

OneDrive for Business



Getting Started User Guide

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What is OneDrive for Business?

OneDrive for Business is Microsoft's corporate cloud computing solution and all HWU staff and students have 1 TB storage in their **OneDrive - Heriot-Watt University**.

You can upload any document from your local computer to your **OneDrive - Heriot-Watt University**, or you can create and edit files directly from OneDrive (see the *OneDrive for Business: Online Apps*).

Once a file is on your **OneDrive - Heriot-Watt University** you will be able to access the file from any computer, tablet or phone with internet access.

With your **OneDrive - Heriot-Watt University** you

- get 1 Terabyte of storage
- can create and update Microsoft Office documents through a web browser, so you can continue working on them even on a computer that doesn't have Microsoft Office installed on it
- can share documents with colleagues inside and outside the university easily
- can recover deleted documents or roll back to previous versions

OneDrive for Business vs OneDrive?

Your HWU **OneDrive for Business** cloud storage is called **OneDrive - Heriot-Watt University**. Microsoft also offers another cloud storage service called **OneDrive**. You may already be using OneDrive to store personal files in the cloud. The OneDrive service *is different* from the OneDrive for Business service.

- **OneDrive for Business** is online storage intended for business purposes. Your **OneDrive - Heriot-Watt University** is managed by HWU and you can use it to share and collaborate on work documents with HWU co-workers or colleagues outside the university.

Data stored in **OneDrive - Heriot-Watt University** is held in data centres in the EU – and UK data storage centres will be available soon. Data is therefore stored in locations that adhere by EU and UK security laws and standards.

- **OneDrive** is free online *personal* storage that you get with either a Microsoft account or Outlook.com. You can use OneDrive to save your *personal* documents, photos and other files in the cloud, share them with friends and family, and collaborate on content. Your personal OneDrive is your private (not HWU work) cloud storage area.

Your personal OneDrive files could be stored anywhere - you have no control over where the actual data centres are, so you don't really know where your files are physically located.

Your personal OneDrive (or other private third party cloud services like Dropbox, YouSendit, iCloud, Google Drive etc) should not be used for HWU business files.

Please note

- **OneDrive - Heriot-Watt University** is provided by HWU for your university work
- You may also have a free, personal OneDrive through a private Microsoft account that you have
- You should not store HWU work files on your personal OneDrive
- For more information on HWU file storage options see [File Storage](#)
- For university guidelines and policies see [Information and IT Governance policies](#)

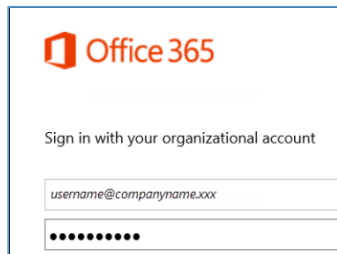
References made to OneDrive for Business in this document refer to your Heriot-Watt University OneDrive: **OneDrive - Heriot-Watt University**


Access OneDrive for Business

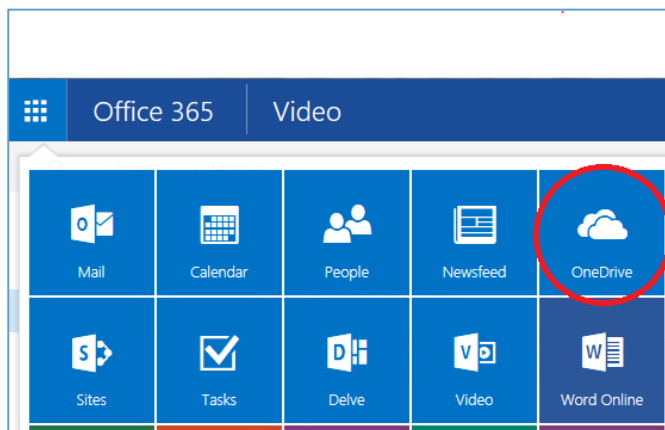
You can access your OneDrive for Business from the Office 365 portal.

