

Applications available to you in OneDrive For Business

Use any of these applications to collaborate with your Colleagues in OneDrive for Business. OneDrive for Business is a cloud-based file storage platform that allows you to store and share files.

NOTE: OneDrive for Business should never be used to store files containing sensitive information. If you have questions about what constitutes sensitive information, please contact your supervisor or the OIT Helpdesk.



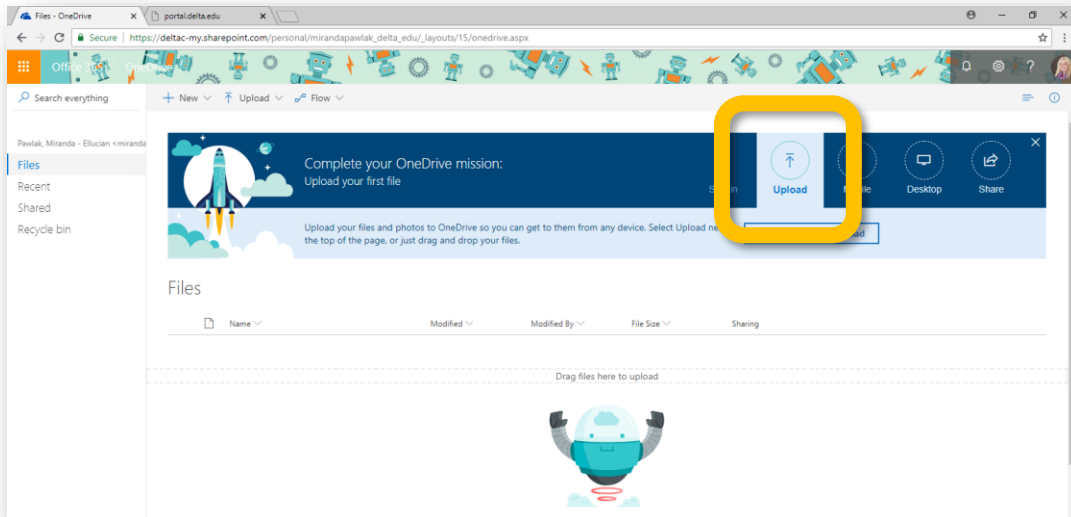
For full list of available applications, click on the waffle icon  in the upper-left corner of your Webmail window.

Getting started

Navigate to Webmail and click on the waffle icon in the upper-left corner. From there, click on *OneDrive*. Here you will find where you can begin your file sharing.

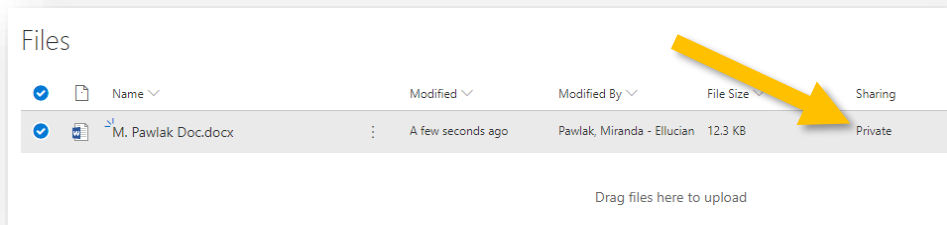
Uploading a File into OneDrive for Business

Click on the Upload icon to browse and select the file you'd like to upload. You can also drag and drop files into the middle of the window under the Files field to upload them.

