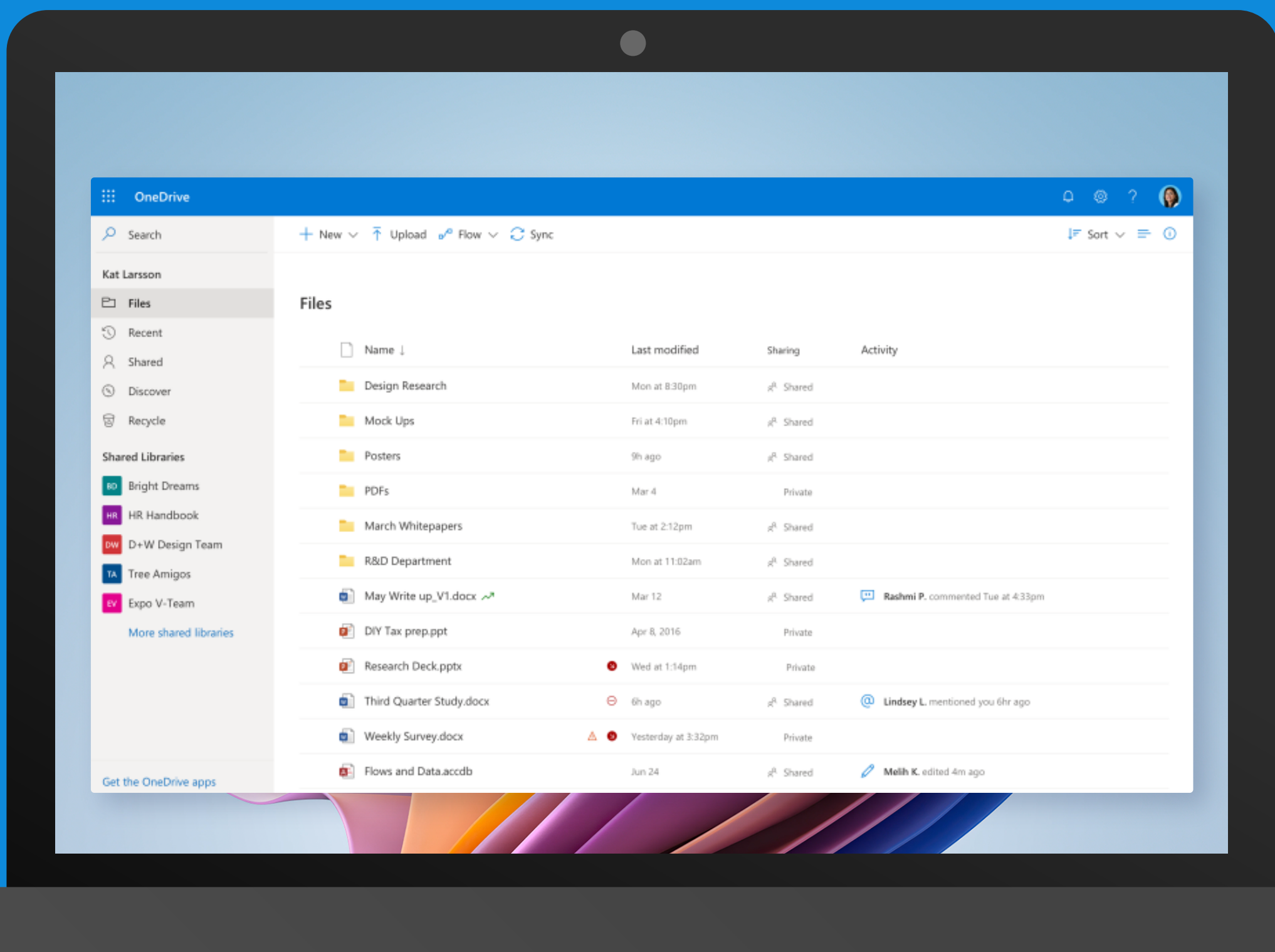


Microsoft OneDrive



POCKET GUIDE FOR EDUCATORS



QUICK START GUIDE

Do more wherever you are with secure access, sharing, and file storage. Sign-in to your Microsoft 365 account and select **OneDrive** from the app launcher. This guide covers OneDrive for work or school, but most of the functionality is the same for home subscribers.

Open and edit a file online or in a desktop app.

Get a link to the selected file to insert in an IM, email, or site.

Move or copy to another destination in your OneDrive or any SharePoint site.

View and sort files with date shared, activity, or who they are shared with.

Share files directly from OneDrive. Files are private until shared.

Find your content throughout
OneDrive, SharePoint sites,
and Microsoft Teams.

