

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

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

Microsoft | Office Products ▾ Resources ▾ Templates Support My account Buy Office 365 All Microsoft ▾ Sign in 

Remote Learning in education. Learn more >

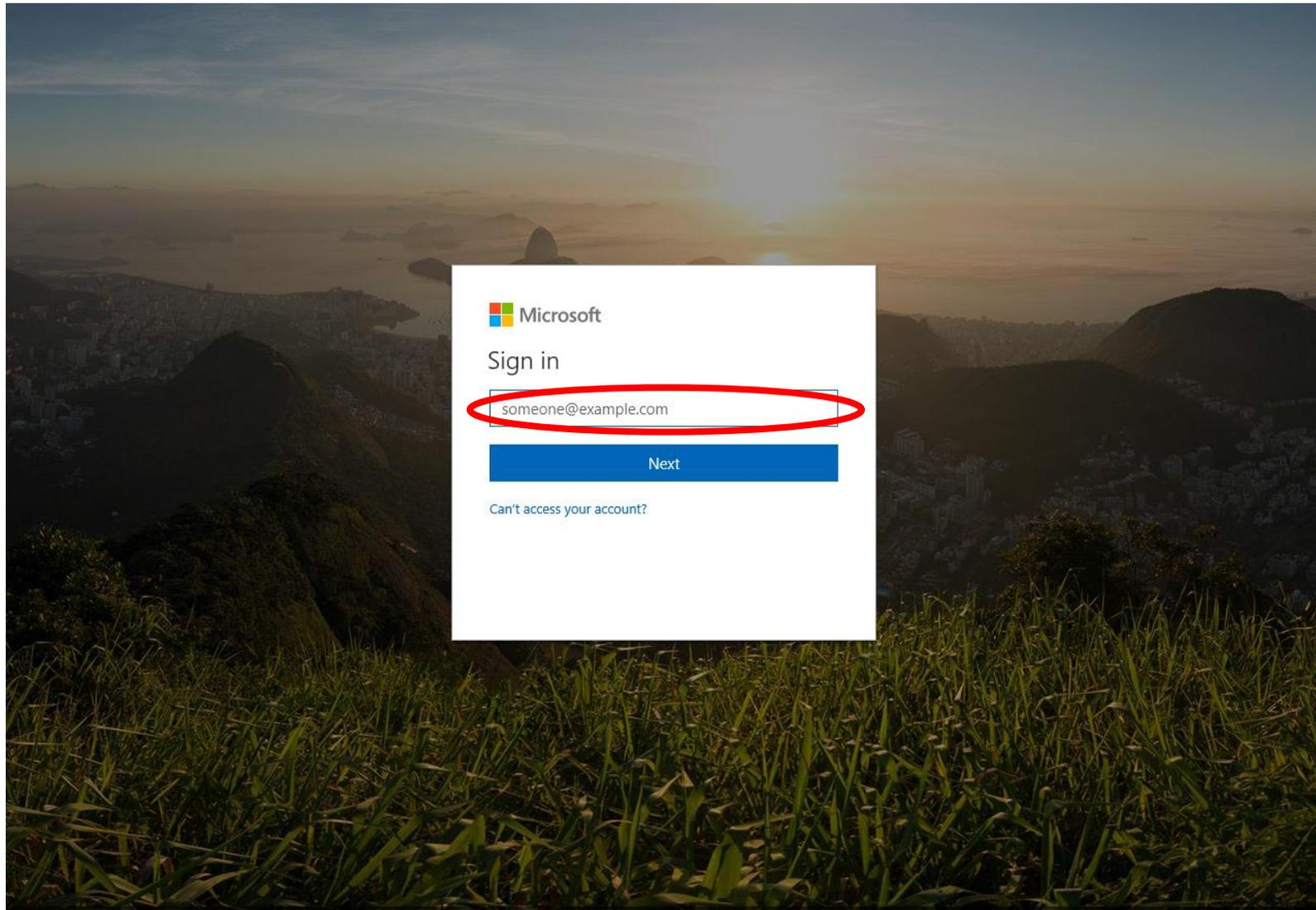
Welcome to Office

Your place to create, communicate, collaborate, and get great work done.

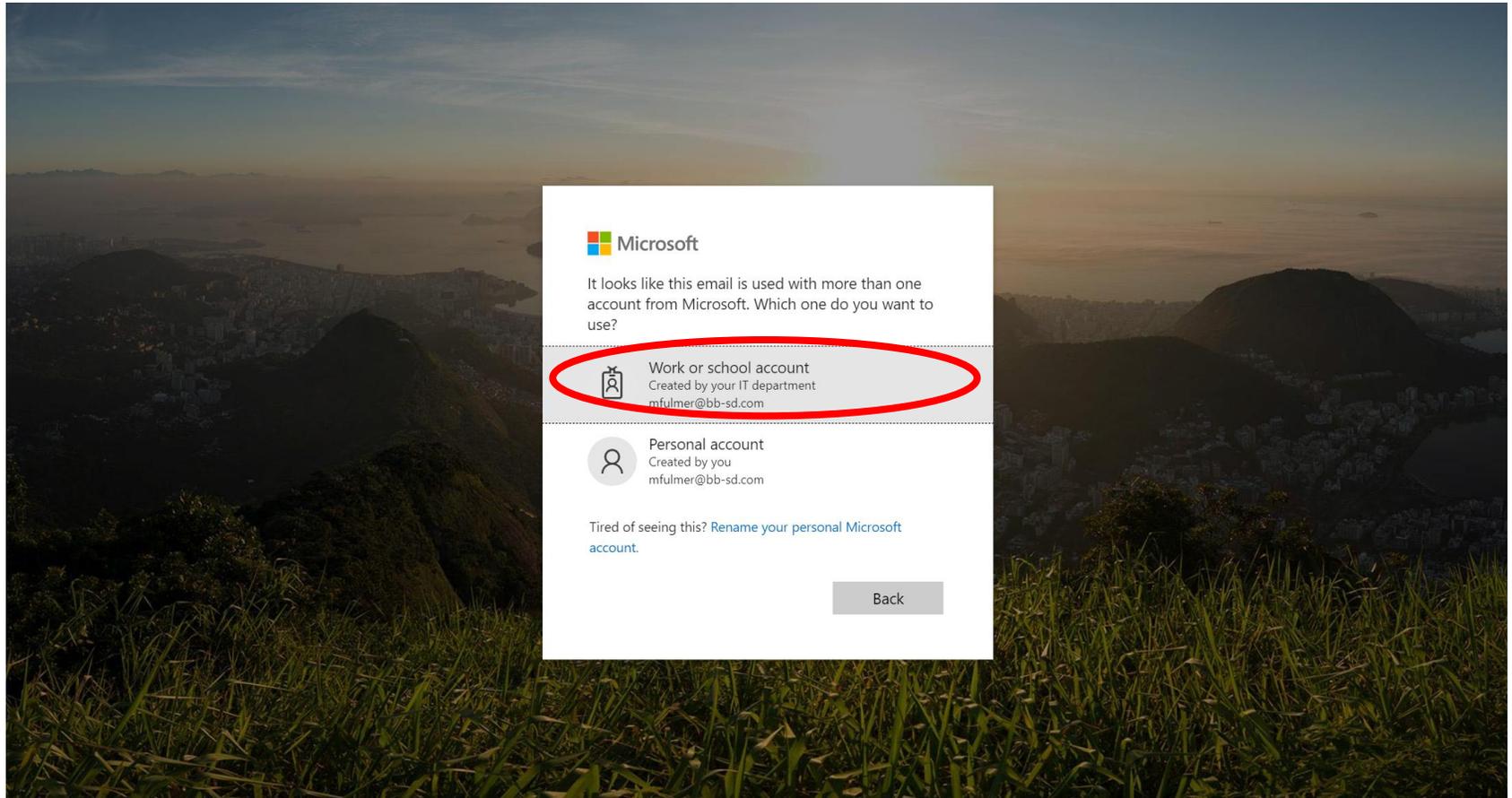
Get Office Sign in

What is Office 365?

