Microsoft[®]

OneDrive for Business

UNIVERSITY of HOUSTON

C. T. BAUER COLLEGE of BUSINESS

Division of Technology

Qui	ck	Ref	ere	nce	Ca	rd
The	Scr	een				

Keyboard	Shortcuts

							Create Item	Alt + N
My	Apps		Notifications	Settings	Help		Upload a File	Alt + U
	OneDrive for Business ×	+		1 -			Expand Menus	Shift + Enter
	\leftrightarrow \rightarrow \circlearrowright https:	//customguides-my.sharepoint.com	/personal/ktho	₽ 2	····	Microsoft	Select All	Ctrl + A
Dibbon Tobo	III Office 365	OneDrive		¢ 🌣	?	Account	Change View	Ctrl + Alt + 1
	BROWSE FILES LIBRARY		🔔 🖈 💽 🖻 🧷		E	1	New Folder	Ctrl + Shift + N
Search—	Upload Document Edit Document New Folder New Open & Check (View Edit Properties Properties X Share	Alert Download a Workfl Me + Copy Workfl	ows Publish	Tags & Notes	-Ribbon	Open With	Ctrl + 0
[search OneDrive	OneDrive @ CustomGuide			^		View Folder	Ctrl + Alt + O
	Documents	Documents					Download	Ctrl + S
Navigation	Recent Shared with me	New Upload	Sync 🗘 Share More	Y Charles	Madif	—Open Menu	Сору	Ctrl + Shift + V
Falle	Followed Site folders	Instruction Instructin Instructin Instructin Instructin Instructin	··· June 1	G Onl	y you 🗆 Ka]	Move	Ctrl + Shift + Y
	Recycle bin	Annual Tourism Asse	essment ···· Monday at 1 Neeting ** ···· A few second	1:27 AM 🞎 Eve is ago 🎎 Eve	ryone 🗆 F F	—Files	Bonomo	
l	✓ Groups	Company Logo	May 28	🖨 Onl	y you 📋 Ka		Rename	F2
Taskbar—	・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・	.		- \land 🖘	토그 다») ENG		Refresh	F5
			OneDi	rive for Bus	siness Ico	n	Symbols	
Basics								1
	neDrive for Busines	s: Enter your	• Open a File in Off	fice Onlin	e: Click a	file name	OneDrive Up to	OneDrive Not
Log In to O work email then elick	neDrive for Busines address and passwo	s: Enter your ord, click <mark>Sign In</mark> ,	Open a File in Off then click Edit Do	fice Online cument/S	e: Click a	file name, eet/	OneDrive Up to Date	OneDrive Not Up to Date
Log In to O work email then click C Turn on the	neDrive for Busines address and passwo neDrive. e Ribbon: Click the S	s: Enter your ord, click <mark>Sign In</mark> , Settings button	 Open a File in Off then click Edit Do Presentation. Sel Download a Copy 	fice Online cument/S ect Edit in of the Fil	e: Click a Spreadsh n Office (le: From (file name, teet/ Online. Office	OneDrive Up to Date	OneDrive Not Up to Date S
Log In to O work email then click C Turn on the and select s	neDrive for Busines address and passwo neDrive. e Ribbon: Click the S Show Ribbon. Click t	s: Enter your ord, click Sign In, Settings button the Files or	 Open a File in Off then click Edit Do Presentation. Sel Download a Copy Online, click File a click Download a 	fice Online cument/S ect Edit in of the Fil and select	e: Click a Spreadsh n Office (le: From (Save As.	file name, eet/ Dnline. Office From here, ck Open Or	OneDrive Up to Date Sile Synced	OneDrive Not Up to Date S File Not Synced
 Log In to O work email then click C Turn on the and select S Library tab Collapse th 	neDrive for Busines address and passor oneDrive. Ribbon: Click the S Show Ribbon. Click t s to view the Ribbor e Ribbon: Click the	s: Enter your ord, click Sign In, Settings button the Files or a commands. Browse tab to	 Open a File in Off then click Edit Do Presentation. Sel Download a Copy Online, click File a click Download a just select the file 	fice Online cument/s ect Edit in y of the Fil and select Copy, and and click	e: Click a Spreadsh n Office (le: From (Save As. d then cli Open Me	file name, neet/ Online. Office From here, ck Open. Or, enu. Then, December	OneDrive Up to Date Sile Synced	OneDrive Not Up to Date 8 File Not Synced
