

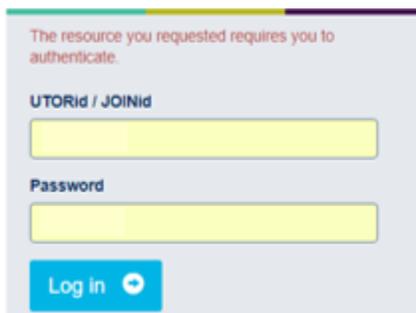
# ONEDRIVE — BASIC FEATURES: WEB

OneDrive is a file storage & synchronization tool available both online (via a web browser) or as a software download. With the integration of your U of T email account into Office 365, it's easy to access OneDrive from your email web client.

This guide will walk you through accessing & using OneDrive via the web client.

## Accessing the service

1. To access the OneDrive service, log into <https://mail.utoronto.ca> using your UTORid and password.



The resource you requested requires you to authenticate.

UTORid / JOINid

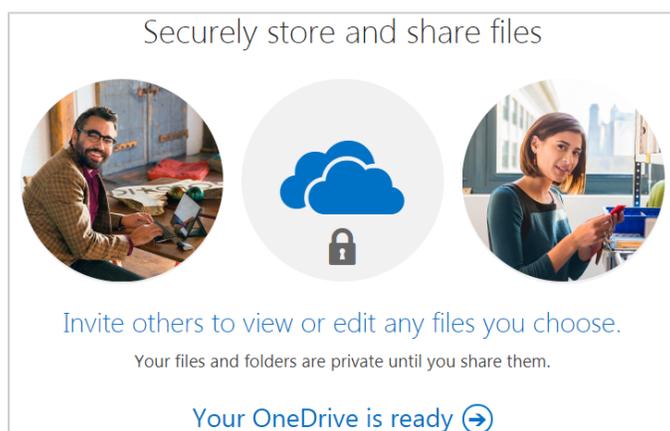
Password

Log in

2. Once you're at your email Inbox, click on the 9-tile icon at the top left of your browser window and select OneDrive.

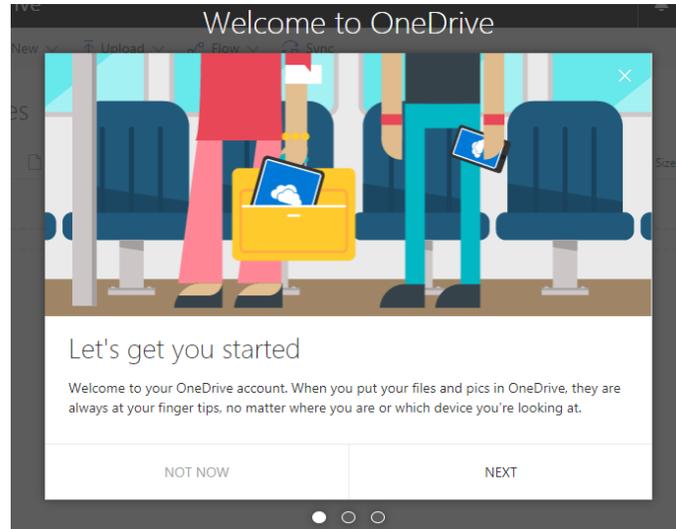


3. If this is the first time you have run the application, you may see the screen below. Once it has been setup successfully, click on the heading **Your OneDrive is Ready!**

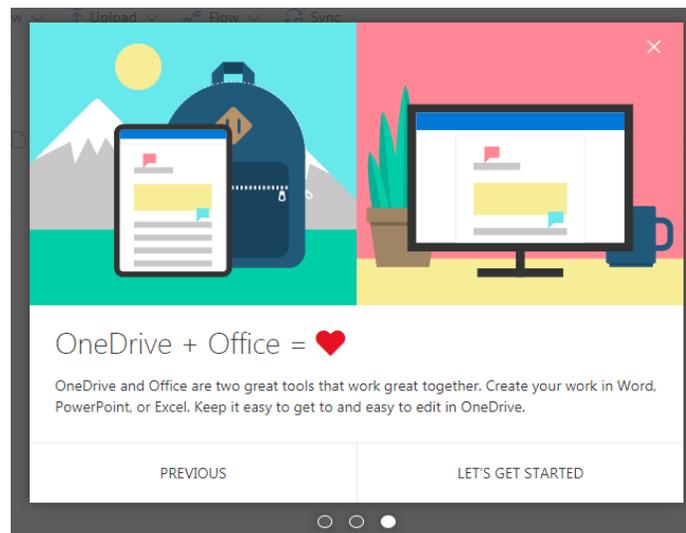


## First Time Welcome Screen

1. If you are accessing the service for the first time, you may see a welcome screen similar to the one below. Click on **Next** to proceed.

