OneDrive

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WHAT IS ONEDRIVE FOR BUSINESS?

OneDrive for Business is an integral part of Office 365 or SharePoint Server, and provides a 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.

 Note: OneDrive for Business is different and a separate storage location from OneDrive personal (if you have one)

Also: You might see two OneDrive client icons on your system tray if you are on a device running **Windows 7** (most PH devices are). The darker blue icon is named "OneDrive for Business" but is only used for syncing files from a team SharePoint site. Unless you are syncing files from a team SharePoint site, the lighter blue icon is the client you will be utilizing. Microsoft is working on unifying these clients in the future.

Accessing OneDrive

Access OneDrive with your Web Browser:

1. Open your web browser and go to: **WWW.OFFICE.COM**
2. Log in with your PH credentials (3X3@peacehealth.org)
3. Click on the OneDrive Icon
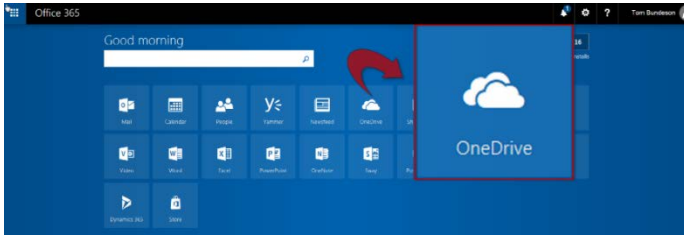
By logging on to office online, you can access, create, share, and work together on Office documents right from your browser.

## Access OneDrive through your local file system

You can also access your OneDrive via your local file system after going through the **sync process**. You only need to do this once, per device. To sync your device for the first time, click on the link below and follow the steps:

SYNC ONE DRIVE

Once you synchronize your files with your computer or mobile device, you can access your content via your local file system instead of a Web browser.

You can access your files when you are offline. Offline edits will automatically sync with OneDrive for Business the next time you connect. When you log on to a **different device** and go through the sync process, folders you choose to always sync will redownload to that device. This experience is similar to Outlook when logging on to a new device, the Outlook mail client will re-download the contents of your inbox.

1. **Right click** on the **OneDrive client** on your system tray to bring up the menu.
2. **Click Open your OneDrive folder** – this will take you to the local copy of OneDrive synced contents on your local hard drive.
3. Alternatively, you can access your local OneDrive folder under **Favorites** when using **file explorer**.
4. **Drag files or folders** into this location to sync files
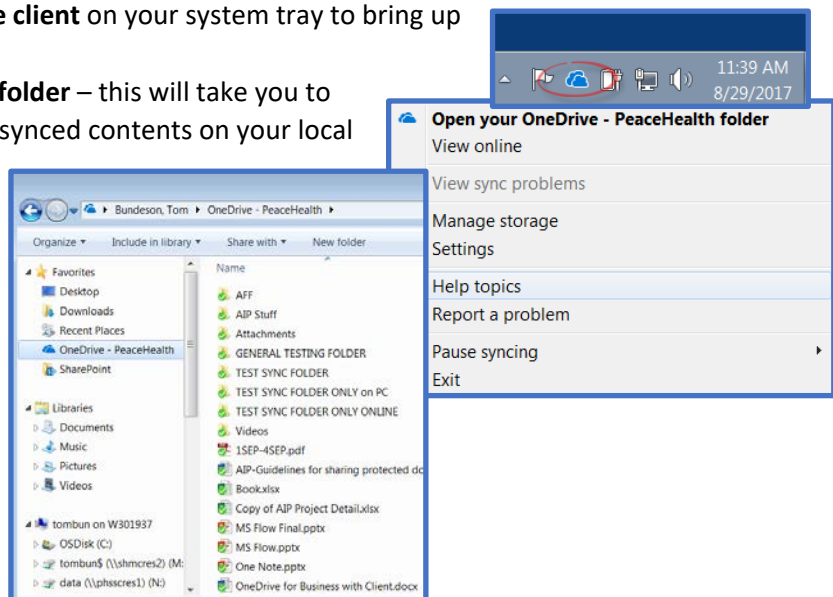
Files/folders you choose to sync on your local hard drive take up space. Space could become an issue especially on shared devices with several people syncing OneDrive contents on the same machine.

