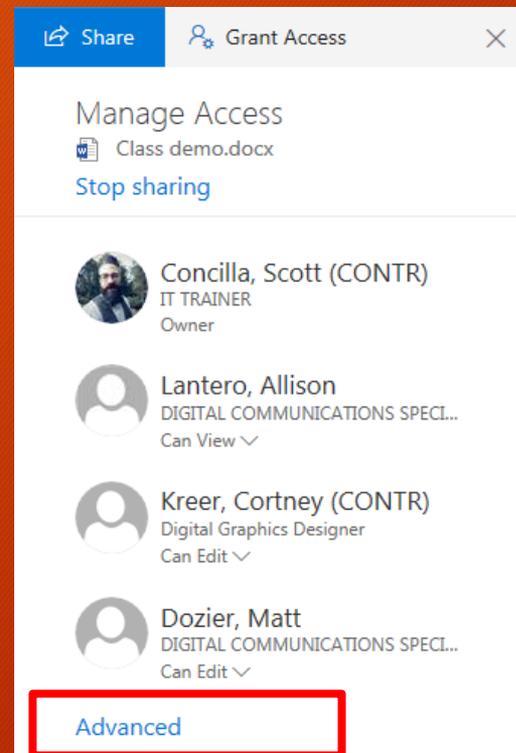
Managing Permissions

- To remove sharing permissions for all users, click **Stop Sharing**.



Managing Permissions

- DO NOT use the **Advanced** option unless you are extremely well-versed in how permissions work in SharePoint.



Managing Permissions

- Permissions can also be changed from within the Office applications.

Web browser

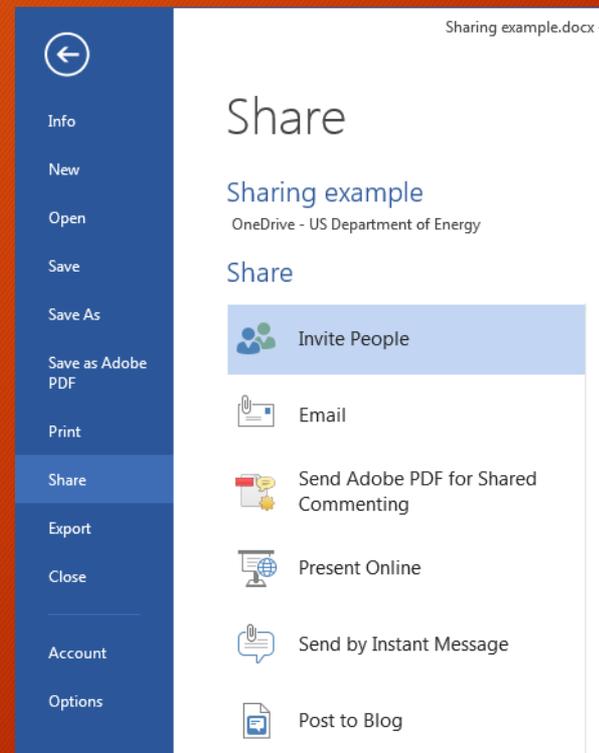
Windows app

Office apps

Mobile apps

Managing Permissions

- On the File menu, select **Share**, then **Invite People**.



Managing Permissions

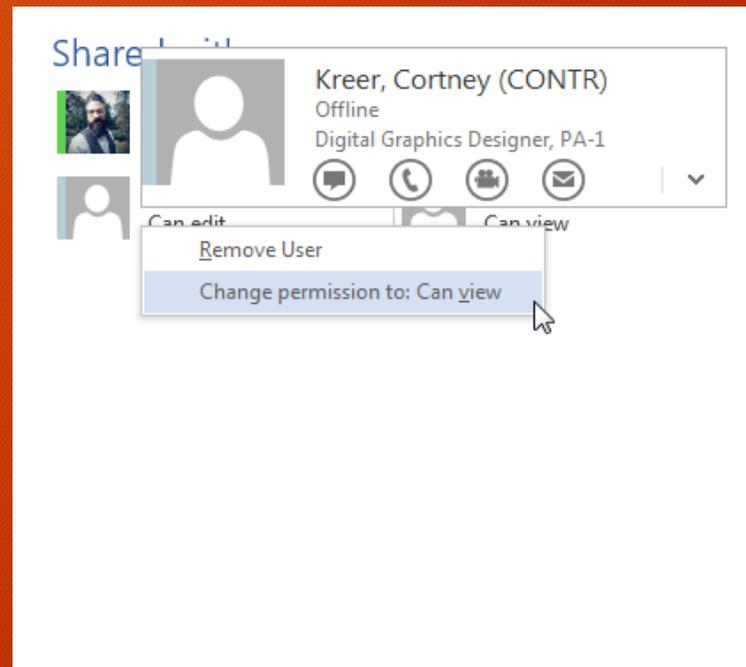
- In the Shared with section, you will see a listing of who currently has access to the document.

