



Getting started with OneDrive





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What is OneDrive?

OneDrive is the place for your personal documents!

Why use it?

You can access your files anywhere because it's in the cloud. This makes it easier to work independently. In addition, OneDrive has a lot of storage space and you can easily share files with third parties. OneDrive "hangs" on your personal profile, when you leave the organization your OneDrive will be removed.

Everything in OneDrive can only be seen by you, unless you share it with others. OneDrive is the safe alternative to, for example, Dropbox, We Transfer and Google Drive.

OneDrive versus Teams

You can save files in both Teams and OneDrive. The big difference between both is ownership:

- OneDrive only contains personal files. These are of no value to the university. Like a personal development plan or your mile-registration.
- Teams contain files that are of value to the university. Because these files are in Teams, they are also immediately available to your colleagues and / or other persons who have access to that team.

You can share files with others via OneDrive, although they need a link and permission from you. When you leave the organization, these files disappear. They were linked to your personal account.

This works differently in Teams: Teams is intended for team storage. A team can be used for organizational purposes, for projects or other forms of collaboration, both ad hoc and permanent. Everyone within a specific team can access all files available within this team. These files remain available when you leave a team or organization.

In short, OneDrive is a location for your personal storage, not shared by default. Teams is a location for team storage, shared by default.

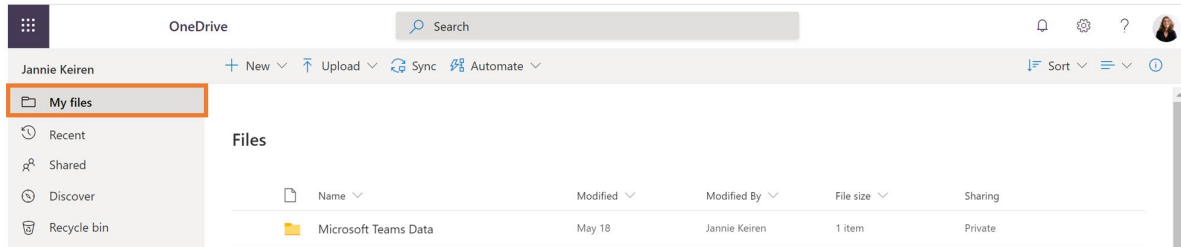




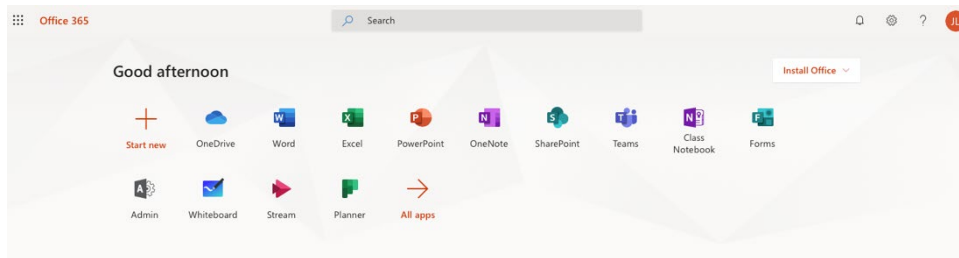
OneDrive online (in browser)

OneDrive approaches you primarily always online, from the browser. You can find OneDrive online at office.com.

Please note: login is based on your tudelft.net account, so you use <netid>@tudelft.net as login.



1. Go to the Office 365 apps, you do this by clicking on the 9 small blocks on the left in the Office 365 bar.
2. Click on OneDrive. You will now get to your personal OneDrive where you can place documents.

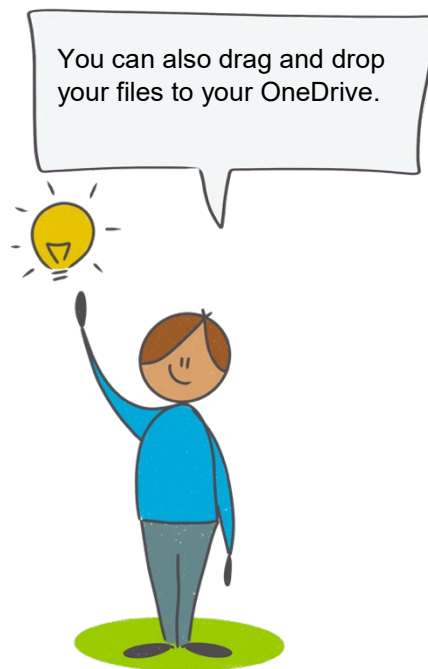
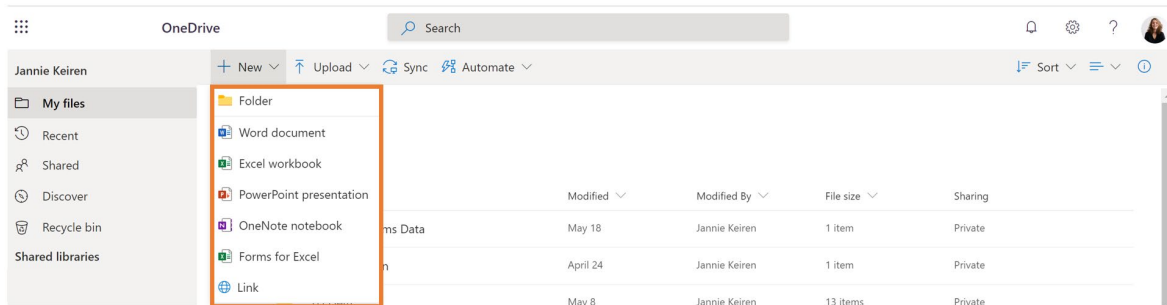




Folders and files

With OneDrive online you can use the New button to create a new folder or document and save it to your OneDrive environment. Next to the button New you will find the button Upload. Here you can upload a folder or file from your computer to your OneDrive environment.