Access OneDrive with your Mobile Devices

To **download** and **install** the OneDrive for Business app for Android, iOS, or Windows mobile devices, click the Microsoft links below from your mobile device. When prompted for an email address and password during the installation, use your PeaceHealth credentials (3x3@peacehealth.org).

There is no difference between the general usage of OneDrive-Personal and OneDrive for Business. However, adding a OneDrive for Business account on your device app is slightly different from the personal version. Read through the instructions and pay attention to phrases that specify OneDrive for Business when applicable.
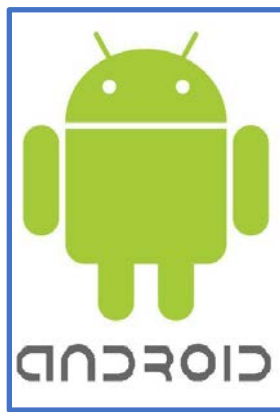
iOS	Android	Windows Phone
iOS	**Android**	**Windows Phone**

UPLOADING FILES

## UPLOAD FILES using your BROWSER

1. **Log in** to **OneDrive**.
2. Click **Upload**.
   (*If you have a file actively selected, you won't see the upload context menu. You will need to deselect the file to see it*)
3. Browse to the file you want to upload. Click **Open**. (you can select multiple files)
4. You can also **drag** documents into your browser and upload it that way.
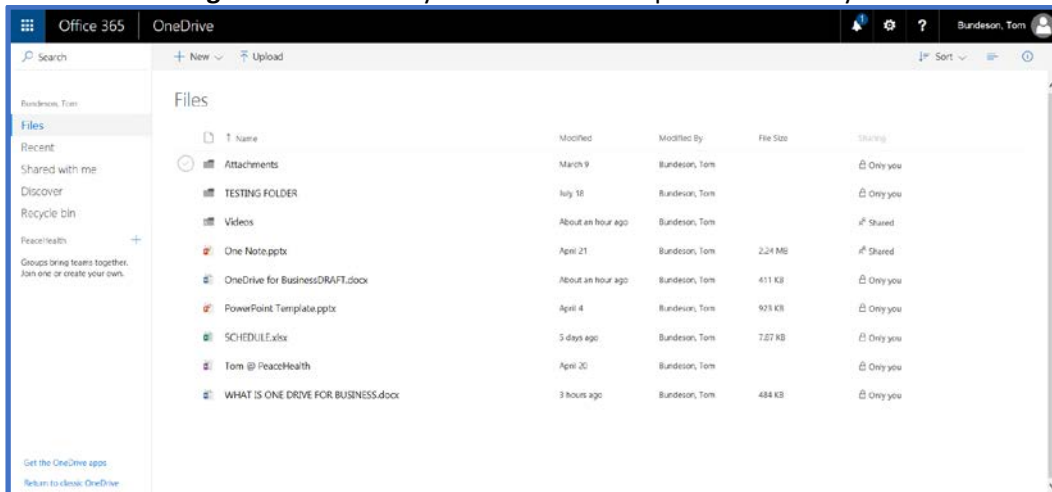
UPLOAD FILES USING THE SYNC CLIENT

1. Access your local OneDrive folder using the methods previously described. (**initial sync required**)
   a. Drag and drop files.
   b. Files and folders will sync whenever you are online.
   c. File Explorer icons show you the **sync status** of your offline folders and files.

   ✅ It's in sync with the online version.

   🔄 It's currently syncing.

   ❌ The version on your PC is out of sync. To find out why, go to the right side of the taskbar, **right click** on **OneDrive** icon, and then select **View sync problems**.

