



OneDrive for Business

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This document contains multiple knowledge articles related to Emory University's One Drive for Business service. Visit it.emory.edu/office365/OneDrive for training videos about OneDrive for Business.



TABLE OF CONTENTS

KEY FACTS	2
OPEN ONEDRIVE FOR BUSINESS	3
ONEDRIVE FOR BUSINESS BUTTONS.....	4
UPLOADING A FILE	6
CREATE A NEW FILE	8
SHARE A FILE OR FOLDER.....	9
DISCOVER VIEW FEATURE.....	10



Key Facts

What is OneDrive for Business?

OneDrive for Business at Emory University is an online storage space intended for business purposes. *It allows you to:*

- Store work files
- Share your files with business colleagues
- Edit Office documents together in real time with Office Online
- Sync files to your local computer

Technical Information

The OneDrive desktop client is available for:

- Windows 7+
- Mac OS 10.9+
- Android
- iOS
- Windows Phone

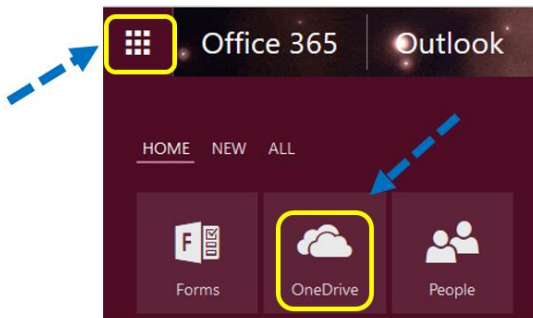
Usage

- Store up to 5TB of data per person
- File size upload limit is 10 GB
- You can “selectively” sync files to your computer
- Access your OneDrive for Business files from any device
- Approved for “Emory sensitive data” and “Approved by Emory HIPAA steering committee for storing HIPAA related data”

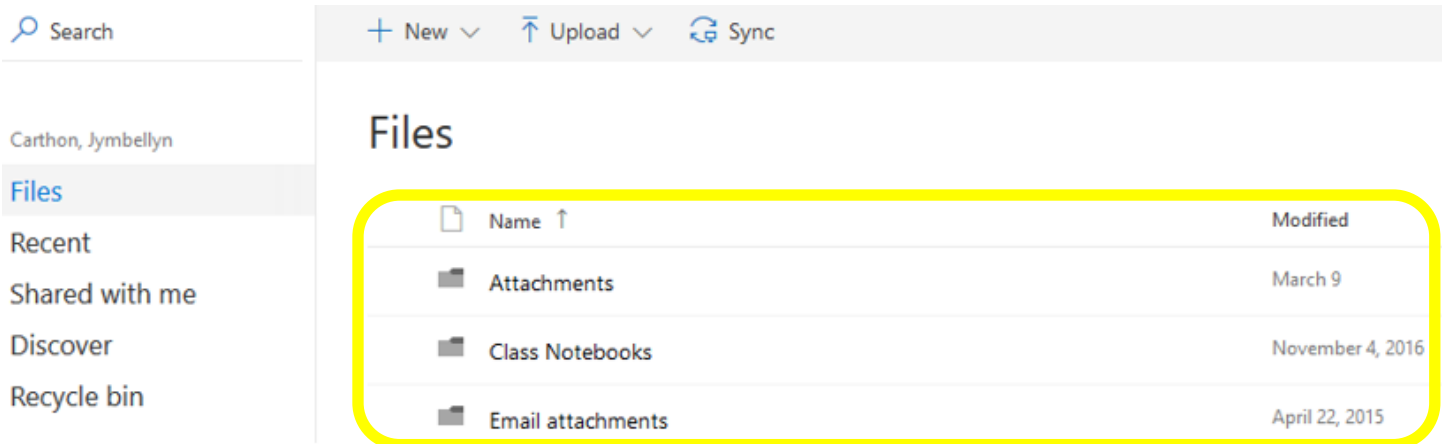


Open OneDrive for Business

1. Go to email.emory.edu (OWA) and log in with your Emory Healthcare or Emory University ID and password
2. Once you are logged in, locate the App Launcher icon in the upper left corner and click on it. Look for the **OneDrive** icon and click on it.