Tip: You can also use drag and drop to move your files to your OneDrive.



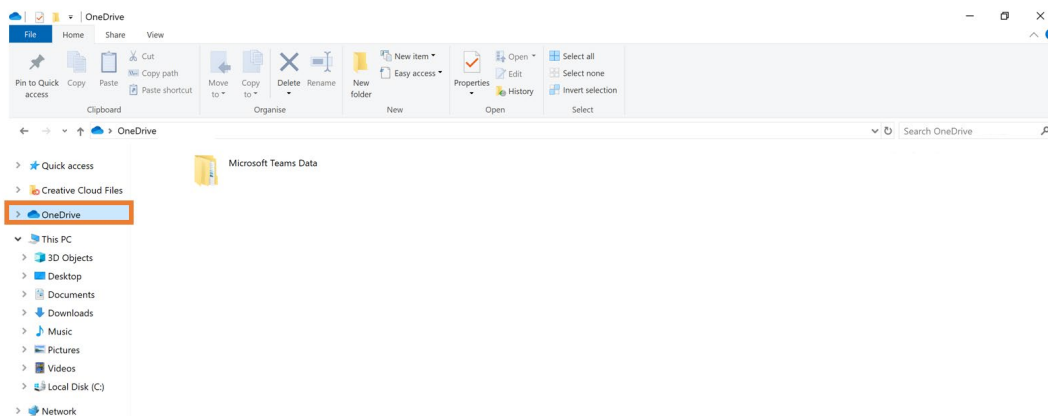


OneDrive in Explorer and Synchronising

Besides online (in the browser) you can also access OneDrive via the Windows Explorer of your laptop. When you use OneDrive from your laptop, it looks very similar to the 'old way' of working with documents. You can access your OneDrive from your Windows Explorer.

OneDrive Online is available through the apps in the Office 365 bar, to access OneDrive on your computer you will need to set this up once. You do this as follows:

1. Go to the Office 365 apps by clicking on the 9 small blocks on the left in the Office 365 bar.
2. Click on OneDrive. You will now get to your personal OneDrive where you can place documents.
3. Click on Synchronize at the top.
4. Click on Synchronize now.
5. When prompted, click the Download button under OneDrive for Business and then click Run.
6. Click Allow.
7. Click Show My Files. Your Windows Explorer will open and take you to your OneDrive. As you can see, you can always navigate back to OneDrive on your laptop by clicking on OneDrive for Business on the left side of your favorites.



Using OneDrive via Windows Explorer

Now that you have set up syncing your OneDrive for businesses on your laptop/computer you can start using it. Click on it in your Windows Explorer, you will find it on the left side under Favorites.

Some guidelines:

- If you create a document in Office and you are going to save it (save as), you can navigate to your OneDrive for companies to save the file here.
- You can edit a file by double clicking on it and Office will start. When you have finished editing click on Save.
- You can delete a file by right-clicking on it and choosing Delete or by clicking on the document and then clicking on the delete button on your keyboard.



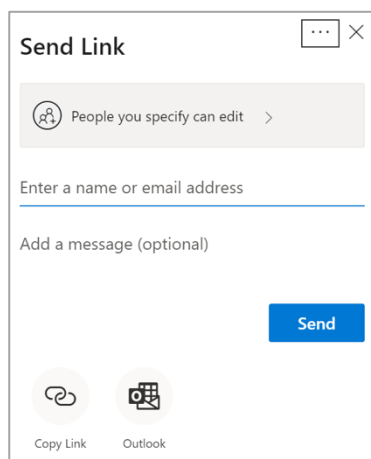
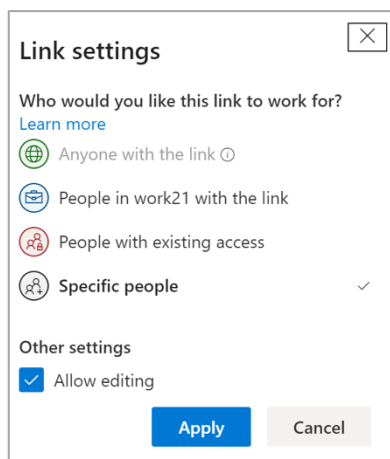
File sharing

You can share files in OneDrive.

Tip: do this with a maximum of 1 person. If you really want to collaborate on files with multiple people, you can do this through Teams.

Sharing files via OneDrive online (in the browser):

1. Go to OneDrive online at office.com
2. Click on the three dots behind the file and choose Share.
3. Enter the email address to share the file with a specific person.
4. Determine the rights (Allow editing or not) by clicking on Persons you specify can edit. Then click Apply.
5. Finally, choose Send to share the file.



Share files via Explorer:

1. Go to OneDrive in your explorer.
2. Right click on your file and choose Share.
3. Determine the rights (Allow editing or not) by clicking on Persons you specify can edit. Then click Apply.
4. Finally choose Send to share the file.

