OneDrive

Installation

- Login your Office 365 account at http://portal.office.com
- Click OneDrive
  - if it is the first time you use it, please wait for the setup until you see “Your OneDrive is ready”.
- Click the link at bottom-left to download the “OneDrive App” on your computer

Add new file

- Click “New” and choose format (e.g. word, excel etc) from dropdown
- For example: create a word document and type the content
- It is automatically saved in OneDrive by closing the document
- You can edit the document in both Word or Word Online

Share

- Click on the Document and click 'Share“
- A popup window will ask you the e-mail address that you want to share this document
- As a owner, you control the permission level such as “can view” or “can edit”.



Pls note that giving out “can edit” permission means other users could delete your file.

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