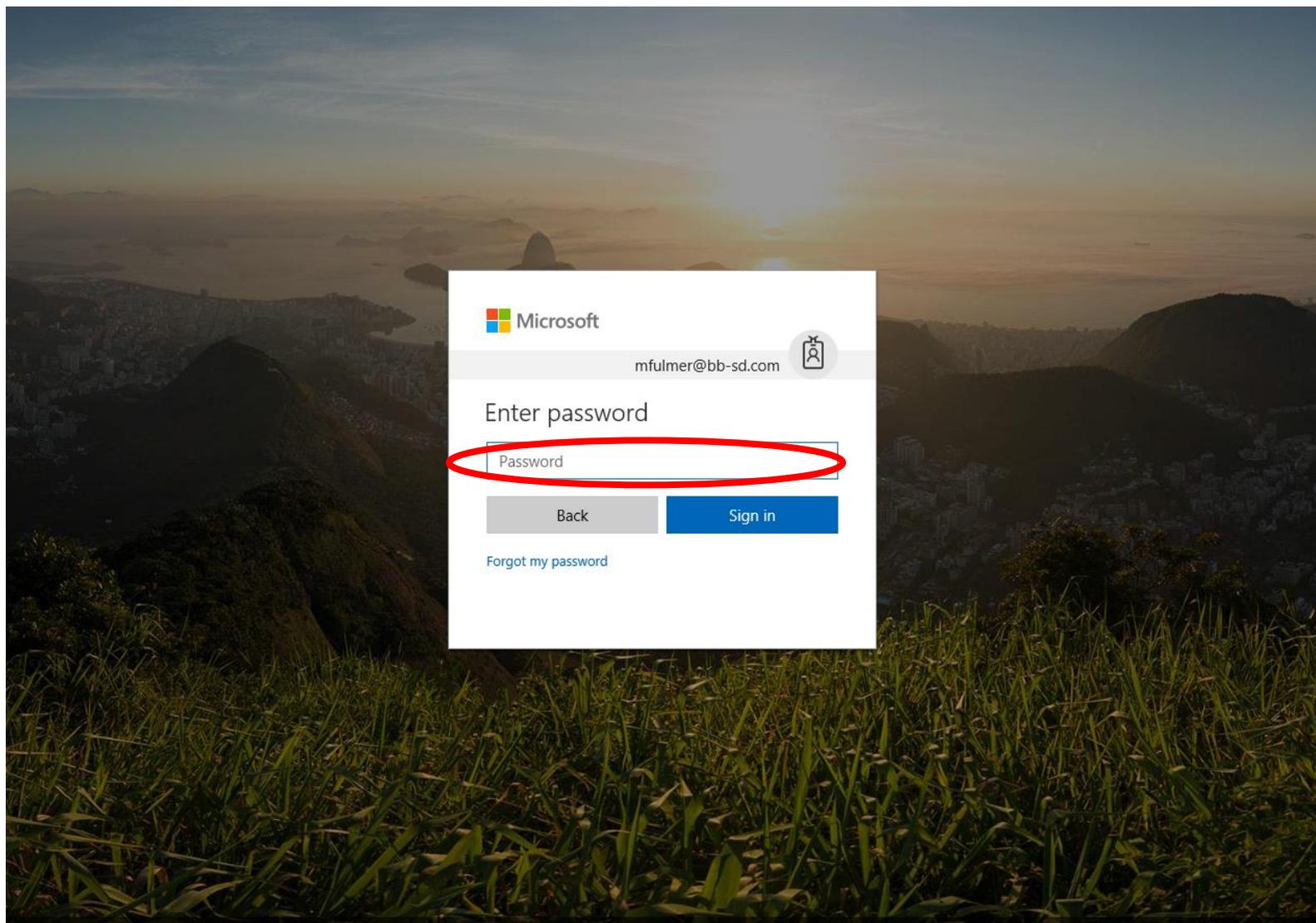
2. Type in your full email address into the sign in box. For example: mfulmer@bb-sd.com Click Next.



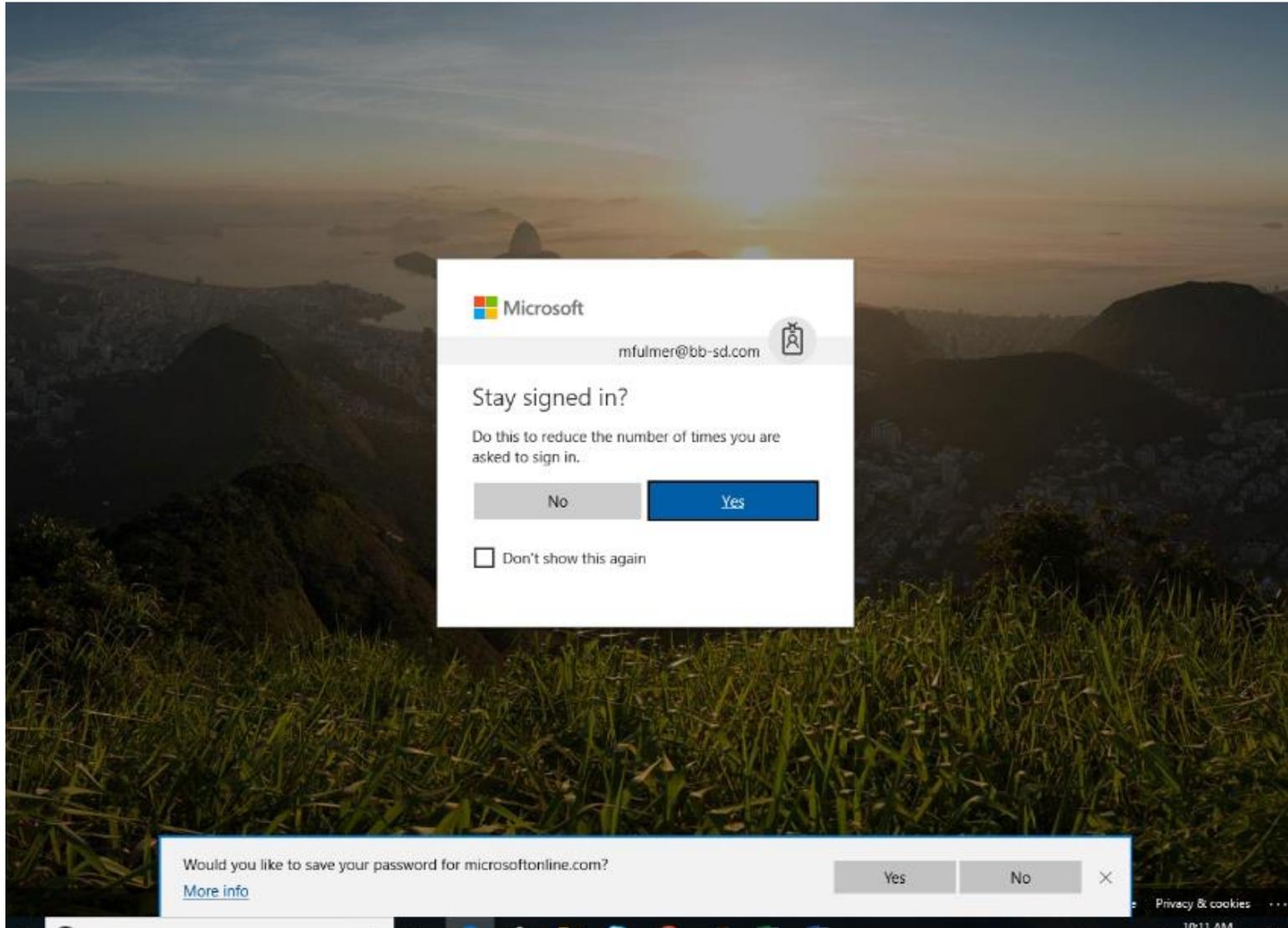
3. Click on Work or School Account.