3. A list of your Files and Folders (*IF you have any*) will be listed on the front page of the OneDrive application page

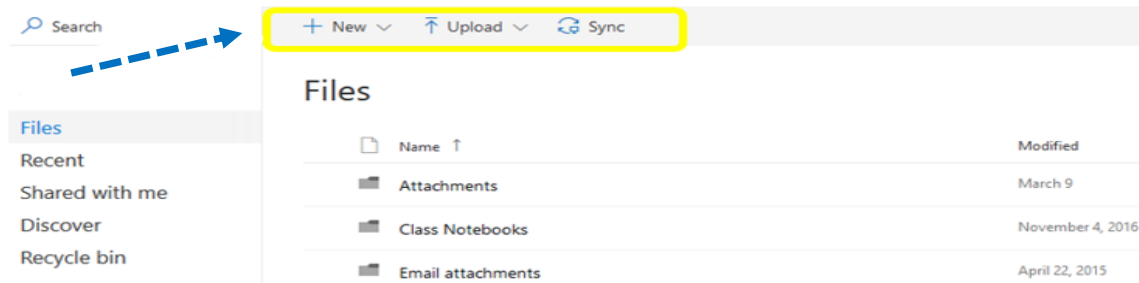




OneDrive for Business Buttons

Home View Buttons

When opening the OneDrive for Business application via *email.emory.edu* (OWA), you will notice the following buttons at the top of the page:



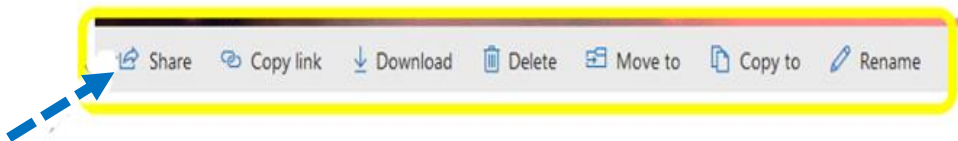
New: Create a new folder or file using the Office Online applications

Upload: Upload a document from your computer to OneDrive for Business

Sync: Sync OneDrive for Business to your computer

Folder View Buttons

When clicking on a **folder**, the following buttons will display at the top of the page:



Share: Give people permission to view or edit the selected file or folder

Copy link: Display the link to the file or folder that can then be copied

Download: Will download file or folder selected



Delete: Delete the selected file or folder

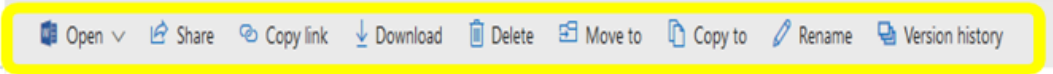
Move to: Move the file or folder to another folder

Copy to: Copy the file or folder to another folder

Rename: Rename the file or folder

File View Buttons

*When clicking on a **file**, the following buttons will display at the top of the page:*



Open ▾ Share Copy link Download Delete Move to Copy to Rename Version history

Open: Open the selected folder or file in the selected online or desktop application

Share: Give people permission to view or edit the selected file or folder

Copy link: Display the link to the file or folder that can then be copied

Download: Will download file or folder selected

Delete: Delete the selected file or folder.

Move to: Move the file or folder to another folder

Copy to: Copy the file or folder to another folder

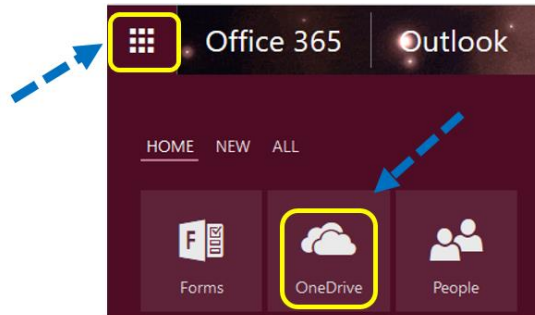
Rename: Rename the file or folder

Version History: Displays the different versions of the file selected

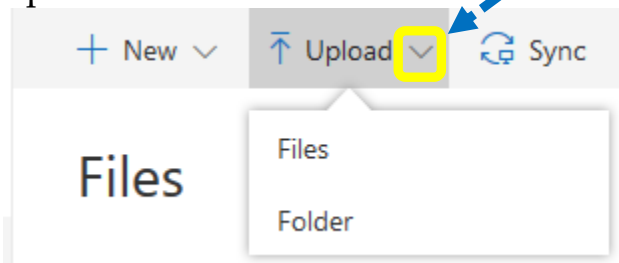


Uploading a File

1. Go to email.emory.edu (OWA) and log in with your Emory Healthcare or Emory University ID and password.
2. Once you are logged in, locate the App Launcher icon in the upper left corner and click on it. Look for the **OneDrive** icon and click on it.