The screenshot shows the 'Invite People' interface. At the top, there is a title 'Invite People' and a text input field labeled 'Type names or e-mail addresses'. To the right of the input field are icons for adding contacts and a 'Can edit' dropdown menu. Below the input field is a large text area labeled 'Include a personal message with the invitation'. Underneath the text area is a checkbox labeled 'Require user to sign in before accessing document.' which is checked. Below the checkbox is a 'Share' button with a group of three people icon. At the bottom, there is a 'Shared with' section listing four users with their names, roles, and permissions.

Shared with	
	Concilla, Scott (C...) Owner
	Dozier, Matt Can edit
	Kreer, Cortney (C...) Can edit
	Lantero, Allison Can view

Managing Permissions

- To change or remove a user's permissions, right-click their name and select an option.



Managing Permissions

- A user's access is based on what you set initially or in these procedures. This means the link that was sent to them for the file does not change when you change permissions.



Managing Permissions

- If a user forwards a sharing link to another user that you did not grant access to via one of these procedures, they will be denied access to the file.



Managing Permissions

- If you remove a user's permissions, and they try to use the link, they will be denied access to the file.



Managing Permissions

- If you delete or move a file, any sharing links will no longer work.



Managing Permissions

- As owner of your OneDrive for Business, YOU are responsible for managing the permissions and sharing of files on your OneDrive.



Managing Permissions

- No one else can manage or change the permissions on files in your OneDrive, and EITS will not be doing any maintenance to change or expire permissions.
 - Call the Service Desk if you have issues or need assistance.



Managing Permissions

SUMMARY

- Users can be added, modified, and deleted from file sharing.
- Your OneDrive is yours to manage.



Review

Review

- You've been hit with a lot of new information today, and it's easy to feel overwhelmed at something new.
- Here are the top ten take-aways from this training.



Review

1

OneDrive for Business is Microsoft's cloud storage service, and it part of the Office 365 suite of services and applications.

2

OneDrive for Business is three tools in one - storage, synchronization, and sharing.

3

OneDrive for Business does not replace your current network storage or SharePoint site. It is a new tool with new features.

4

There are many ways to access files stored on your OneDrive for Business - including the web, Windows, and through Office.

5

The web interface of OneDrive for Business is the most feature-rich of the access methods.

Review

6

The OneDrive for Business Windows sync client makes it possible to work with OneDrive files while offline.

7

OneDrive for Business files can be accessed directly through the Office apps, or indirectly in other apps via the sync client.

8

Regardless of the interface, OneDrive for Business uses many of the same commands and procedures as Windows.

9

OneDrive for Business is good for collaborating on a document with one or two other users for a limited period of time.

10

As the owner of your OneDrive for Business, you are the one who grants or takes away access to files.

Additional Help

Training and Learning

- If you wish to learn more about OneDrive, its use and features, or view additional training resources, check out these sites.
 - EITS Training Site (internal DOE)
 - <https://usdoe.sharepoint.com/sites/eitstraining/>
 - Microsoft (external)
 - <https://support.office.com/en-us/onedrive>

Issues and Support

- If you have a technical problem with OneDrive (i.e. can't access, not working, etc.) please create a service request in DAYS or contact the Service Desk.
 - DAYS
 - <https://doeprod.service-now.com/>
 - Service Desk
 - 301.903.2500

Thank you!