

Office 365: OneDrive

OneDrive is a cloud-based file storage system with online editing and collaboration tools for Microsoft Office documents and is part of Office 365. The Fontana Unified School District has provided staff and students access to Office 365 with their district account. This 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 2016 to install on 5 of your own devices
(PC, Mac, tablet and mobile).



OneDrive can be utilized in many different ways. It can be used as a simple storage for documents, accessible from any location, on any device, or as a collaboration tool to share and jointly work on documents. Access to files can be done in a web browser, from the Office 2013/2016 desktop programs, or in the Office apps for iPads, iPhones and Android tablets.

Recommendations:

FUSD recommends the use of our central file servers or the OneDrive as the preferred location for storing files that are actively being worked upon. Due to the large storage capacity, OneDrive is also suitable for storage of documents.

NOTE: CONFIDENTIAL or **SENSITIVE** documents should **not** be stored in OneDrive.

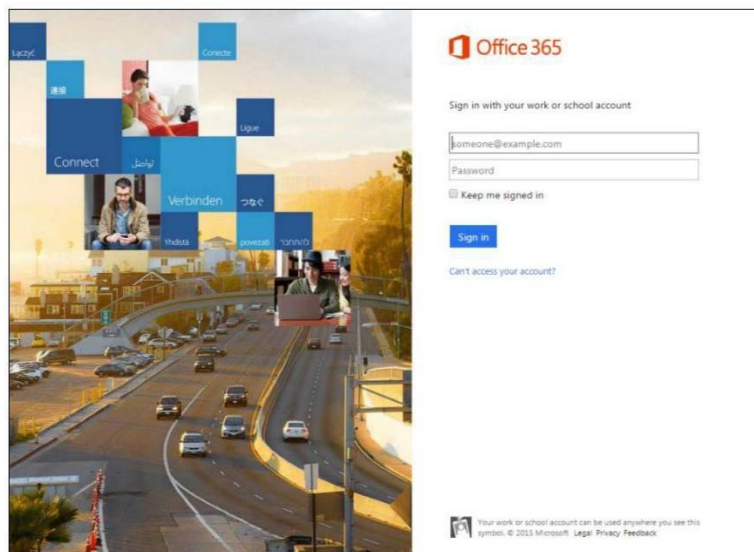
Signing in

To access Office 365, you first need to open a web browser and go into

<https://office.com>

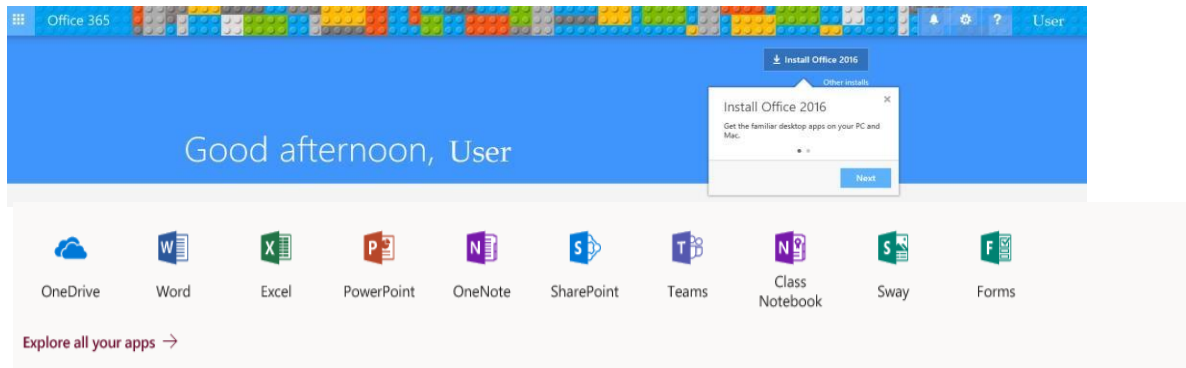
Log in to the Office365 portal with your District account using the fully qualified username:

