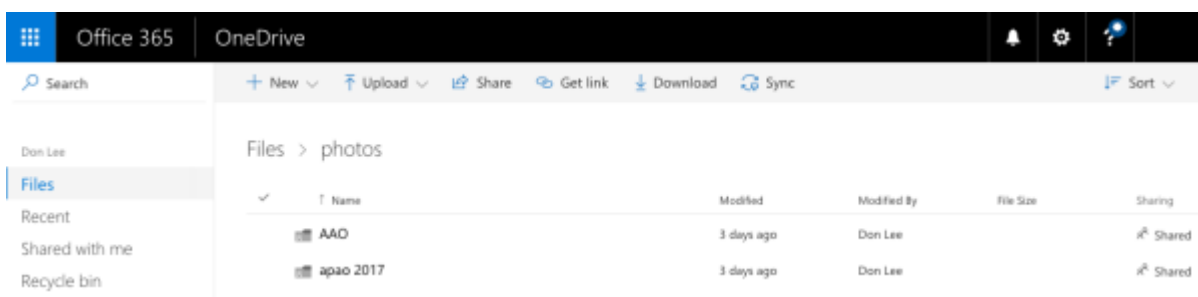


# OneDrive

## 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 Folder or Document and click 'Share' on top navigation menu.
- A popup window will ask you to enter the names or e-mail addresses that you want to share with.
- 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 settings"
- click "Site permissions"
- click "Permission Levels" on top
- select an existing "Edit" permission level
- click [Copy Permission Level] button
- 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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Last update: **2017/06/06 09:04**