See file information, recent activity, and manage access permissions to the file.

Recover files you've
deleted up to 93 days.


Download a copy
of a file to work
offline on a device.

See who can access a file, and manage what people can do with it..

See which files are being shared and who they're shared with.

See the sharing, viewing, and editing activity for a file.

Yesterday

 You edited this file
Wednesday at 3:51 PM

[More details](#)



ONEDRIVE MOBILE

The OneDrive mobile app supports personal, work and school accounts on iOS, Android, and Windows devices, and can be downloaded from the app stores.

See and **manage** all your accounts.

03:12 92%
Home + 🔍

Recent files 🔍
RD Expense Report
353 KB · 3 minutes ago
Contoso Purch...a - Q1 KJ copy
22 KB · 3 minutes ago
Shared libraries
XL BD CS
X1050 Launch... Business Develo... Market-ing Commu-nicatio...
Offline files
Tap the ⓘ icon next to a file, and select "Make available offline" to view it wherever you go.
Capture whiteboards & scan physical documents.
Home Files Shared Libraries Me

03:12 92%
Files + 🔍

↓ A-Z
AI Hero 0 KB · 25 Mar
Contoso Electronics 0 KB · 25 Mar
Documents
CE Annual Report
File actions
Share Move Delete Download Rename Make available offline Mark up a copy
More
Details

03:12 92%
Files + 🔍

↓ A-Z
AI Hero 0 KB · 25 Mar
Contoso Electronics 0 KB · 25 Mar
Documents 0 KB · 13 May
Images 0 KB · 25 Mar
Microsoft Teams Chat Files 0 KB · 25 Mar
Send link
CE Annual Report.docx
Anyone with the link can edit >
To: Name, group or email
Message...
Send
Send a copy

See your **most recent** active files.

See all the files you have taken **offline**.

Make files and folders available **offline**.

Set **editing** and **viewing** permissions of the file.

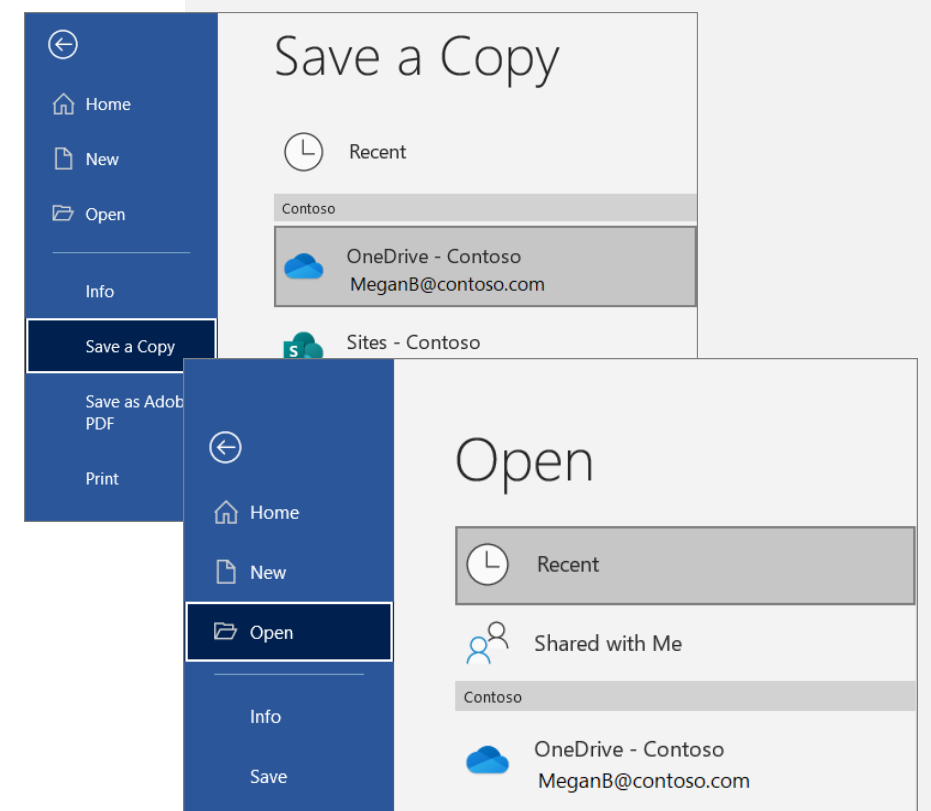
See files **shared** with you and **discover** content trending around you.

See **details** such as who the file is shared with.

Copy the link to share with anyone.