> NOTE: Dragging file(s) using explorer **MOVES** the file, and does **NOT** make a **COPY**
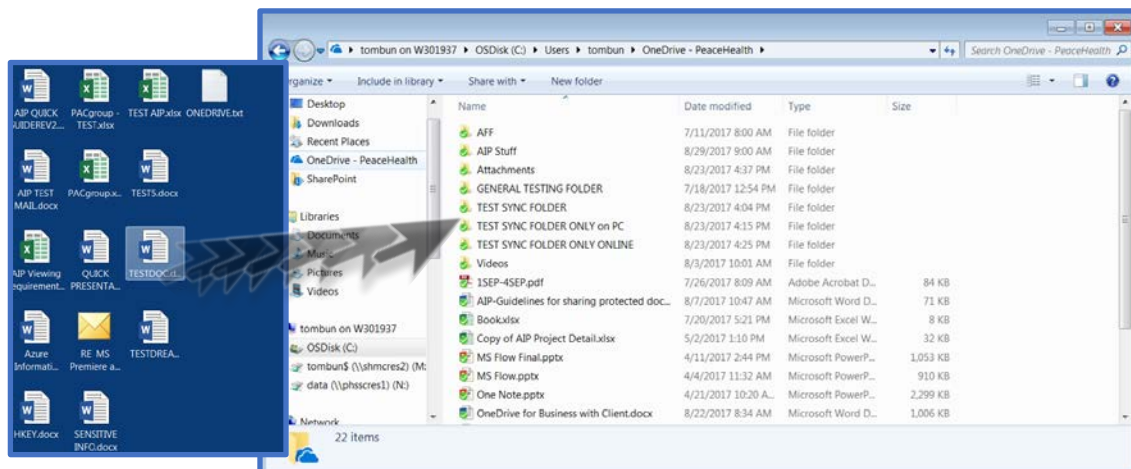
d. **Email attachments**: You will also notice that in your Outlook ribbon bar (with the OneDrive sync client installed) **you can save attachments directly to OneDrive**. You get the same options when you **right click** on the attachment or **click** on the **drop-down arrow** next to the attachment.
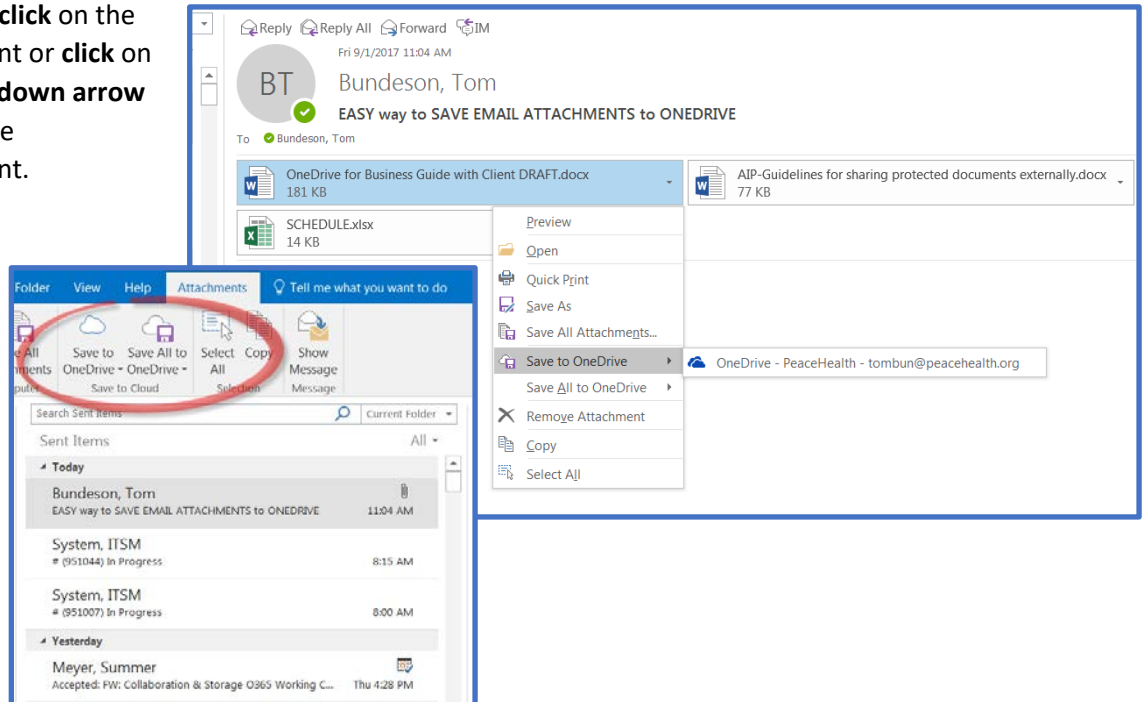
SHARING FILES