UserName@fUSD.net
or
Student_ID@students.fUSD.net



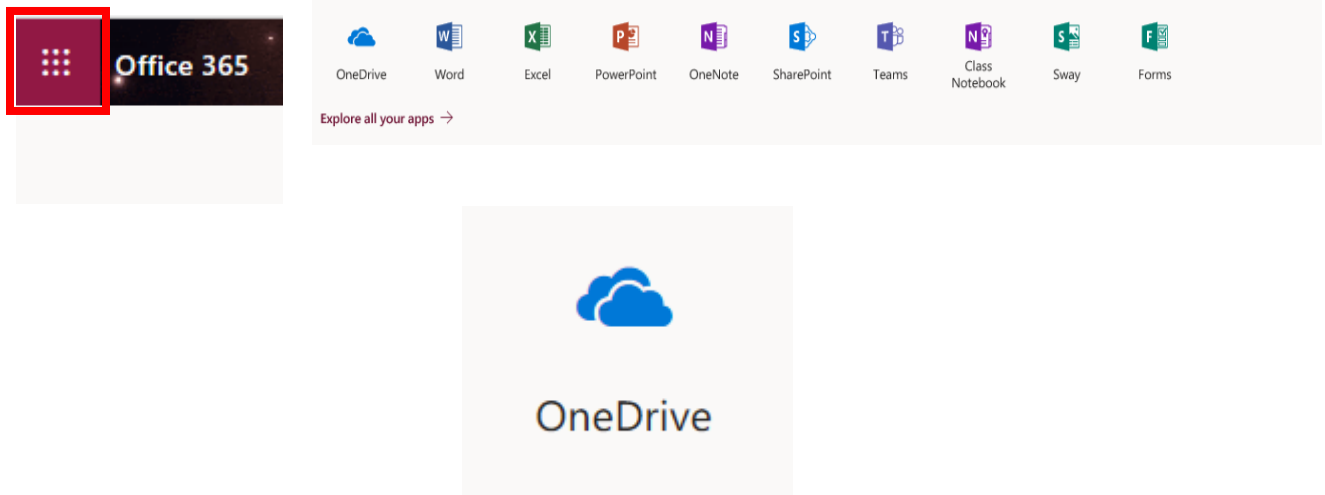
The Office 365 Interface

Initially, you will be directed to the main apps landing page (you can customize which page or app opens in the **Settings** menu-click the gear icon). From the landing page you can access all the online Office 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).

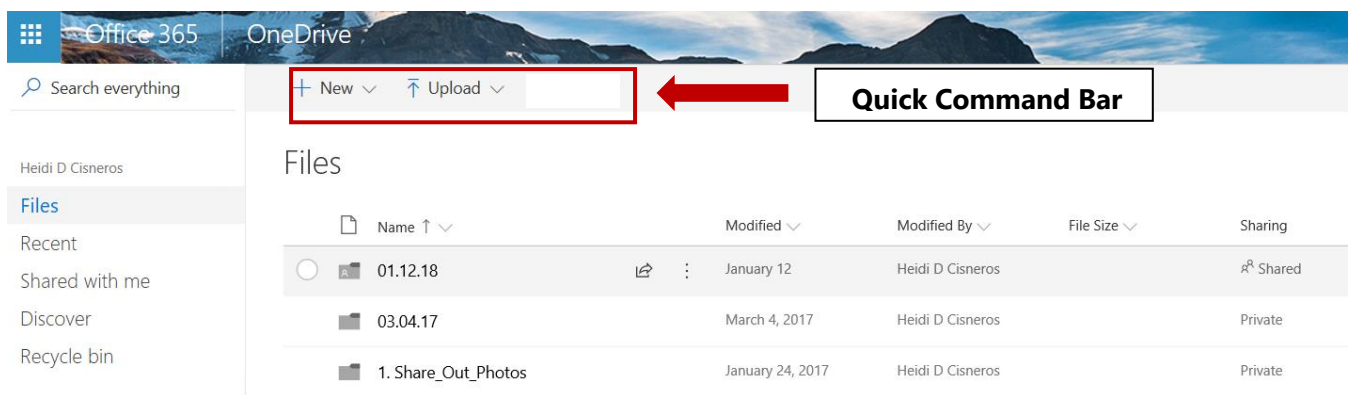


Basic File Management

Create, Upload, Sync and Preview 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**, **Upload** and **Flow**:



- 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 just drag and drop files or folders onto the OneDrive window in the browser.
- To preview a document, click on its name to open a view-only version in a separate tab.
- 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 *more ellipses* (⋮) beside each filename.

