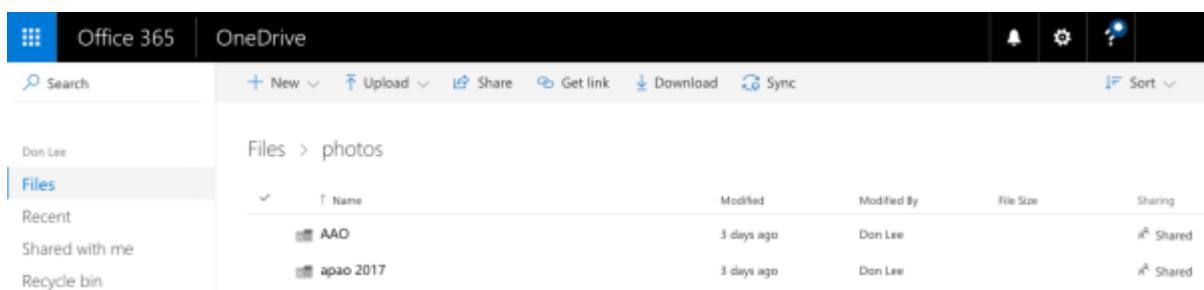


OneDrive

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 screenshot shows the OneDrive web interface. At the top is a navigation bar with 'Office 365' and 'OneDrive' tabs, and icons for notifications, settings, and help. Below the navigation bar is a search bar and a toolbar with 'New', 'Upload', 'Share', 'Get link', 'Download', and 'Sync' buttons. On the left is a sidebar with a user profile (Don Lee), a 'Files' section (selected), and links for 'Recent', 'Shared with me', and 'Recycle bin'. The main area shows a 'Files > photos' folder. A table lists two files: 'AAO' and 'apao 2017', with columns for Name, Modified, Modified by, File Size, and Sharing (both marked as 'Shared').

| Name | Modified | Modified by | File Size | Sharing |
|-----------|------------|-------------|-----------|---------|
| AAO | 3 days ago | Don Lee | | Shared |
| apao 2017 | 3 days ago | Don Lee | | Shared |

- 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 new file

- 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

Share

- Click on a Folder 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 Preference”
- 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 “classic OneDrive” link on the bottom left
 - the layout & look will be changed
- select a folder or file, click [Share] button
- 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 dropdown, e.g. Edit without Delete
- click [Share] button

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