

Office 365: OneDrive

OneDrive is an online-based file storage system with editing and collaboration tools for Microsoft Office documents and is part of Office 365. Fontana Unified School District provides staff and students access to Office 365 with their district account. Office 365 access includes:

- OneDrive – 1 terabyte of cloud-based storage with the facility to edit documents online and share documents with anyone.
- Office 365 – includes full versions of Microsoft Office to install on 5 of your own devices (PC, Mac, tablet and mobile).



OneDrive can be utilized in many ways. It can be used to store documents that become accessible from any location, or device with internet access, or as a collaboration tool to work together with others on documents. Access to files can be done in a web browser, from the Office 2016 desktop programs, or in the Office apps for iPads, iPhones and Android tablets.

Recommendations for Logging In:

Signing in as a Student

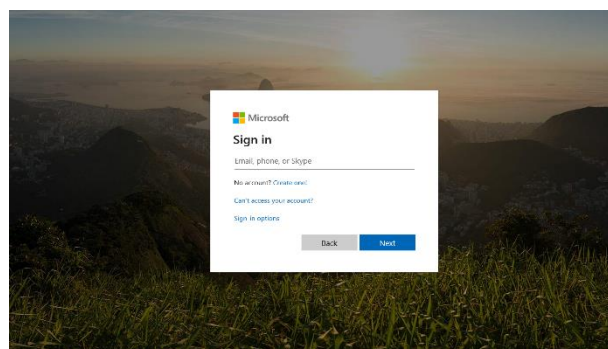
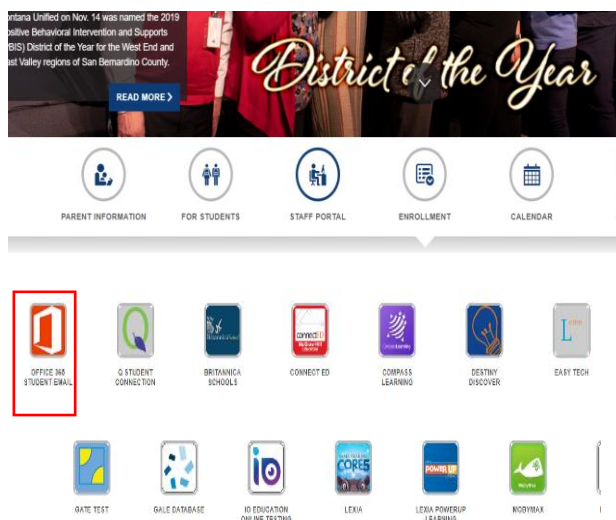
To access Office 365, you first need to open a Web Browser and visit

<https://www.fusd.net/> then select Student Portal

Select Office 365 Student Email icon to access the office 365 login page

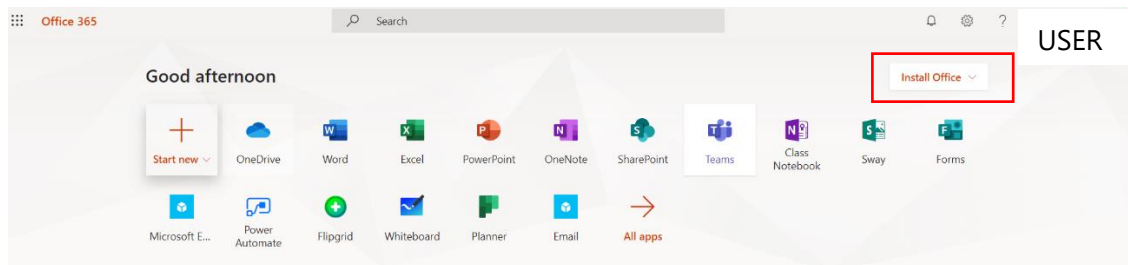
To log in use your FUSD email address and password (same password used to log into the computer) Example:

Student_id@students.fusd.net and the Student Password



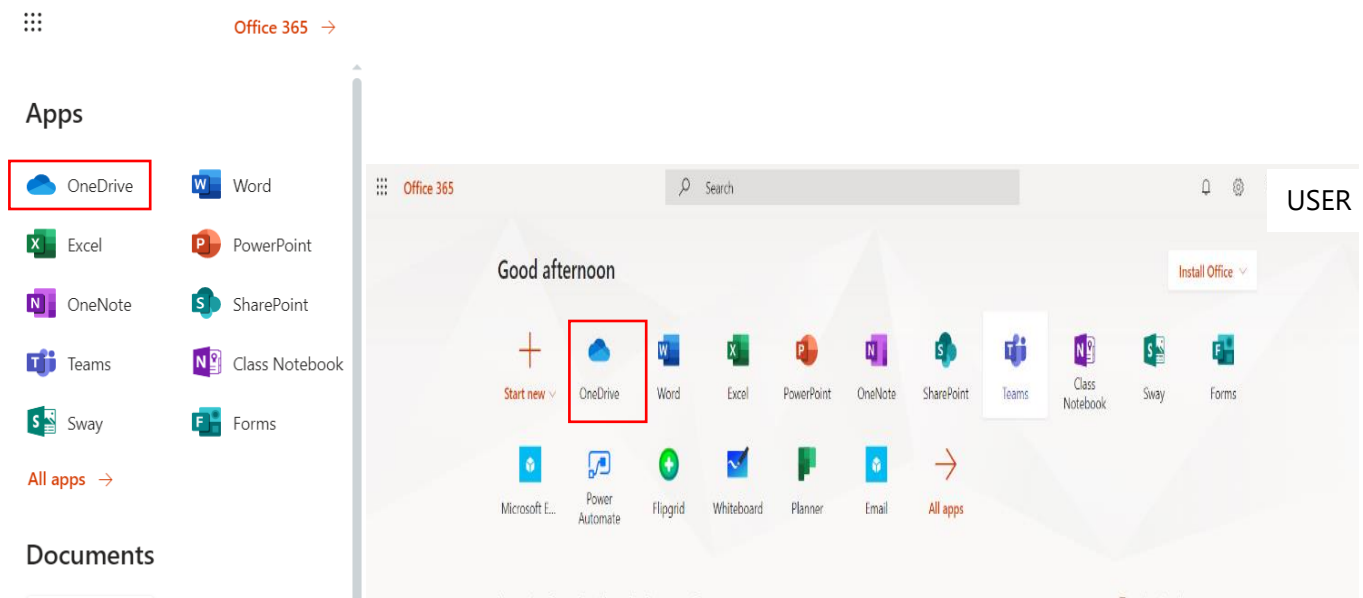
The Office 365 Interface

Initially, you will be directed to the main apps landing page (you can customize which page or app opens in the **Settings** menu by clicking the gear icon). From the landing page you can access all the online Office 365 applications as well as the options for downloading Office 2016 software onto your own personal devices.



The OneDrive Tile

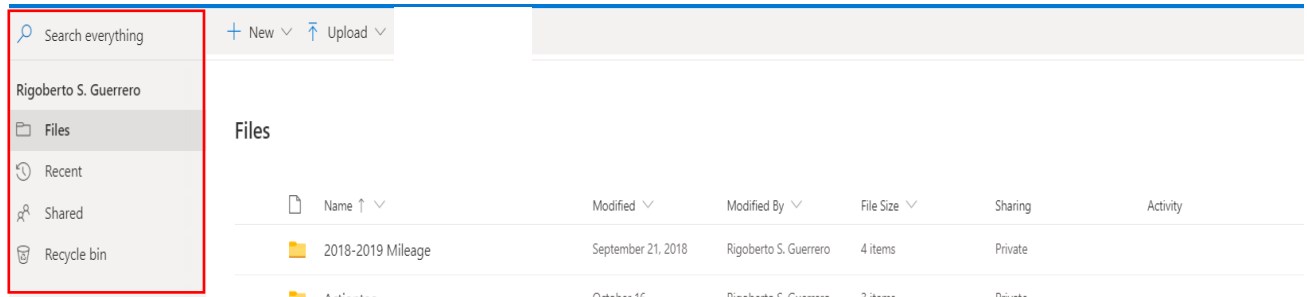
OneDrive can be accessed either by clicking the **OneDrive tile** on the Office365 homepage or by choosing from the Quick App launcher (the grid icon in the top left-hand corner).