 Log In to O work email then click C Turn on the and select S Library tab Collapse th hide the con 	neDrive for Busines address and passwo neDrive. e Ribbon: Click the S Show Ribbon. Click the s to view the Ribbor he Ribbon: Click the mmands.	s: Enter your ord, click Sign In, Settings button the Files or a commands. Browse tab to	 Open a File in Off then click Edit Do Presentation. Sel Download a Copy Online, click File a click Download a just select the file click More Action Connect OneDriv 	fice Online cument/S ect Edit in y of the Fil and select Copy, and and click (s again an re to Offic	e: Click a Spreadsh n Office (le: From (Save As. d then cli Open Me nd select e: Click t	file name, neet/ Online. Office From here, ck Open. Or, enu. Then, Download. he Library	OneDrive Up to Date Sile Synced Cile Syncing	OneDrive Not Up to Date Sile Not Synced Kew File
 Log In to O work email then click C Turn on the and select Library tab Collapse th hide the coll Search Cur box in the N 	neDrive for Busines address and passwo oneDrive. Ribbon: Click the Show Ribbon. Click t s to view the Ribbor Re Ribbon: Click the mmands. rent Location: Click Vavigation Pane, typ	s: Enter your ord, click Sign In, Settings button the Files or a commands. Browse tab to in the Search e search	 Open a File in Off then click Edit Do Presentation. Sel Download a Copy Online, click File a click Download a just select the file click More Action Connect OneDriv tab, click Connect ChoreBaint Side 	fice Online cument/S ect Edit in y of the Fil and select Copy, and and click s again an re to Office	e: Click a Spreadsh n Office (le: From (Save As. d then cli Open Me nd select e: Click t , then se	file name, neet/ Online. Office From here, ck Open. Or, enu. Then, Download. he Library lect Add to	OneDrive Up to Date File Synced File Syncing	OneDrive Not Up to Date Sile Not Synced K New File
 Log In to O work email then click C Turn on the and select 3 Library tab Collapse th hide the con Search Cur box in the N keywords, t 	neDrive for Busines address and passwo oneDrive. Ribbon: Click the Show Ribbon. Click f s to view the Ribbor Ribbon: Click the mmands. rent Location: Click Vavigation Pane, typ then select a result.	s: Enter your ord, click Sign In, Settings button the Files or a commands. Browse tab to in the Search e search	 Open a File in Off then click Edit Do Presentation. Sel Download a Copy Online, click File a click Download a just select the file click More Action Connect OneDriv tab, click Connect SharePoint Sites. OneDrive for Busi 	fice Online cument/S ect Edit in y of the Fil and select Copy, and and click s again an re to Office Now you ness from	e: Click a Spreadsh n Office (Save As. d then cli Open Me nd select e: Click t , then se can save Office ap	file name, neet/ Online. Office From here, ck Open. Or, enu. Then, Download. he Library lect Add to directly to plications.	OneDrive Up to Date File Synced File Syncing Word File	OneDrive Not Up to Date Sile Not Synced Sile Not Synced Excel File
 Log In to O work email then click C Turn on the and select 3 Library tab Collapse th hide the col Search Cur box in the N keywords, t Expand a S looking for 	neDrive for Busines address and passwo DneDrive. Ribbon: Click the S Show Ribbon. Click the s to view the Ribbor ne Ribbon: Click the mmands. rent Location: Click Javigation Pane, typ then select a result. earch: If you don't f in the current searc	s: Enter your ord, click Sign In, Settings button the Files or a commands. Browse tab to in the Search e search ind what you're h location, click	 Open a File in Off then click Edit Do Presentation. Sel Download a Copy Online, click File a click Download a just select the file click More Action Connect OneDriv tab, click Connect SharePoint Sites. OneDrive for Busi Save a File from (application, click 	fice Online cument/S ect Edit in y of the Fil and select Copy, and and click s again an re to Office Now you ness from Office: Fro	e: Click a Spreadsh n Office (le: From Save As. d then cli Open Me nd select e: Click t , then se can save Office ap	file name, neet/ Online. Office From here, ck Open. Or, enu. Then, Download. he Library lect Add to directly to oplications.	OneDrive Up to Date File Synced File Syncing Word File Eile	OneDrive Not Up to Date Sile Not Synced Skew File Excel File