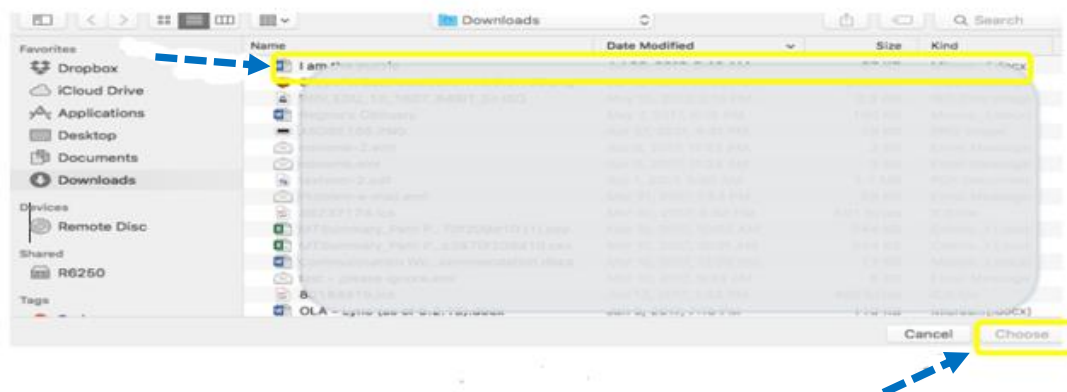


3. Locate the **Upload** button and select the down arrow. Select the option to upload a **File** or **Folder**.



4. Select the File or Folder you would like to upload

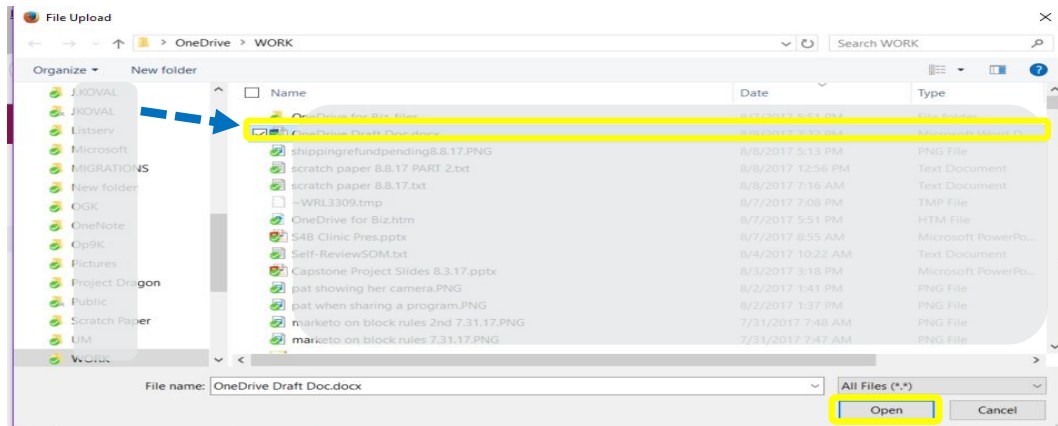
Mac Users: Finder will launch. Select the File or Folder you would like to upload, and select Choose. The file should then begin to upload.



Emory University OneDrive for Business



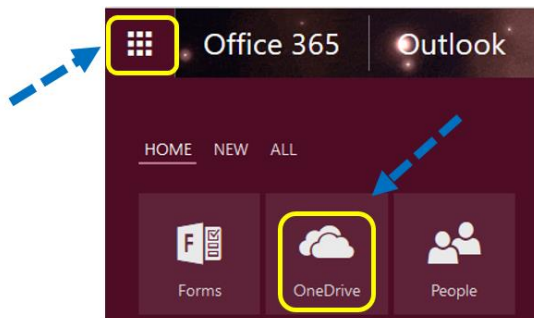
*Windows Users: Windows Explorer will launch. Select the File or Folder you would like to upload, then select **Open**. The file should then begin to upload.*



