Office 365 - Productivity Training

Using MS-OneDrive

Daytona State College
Tech Up - OneDrive
What is **OneDrive for Business**?

- **OneDrive for Business** is an integral part of Office 365 or SharePoint Server, and provides place in the cloud where you can store, share, and sync your work files. You can update and share your files from any device with **OneDrive for Business**.

- You can even work on Office documents with others at the same time.
Introduction

Get started with OneDrive

One place for all your work files
Store, sync, share, and easily collaborate on files securely for businesses of any size.
Office 365: OneDrive Navigation

- Logging-in to Office 365
  1. O365.daytonastate.edu
  2. User Name and Password:
     • Firstname_lastname@daytonastate.edu
     • Network password
  3. Select OneDrive Application Tile
  4. Overview of OneDrive Menu Bar and Options
Scenario 1: File Creation

• Create a New document (the process is the same to create a folder as well).

1. Click “New, and then choose the type of document you want to create.

2. To rename the document, click its name in the title bar, type the “Training" and then press ENTER.

3. Create text inside the document by typing “Hi, my name is...”

4. Remember, in Office 365, all documents created are saved automatically.
Scenario 2: File Sharing

• Share it with the person next to you.

  1. Right-click the file you want to share, and then select “Share”.
  2. In the Share dialog box on the “Invite people” tab, type names or email addresses of people you want to share the document or folder with.
  3. Select a permission setting, such as “Can edit”.
  4. If you want, type a message to be included with an email that’s sent to all invitees. The email includes a link to the shared document.
  5. Select “Share”
Scenario 3: File Collaboration

• Collaborate and Edit Documents, Simultaneously
  – To work together in Word Online, edit a document as you normally would. If others are also editing it, Word Online alerts you to their presence and shows you the paragraph they are working on. There is no special co-authoring mode and no command to begin co-authoring.
  – As authors come and go, Word Online notifies you briefly.
  – You can always see who is currently working in the document, by clicking near the top of the window.
  – A colored indicator shows you, where others are editing the document.
Additional Benefits of OneDrive for Business

• Store
  ➢ Securely store all your files and share them with coworkers. Each user gets 1 TB of storage.

• Sync
  ➢ Sync files across devices and access them anywhere, even when you’re offline.

• Search
  ➢ Find the files you need in seconds with simple search. Or use Office Delve to discover new relevant content.

• Contribute
  ➢ As part of Office 365, OneDrive for Business lets you use familiar tools to create, edit, and review documents in real time.

• Manage
  ➢ Keep everyone working on the most recent version of a document, and view or restore previous versions if you need to.
  ➢ Set up an integrated approval process for documents that are ready to review.
Communication & Training

Additional Resources

• Daytona State Office 365 Resource Webpage
  – www.daytonastate.edu/it/o365.html

• Microsoft Website
  – OneDrive training
QUESTIONS