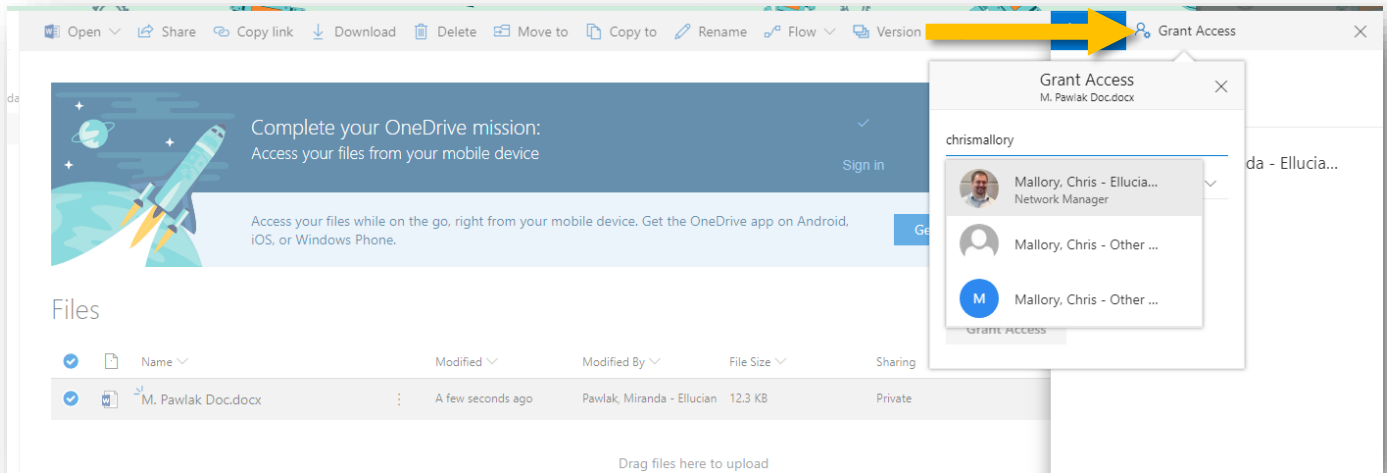


Sharing Files with others

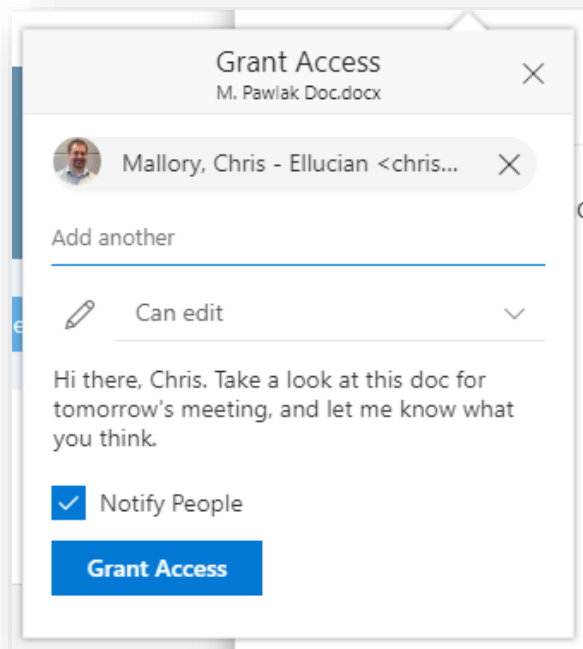
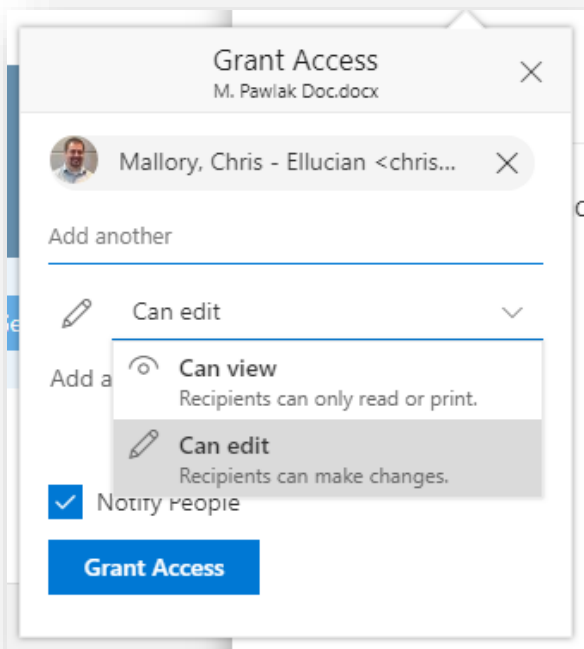
Refer to the Sharing column. There you can see what level of access others have to your file. If you wish to share that file with others, click on the access classification, (ie. Private or Public).