SHARING USING YOUR BROWSER

There are several ways to bring up the context menu in OneDrive for Business and different methods of sharing your file.

When you share files in OneDrive, you are sharing a link to its OneDrive location. This method of sharing links cut down on potentially large files being sent back and forth.

1. Select your **file**(s)
2. Choose from these options to **Share**:
   a. Choose **Share** in the menu bar
   b. Click on the **ellipsis** and choose share in the pop-up menu.
   c. **Right click** on the file and choose share in the pop-up menu.
   d. Additionally, if you are working on common office documents, there is a share button on the top right corner of the menu bar.
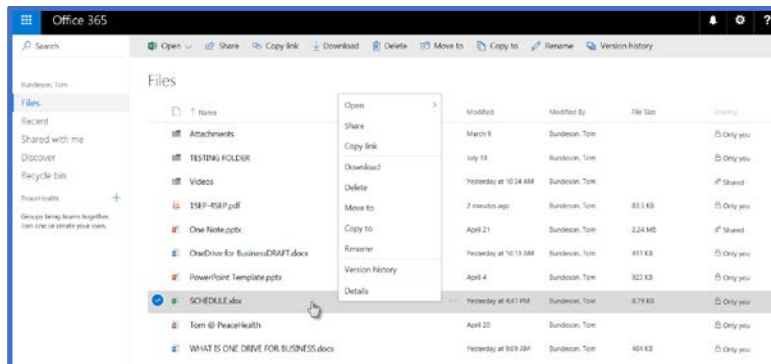
a. **MENU BAR**
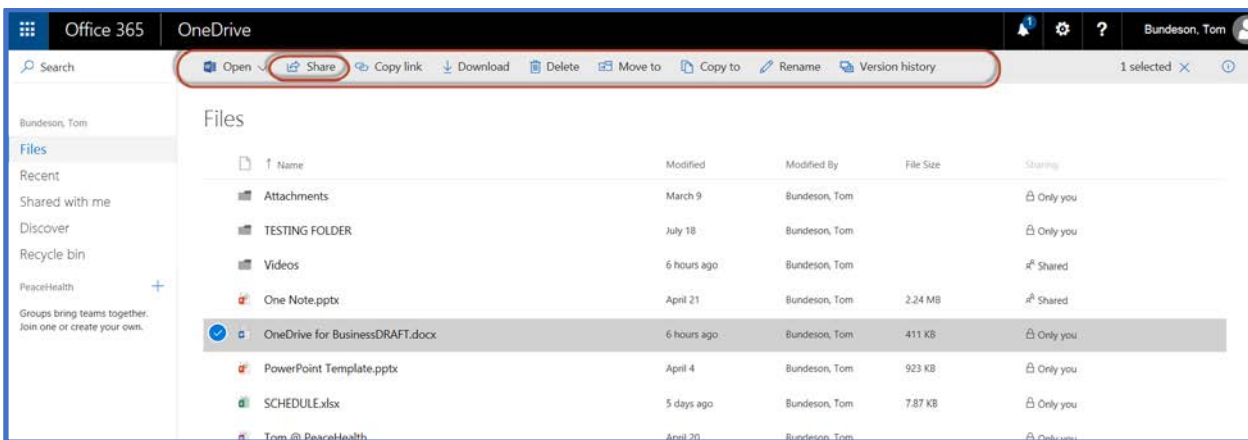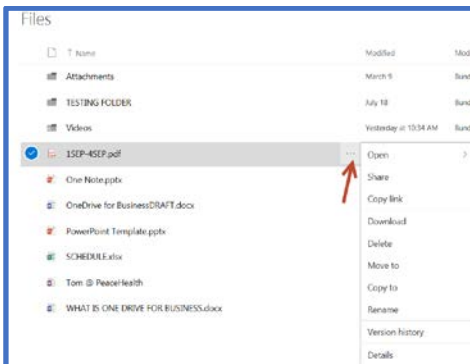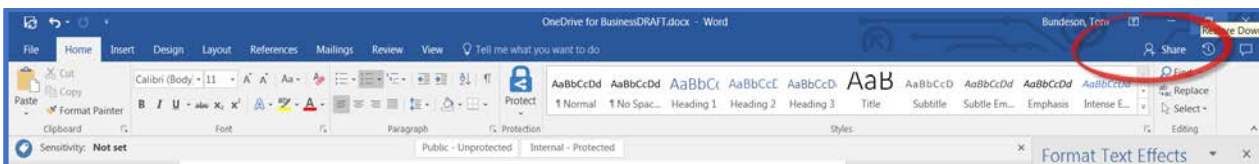