From the Office 365 portal

1. [Sign in to Office 365](https://login.microsoftonline.com/) (<https://login.microsoftonline.com/>) with your HWU *UserID@hw.ac.uk* and password

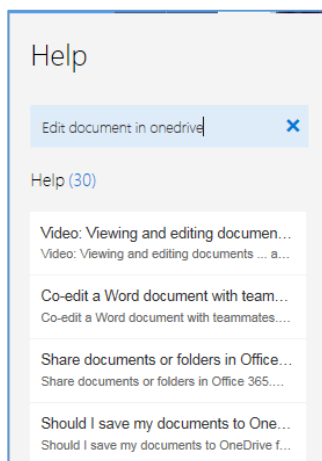
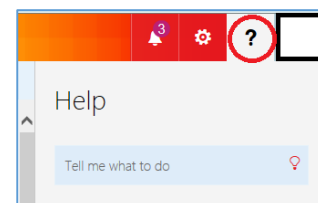


2. Click or tap the app launcher  and then select **OneDrive**



Help

- To access help click on ? in the top right hand corner of the Office 365 window
- Enter what you want help with in the *Tell me what to do* field – pages that may be relevant will appear in the panel – click the topic you want to view



Working with files

You can create files and folders, upload and preview files using OneDrive for Business from any device with Internet access.


Create, upload and preview

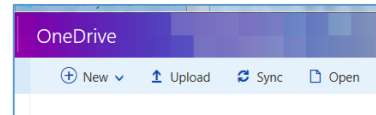
Log in to Office 365 (<https://login.microsoftonline.com/>) and go to OneDrive for Business

To create a new file or folder

- Click 

To upload a file from your computer to OneDrive

- Click  and browse to the file(s)

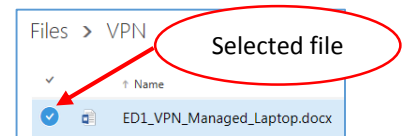


To preview a file in OneDrive

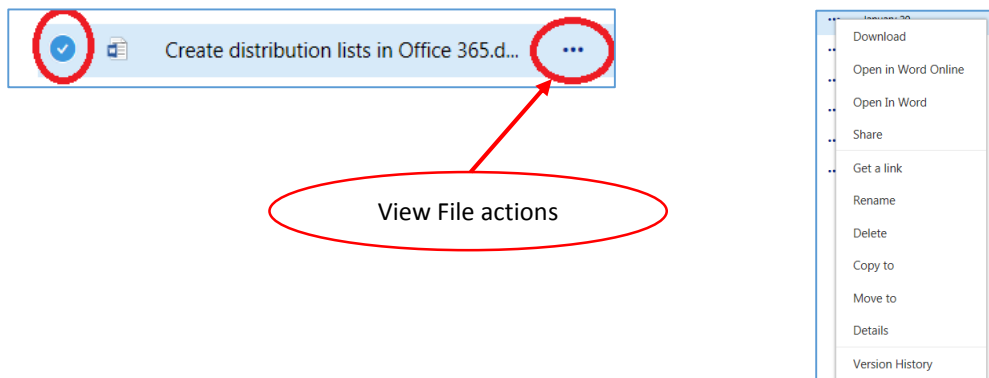
- Click on the file name
The preview will open a new tab with a preview of the file in Word/Excel/PowerPoint online.
You can choose to edit the document online or download it and edit in Word/Excel/ PowerPoint.

File actions

When you select a file in OneDrive for Business (click the radio button to the left of the file name to select it) a number of different actions are displayed at the top of the page – Open, Download, Delete, Copy to etc.



These actions (and some additional ones) can also be accessed by clicking the ellipses (...) to the right of the file name in the file list.



Most of the actions will be familiar as they are similar to those found in desktop applications.

Sharing

You can easily share folders and files in your OneDrive for Business with colleagues inside or outside HWU. When sharing you can assign edit or view permissions depending on whether or not you want to allow colleagues to be able to update the content of your files, or just read them.

You can share using the **Invite people** option or **Get a link** option – use whichever method you prefer.

