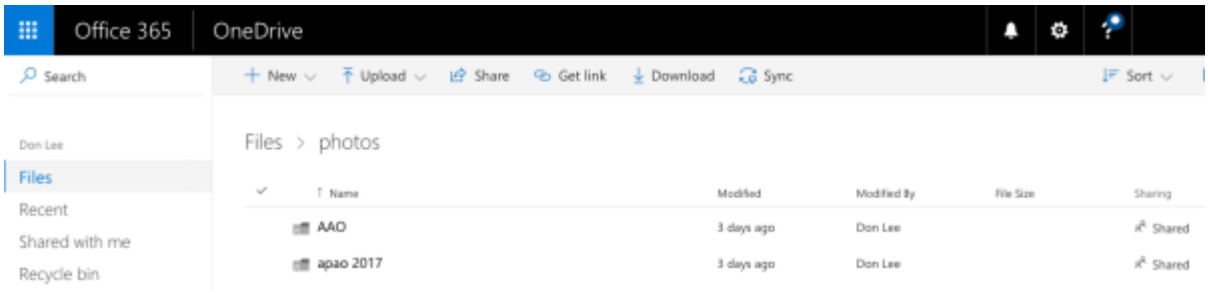
OneDrive

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

Layout



- The navigation menu is on top. It will be changed to provide appropriate function based on what you are doing.
- On the left is the “Files”, “Shared with me” and “Recycle bin”.
  - you could find the folder/file shared by other in the “Shared with me”
- In the main area is your folder/file list.

Add file

Create online

You could directly create a new file online.

- Click “New” and choose format from dropdown, e.g. Word
- 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

Upload via browser

You could upload your existing file via browser.

- click [Upload] from the navigation menu
- select “Files” or “Folder” from the dropdown

- select the file or folder from your computer

Upload via OneDrive app

You could upload your existing file via the OneDrive app.

- simply drag-n-drop the file from your computer to the OneDrive folder.

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.

- click the “Return to classic OneDrive” link on the bottom left
    - the layout & look will be changed
- select a folder or file, click [Share] button
    - click the “Shared with” on the left menu
- Click [ADVANCED] button
- click [Grant Permissions] on the top menu
- In the “Invite People” page, click the [SHOW OPTIONS] at the bottom
    - enter the names or e-mail addresses that you want to share with
    - choose the specific permission level from the “Select a permission level” dropdown, e.g. Edit without Delete
- click [Share] button

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