 Log In to O work email then click C Turn on the and select S Library tab Collapse th hide the con Search Cur box in the N keywords, t Expand a S looking for Search Eve 	neDrive for Busines address and passwo oneDrive. e Ribbon: Click the S Show Ribbon. Click f s to view the Ribbor e Ribbon: Click the mmands. rent Location: Click Navigation Pane, typ then select a result. earch: If you don't f in the current searc rything to see more	s: Enter your ord, click Sign In, Settings button the Files or a commands. Browse tab to in the Search esearch ind what you're h location, click results.	 Open a File in Off then click Edit Do Presentation. Sel Download a Copy Online, click File a click Download a just select the file click More Action Connect OneDriv tab, click Connect SharePoint Sites. OneDrive for Busi Save a File from C application, click and select Other 	fice Online cument/S ect Edit in y of the Fil and select Copy, and and click (s again an re to Office to Office Now you ness from Office: Fro the File ta	e: Click a Spreadsh n Office (le: From (Save As. d then cli Open Me ad select e: Click t , then se can save Office ap om an Off ab, click S tions. Se	file name, neet/ Online. Office From here, ck Open. Or, enu. Then, Download. he Library lect Add to directly to oplications. Fice Save As, lect the	OneDrive Up to Date File Synced File Syncing Word File Word File PowerPoint File	OneDrive Not Up to Date Sile Not Synced X New File Excel File CneNote File
 Log In to O work email then click C Turn on the and select S Library tab Collapse th hide the con Search Cur box in the N keywords, t Expand a S looking for Search Eve Get Help: C right corner 	neDrive for Busines address and passwo oneDrive. Ribbon: Click the Show Ribbon. Click the s to view the Ribbor Re Ribbon: Click the mmands. rent Location: Click Vavigation Pane, typ then select a result. earch: If you don't f in the current searc rything to see more click the Help buttor r, select Help, then b	s: Enter your ord, click Sign In, Settings button the Files or a commands. Browse tab to in the Search e search ind what you're h location, click results. a in the upper rowse or search	 Open a File in Off then click Edit Do Presentation. Sel Download a Copy Online, click File a click Download a just select the file click More Action Connect OneDriv tab, click Connect SharePoint Sites. OneDrive for Busi Save a File from O application, click and select Other OneDrive for Buss Delete a File: Sel 	fice Online cument/S ect Edit in y of the Fil and select Copy, and and click (is again an ye to Office Now you ness from Office: Fro the File ta Web Loca iness Doc	e: Click a Spreadsh o Office C le: From (Save As. d then cli Open Me od select e: Click t office ap om an Office ap om an Office, Se cuments click the	file name, neet/ Online. Office From here, ck Open. Or, enu. Then, Download. he Library lect Add to directly to oplications. fice Save As, lect the folder.	OneDrive Up to Date File Synced File Syncing Word File Word File PowerPoint File	OneDrive Not Up to Date Constant File Not Synced Conew File Excel File ConeNote File
