

Presented by: LITS Messaging Team

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. Emory University OneDrive for Business

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# **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

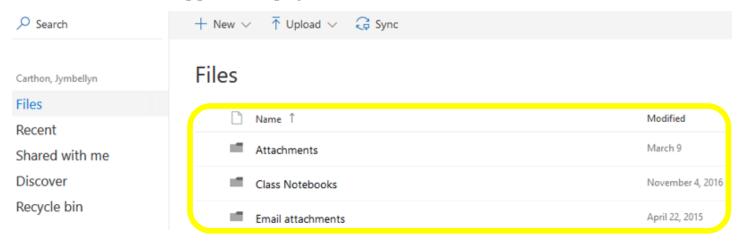
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# **Open OneDrive for Business**

- 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

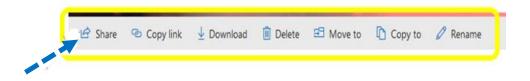
When opening the OneDrive for Business application via email.emory.edu (OWA), you will notice the following buttons at the top of the page:

✓ Search	*	$+$ New $\vee$ $\overline{\uparrow}$ Upload $\vee$ $\bigcirc$ Sync	
		Files	
Files		Name 1	M- 27-4
Recent		Name I	Modified
Shared with	me	Attachments	March 9
Discover	Discover	Class Notebooks	November 4, 2016
Recycle bin		Email attachments	April 22, 2015
New:	Create	e a new folder or file using the Office Or	nline application

- **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 folderCopy link: Display the link to the file or folder that can then be copiedDownload: Will download file or folder selected

Delete: Delete the selected file or folderMove to: Move the file or folder to another folderCopy to: Copy the file or folder to another folderRename: Rename the file or folder

#### File View Buttons

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



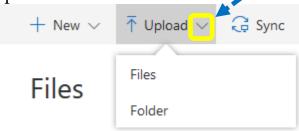
Open: Open the selected folder or file in the selected online or desktop application Share: Give people permission to view or edit the selected file or folder Copy link: Display the link to the file or folder that can then be copied Download: Will download file or folder selected Delete: Delete the selected 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.

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20 Applications	-	Henry Commerce				
Desktop	-					
Documents	9	And				
	0					
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					C	ancel Choos

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*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.

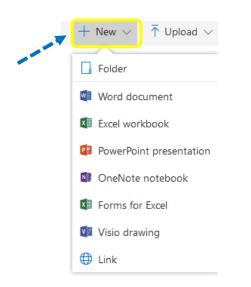
rganize • New folder			
🛃 J.KOVAL	↑ Name	Date	Туре
😹 JKOVAL 🔤 🔤	CheDrive for Biz files		
🜏 Listserv	Real One Drive Draft Doc docy		
nicrosoft	shippingrefundpending8.8.17.PNG		
MIGRATIONS	scratch paper 8.8.17 PART 2.txt		
New folder	scratch paper 8.8.17.txt		
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3 OneNote	🖉 OneDrive for Biz.htm		
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	Self-ReviewSOM.txt		
Pictures	Capstone Project Slides 8.3.17.pptx		
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of Scratch Paper	Marketo on block rules 2nd 7.31.17.PNG		
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File name:	OneDrive Draft Doc.docx	~ All File	c (* *)
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		O	pen Cancel

## **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.* 



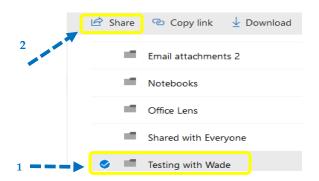
. . .

# Share a File or Folder

- 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

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- 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**.

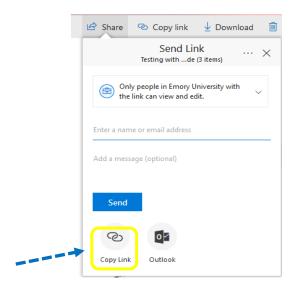
When the next box appears, you should leave the **Allow editing** option checked if you would like the person you are sharing with to have editing rights, or uncheck it if you only want them to having viewing privileges.

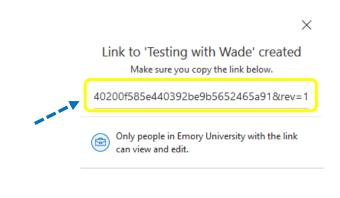
Send Link ···· × Testing withde (3 items)	Link Settings × Testing withde (3 items)
Only people in Emory University with the link can view and edit.	Who would you like this link to work for? Learn more
Enter a name or email address	Anyone 🛈
Add a mercane (antional)	🖻 People in Emory University 🗸 🗸
Add a message (optional)	Specific people
Send	Other settings
	Allow editing
Copy Link Outlook	Apply Cancel

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.