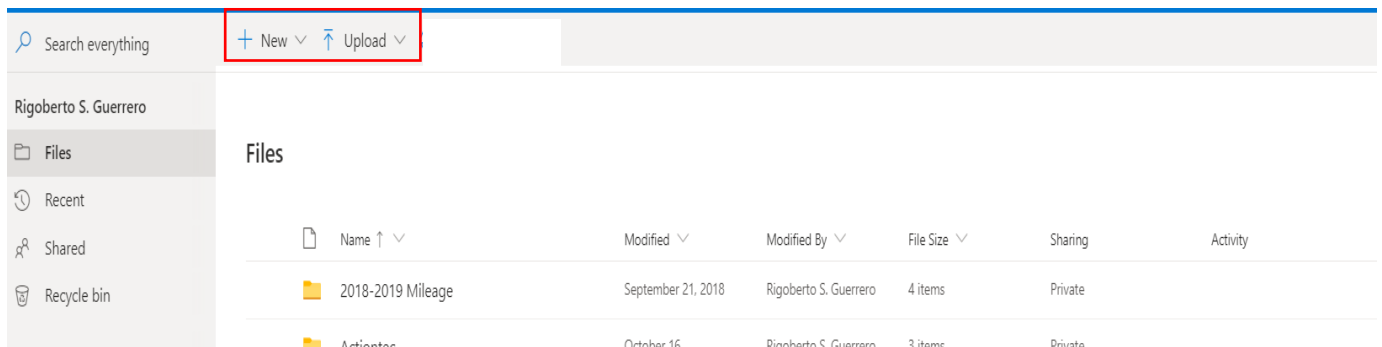
Basic File Management

Create, Upload, and Open Documents

The main **Files** window displays the content of your OneDrive library with related information and is arranged as a standard file explorer. The Navigation Pane on the left of the window contains links to other parts of your OneDrive site, such as **Shared with me**.



The **Quick Command Bar** will allow you to carry out a range of basic file management tasks. The options listed on the command bar are context driven and will change depending on what you have selected. The default listings are **New** and **Upload**.

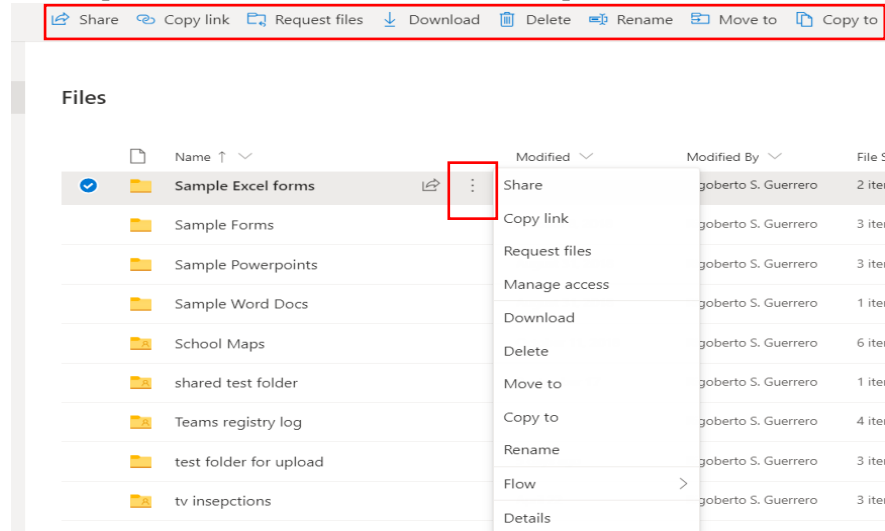


- Click **+ New** to create a new document or folder. You can then add and edit content with the online Office apps.
- Click **Upload** and navigate to the files or folders on your computer to upload them to OneDrive. Alternatively, you can drag and drop files or folders onto the OneDrive window in the browser.
- You can use standard drag and drop techniques to move and manage files and folders. Additional file actions (download, rename, copy, etc.) are available by clicking the *ellipses* (•••) beside each filename.
- Select a document and click it to open your document on another tab. You will then be able to work on the document in the online version of the application suited for your document.

Working with Files


When you select a file or folder in your library window, the quick command bar will display a different range of options for managing the file.

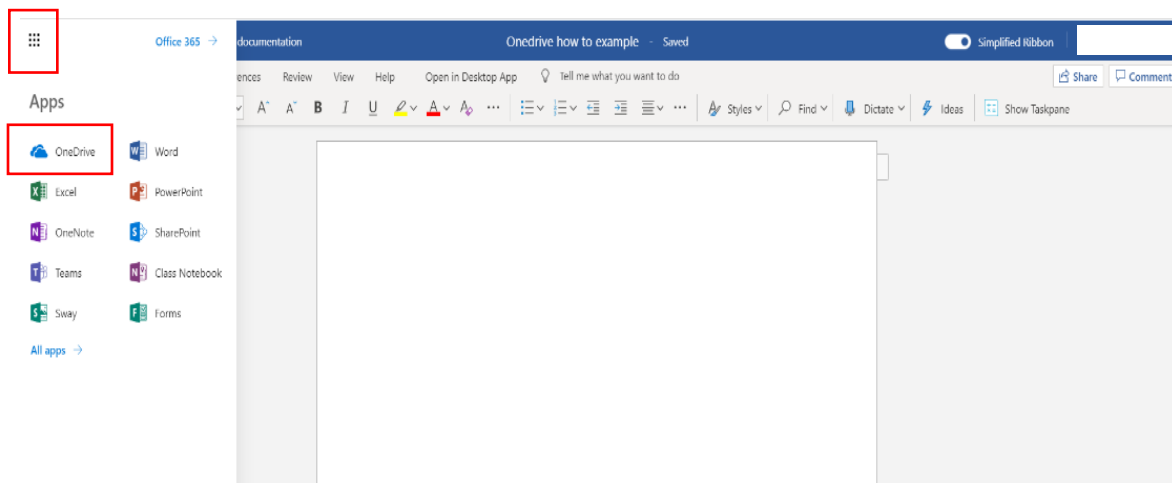
These options are also listed from the more ellipses beside each file.