b. **ELLIPSES**   c. **RIGHT CLICK**

d. **OFFICE**

e. You can also choose the **ADD (INVITE) people** method of sharing.

The right-hand pane displays a preview of the selected document.

Additionally, it gives you the **ADD (Invite)** people option. This option lets you give specific individuals or groups permission to items, so that you can easily remove individual permissions later if you need to.
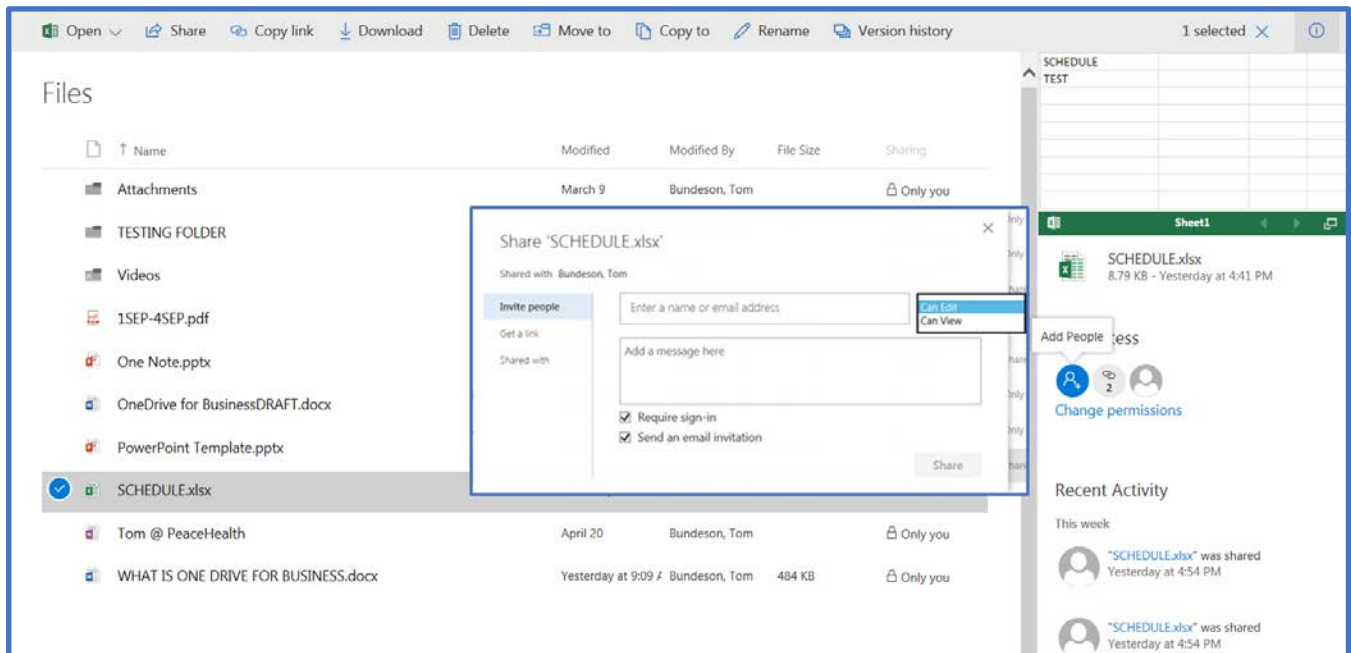
SHARING USING YOUR LOCAL SYNCED FOLDER

