OneDrive

Quick Reference Guide

Layout

Navigate to **humber.ca/office365** and click on the OneDrive icon.

OneDrive is part of the cloud-based, Office365 subscription Humber uses, and is your storage space. Humber staff are allocated 1 terabyte of space. That is substantially more space than staff were given on the H-drive (500 megabytes). To put that into perspective, if all your files were each 1 MB, the H-drive could hold 500 files. You could hold 1 million files on OneDrive.

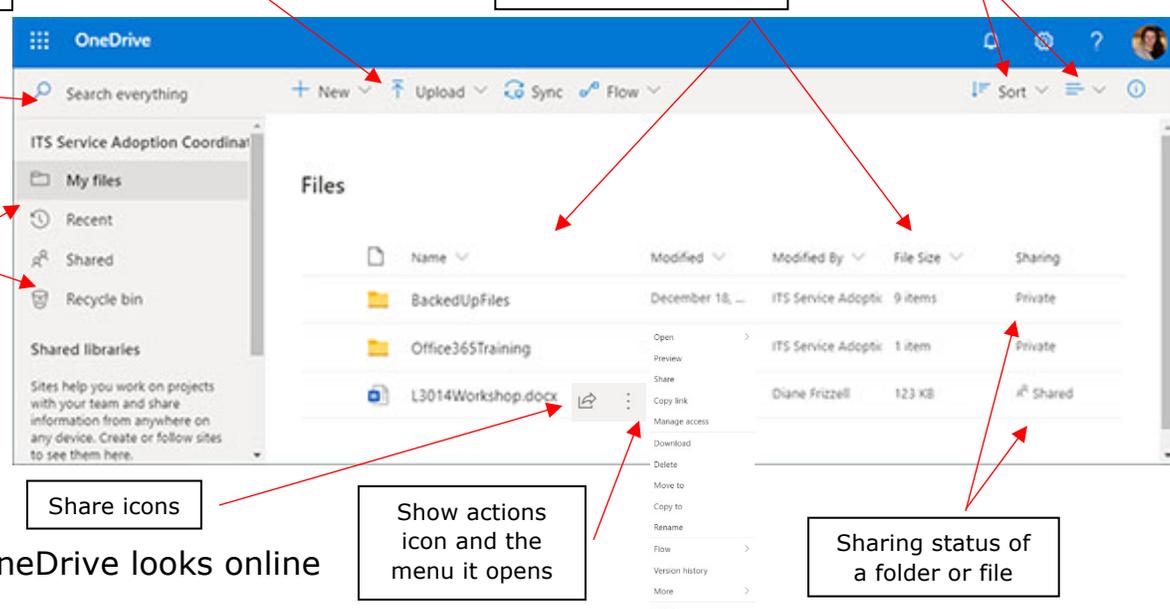Waffle will display the main Office365 apps menu

The menu bar will allow actions like creating new folders/files, and other actions.

Same folder/file structure of any other storage space

Sort and View Options

Search

Navigation Pane

Share icons

Show actions icon and the menu it opens

Sharing status of a folder or file

*this is how OneDrive looks online

OneDrive on the Desktop

Windows 10 syncs your OneDrive online with the OneDrive folder on your PC. Access it by opening your File Explorer.

Click on the icon **OneDrive – Humber College** on the left side navigation pane of your File Explorer.

The folders and files will have a slightly different look as the online version, but all your documents will be available.

Status icons to be familiar with:

- ⟳ sync is in process
- ⊘ locally available file
- ☁ online – need connectivity
- ✓ always available on device

*you **will** need internet connection to open a file with the 'online' status.

Recent and Recycle Bin Files

OneDrive filters your recent files in a convenient view that you can access from the Navigation Pane. It will show approximately your last 2 months' worth of documents.

Files with the three lines are a visual cue that this is a very recent file.
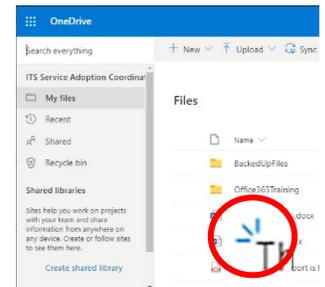
The files in the Recycle Bin do not actually delete for approximately 3 months. So, if you realize you have deleted a file in error, check the Recycle Bin.

Sharing and Collaborating

One of the huge advantages of using OneDrive is the sharing/collaborating aspect. No longer do you need to email documents to colleagues to engage their input and deal with multiple files named as different versions. You can easily share a file or folder with other Humber staff or guests, and everyone can be working on the same file – even at the same time!