4. Type the same password that is used to login to the computer. Click Sign In.

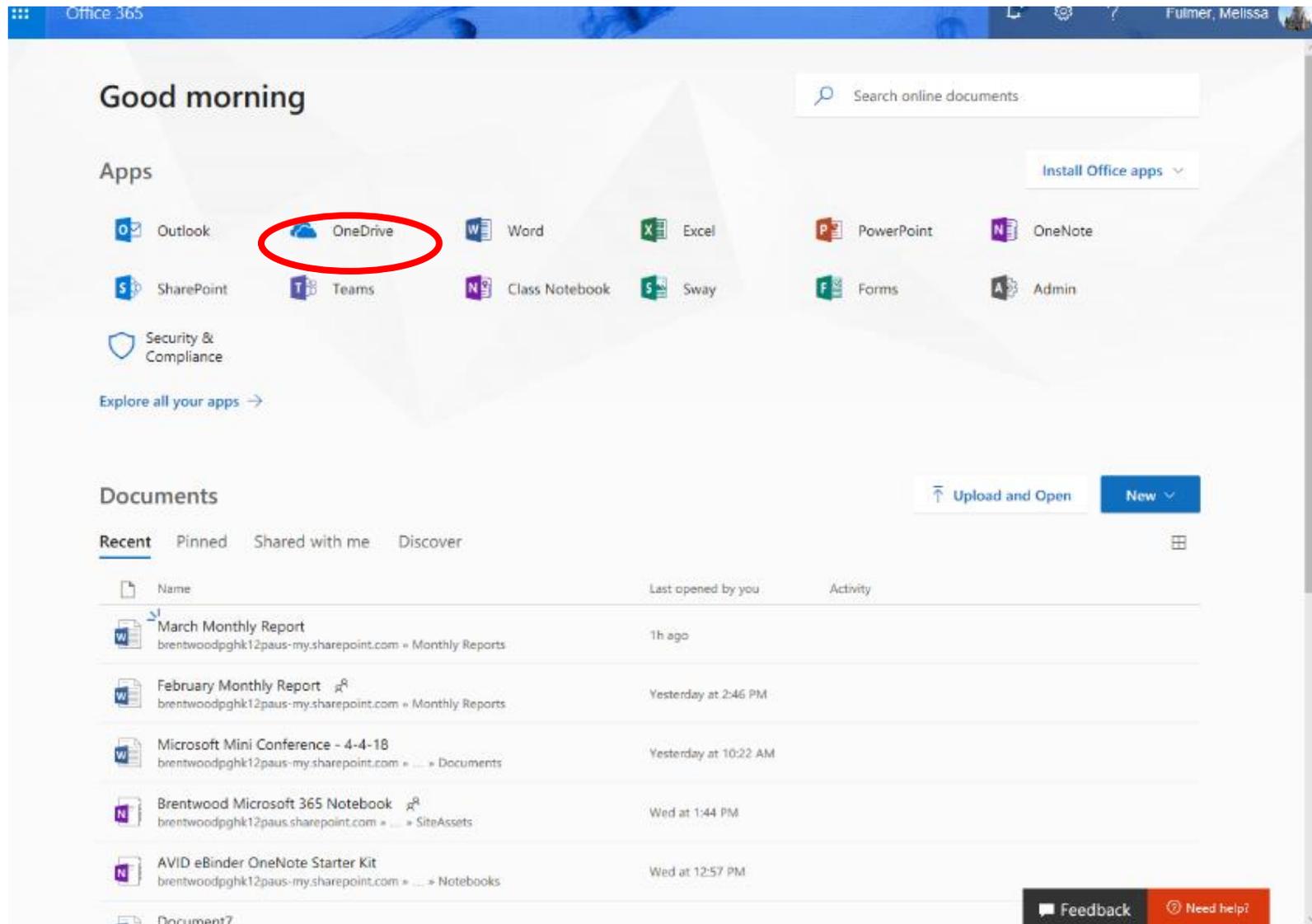


5. The screen to stay Signed In. This is a preference if the account needs to stay logged in or not. Also, at the bottom of the screen the browser may also ask to remember the password to your account. It doesn't matter which answer is chosen, this



just preferences.

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.

The screenshot shows the OneDrive web interface. The top navigation bar includes the OneDrive logo, a search bar, and action buttons: '+ New', 'Upload', 'Sync', and 'Flow'. The left sidebar shows 'My files' and 'Shared libraries'. The main area displays a table of files.

Name	Modified	Modified By	File Size	Sharing
1to1	March 12, 2019	Fulmer, Melissa	4 items	Shared
2019-20 PIMs	August 23, 2019	Fulmer, Melissa	5 items	Private
2019-20 Usernames and Passwords	August 2, 2019	Fulmer, Melissa	1 item	Private
AIU Microsoft Event	May 9, 2019	Fulmer, Melissa	7 items	Shared
Apple Field Trip	January 24, 2019	Fulmer, Melissa	22 items	Shared
Attachments	November 10, 2017	Fulmer, Melissa	33 items	Private
Budget	March 12, 2019	Fulmer, Melissa	4 items	Shared
Class Notebooks	January 24, 2018	SharePoint App	3 items	Private
Documents	May 31, 2018	Fulmer, Melissa	0 items	Private
eSchool View	August 1, 2018	Fulmer, Melissa	1 item	Private
Google Expeditions	April 20, 2018	Fulmer, Melissa	10 items	Shared
In-Community Article	October 10, 2018	Fulmer, Melissa	2 items	Shared
Inventory	January 19, 2018	Fulmer, Melissa	8 items	Shared
Microsoft SDS	August 23, 2019	Fulmer, Melissa	5 items	Private
Microsoft Teams Data	March 25, 2019	Fulmer, Melissa	1 item	Private

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

The screenshot shows the OneDrive web interface. At the top, there is a blue header with the OneDrive logo and a search bar. Below the header, there is a navigation bar with options: '+ New', 'Upload', 'Sync', and 'Flow'. The 'Upload' button is circled in red. To the left of the main content area is a sidebar with navigation options: 'My files', 'Recent', 'Shared', 'Discover', 'Recycle bin', and 'Shared libraries'. The 'Shared libraries' section lists various libraries such as 'Online Learning Resources', 'Tech team', 'BrentwoodIT', etc. The main content area displays a list of files and folders with columns for Name, Modified, Modified By, File Size, and Sharing. The 'Upload' button is highlighted with a red circle.