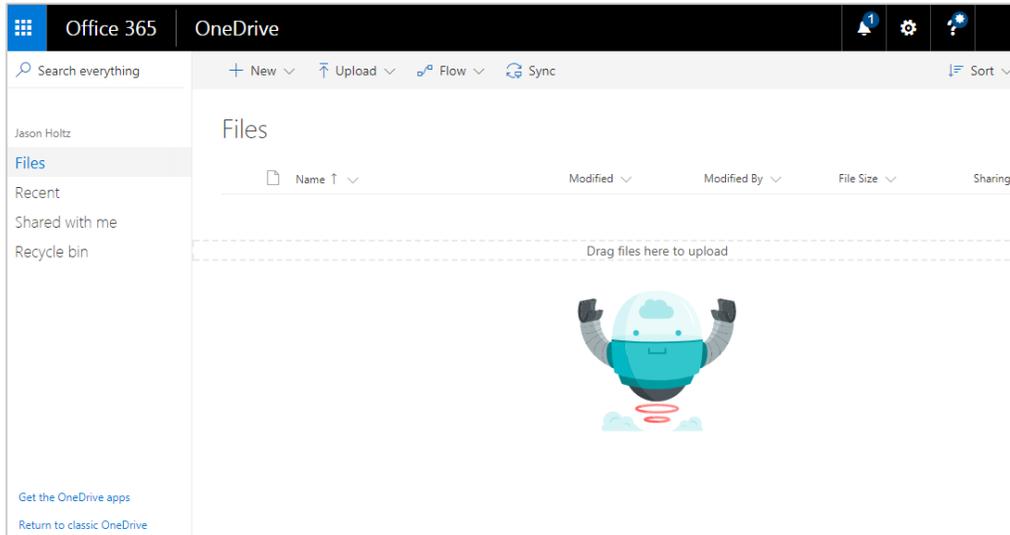


2. The slides are some promotional information showcasing what services OneDrive can be useful for – you can skip through these if you wish by clicking **Next**. When you get to the end of the welcome pages, click on **Let's Get Started**.



## The Main Interface

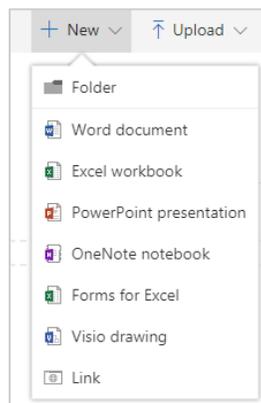
1. Once you have logged in successfully, you'll be greeted with the main OneDrive interface. If you have used similar applications such as DropBox, this is very similar.



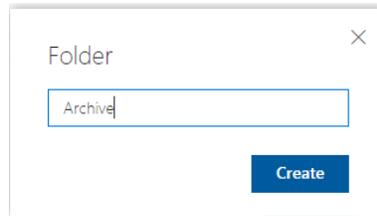
2. From the main interface, you can see listing of your files and folders here. If this is your first time using the service, it should be empty. On the left navigation pane, you'll have **Files** (your files) selected by default. You can also see **Recent** changes, any files that are **Shared with me** (you) by colleagues and any documents you have in the **Recycle Bin**.
3. Files that are shown on the interface under your **Files** area are on your OneDrive account. This is different from files that are stored on your computer or on a USB stick. Files that are stored on your OneDrive account are accessible from any device.