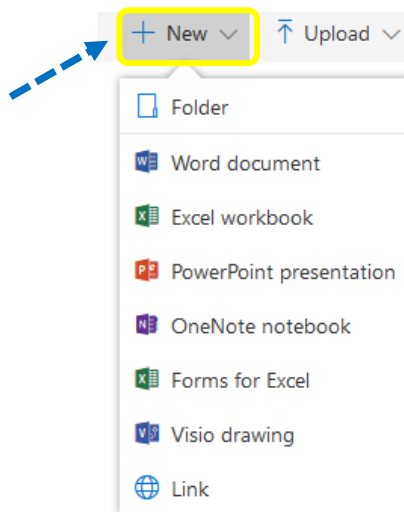


Create a new File

1. Go to email.emory.edu (OWA) and log in with your Emory Healthcare or Emory University ID and password.
2. Once you are logged in, locate the App Launcher icon in the upper left corner and click on it. Look for the **OneDrive** icon and click on it.



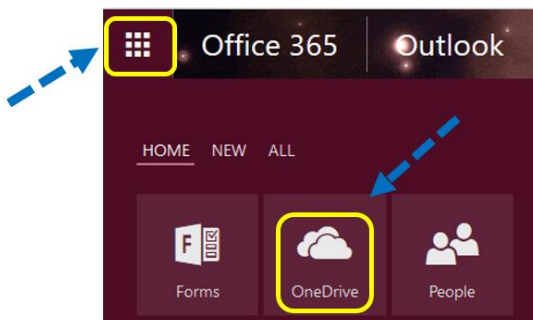
3. Select the **New** icon and select the type of document you want to create.
*Note: The options listed (except for **Link** and **Folder**) are Office Online applications.*



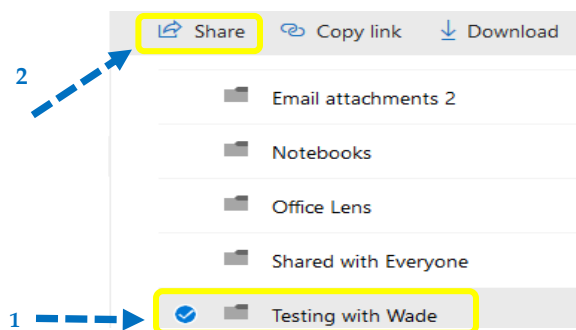


Share a File or Folder

1. Go to email.emory.edu (OWA) and log in with your Emory Healthcare or Emory University ID and password.
2. Once you are logged in, locate the App Launcher icon in the upper left corner and click on it. Look for the **OneDrive** icon and click on it.