 Log In to O work email then click C Turn on the and select 3 Library tab Collapse th hide the col Search Cur box in the N keywords, t Expand a S looking for Search Eve Get Help: C right corner for topics. 	neDrive for Busines address and passwo oneDrive. Ribbon: Click the Show Ribbon. Click f s to view the Ribbor Ribbon: Click the mmands. rent Location: Click Navigation Pane, typ then select a result. earch: If you don't f in the current searc rything to see more click the Help buttor r, select Help, then b	s: Enter your ord, click Sign In, Settings button the Files or a commands. Browse tab to in the Search e search ind what you're h location, click results. in the upper rowse or search	 Open a File in Off then click Edit Do Presentation. Sel Download a Copy Online, click File a click Download a just select the file click More Action Connect OneDriv tab, click Connect SharePoint Sites. OneDrive for Busi Save a File from O application, click and select Other OneDrive for Bus Delete a File: Sela and then click the Click to enfort 	fice Online cument/S ect Edit in y of the Fil and select Copy, and and click (a again an the to Office Now you ness from Office: Fro the File ta Web Loca iness Doc ect a file, a	e: Click a Spreadsh n Office (Save As. d then cli Open Me nd select e: Click t t, then se can save Office ap om an Off ab, click S cuments click the Documen	file name, neet/ Dnline. Office From here, ck Open. Or, enu. Then, Download. he Library lect Add to directly to oplications. fice Save As, lect the folder. Files tab, tt button.	OneDrive Up to Date File Synced File Syncing Word File Word File PowerPoint File Not Shared	OneDrive Not Up to Date Cille Not Synced Cille Not Synced Cille Ci
 Log In to O work email then click C Turn on the and select 3 Library tab Collapse th hide the col Search Cur box in the N keywords, t Expand a S looking for Search Eve Get Help: C right corner for topics. Upload a Fi navigate to 	neDrive for Busines address and passwo DneDrive. Ribbon: Click the S Show Ribbon. Click for s to view the Ribbor ne Ribbon: Click the mmands. rent Location: Click davigation Pane, typ then select a result. earch: If you don't f in the current searc rything to see more click the Help buttor r, select Help, then b ile: Click the Upload and select the file(s)	s: Enter your ord, click Sign In, Settings button the Files or a commands. Browse tab to in the Search e search ind what you're h location, click results. in the upper rowse or search	 Open a File in Off then click Edit Do Presentation. Sel Download a Copy Online, click File a click Download a just select the file click More Action Connect OneDriv tab, click Connect SharePoint Sites. OneDrive for Busi Save a File from O application, click and select Other OneDrive for Buss Delete a File: Sele and then click the Click OK to confirt Restore or Perma 	fice Online cument/S ect Edit in y of the Fil and select Copy, and and click (s again an re to Office Now you ness from Office: Fro the File ta Web Loca iness Doc ect a file, (e Delete D m.	e: Click a Spreadsh n Office (le: From (Save As. d then cli Open Me ad select e: Click t d, then se can save Office ap om an Off ab, click S tions. Se cuments click the Documen	file name, neet/ Online. Office From here, ck Open. Or, enu. Then, Download. he Library lect Add to directly to oplications. Fice Save As, lect the folder. Files tab, t button.	OneDrive Up to Date File Synced File Syncing Word File PowerPoint File Not Shared	OneDrive Not Up to Date File Not Synced X New File Excel File ConeNote File Shared