Working with Files

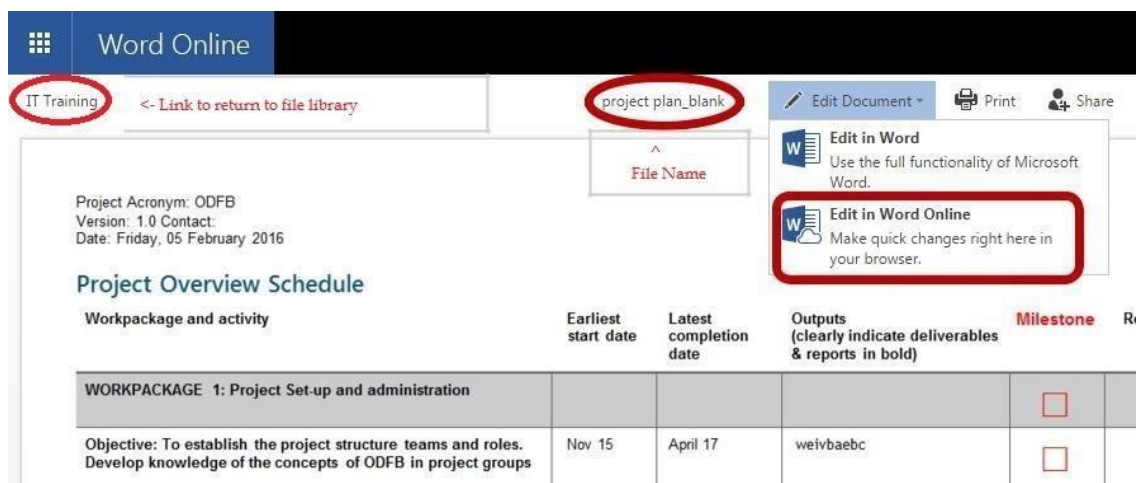
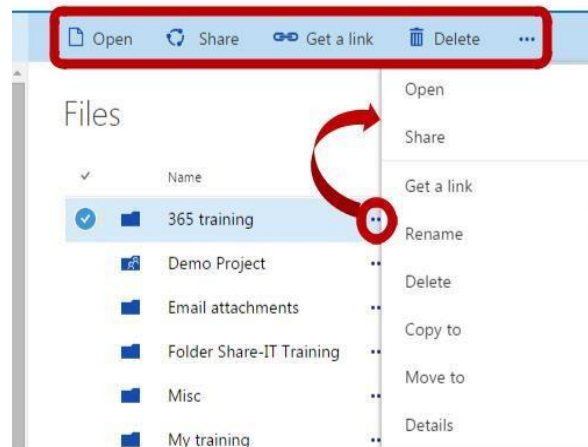
When you select a file or folder in your library window, the command bar will display a different range of options for managing the file.

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

Click on a filename to open a view-only preview of a document.

To edit the document (*Word* in this case):

1. Click the **Edit Document** drop-down.
2. From the drop-down select either:
 - **Edit in Word** to use the full-featured desktop version of the program or,
 - **Edit in Word Online** to use the online version.



- When editing a document online the changes are saved automatically. Clicking on OneDrive from the tool bar will take you back to your OneDrive files. Should you want to return to a previous version of the document before the current edits, you can use the **Version History** feature in the next section.
- 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 file 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.