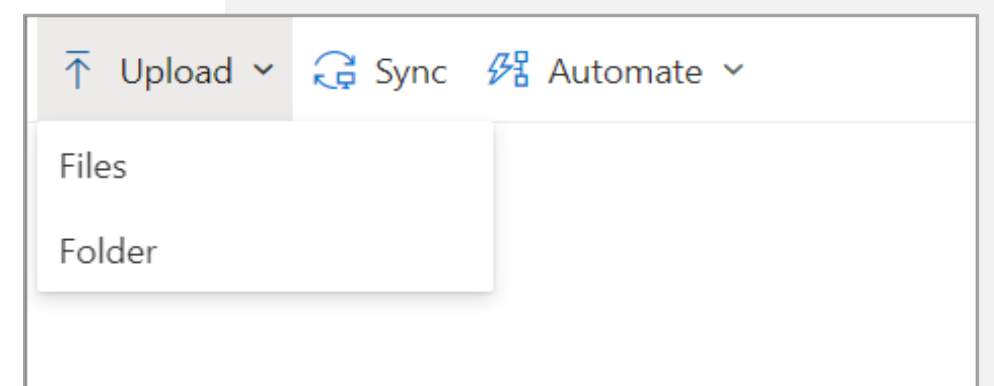
Save and Open files in Office apps

You can save or open Office documents in OneDrive from the Office apps. In any Office document, select **File > Save a Copy**, choose your OneDrive, and then pick the folder where you want to save the file. To open a file stored on OneDrive, select **File > Open**, choose your OneDrive, and then select the file.



Create or upload files and folders

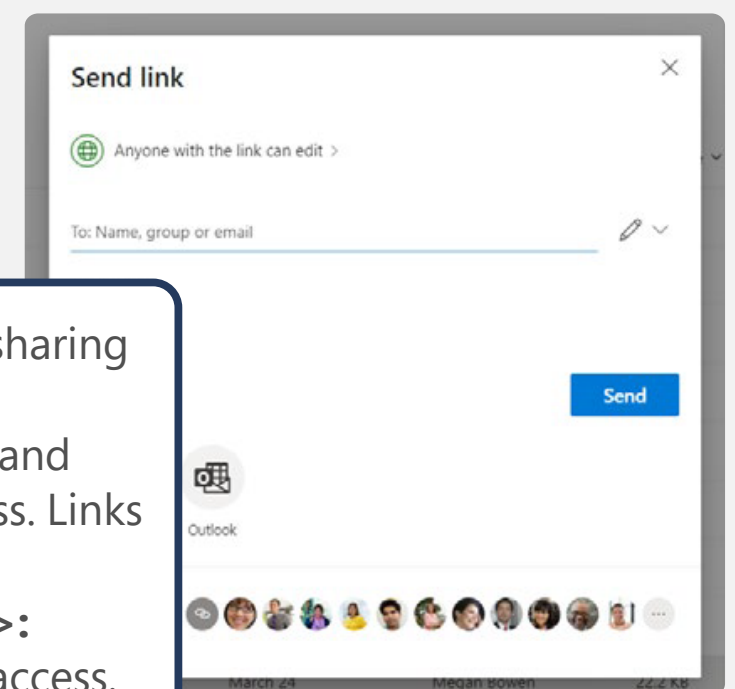
You can create **New** files and folders or upload existing files and folders from your device. In OneDrive, select **Upload > Files**. Or select a location in OneDrive and drag and drop files or folders from your device.



Share files

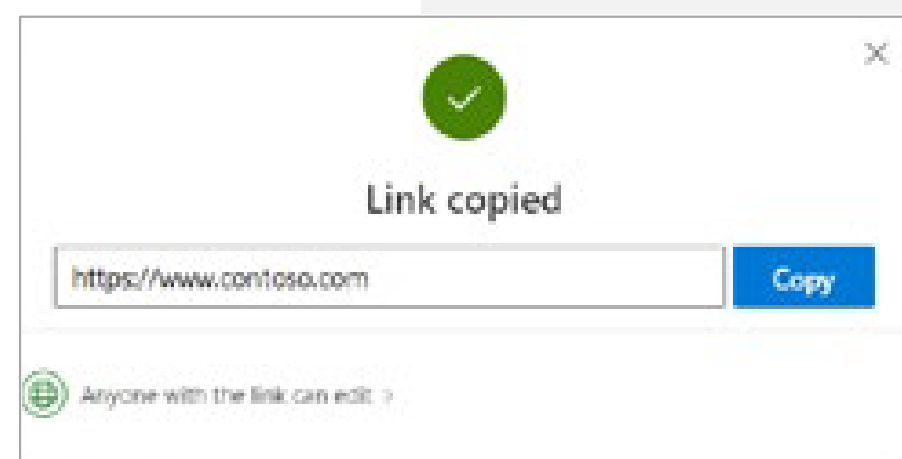
The files and folders you store in OneDrive are private until you decide to share them. You can stop sharing at any time. You can grant **Edit** or **View** permissions for recipients and set time limitations on a file to specify when it will no longer be accessible. In OneDrive, select a file and then select **Share**.