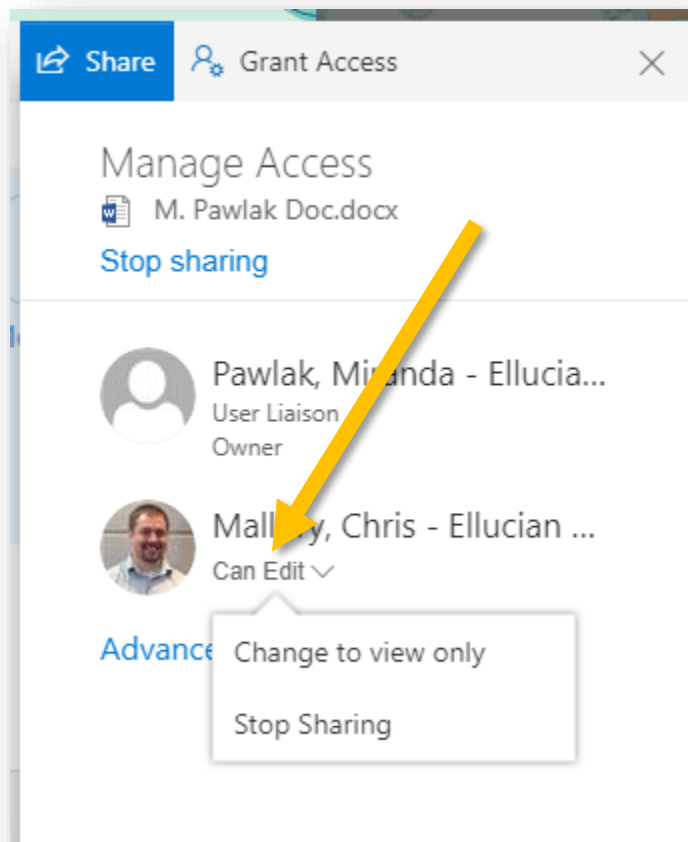
Here, you can manage the permissions level of your file by clicking on *Grant Access* in the upper-right corner.



Once you add the person you wish to share your file with, you can select if they should have *view only* access or *editing* access to the file. Notice, you can also check a box to notify them via email and send a personalized message.




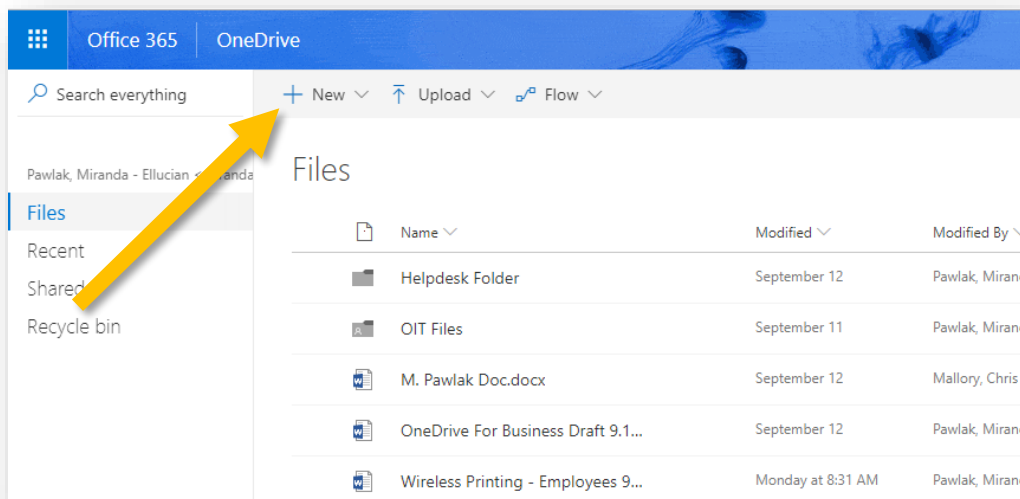
Once you've granted someone access, here is also where you can edit their access level or revoke their access to the file by clicking on the access classification under their name.



Creating folders for collaboration

As a OneDrive for Business user, you are in full control of managing who you share your files with.