## Creating Folders & Files

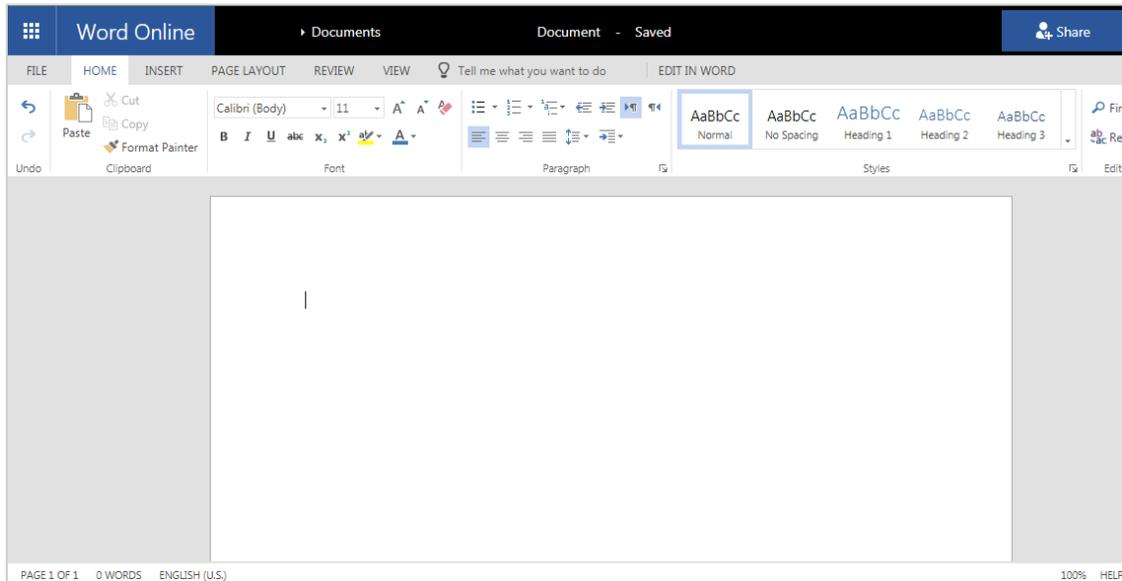
1. You can create new folders and start new files from the OneDrive main interface. Simply click on New on the top navigation pane and select the option you wish to create, whether it's a folder or a document (Word, Excel, PowerPoint, etc.).



2. If you created a folder, you'll be asked to give the folder a name. In the example below, we used "Archive", but you can use any name you wish.



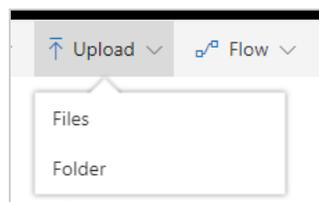
3. If you selected a Microsoft Office document (Word, Excel, etc.), OneDrive will launch an online version of the Office application you requested. This online version has most of the functionality as the software installed on your computer, but you can use it within a browser window. Any changes will automatically be saved to your file, so there's no need to worry about losing your work. The example below displays the screen if a new Word document is created (using Word Online).



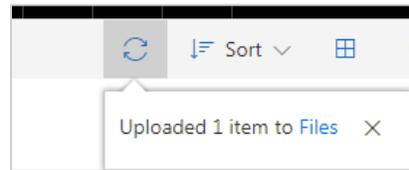
4. To save your document under a new name, click on the name "Document" at the top middle of your browser window – you'll be able to change the text to whatever filename you wish.

## Uploading existing files

1. If you have existing files you would like to transfer to your OneDrive account, you can upload them using the **Upload** button from the main interface (top navigation bar). From here you can upload files individually or whole folders.

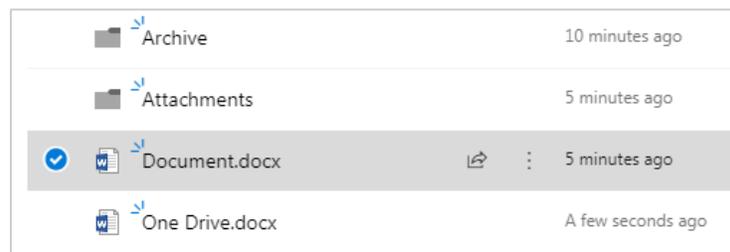


2. You can also upload files by drag and dropping them onto the main interface window. On the right side of the main interface window, you'll receive a message stating the upload was successful/unsuccessful.

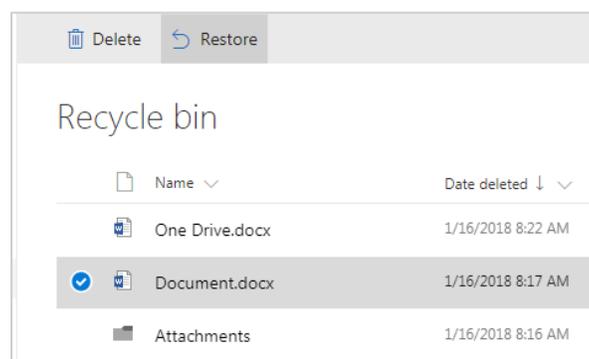


## Deleting OneDrive files

1. If you wish to remove files from your OneDrive account, make sure you click on **Files** on the left navigation pane so you are browsing your files (and not shared files from someone else). Navigate through your folders and locate the file/folder you wish to delete.
2. Click to the left of the document – you should see a blue checkmark indicating the file/folder is selected.