- Based on admin settings, sharing levels are:
- **Anyone:** people inside and outside your org can access. Links can be forwarded.
 - **People <organization>:** everyone in your org can access.
 - **People with existing access:** create a link to be used by people who already have access.
 - **Specific people:** specify email addresses of the people you want to give access to.



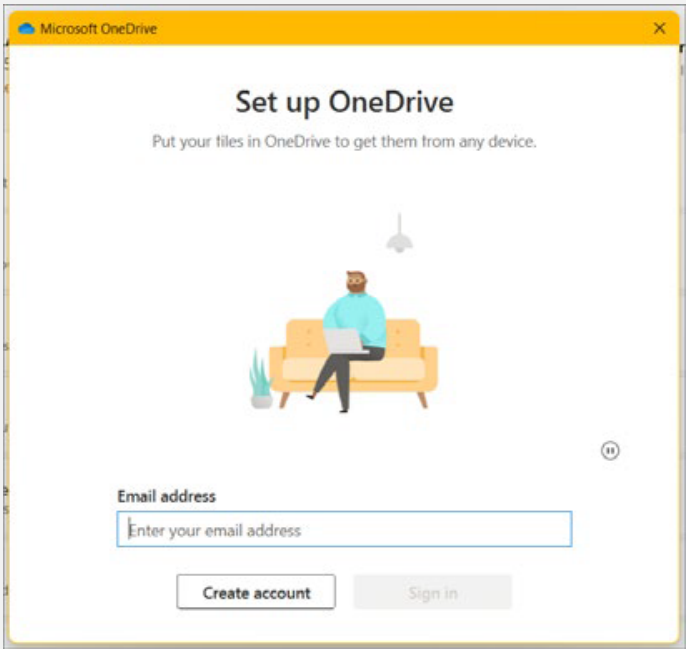
Copy link

You can also share a file by copying the link and pasting it in email, IM, a webpage, or a OneNote page. In OneDrive, select a file and then select **Copy link**. Copy the link and then paste it in the destination.



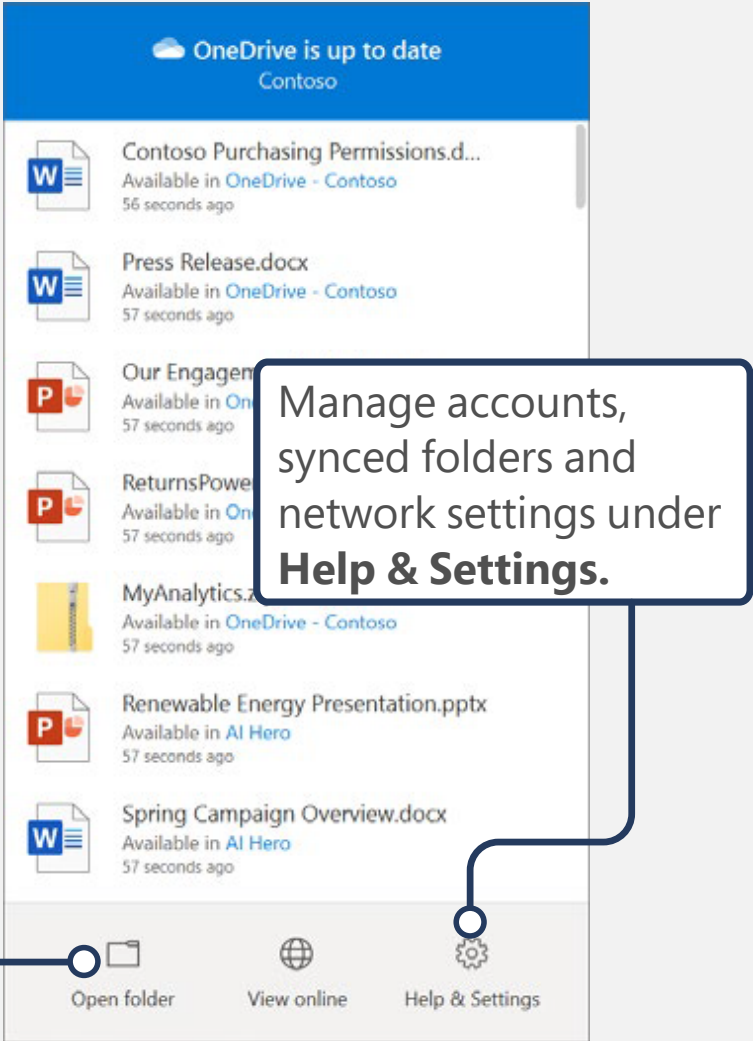
Sync files and folders

Sync your files and folders in OneDrive to your computer, so you can access them even when you're offline. When you are back online, changes you or anyone else make will sync automatically. In Windows 11, select **Start**, type OneDrive, and sign-in to OneDrive on your PC. In other versions of Windows or Mac, get the OneDrive sync app from onedrive.com/download.