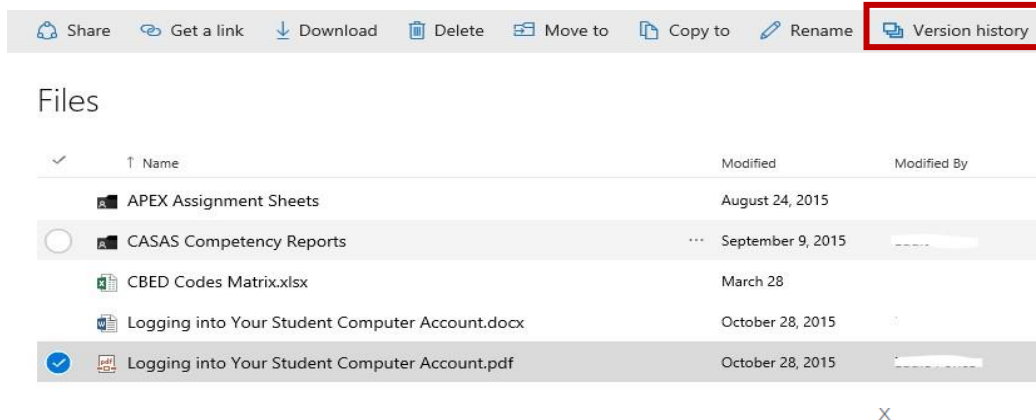
The file will be moved to the account's **Recycle Bin**. If you delete a file from your OneDrive library, it will be stored in the Recycle bin for **90 days**, providing you an opportunity to recover if needed.

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.

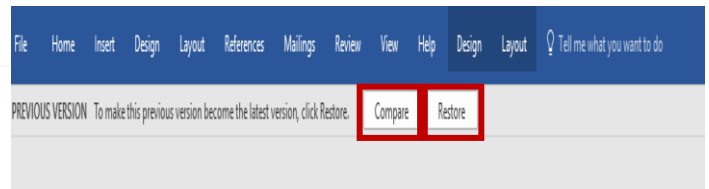
- To restore a document to a previous version, select the document and from the Quick Command Bar click **Version History** or click on the three ellipses if Version History is not available.



- Click on a date from the available Version History list to **View** the document. Once the document is open, the **Compare** or **Restore** options will be made available. Restoring

Version History

Version	Modified Date	Modified By	Size
12.0	Nov 4, 2017		
11.0	Nov 4, 2017		
10.0	Nov 4, 2017		
9.0	Nov 4, 2017		



a document to a previous version, makes that selection the current state of the document.

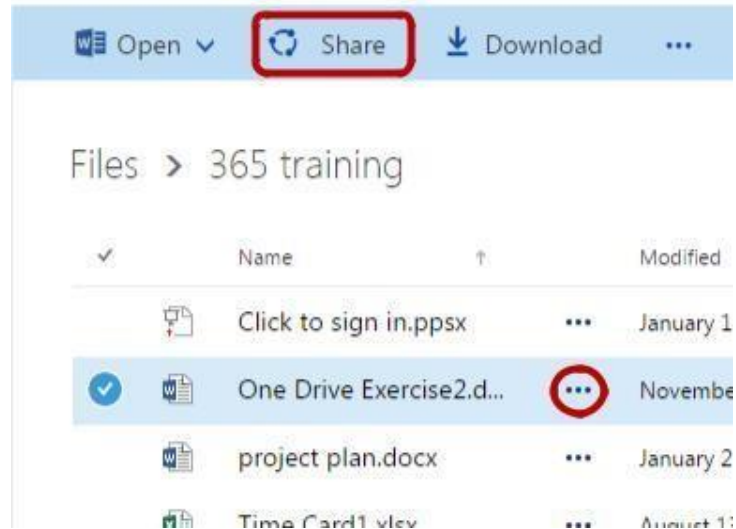
Using OneDrive to Collaborate

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

Sharing Files

To share a file:

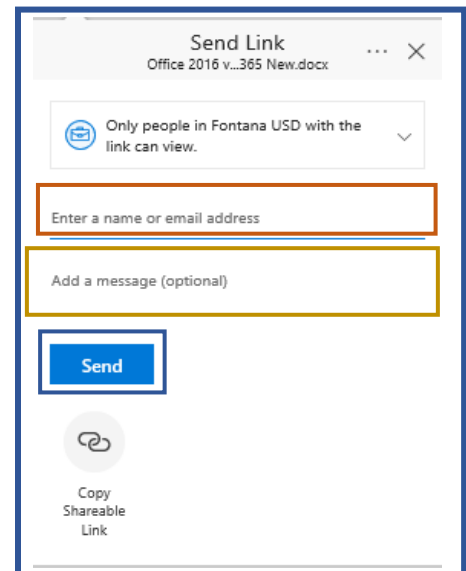
Select the file Click **Share** on the command bar, (or access the Share command from the ellipses (...)) beside the filename)



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.