Name	Modified	Modified By	File Size	Sharing
1to1	March 12, 2019	Fulmer, Melissa	4 items	Shared
2019-20 PIMs	August 23, 2019	Fulmer, Melissa	5 items	Private
2019-20 Usernames and Passwords	August 2, 2019	Fulmer, Melissa	1 item	Private
AIU Microsoft Event	May 9, 2019	Fulmer, Melissa	7 items	Shared
Apple Field Trip	January 24, 2019	Fulmer, Melissa	22 items	Shared
Attachments	November 10, 2017	Fulmer, Melissa	33 items	Private
Budget	March 12, 2019	Fulmer, Melissa	4 items	Shared
Class Notebooks	January 24, 2018	SharePoint App	3 items	Private
Documents	May 31, 2018	Fulmer, Melissa	0 items	Private
eSchool View	August 1, 2018	Fulmer, Melissa	1 item	Private
Google Expeditions	April 20, 2018	Fulmer, Melissa	10 items	Shared
In-Community Article	October 10, 2018	Fulmer, Melissa	2 items	Shared
Inventory	January 19, 2018	Fulmer, Melissa	8 items	Shared
Microsoft SDS	August 23, 2019	Fulmer, Melissa	5 items	Private
Microsoft Teams Data	March 25, 2019	Fulmer, Melissa	1 item	Private

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

The screenshot shows the OneDrive web interface. At the top, there is a navigation bar with the OneDrive logo, a search bar, and buttons for '+ New', 'Upload', 'Sync', and 'Flow'. The 'Upload' button is highlighted with a red circle, and its dropdown menu is open, showing 'Files' and 'Folder' options, also circled in red. Below the navigation bar, the left sidebar shows the user's name 'Fulmer, Melissa' and a list of libraries including 'My files', 'Recent', 'Shared', 'Discover', 'Recycle bin', and various shared libraries like 'Online Learning Resources', 'Tech team', 'BrentwoodIT', etc. The main area displays a list of files and folders with columns for Name, Modified, Modified By, File Size, and Sharing. The list includes items like '1to1', '2019-20 PIMs', '2019-20 Usernames and Passwords', 'AIU Microsoft Event', 'Apple Field Trip', 'Attachments', 'Budget', 'Class Notebooks', 'Documents', 'eSchool View', 'Google Expeditions', 'In-Community Article', 'Inventory', and 'Microsoft SDS'.

Name	Modified	Modified By	File Size	Sharing
1to1	March 12, 2019	Fulmer, Melissa	4 items	Shared
2019-20 PIMs	August 23, 2019	Fulmer, Melissa	5 items	Private
2019-20 Usernames and Passwords	August 2, 2019	Fulmer, Melissa	1 item	Private
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Apple Field Trip	January 24, 2019	Fulmer, Melissa	22 items	Shared
Attachments	November 10, 2017	Fulmer, Melissa	33 items	Private
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Documents	May 31, 2018	Fulmer, Melissa	0 items	Private
eSchool View	August 1, 2018	Fulmer, Melissa	1 item	Private
Google Expeditions	April 20, 2018	Fulmer, Melissa	10 items	Shared
In-Community Article	October 10, 2018	Fulmer, Melissa	2 items	Shared
Inventory	January 19, 2018	Fulmer, Melissa	8 items	Shared
Microsoft SDS	August 23, 2019	Fulmer, Melissa	5 items	Private

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.

The image shows a 'Select Folder to Upload' dialog box overlaid on a OneDrive web interface. The dialog box is open to 'This PC > Desktop' and lists several folders. The 'Online Learning Resources' folder is selected and highlighted in blue. Below the list, the 'Folder:' field contains 'Online Learning Resources'. The 'Upload' button is circled in red. The OneDrive interface in the background shows a list of folders with the following columns: Name, Date modified, Modified By, File Size, and Sharing.

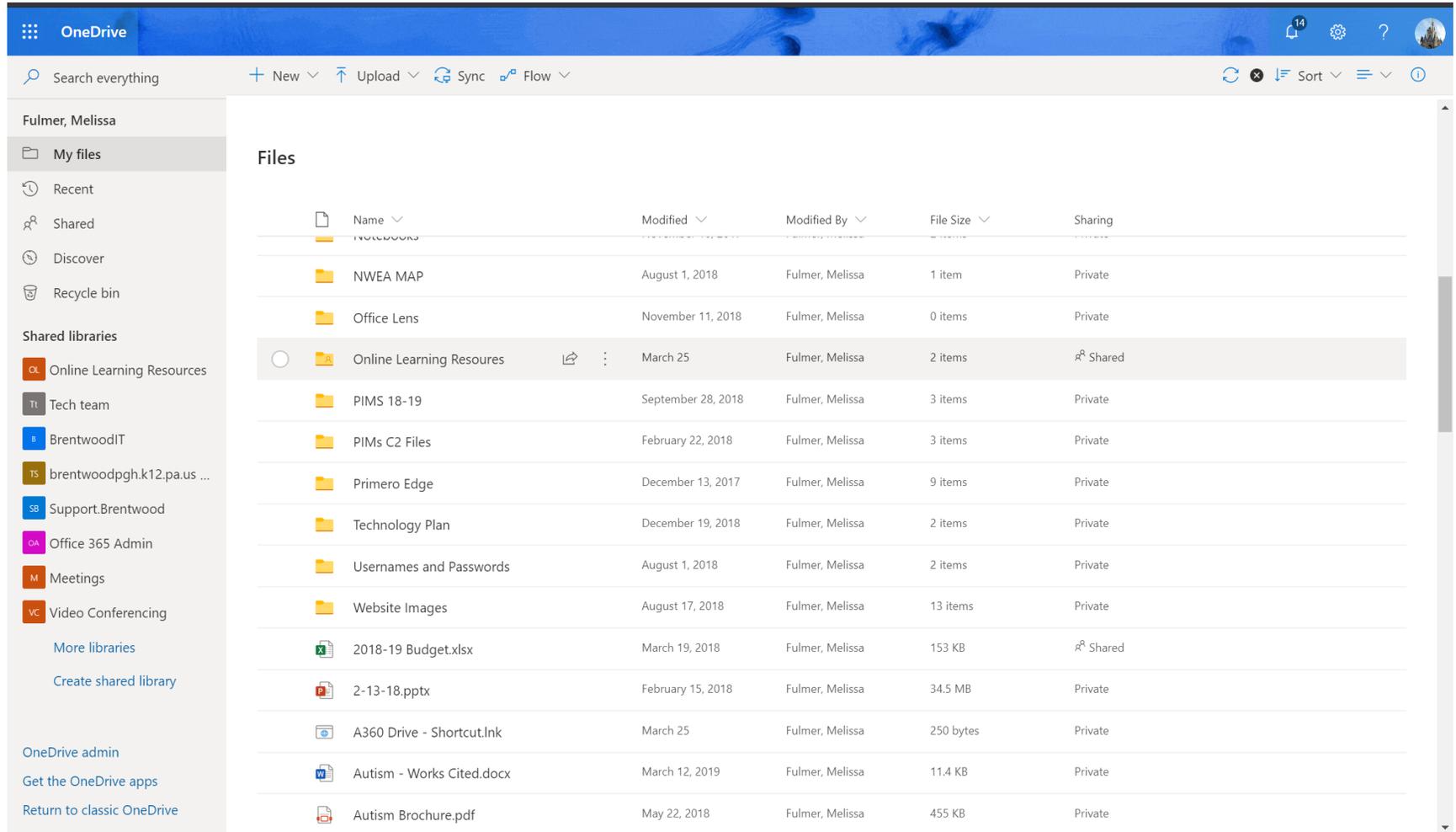
Name	Date modified	Modified By	File Size	Sharing
Apple Field Trip	January 24, 2019	Fulmer, Melissa	22 items	Shared
Attachments	November 10, 2017	Fulmer, Melissa	33 items	Private
Budget	March 12, 2019	Fulmer, Melissa	4 items	Shared
Class Notebooks	January 24, 2018	SharePoint App	3 items	Private
Documents	May 31, 2018	Fulmer, Melissa	0 items	Private
eSchool View	August 1, 2018	Fulmer, Melissa	1 item	Private
Google Expeditions	April 20, 2018	Fulmer, Melissa	10 items	Shared
In-Community Article	October 10, 2018	Fulmer, Melissa	2 items	Shared
Inventory	January 19, 2018	Fulmer, Melissa	8 items	Shared
Microsoft SDS	August 23, 2019	Fulmer, Melissa	5 items	Private

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

The screenshot shows the OneDrive web interface. A dialog box is overlaid on the screen, asking for confirmation to upload 12 files. The dialog text reads: "Upload 12 files to this site? This will upload all files from 'Online Learning Resources'. Only do this if you trust the site." The "Upload" button is circled in red. The background shows a file list with columns for Name, Modified, Modified By, File Size, and Sharing.

