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

Navigation menu

The navigation menu is on top. It will be changed to provide appropriate function based on what you are doing.

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 a Floder or Document and click 'Share“ on top navigation menu.
- A popup window will ask you to enter the e-mail address or name 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

Sharing with specific permission level

When you share a folder or a file, there are only two permission level in the simple interface. You need to change the interface to allow you to select the specific permission level.

- on the bottom left, click the classic OneDrive link
- select a folder or file, click Share
- click the “xxx” and then click “Advanced”
- enter the e-mail address or name that you want to share this document
- choose the specific permission level from the drop down, e.g. Edit without Delete

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