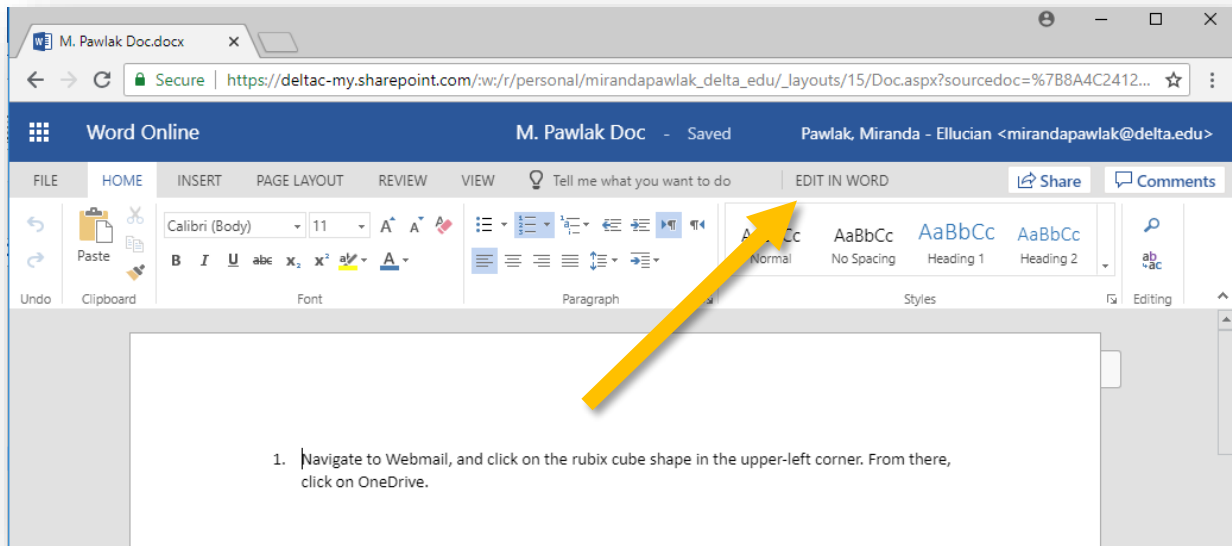
To create a folder, click on the  icon next to New within your Files window.



Using and saving a file to OneDrive from desktop applications

If you'd prefer to work on your files from your Desktop, instead of within your internet browser, you can.

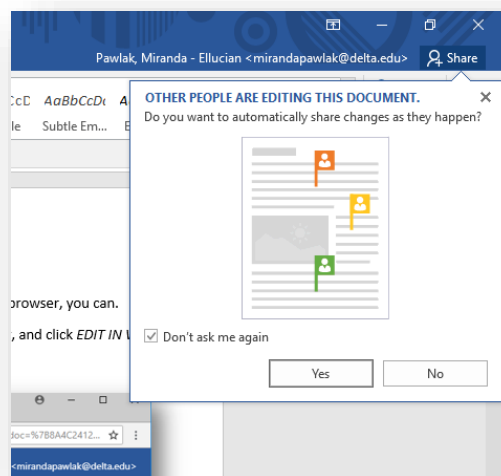
Say you'd like to do this with one of your Word files - Open the file within your browser, and click *EDIT IN WORD*, located in the grey ribbon below the address bar.




Note: If you do not close out of the instance of the file you have open in your browser, you may lock the file. The best practice is to close out of the file within your browser once you have it open on your desktop.

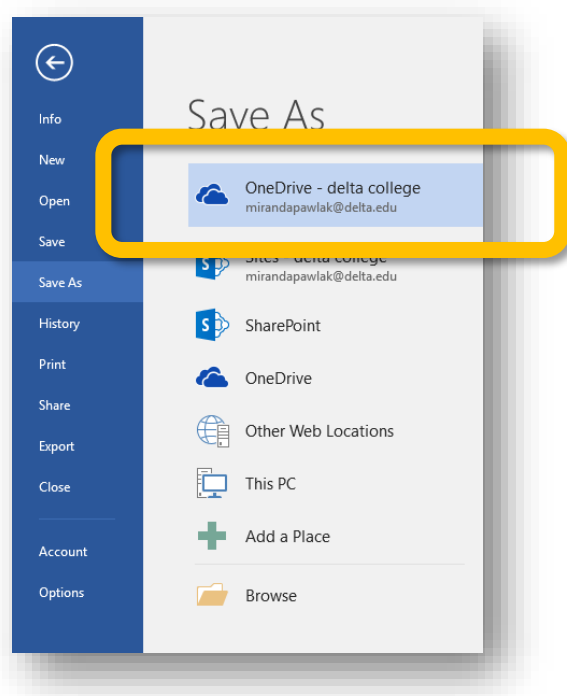
Collaborating on files across multiple users

When you grant multiple users access to a file, there may be an occasion where more than one person is accessing the same file at a given time. When that happens you will see this notification. Notice here, you have the option to automatically share changes as they happen.



When multiple people are working in a file, you will see their changes indicated by the  icon assigned to their user.

Once you'd like to save your changes, you can save them right to OneDrive for Business, within the Office app you have open on your computer. Here, make sure you select Delta's instance of OneDrive for Business.



Note: Outlook archive files (.pst files) are not available to use/save in OneDrive for Business.