Name	Modified	Modified By	File Size	Sharing
1to1	March 12, 2019	Fulmer, Melissa	4 items	Shared
2019-20 PIMs	August 23, 2019	Fulmer, Melissa	5 items	Private
2019-20 Usernames and Passwords	August 2, 2019	Fulmer, Melissa	1 item	Private
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Inventory	January 19, 2018	Fulmer, Melissa	8 items	Shared
Microsoft SDS	August 23, 2019	Fulmer, Melissa	5 items	Private
Microsoft Teams Data	March 25, 2019	Fulmer, Melissa	1 item	Private

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.

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

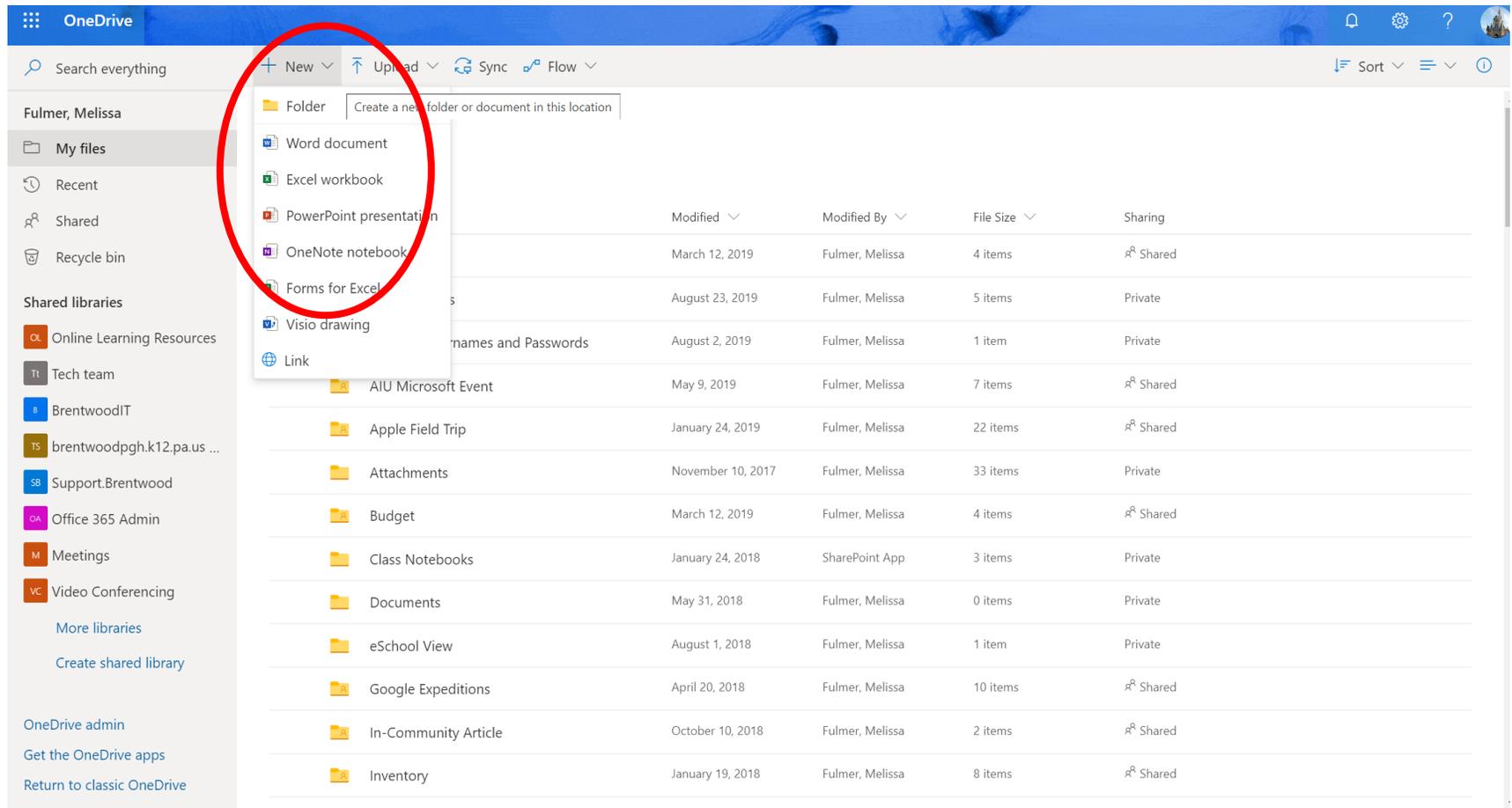
The screenshot shows the OneDrive web interface for user Melissa Fulmer. The left sidebar contains navigation options: 'My files', 'Recent', 'Shared', 'Recycle bin', and 'Shared libraries' (including Online Learning Resources, Tech team, BrentwoodIT, brentwoodpgh.k12.pa.us, Support.Brentwood, and Office 365 Admin). The main area displays a table of files and folders. The 'Name' column header is circled in red. The table includes columns for Name, Modified, Modified By, File Size, and Sharing.

Name	Modified	Modified By	File Size	Sharing
1to1	March 12, 2019	Fulmer, Melissa	4 items	Shared
2019-20 PIMs	August 23, 2019	Fulmer, Melissa	5 items	Private
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Inventory	January 19, 2018	Fulmer, Melissa	8 items	Shared
Microsoft SDS	August 23, 2019	Fulmer, Melissa	5 items	Private

