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.

Edit without Delete

If you want to allow other users to edit the file but not be able to delete it, you will have to create a new permission level.

- Go to “Site Perference”
- click “Permission Level”
- clone the existing “Edit” permission level
- remove “Delete Item” from the new permission level
- save the new permission level

From:
https://wiki.questwork.com/ - **Questwork's Wiki**

Permanent link:
https://wiki.questwork.com/doku.php?id=course:onedrive:start&rev=1496709636

Last update: **2017/06/06 00:40**