3. Select the File or Folder you want to share, followed by selecting the **Share** button at the top of the page



Things to know

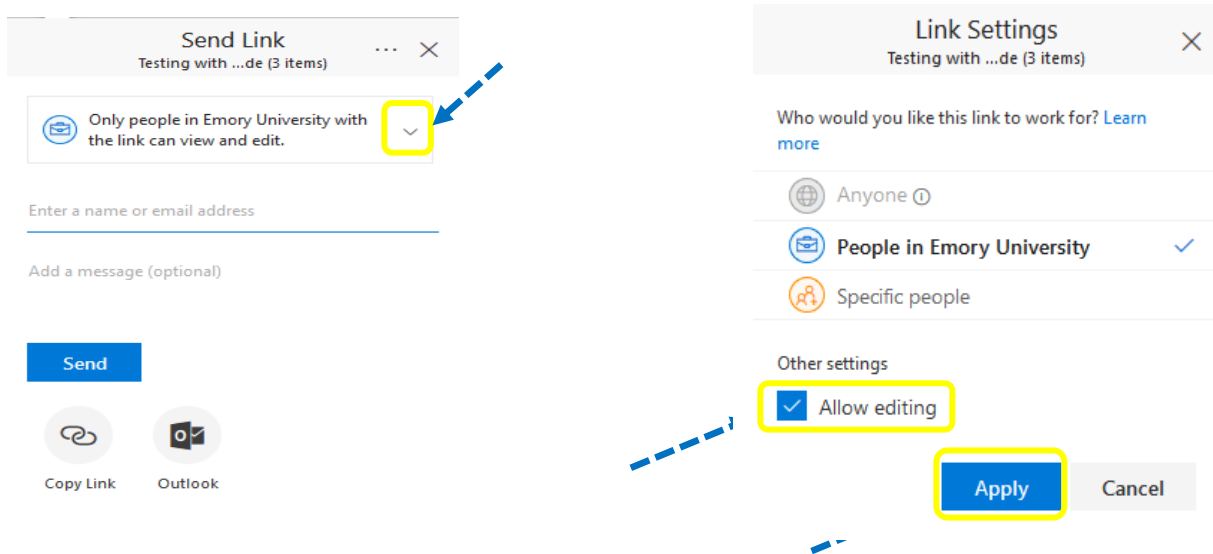


1. Files and Folders are private until you decide to share them
2. You can decide whether to let people edit them, or just view them
3. You are not able to share files with people outside of Emory

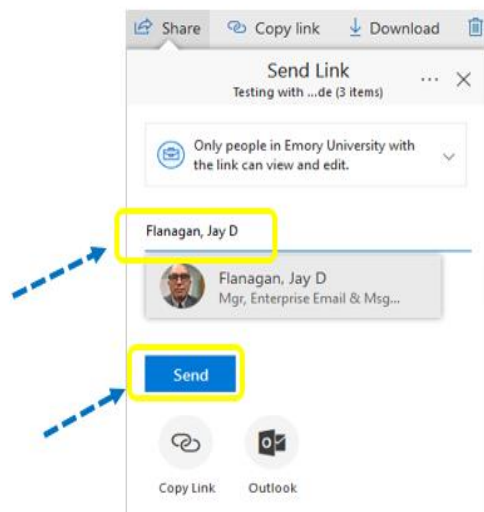


4. Click on the arrow located next to **Only people in Emory University with the link can view and edit.**

When the next box appears, you should leave the **Allow editing** option checked if you would like the person you are sharing with to have editing rights, or uncheck it if you only want them to have viewing privileges.

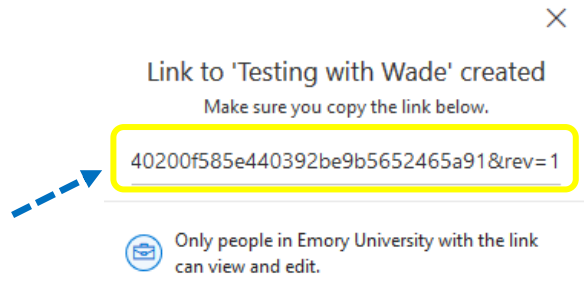
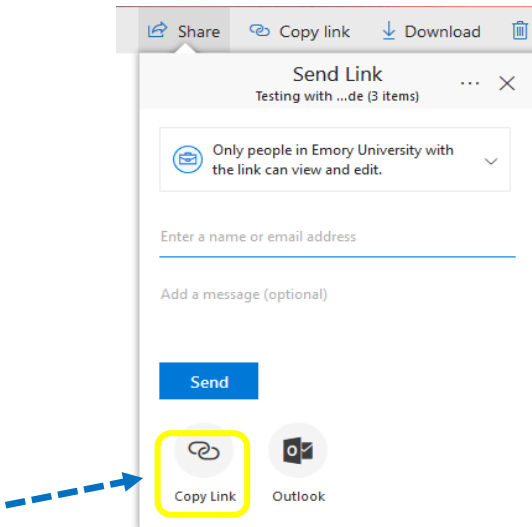


5. Now you can enter the name of the person you would like to share with, followed by selecting **Send**





6. You also have the option to click on **Copy Link**, which populates a link that you can copy and send to another Emory user





Discover View

What is Discover View?

The Discover view is powered by Office Delve, and both have a dependency on the Office Graph. It shows users the most relevant content based on who they work with and what they're working on. The information in the Discover view is tailored to each person. The Discover view doesn't change permissions you will only see what you already have access to.

Are my documents safe in the Discover view in OneDrive for Business?

Yes, your documents are safe. The Discover view in OneDrive for Business never changes any permissions.

Carthon, Jymbellyn

Files

Recent

Shared with me

Discover

Only you can see your private documents. Also, other people can't see your private activities, such as what documents you've read, what emails you've sent and received, or what Skype for Business conversations you've been in. Other people can see that you've modified a document, but only if they have access to the same document.

What you see in the Discover view is different from what other people see. You can see your private documents and other documents that you have access to. Other people can see their documents and documents that they have access to.

[More information on Discover View in OneDrive for Business.](#)