Waiting for brentwoodpgh.k12.pa.us-my.sharepoint.com

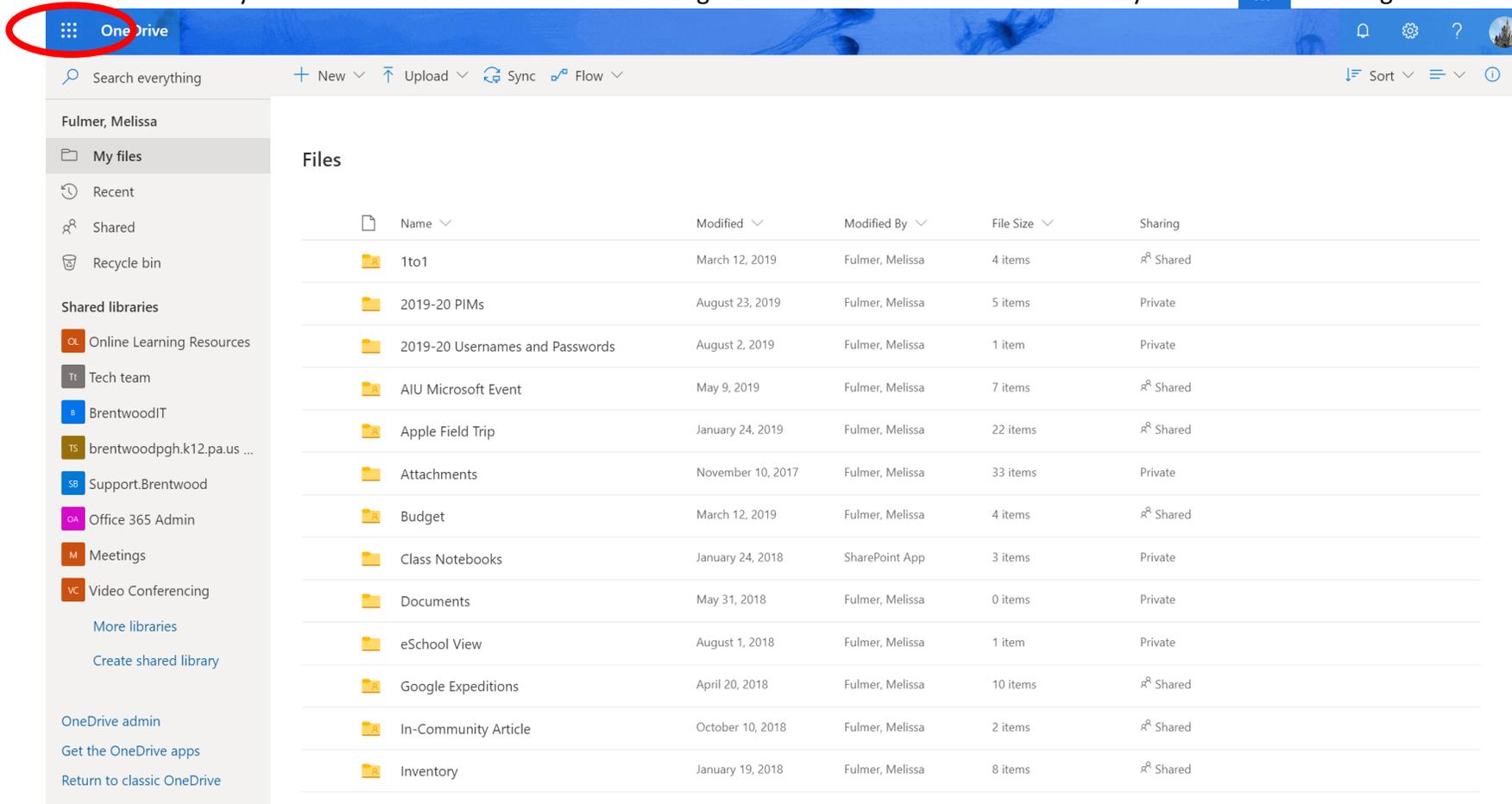
To create a New Document

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).



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

 clicking on the



One Drive

Search everything

New Upload Sync Flow

Sort

Fulmer, Melissa

My files

Recent

Shared

Recycle bin

Shared libraries

- Online Learning Resources
- Tech team
- BrentwoodIT
- brentwoodpgh.k12.pa.us ...
- Support.Brentwood
- Office 365 Admin
- Meetings
- Video Conferencing

More libraries

Create shared library

OneDrive admin

Get the OneDrive apps

Return to classic OneDrive

Files

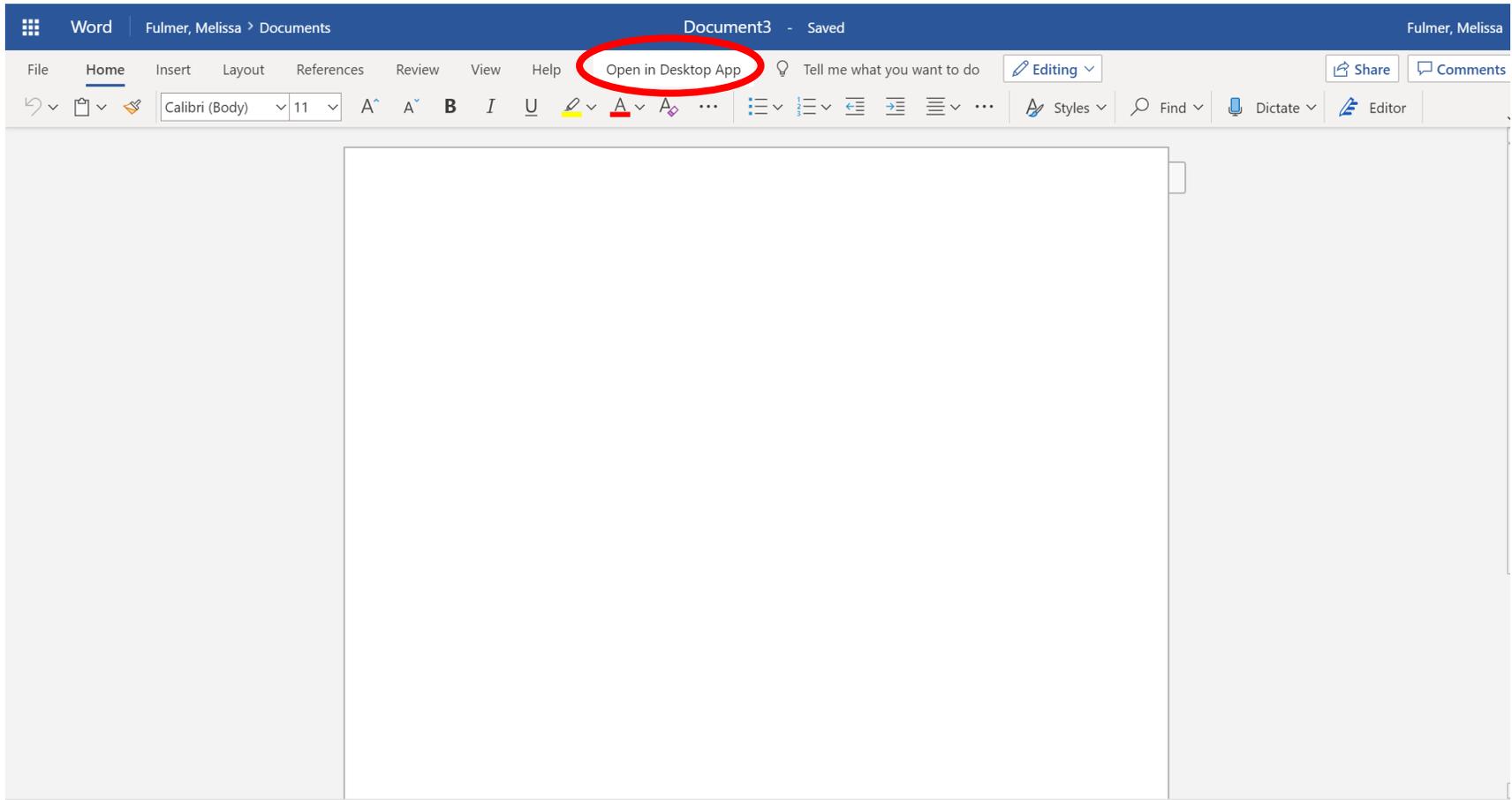
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Once back at the dashboard, click on the application that you would like to create a new document.

The screenshot displays the Office 365 dashboard interface. On the left, a navigation pane is visible, with the 'Apps' section highlighted by a red circle. Below 'Apps' is the 'Documents' section, which includes a 'New' button and a list of recent documents. The main content area on the right shows a list of folders and files with columns for Name, Modified, Modified By, File Size, and Sharing. The taskbar at the bottom shows several open files, including audio files (MSG00025) and a PDF file (Bus Evacuation Dri...pdf).