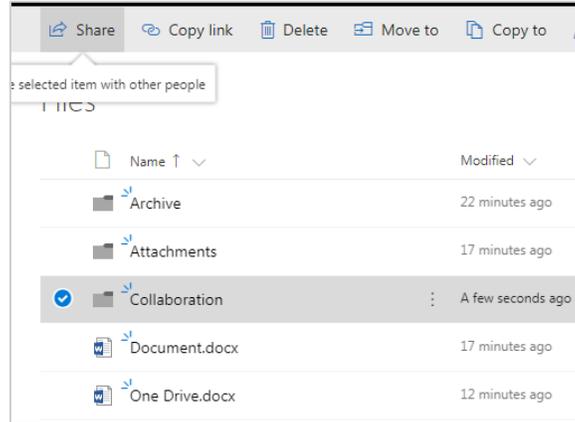


3. From the top navigation bar, click on **Delete**. You'll be asked if you wish to move the file to the **Recycle Bin**. Click on **Delete** again if you are sure. If you change your mind, click on **Cancel**.
4. Any files deleted in this manner will be moved to the **Recycle Bin**. If you accidentally make a mistake, you can click on the **Recycle Bin** on the left navigation pane, click the file you wish to restore and click **Restore** on the top navigation pane. Clicking on Delete will permanently delete the file from OneDrive.

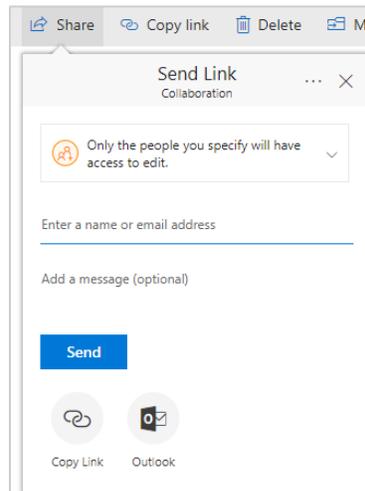


## Sharing OneDrive files/folders with other people

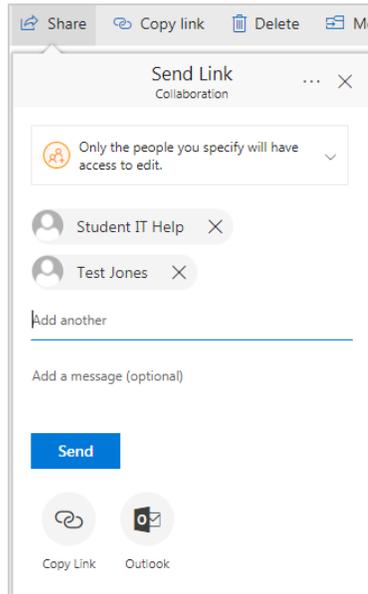
1. Any file or folder you upload into OneDrive can be shared with others in your organization, as long as they are also on Office 365! To get started, locate the file(s) and/or folder(s) you wish to share. Click the checkmark to the left of the folder/file to select it and click on Share from the top navigation pane. In the example below, I am sharing the folder “Collaboration”.



2. You'll see a window similar to the one shown below. Here is where you will specify who can have access to your folder/file.