 Log In to O work email then click C Turn on the and select s Library tab Collapse th hide the con Search Cur box in the N keywords, t Expand a S looking for Search Eve Get Help: C right corner for topics. Upload a Fi navigate to Open. Or, ju Explorer wi 	neDrive for Busines address and passwo oneDrive. E Ribbon: Click the Show Ribbon. Click f s to view the Ribbor re Ribbon: Click the mmands. rent Location: Click Vavigation Pane, typ then select a result. earch: If you don't f in the current searc rything to see more click the Help buttor r, select Help, then b ile: Click the Upload and select the file(s) for ndow into the OneDi	s: Enter your ord, click Sign In, Settings button the Files or a commands. Browse tab to in the Search esearch ind what you're h location, click results. in the upper rowse or search button,), then click om the File rive for Business	 Open a File in Off then click Edit Do Presentation. Sel Download a Copy Online, click File a click Download a just select the file click More Action Connect OneDriv tab, click Connect SharePoint Sites. OneDrive for Busi Save a File from O application, click and select Other OneDrive for Buss Delete a File: Sela and then click the Click OK to confiri Restore or Perma Click the Recycle checkber Click Page 	fice Online cument/S ect Edit in y of the Fil and select Copy, and and click (s again an re to Office Now you ness from Office: Fro the File ta Web Loca iness Doc ect a file, e Delete D m. anently Do	e: Click a Spreadsh office (le: From (Save As. d then cli Open Me ad select e: Click t d, then se can save Office ap m an Offi ab, click S tions. Se cuments click the Documen check the	file name, neet/ Online. Office From here, ck Open. Or, enu. Then, Download. he Library lect Add to directly to oplications. Fice Save As, lect the folder. Files tab, tt button.	OneDrive Up to Date File Synced File Syncing Word File Word File PowerPoint File Not Shared Mage	OneDrive Not Up to Date File Not Synced X New File Excel File ConeNote File Shared Excel File
 Log In to O work email then click C Turn on the and select S Library tab Collapse th hide the con Search Cur box in the N keywords, t Expand a S looking for Search Eve Get Help: C right corner for topics. Upload a Fi navigate to Open. Or, ju Explorer wi library. 	neDrive for Busines address and passwo DneDrive. Ribbon: Click the S Show Ribbon. Click is to view the Ribbor re Ribbon: Click the mmands. rent Location: Click Navigation Pane, typ then select a result. earch: If you don't f in the current searc rything to see more click the Help buttor r, select Help, then b sile: Click the Upload and select the file(s) for ndow into the OneDr	s: Enter your ord, click Sign In, Settings button the Files or a commands. Browse tab to in the Search esearch ind what you're h location, click results. in the upper rowse or search button, b, then click om the File rive for Business	 Open a File in Off then click Edit Do Presentation. Sel Download a Copy Online, click File a click Download a just select the file click More Action Connect OneDriv tab, click Connect SharePoint Sites. OneDrive for Busi Save a File from O application, click and select Other OneDrive for Buss Delete a File: Sela and then click the Click OK to confir Restore or Perma Click the Recycle checkbox. Click R Selection, and th 	fice Online cument/S ect Edit in y of the Fil and select Copy, and and click (is again an re to Office Now you ness from Office: Fro the File ta Web Loca iness Doc ect a file, (e Delete D m. anently De Bin, then estore Sel en click O	e: Click a Spreadsh o Office C le: From (Save As. d then cli Open Me od select e: Click t office ap om an Office ap om an Office ap om an Office so can save Office ap om an Office so click the occuments click the occuments click the occuments check the lection o K.	file name, neet/ Online. Office From here, ck Open. Or, enu. Then, Download. he Library lect Add to directly to oplications. fice Save As, lect the folder. Files tab, t button. Item: e item's r Delete	OneDrive Up to Date Date File Synced Content File Syncing Word File Word File PowerPoint File Not Shared Image	OneDrive Not Up to Date File Not Synced X New File Excel File ConeNote File Shared Excel File