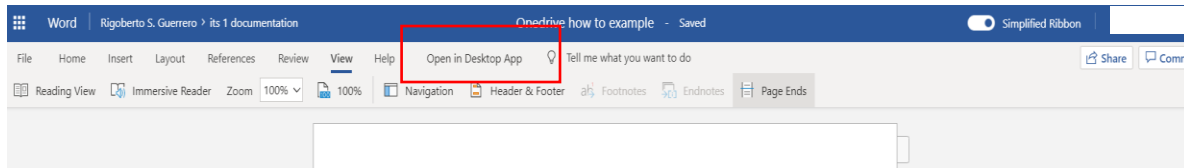
Click on a filename to open a document.

How to Edit a Document (Word in this case):

- Once a document is selected, it will open in Word online. Word online is a lite version of the full Word desktop application. When editing a document online the changes are saved automatically. If you wish to return to your OneDrive while working on a document, clicking the  will allow you to select your OneDrive again.



- If you notice more advanced features are missing while working online, clicking “**Open in Desktop App**” will open the document in the desktop version of Word giving you those more advanced features.
- When editing a document in the full desktop version of the program, any changes are synced back to One Drive when you save and close the document.



Deleting and Restoring Documents

To delete a document, select the radial button to the left of the document icon from the library window and click the **Delete** option from the Quick Command Bar, *or* by clicking on the three ellipses next to the file name and clicking the Delete option.

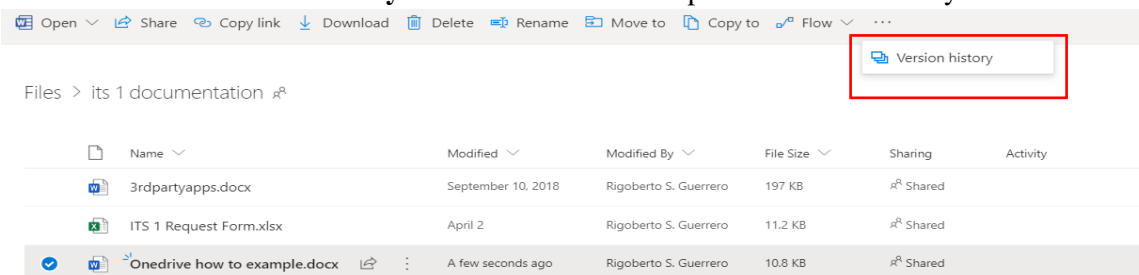
The file will be moved to the account’s **Recycle Bin**. If you delete a file from your OneDrive library, it will be stored in the Recycle bin for **90 days**, providing you an opportunity to recover if needed.

To **Restore** a file from the Recycle Bin, click on the Recycle Bin link from the navigation pane located on the left-side of the OneDrive window. Select the desired file and click **Restore** from the Quick Command Bar. The file will restore to the location from which it was originally deleted from within your library (if it was in a deleted folder, this too will be restored).

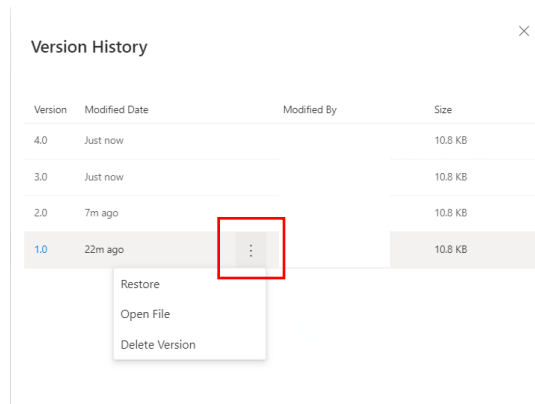
Restore a Previous Version of a Document

Documents stored and edited in OneDrive have a full audit history available and can be restored to any historical state.

