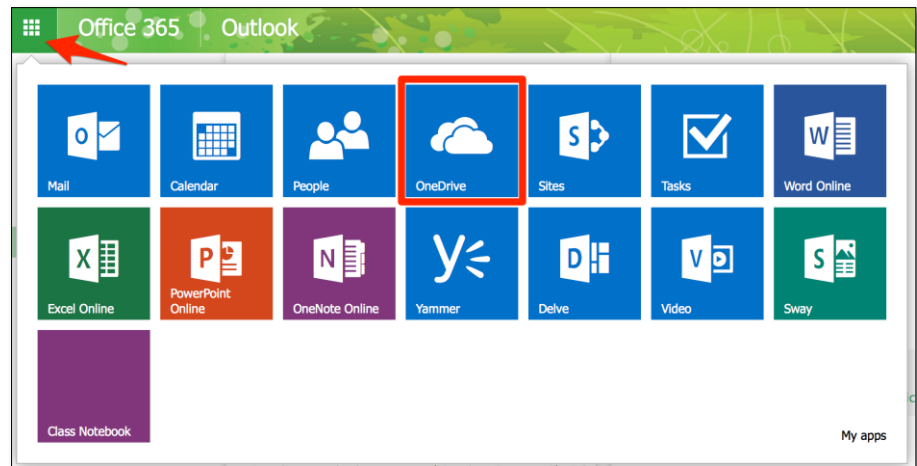


Working with shared OneDrive Files Quick Start Guide

OneDrive is a shared space online to store files. These files are accessible anywhere with internet access, and the files can be shared so that anyone who needs them can view and edit them.

To access OneDrive:

1. Sign in to your Office 365 Account.
2. Click on the Apps button in the top right corner
3. Click on OneDrive



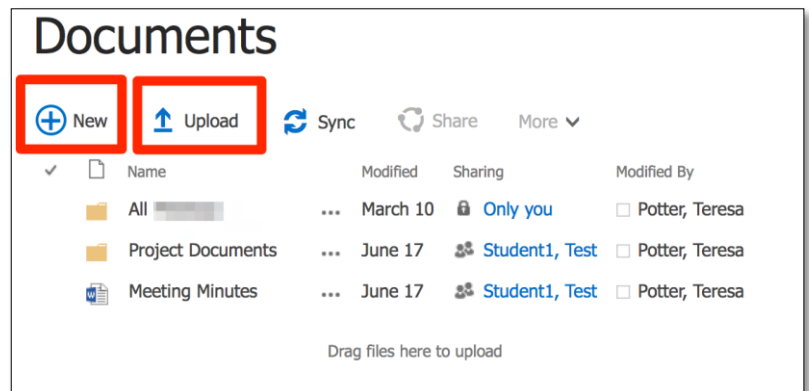
Uploading Files

OneDrive allows you to store any type of file. You can also create and edit Microsoft Word, PowerPoint, Excel, and OneNote files directly from the web.

To create a new Word, PowerPoint, Excel, or OneNote file, click New.

To Upload a file you have already created, click Upload.

You can also drag files on to OneDrive page to upload them.

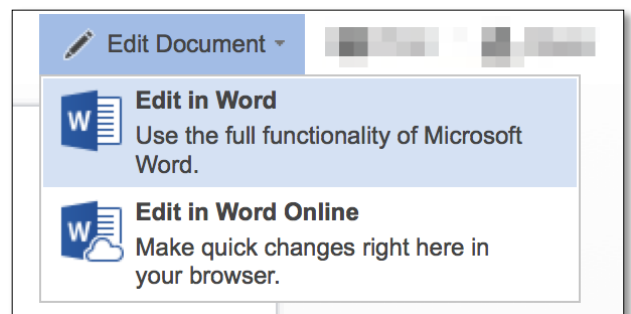


Editing a File Online

When you click on a Word, Excel, PowerPoint, or OneNote file, OneDrive will automatically open the file in the online version of Office. This view is excellent for viewing documents, but you need to take one more step if you want to edit the document.

To edit the file, click on Edit in the top right. Then, either choose Edit in Word or Edit in Word Online.

This process is the same for PowerPoint, Excel, and OneNote Files.

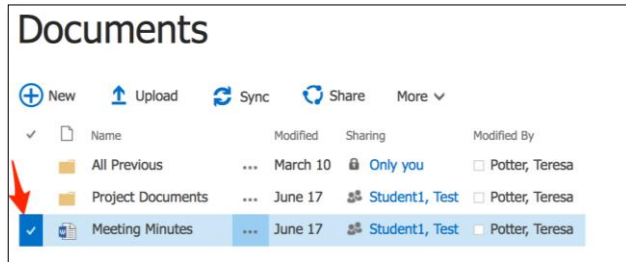


Sharing a OneDrive File

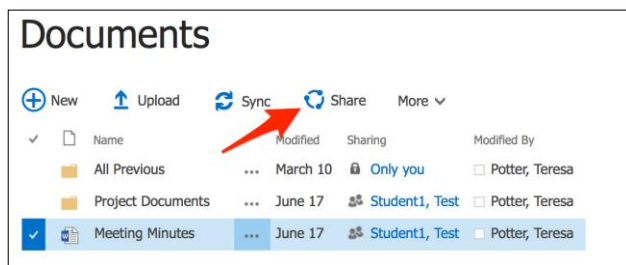
OneDrive allows you to easily share files to collaborate. You can share any type of file to be accessed and edited offline. You can also share Microsoft Office, PowerPoint, Excel, and OneNote files to be edited simultaneously.

To share a file or folder:

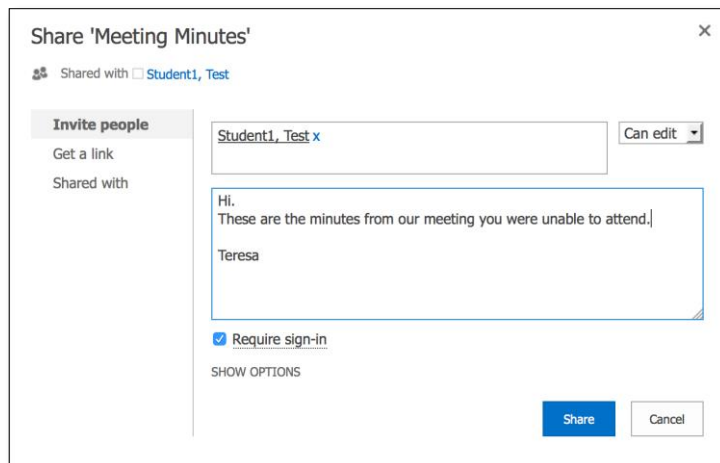
1. From the OneDrive page, click to the left of the item you want to share to select it.



2. Click **Share**



3. Type the name or email address of the person you want to share the item with.



4. Choose "Can edit" or "Can View" for their permissions.
5. Type a message if you wish to do so. This message will be delivered in the body of the email you send.
6. Click **Share**.
7. The person, or people you shared the document with will receive an email with your message and the link to the file.

Accessing a Shared OneDrive File

When someone shares a OneDrive file with you, you will receive an email to let you know it has been shared. You can access the shared file by clicking the link in the email you receive.

Additionally, you can also view all the files shared with you from inside OneDrive. From the home page of OneDrive, in the left sidebar click on **Shared with me**.