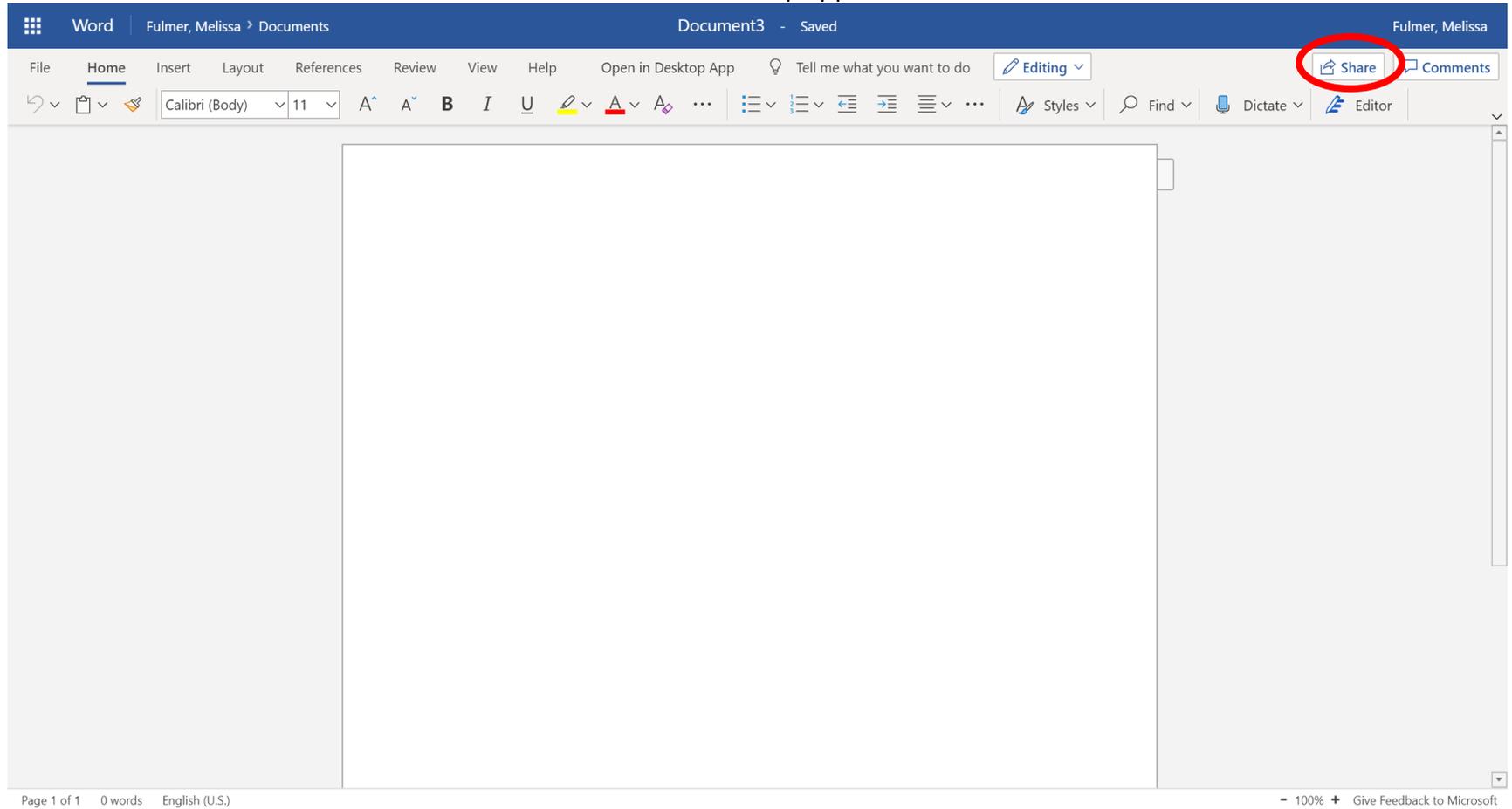
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15. To use the Office application instead of the web-based version, an option is available from the toolbar on the application that you chose to use. In the Microsoft Word example here, select **Open in Desktop Version** once in the online version.

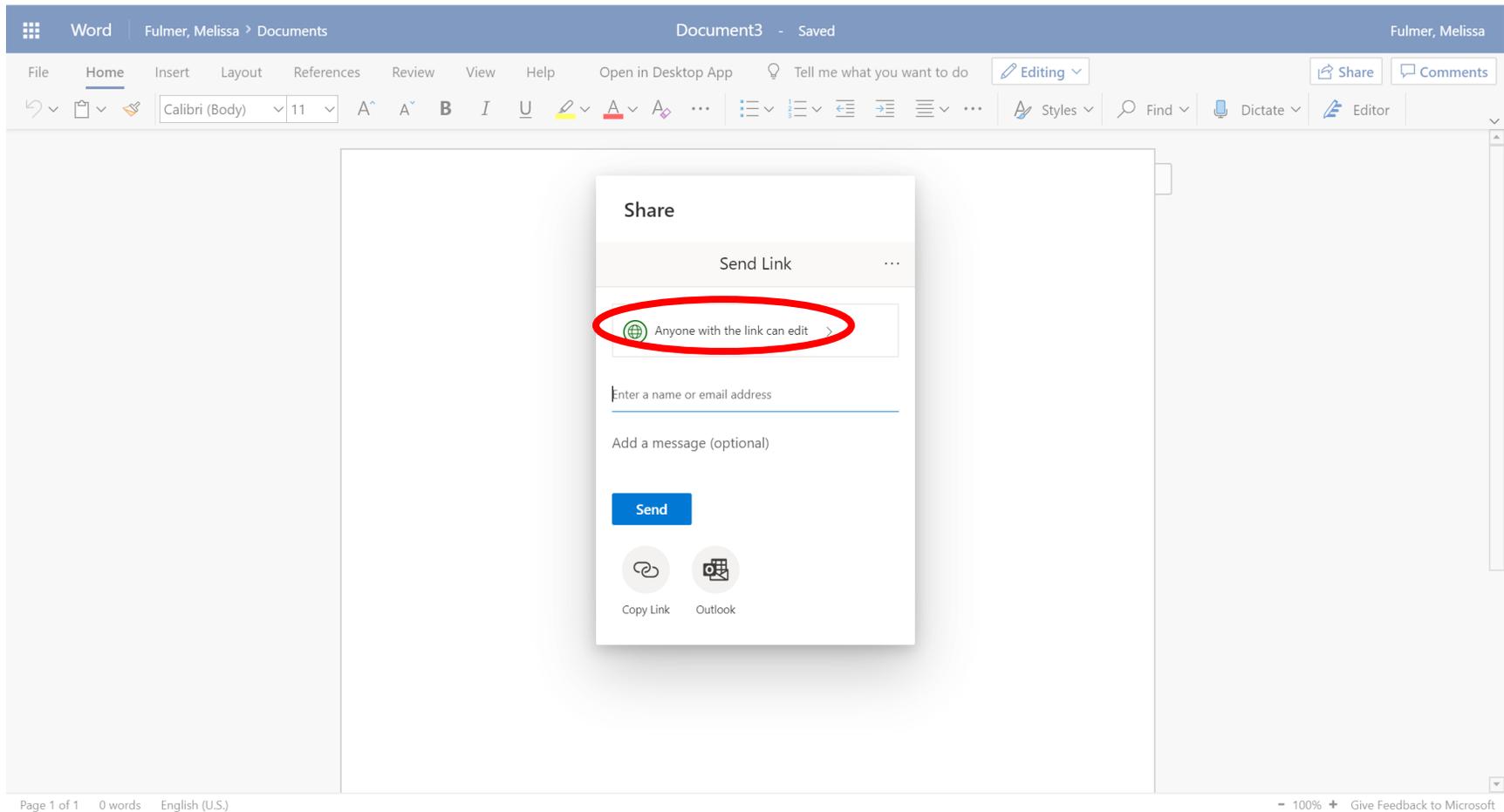


16. To Share a Document

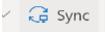
If there is a document that you would like share with another person, click the Share Button in the upper right corner. The share button is located in the same are in both the online and desktop applications of the software.

