## **OneDrive – Adding Files, Sharing, Syncing, and Creating New Documents**

1. In any web browser go the website office.com and click sign in.



What is Office 365?





### 3. Click on Work or School Account.









5. The screen to stay Signed In. This is a preference if the account needs to stay logged in or not. Also, at the bottom of the screen the browser may also ask to remember the password to your account. It doesn't matter which answer is chosen, this

just preferences.

- Office 365 Fulmer, Melissa L. -63 Good morning Search online documents Apps Install Office apps Word 02 Outlook OneDrive Excel PowerPoint N OneNote NS Class Notebook S SharePoint TB Teams 5 Sway Forms Admin Security & Compliance Explore all your apps  $\rightarrow$ Documents ↑ Upload and Open New 😒 Recent Pinned Shared with me Discover ⊞ D Name Last opened by you. Activity March Monthly Report 1h ago brentwoodpghk12paus-my.sharepoint.com + Monthly Reports February Monthly Report R w Yesterday at 2:46 PM brentwoodpghk12paus-my.sharepoint.com + Monthly Reports Microsoft Mini Conference - 4-4-18 W Yesterday at 10:22 AM brentwoodpghk12paus-my.sharepoint.com = ... = Documents Brentwood Microsoft 365 Notebook 28 N Wed at 1:44 PM brentwoodpghk12paus.sharepoint.com + ... + SiteAssets AVID eBinder OneNote Starter Kit N Wed at 12:57 PM brentwoodpghk12paus-my.sharepoint.com + ... + Notebooks ② Need help? Feedback Document7
- 6. Click on the OneDrive Icon to enter into your storage space.

7. The OneDrive Storage area will appear on your screen. The picture below will look different than yours since there are folders already saved into the storage space.

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# 8. To upload a file or folder into your OneDrive Space, choose the Upload icon.

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# 9. Once you click on the Upload, choose either file/files or folder.

10. After choosing file or folder, find the document or folder on your computer. Click on the file or folder once to populate in the folder area of the dialog box. Click Upload.

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# 11. A screen will pop up if uploading a file or folder, click Upload.

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s brentwoodpgh.k12.pa.us	Primero Edge	December 13, 2017	Fulmer, Melissa	9 items	Private	
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### 12. The file or folder should now appear in your list under Files for the OneDrive Storage area.

There is also another way of uploading a folder or document into the OneDrive Storage, Drag and Drop. Drag and Drop the file/files or folder in the OneDrive Storage Area.

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	Google Expeditions	April 20, 2018	Fulmer, Melissa	10 items	я <sup>9</sup> Shared	
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Get the OneDrive apps Return to classic OneDrive	Microsoft SDS	August 23, 2019	Fulmer, Melissa	5 items	Private	

#### 13. To open a document, click on the document name under the Name column.

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### To create a New Document

14. New documents you create with, or upload to OneDrive, are private to you (invisible to everyone else). You can make them available to selected individuals by sharing them. You'll be taken directly to the web application for the type of file you selected (Word, PowerPoint, Excel, etc).

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# Another way to create a new document would be to go back to the office 365 dashboard. By

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M Meetings	Class Notebooks	January 24, 2018	SharePoint App	3 items	Private	
vc Video Conferencing	Documents	May 31, 2018	Fulmer, Melissa	0 items	Private	
More libraries	eSchool View	August 1, 2018	Fulmer, Melissa	1 item	Private	
Create shared library	Google Expeditions	April 20, 2018	Fulmer, Melissa	10 items	я <sup>9</sup> Shared	
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Once back at the dashboard, click on the application that you would like to create a new document.

15. To use the Office application instead of the web-based version, an option is available from the toolbar on the application that you chose to use. In the Microsoft Word example here, select **Open in Desktop Version** once in the online version.



### 16. To Share a Document

If there is a document that you would like share with another person, click the Share Button in the upper right corner. The share button is located in the same are in both the online and desktop applications of the software.

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Once you click on Share, enter staff and student names, email addresses and groups into the "Enter a name or email address" box. A message may also be added in the message box. To change the permissions on who can edit the document, click on the Anyone with the link can edit option. Once all of the email address/names have been added and a message has been completed, click on Send.

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### 17. Sync online files to your device and take your work with you

On the OneDrive page, click

button at the top of the page.

::: OneDrive			5	X	
Search everything	+ New 🗠 🛧 Upload 🔾 🤤 Sync 🥑 Flow 🗠				
Fulmer, Melissa					
🗅 My files	Files				
C Recent					
g <sup>R</sup> Shared	$\square$ Name $\checkmark$	Modified $ \smallsetminus $	Modified By $ \smallsetminus $	File Size $\smallsetminus$	Sharing
Recycle bin	<u>R</u> 1to1	March 12, 2019	Fulmer, Melissa	4 items	۶ <sup>۹</sup> Shared
Shared libraries	2019-20 PIMs	August 23, 2019	Fulmer, Melissa	5 items	Private
् Online Learning Resources	2019-20 Usernames and Passwords	August 2, 2019	Fulmer, Melissa	1 item	Private
Ttech team	AlU Microsoft Event	May 9, 2019	Fulmer, Melissa	7 items	۶ <sup>۹</sup> Shared
BrentwoodIT	Apple Field Trip	January 24, 2019	Fulmer, Melissa	22 items	8 <sup>9</sup> Shared
<ul> <li><sup>15</sup> brentwoodpgn.k12.pa.us</li> <li><sup>58</sup> Support.Brentwood</li> </ul>	Attachments	November 10, 2017	Fulmer, Melissa	33 items	Private
•• Office 365 Admin	Budget	March 12, 2019	Fulmer, Melissa	4 items	۶ <sup>۹</sup> Shared
M Meetings	Class Notebooks	January 24, 2018	SharePoint App	3 items	Private
vc Video Conferencing	Documents	May 31, 2018	Fulmer, Melissa	0 items	Private
More libraries	eSchool View	August 1, 2018	Fulmer, Melissa	1 item	Private
Create shared library	Google Expeditions	April 20, 2018	Fulmer, Melissa	10 items	۶ <sup>۹</sup> Shared
OneDrive admin	n-Community Article	October 10, 2018	Fulmer, Melissa	2 items	۶ <sup>۹</sup> Shared
Get the OneDrive apps Return to classic OneDrive	Inventory	January 19, 2018	Fulmer, Melissa	8 items	۶ <sup>۹</sup> Shared

The OneDrive for Business app installs on your device and a folder is created. Everything you put in this folder will

automatically sync between your device and your school, in the cloud. Look for the OneDrive icon in the tray:



Whenever you add, change or delete files in one location, all the other locations will updated. Once installed, sign in using your **full** Brentwood School District Username and Password.