- To restore a document to a previous version, select the document and from the Quick Command Bar click **Version History** or click on the three ellipses if Version History is not available.



- Click on the ellipses (...) to have the options to Restore, Open File, and Delete Version.
- Restore will restore a previous version
- Open file will allow you to open that particular version of the document
- Delete version will delete the document
- **Please note** that Version History will only show on documents that you have created.



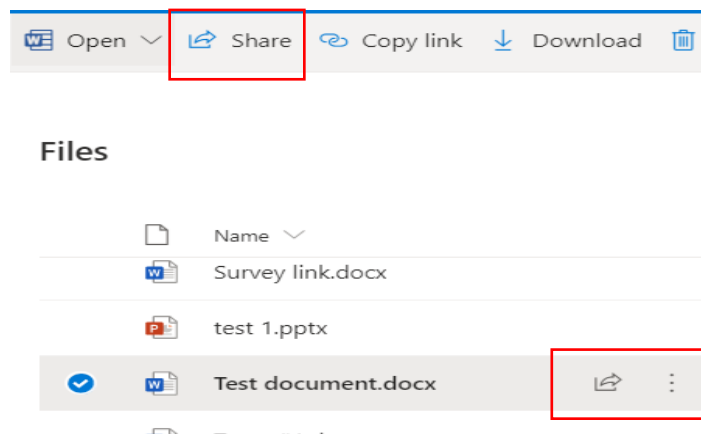
Using OneDrive to Collaborate

Sharing a document with others allows them to view, edit or collaborate with you depending on the type of permissions you have granted. In OneDrive, multiple users can edit a document simultaneously. No more being locked out of a file until someone has closed it!

Sharing Files

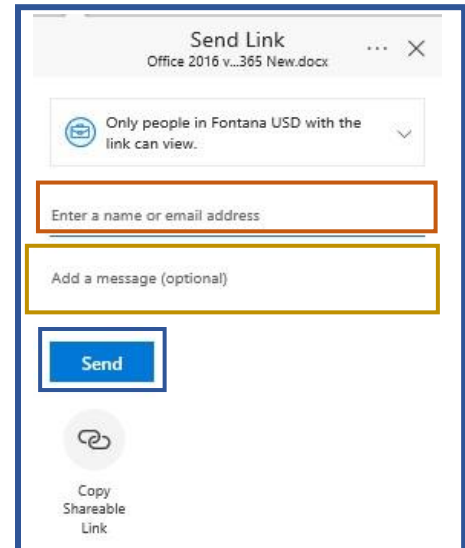
To share a file:

Select the radial button for the file, Click **Share** on the Quick Command Bar, (or access the Share command from the ellipses (...) beside the filename)



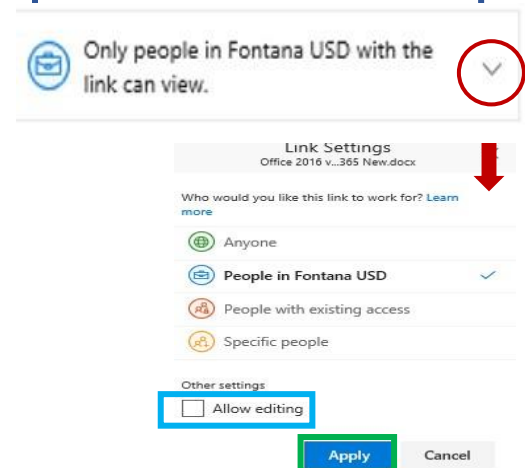
1. The Share window will appear. By default, **Only People in Fontana USD with the link can view** is selected. Click on the drop-down arrow to modify the sharing option.
 - Enter the name or email address of the people you wish to share the document with.
 - Add a message to the invitation. This is an optional step.
 - Click on the Send button to share.

Important: By default, any document shared will have **View** permissions **ONLY**, unless otherwise specified.



2. To access the Allow editing check box, click on the dropdown arrow from the **Only people in Fontana USD with the link can view** section.

- Check the Allow editing box.
- Apply changes to close the Link Settings window and get back to the Share window.



View Documents Shared with You

To view and access documents other users have shared with you, navigate to your Shared with me link which can be found in your OneDrive and click on the Navigation Pane located on the left-hand side of the window. This will display a window listing all documents that have been shared with you from which you can then open and edit them. You can sort the list of documents/folders by the various column titles as needed. However, as this is a folder storing other people's shared links, you will not be able to use standard file management to organize it (create a folder, move, rename, etc.)