1. **Access your local synced folder** as previously described.
2. **Right click** a file/folder to share.
3. **Remember to protect** confidential and sensitive file(s).
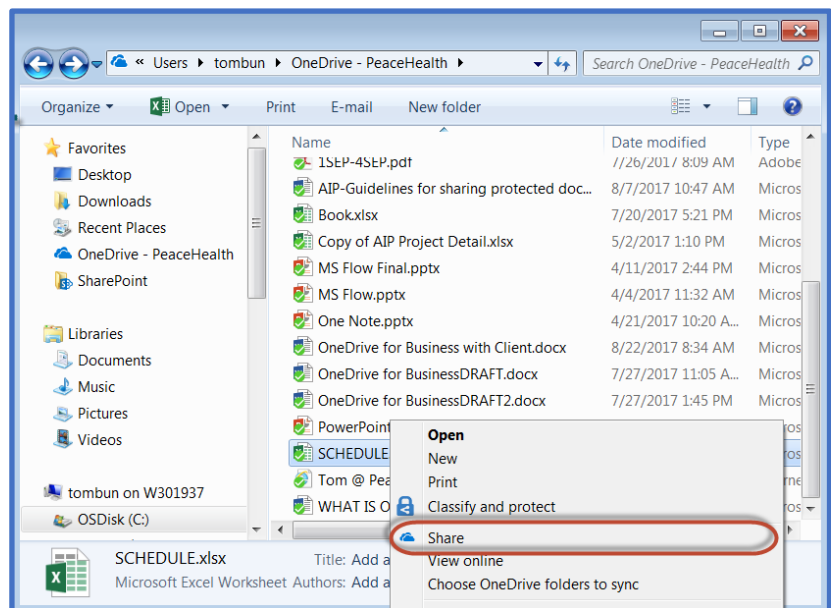
SHARING PERMISSIONS

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<tr><td>

Acceptable use Guidelines

OneDrive for Business is a convenient cloud based storage system for your work-related files. Although OneDrive for Business is the endorsed cloud file sharing solution for PeaceHealth, there are security practices that still must be followed to ensure that this service is being used properly.

You should always protect confidential and sensitive files accordingly using Azure Information Protection (AIP) before sharing.

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The choices for sharing, as illustrated below, are similar to the choices you can make with AIP when protecting documents (public, internal and custom permissions)

1. **Log in** to **OneDrive**.
2. Choose to Share your file(s) with any of the methods previously described.
3. Choose who you want to share the document with by clicking on the down-arrow
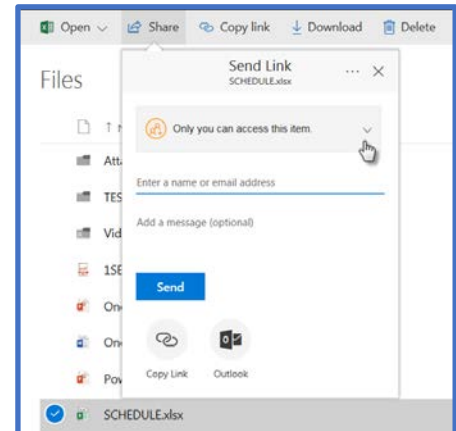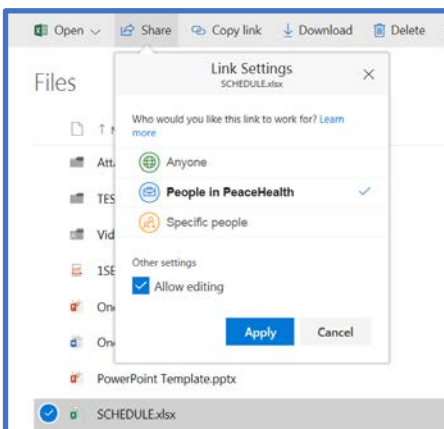