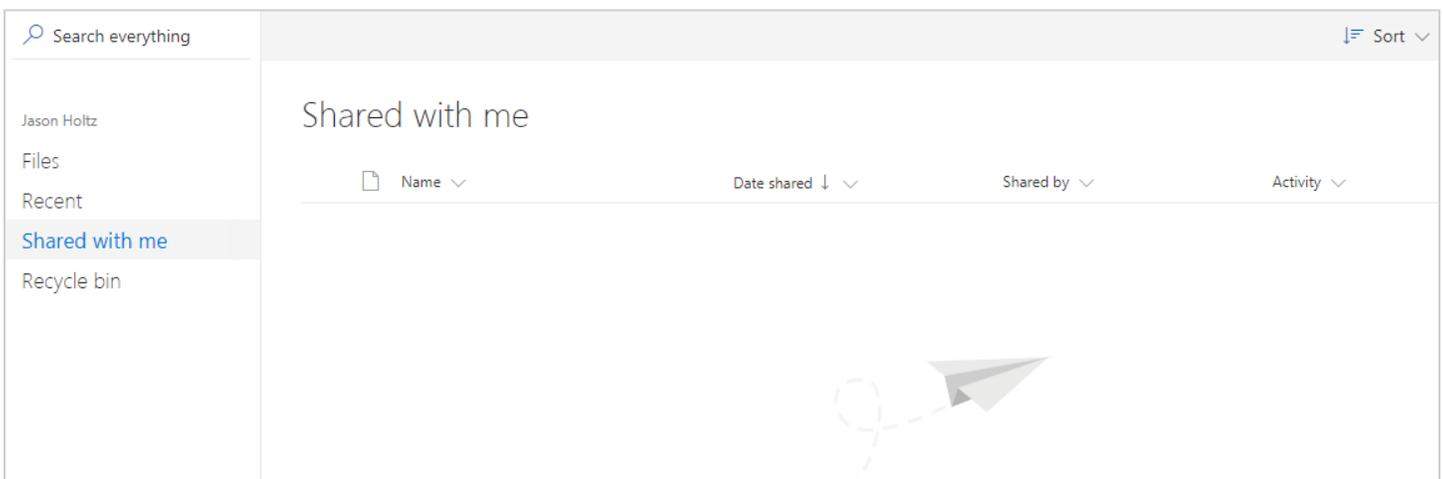
3. The default option is “**Only the people you specify will have access to edit**” – this means that you can type an individual’s name below to grant them access. If you click on this top option, you can also change it to **Everyone** (global access) or to **People within University of Toronto** (everyone within U of T). This option may not be the best – we **recommend** selecting **specific individuals** you wish to share your files with.
4. From the menu shown in step 2, you can search for specific individuals by typing a name in the field **Enter a name or email address**. Their name will automatically be searched in the campus Global Address List (GAL) – if they have an Office 365 account, their entry will appear. Click on it to add it to the share. You can add multiple individuals to your shared file/folder.



5. Once you have the list of people populated, click on Send to send an invitation to the individuals you selected in Step 4. They will receive a message within their Inbox asking to navigate to your shared folder. They should now be able to access whatever file/folder you specified to share in Step 1.
6. You can tell if someone has modified your files under the **Modified By** from the Main Interface. By default, any file changes you make/create/upload will have your name listed – if you shared files/folders with other people, you can see who & when they have modified your documents.

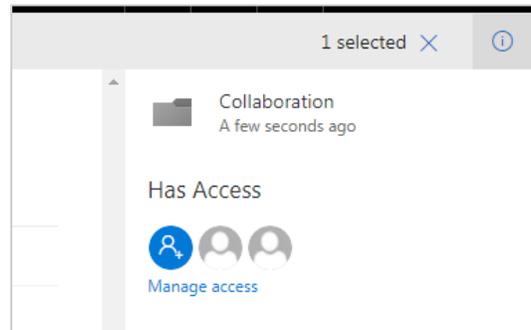
## Accessing Shared Folders

1. If someone has shared a file or folder with you, you can access them under the heading Shared with me on the left navigation pane on the Main Interface. By default, you do not have any files or folders shared with you, so this should be empty.