What's the Difference? OneDrive for Business ConeDrive ✓ Store work-related files in a secure 1TB space online. ✓ Store personal files in a secure, private 15GB space online. ✓ Advanced versioning and document history. ✓ Simple versioning and document history. ✓ Accessed with a ✓ Tied to SharePoint S OneDrive for Business × + and accessed with \bigcirc https://customguides-my.sharepoint.com/p workemail. ✓ Easily shared Office 365 OneDrive with coworkers. FILES LIBRARY ✓ Auditing, reporting, les - OneDrive and advanced OneDrive @ CustomGu personal email. \rightarrow \circlearrowright A Microsoft Corporation [US] https://oned administration Documents tools ----OneDrive (+) Create マ (♠) Upload **Share Files Manage Files** • Share a File: Click the file's Open Menu button, then click Share. • Create a Folder: Click the New button and select New Folder. Enter a name for the folder, then click Create. Enter the names or email addresses of the people you'd like to share with, add a message, then select a permissions level. When you're • Move Files to a Folder: Click and drag the files into the folder. done, click Share. • Upload Files to a Folder: Click the folder, click Upload, then • Check Out a File: Select the file, click the Files tab, then click the navigate to and select a file. Click Open. Check Out button. Open and edit it the file, then click Save. • View File Properties: Select a file, click the Files tab, then click • Check In a File: Select the file, click the Files tab, then click the View Properties. From here you can view and edit the File's Check In button. Complete the form, then click OK. properties. When you're done, click Close. • Discard a Check Out: If you don't want to keep changes you made • Edit File Properties: Select a file, click the Files tab, then click to a checked out document, select the file, then click **Discard Check** Edit Properties. Make any necessary changes, then click Save. Out, and click OK. • Check Version History: Select the file, click the Files tab, then · Open the Shared with Everyone Folder: Navigate to the click Version History. Use the drop down menu to View, Restore, Documents library, then click the **Shared with Everyone folder**. or **Delete** a version. Everything in this folder will automatically be shared with everyone • Create a Column: Click the Library tab and click Create Column. in your organization. Enter the column settings and descriptions, and then click OK. • Share a Folder: Click the folder's Open Menu button, then click • Sort and Filter Files: Click a column header and choose to sort by Share. Enter the names or email addresses of the people you'd like to share with, add a personal message, then select a permissions Ascending or Descending order, or select a filter criteria. level. When you're done, click Share. • Create Views: Click the Library tab and then click Create View. • See Who File is Shared With: Select the file, click the Files tab, and Select a view option or use SharePoint Designer to create a custom then click the Shared With button. view. • Quickly Edit File Information: Click the Library tab and then • Email a Link: Select the file, click the Library tab, then click E-mail click Quick Edit. Now you can easily edit all the file names and a Link. An Outlook email is automatically created. Add an address, information at once. When you're done, click the View button. message, and subject, then click **Send**. • Set Up to Sync with a PC: Click the Library tab and then click • Co-Author a File: Open the file at the same time as another person. Click the Authors button to see who else is currently in the file. Sync. Click Get the OneDrive for Business app that's right for Click Save to refresh and see any updates. me. Install the app then return to OneDrive and click Sync Now to launch the app. Click Sync Now again and a OneDrive for Business • Follow a File: Select the file, click the Open Menu button, then folder will be created on your computer. click Follow. Or, click the Follow button on the Files tab. Now updates for this item will appear in your Newsfeed. • Sync: Click the Library tab, click Sync, then click Sync Now. Click Show my files to open Windows Explorer. • Create an Alert: Select the file, click the Files tab, then click Alert • Pause Syncing: Right-click the OneDrive for Business icon in the Me. Select Set alert on this document, enter the alert details, then taskbar at the bottom of your screen, then select Pause syncing. click OK. To resume syncing, right-click the icon again and select Resume • Manage Alerts: From the Files tab, click Alert Me, and select syncing. Manage My Alerts. To delete an alert, check its checkbox and click • Stop Syncing: Right-click the OneDrive for Business icon in the **Delete Selected Alerts.** taskbar at the bottom of your screen, then select Stop syncing a • Create a Group: Click Create Group. The Outlook Web App will folder. Select a folder, click Stop syncing, then click OK. The folder open. Add a group name and description. Click Create. Add will permanently stop syncing but the files will remain on your members, and then click the Add button. computer. • View Group Files: Click the group name under the Groups heading • Work Offline: If you have synced your OneDrive for Business with in the Navigation pane. your PC, you can easily access files while not online. Open Windows

Explorer and click the OneDrive folder under Favorites to access

your files.

 Access OneDrive for Business Settings: Click the Library tab, then click Library Settings.