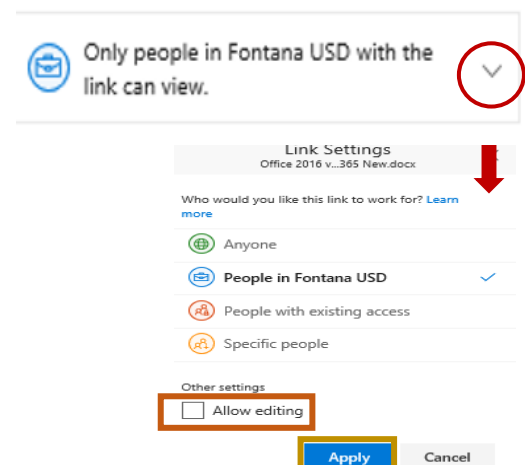
- Enter the name or email address of the people you wish to share the document with.
- Add a message to the invitation. This is an optional step.
- Click on the Send button to share.

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



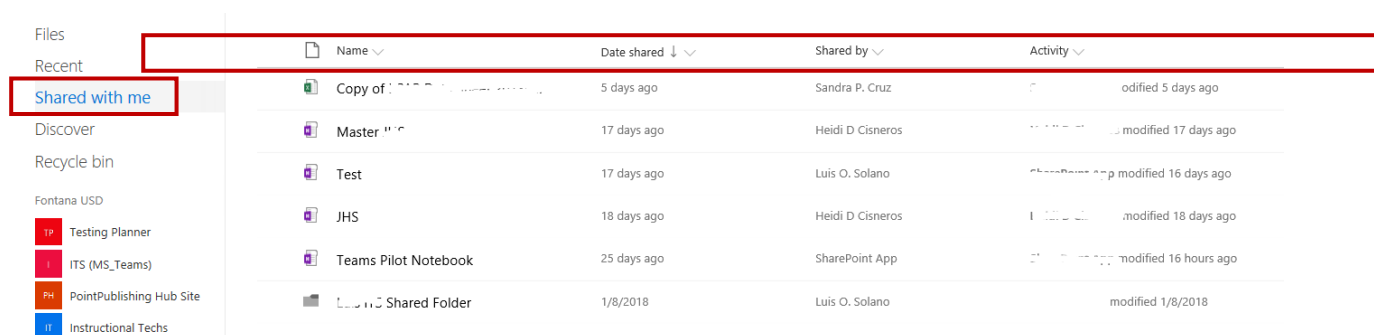
2. To access the Allow editing check box, click on the drop-down arrow from the **Only people in Fontana USD with the link can view** section.

- 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, go 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.)



The screenshot shows the OneDrive interface with the 'Shared with me' view selected in the left navigation pane. A red box highlights the 'Shared with me' link in the navigation pane and the header area of the document list. The document list has columns for Name, Date shared, Shared by, and Activity. The following table represents the data shown in the screenshot:

Name	Date shared	Shared by	Activity
Copy of [document icon] [document name]	5 days ago	Sandra P. Cruz	[document icon] modified 5 days ago
Master [document icon]	17 days ago	Heidi D Cisneros	[document icon] modified 17 days ago
Test [document icon]	17 days ago	Luis O. Solano	[document icon] modified 16 days ago
JHS [document icon]	18 days ago	Heidi D Cisneros	[document icon] modified 18 days ago
Teams Pilot Notebook [document icon]	25 days ago	SharePoint App	[document icon] modified 16 hours ago
Shared Folder [folder icon]	1/8/2018	Luis O. Solano	[folder icon] modified 1/8/2018