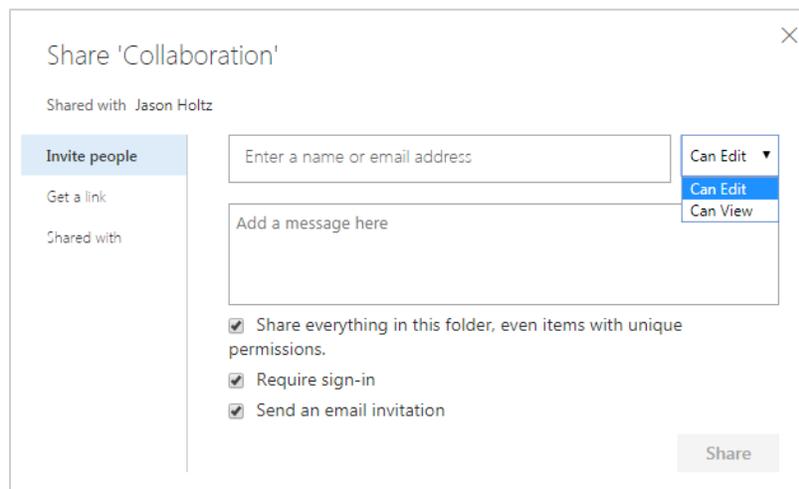


## Changing / Removing Share permissions

1. If you wish to change your sharing permissions, select the file/folder you wish to alter permissions for by clicking on the checkmark to the left of the filename. The checkmark should turn blue if the file/folder is selected.
2. Under the **Sharing** heading, click on the entry on the same row as the file/folder. The entry could say “private” or “shared” or something similar. A window should appear from the right side showing the folder/file properties. It should outline which individuals have access to the file/folder. Click on **Manage Access**.



3. From this window, you can see everyone you have shared this file/folder with. You should also see yourself listed as the **Owner**. Underneath everyone’s name, you’ll see a dropdown box that will give you a few options. By default (if shared previously), individuals may have “**Can Edit**” listed under their name. From here, you can change the option to “**Change to View only**”. If this option is selected, the individual can only view your file/folder and cannot make changes. You can also select the option “**Stop Sharing**”. The individual will no longer be able to access your file/folder and will be automatically removed from this list.
4. You can also grant new permissions by clicking the **Grant Access** button. This will spawn a window allowing you to search individuals within U of T – you can also change their level of access to **Can Edit** or **Can View**.

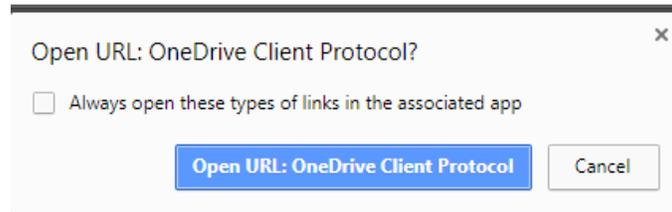


## Sync Files to your Computer

1. You can also synchronize your files to a specific folder on your personal computer. By doing this, OneDrive will keep a copy of the files on your computer up to date with what is listed on your OneDrive account, as long as your account is signed in on your computer. **Please note that if you decide to share a specific folder on your computer, the entire folder contents, including subfolders will be sync'd with OneDrive.** It is recommended to select a separate (new) folder to synchronize.

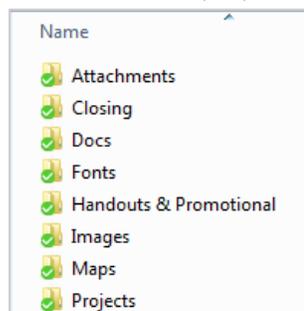


2. From the OneDrive Main Interface, click on the Sync button. You will see a dialog box asking you to select a folder on your computer. Select a folder somewhere on your computer to sync with OneDrive. Click on **Open URL: OneDrive Client Protocol** if it appears.



In some cases, Windows may automatically create a **OneDrive-UniversityofToronto** folder in your User profile. You should be able to locate it by viewing your PC username's files.

3. Once configured, OneDrive will begin sync'ing your files with your local folder. Once complete, any files and folders that are properly sync'd will show a green checkmark on the file icon. If OneDrive is still sync'ing a file/folder, a blue circular icon will display instead.



4. If you have file sync active on your local computer, then you can upload files directly to your OneDrive account by moving/copying/saving files/folders into the local OneDrive folder. You will see OneDrive automatically sync'ing the file with your account. These files will be accessible by you on any device.

## OneDrive file storage: Best Practices

Although OneDrive may offer a file storage and collaboration tool to students/staff/faculty of the University of Toronto, it is up to the individual users & departments to exercise good judgement when deciding when to upload and/or share files.

It is up to the responsibility of the individual and department heads to decide if confidential or personal information can be stored on this service. While the OneDrive service can be used as a collaborative tool, it is possible to share sensitive information with individuals accidentally through human error.

In practice, it's best to use the tool with non-sensitive information. The service is also hosted (and stored) by Microsoft, not the University of Toronto (who control access).

It may also be a good idea to keep a local copy of files, especially if you are sharing them with other individuals who will frequently edit items. It is possible for individuals to overwrite someone's work, such as re-uploading an older version of a collaborative file that was edited by someone else.

Also, if you use public computers or unencrypted/unsecure devices, it is advised not to have the sync option activated to avoid syncing your files onto an unsecure workstation. You may unwittingly create a local copy of your work files onto someone else's computer.