a. Anyone
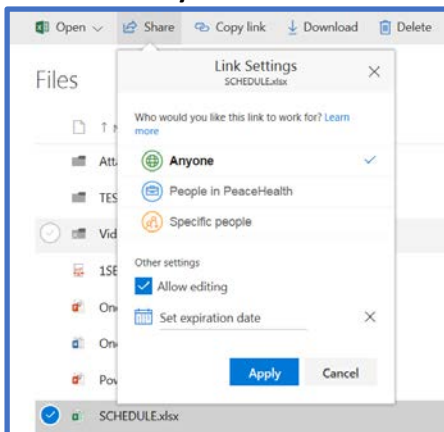
-You should **NEVER** choose this option with confidential and sensitive documents.

-Anyone can access the file/folder i.e. anyone that gets the link can access the file or folder.

-Allow Editing is default.
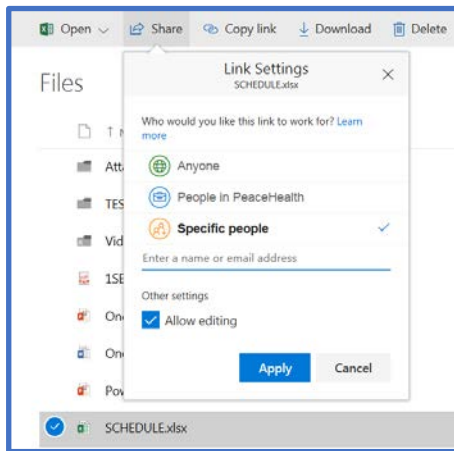

b. People in PeaceHealth

-Internal sharing.

-Allow Editing is default. Uncheck if you want view only access.

c. **Specific People**

-Type in the email address or distribution list that you want to share with.

-It will autocomplete when it finds a match in the address book.

-Uncheck Allow editing for read only.

4. **Click Apply**
5. Type in an **email address** if you haven't already done so. **Note: If this is going to an external person it needs to be a Microsoft email. That can be personal or a corporate email account. Support for non-Microsoft (i.e. gmail, yahoo, etc.) email is coming soon we are told.**
   a. If they are internal to PeaceHealth you can also start typing their last name and it will give you a list of people at PH it found with that name. You can then select the person you want to share with. **Note: Distribution lists don't work for sharing at this time. Please use individual's names.**
6. Type in a personalized message (OPTIONAL)
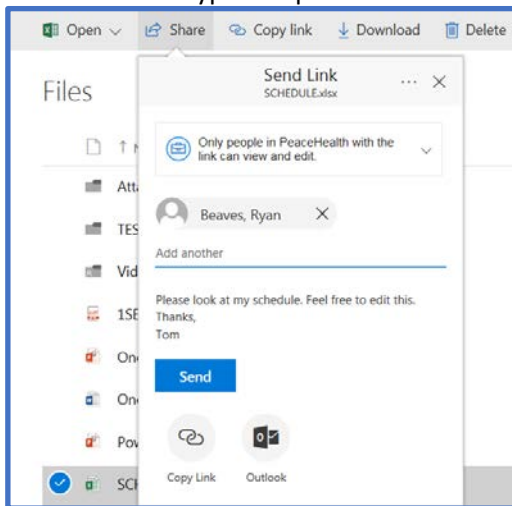
a. Click **Send**—This sends an email to the recipient(s) with a link to the OneDrive file or folder.

b. Choose **Copy link**-- copies a link that you can paste e.g. email you may already have open

c. Choose **Outlook**—opens an email in Outlook with a link already created in the body.