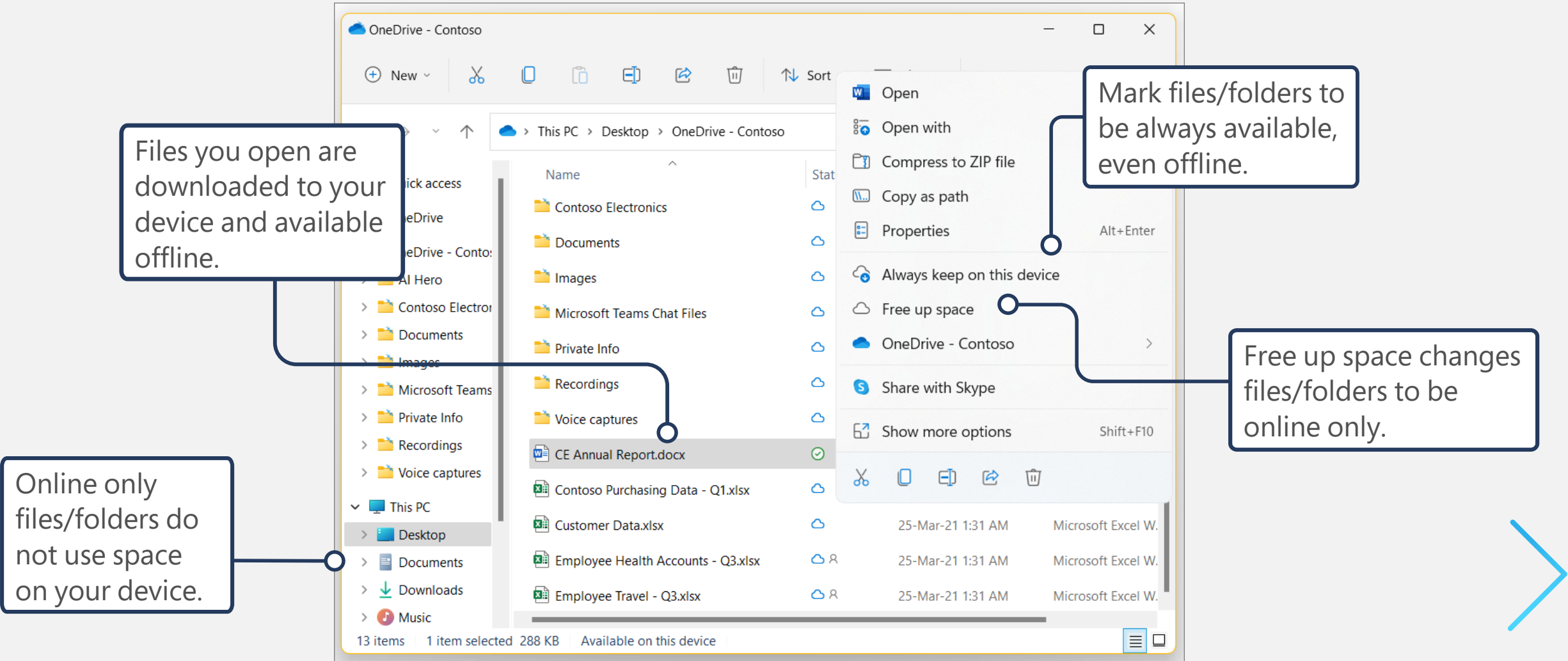
View sync activity

You can view sync activity from the OneDrive activity center by selecting the OneDrive icon in the Windows taskbar. You can also go directly to the OneDrive folder in File Explorer and find more **Help & Settings**. Users on Mac have a similar experience.



OneDrive Files On-Demand

With OneDrive Files On-Demand, you can set files and folders always to be available locally on your device or save space by making files online only. In the taskbar, select OneDrive icon, and select **Help & Settings > Settings**. Then, on the **Settings** tab, select **Save space** and download files as you use them.





SAVE

this guide for later!