There are multiple ways of sharing. You can click the share icon ⤴ wherever it appears or in an app, with the share button. **Share**

Regardless of how you share, the **Send Link** window will launch:

Start typing the name of the person. Since it is connected with active directory, you can just click on their name once it appears. By default, OneDrive will assume that you want the person you are sharing with to be able to edit the document you are sharing. If you are sharing with someone outside of Humber, or if you do NOT want to allow them to edit the document, you will need to click on the arrow. Choose the settings that best meet your needs. If you want to share the document as 'read only' ensure that the **Allow editing** is unchecked. If you want to share the document for only a certain amount of time, use the 'expiry date' option. If you want to password protect the document, set a password here. When you are satisfied with your settings, click 'Apply'. When you have finished adding all the people you want to share with, click on **Send**. An email notification will be sent to the recipients advising them that you have shared a document with them and will allow them to open the file. Depending on your notification settings, you may receive a notification advising you that the person you shared the document with has opened the file.

When you are collaborating with others, the document will show who is also editing with coloured flags for each person. You will be able to see, in real time, others in the file.
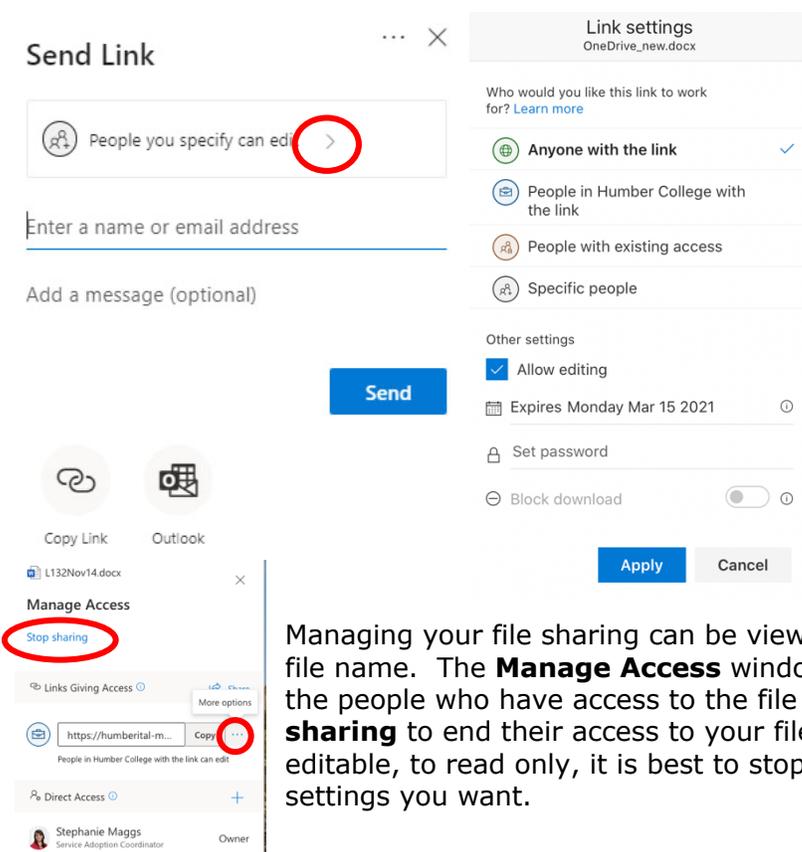
Managing your file sharing can be viewed by clicking on the **show action** ⋮ beside the file name. The **Manage Access** window will open. Click on the **More options** ⋯ and the people who have access to the file will be listed below the owner info. Click on **Stop sharing** to end their access to your file. If you need to change permissions from being editable, to read only, it is best to stop sharing and re-share the document with the settings you want.

Version History

Using the version history is easy.   Just navigate to the file you want to restore or view a previous version and click on the **show actions** icon ⋮ and then select **Version history**. The Version History window shows the date of the previous revisions, who it was modified by and the size of the previous revision. The number under the Version column is a link to that version of the file.

Help & Support

Use the Microsoft OneDrive video training site for up-to-date and comprehensive training.

Please contact the I.T. Support Centre if you experience any issues.
☎ 416.675.6622X8888 | 🖅 humber.ca/techtalk
🖃 SupportCentre@humber.ca
📍 A212 (Lakeshore) or NX210 (North)

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