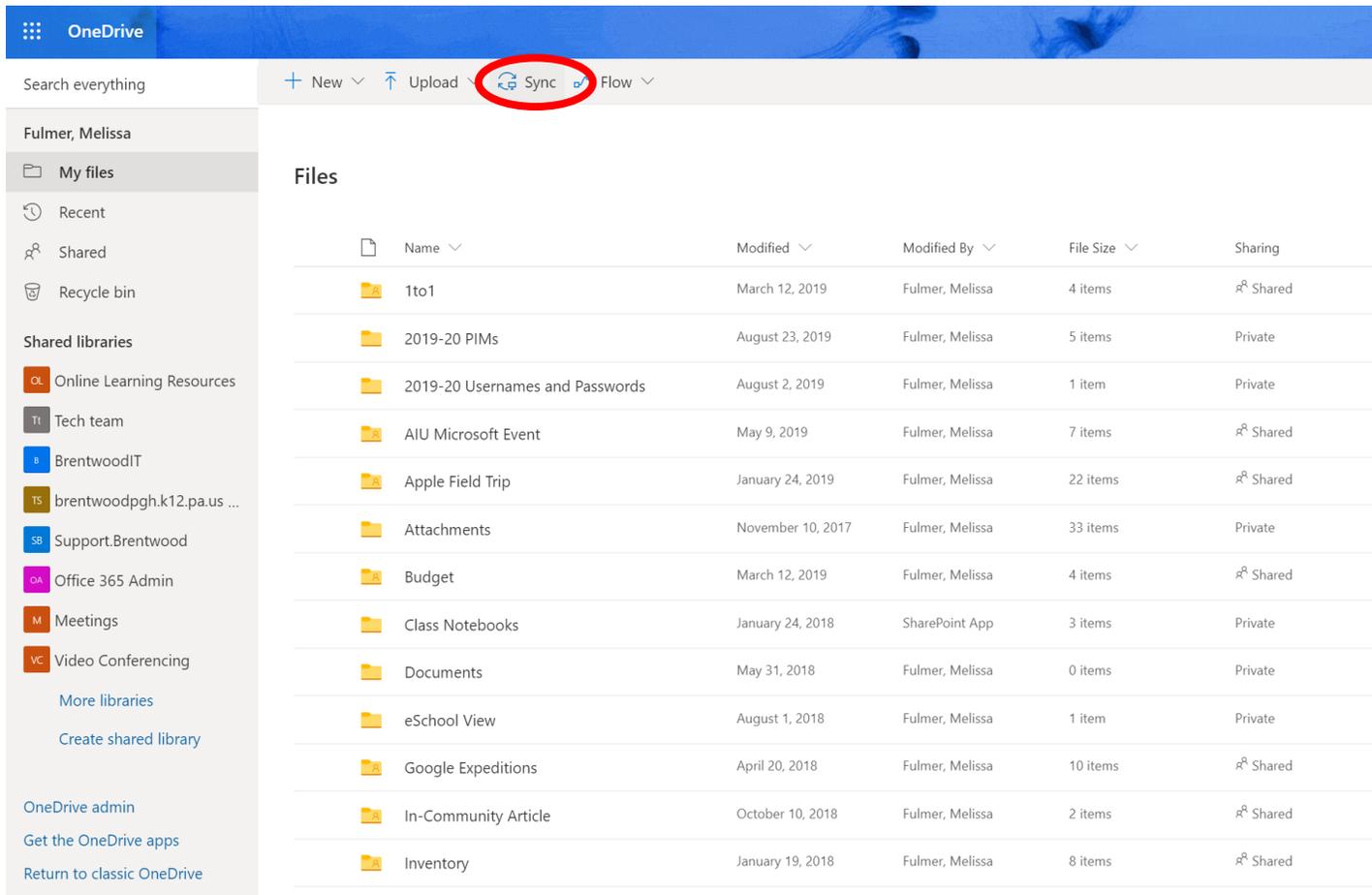


Once you click on Share, enter staff and student names, email addresses and groups into the “Enter a name or email address” box. A message may also be added in the message box. To change the permissions on who can edit the document, click on the Anyone with the link can edit option. Once all of the email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



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

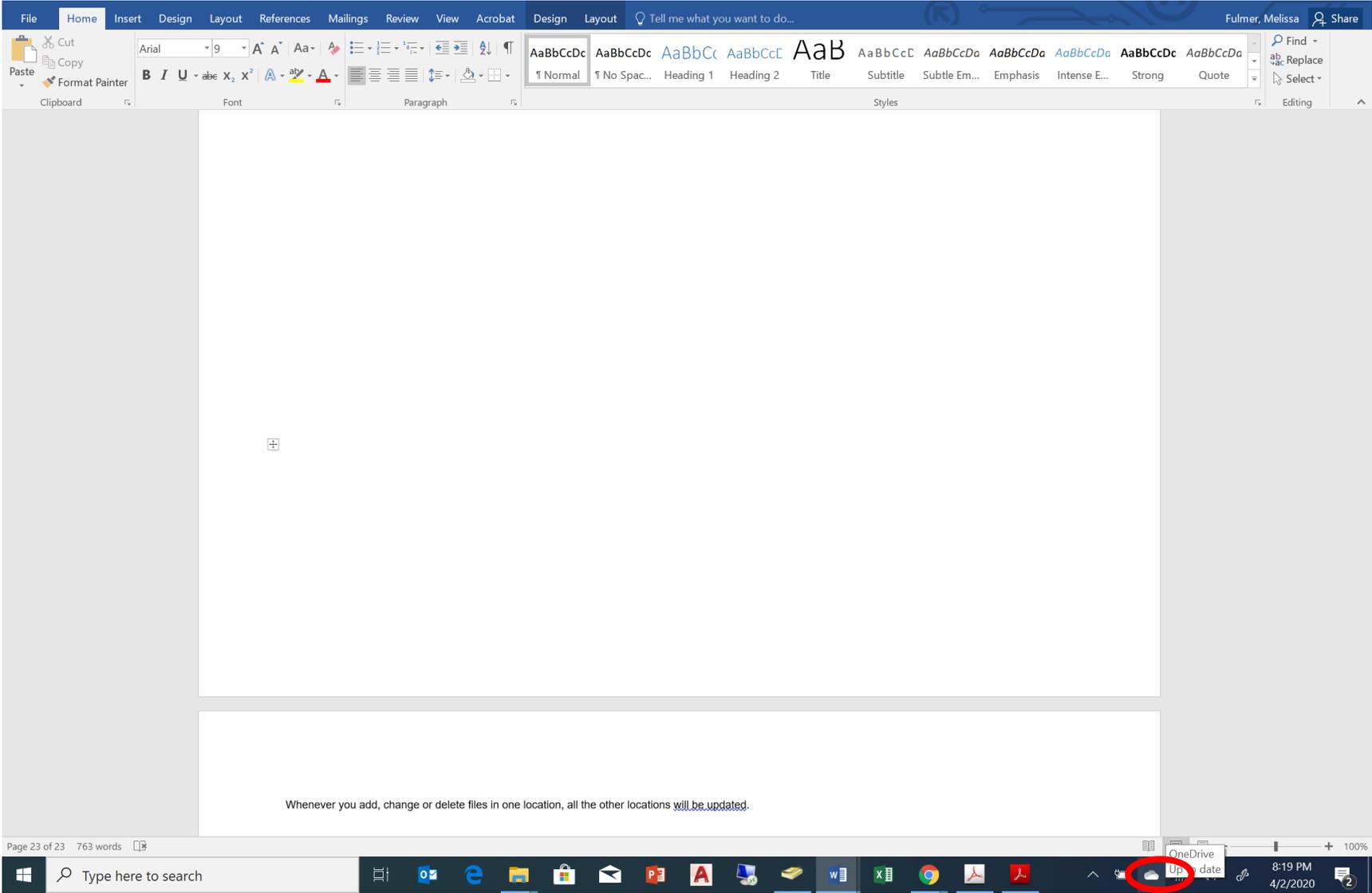
On the OneDrive page, click  button at the top of the page.



The screenshot shows the OneDrive web interface. At the top, there is a blue header with the OneDrive logo. Below the header is a search bar and a navigation bar with buttons for '+ New', 'Upload', 'Sync', and 'Flow'. The 'Sync' button is circled in red. On the left side, there is a sidebar with navigation options for 'My files', 'Recent', 'Shared', 'Recycle bin', and 'Shared libraries'. The main area displays a list of files and folders with columns for Name, Modified, Modified By, File Size, and Sharing.

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Google Expeditions	April 20, 2018	Fulmer, Melissa	10 items	Shared
In-Community Article	October 10, 2018	Fulmer, Melissa	2 items	Shared
Inventory	January 19, 2018	Fulmer, Melissa	8 items	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.