Share a file

Invite people

When you use the invite option you send them an email from OneDrive for Business that gives them a link to the file you are sharing with them.

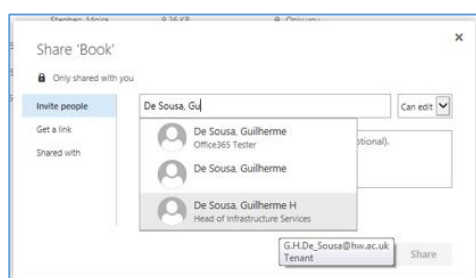
1. Select the file you want to share

2. Click 

Either

3. *For HWU staff and students:* -

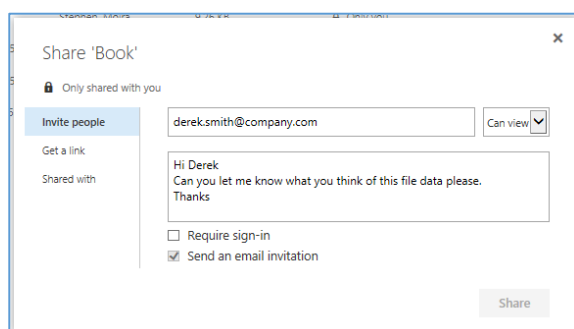
Enter the **name of the person** you wish to share with (if multiple names, separate with a semicolon ; and a space) into the Invite field – when they appear in the list click on their name to select



or

For external colleagues: -

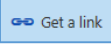
Enter the **full email address** of the person you are sharing with

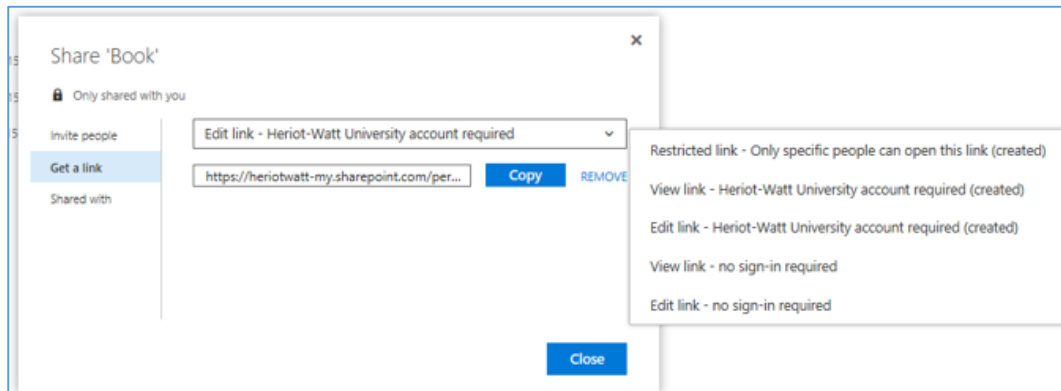


4. Select whether you want to grant **edit** or **view** permission to invitees
5. If you wish, type a personal message to be sent to all invitees (optional)
 - The email will include a link to the shared document
6. Ensure that the **Send an email invitation** is selected
7. Click **Share**

Get a link

You can also use the **Get a link** option to share files as an alternative to inviting people

1. **Select** the file you want to share
2. Click  (or click Share, then choose **Get a link** in the left panel)
3. Select the link type – see Link types below
4. Click **Copy** to copy the link
5. **Create** a message – probably from your email or Skype for Business
6. **Paste** the link into your message
7. **Send** your message



Link types

Restricted link

- Restricted link – Only specific people can open this link (created)
 - Only people that you have specifically given permissions to can edit, copy or download the file. You can share the file before you send the link, or you can send the link and the recipient can request access when they want to access the file.

Links for internal sharing

- Edit link – Heriot-Watt University account required. HWU people can edit, copy or download the file
- View link – Heriot-Watt University account required. HWU people can view, copy or download the file

Guest links

- Edit link – no sign-in required. People outside your organization can edit, copy or download the file
- View link – no sign-in required. People outside your organization can view, copy or download the file

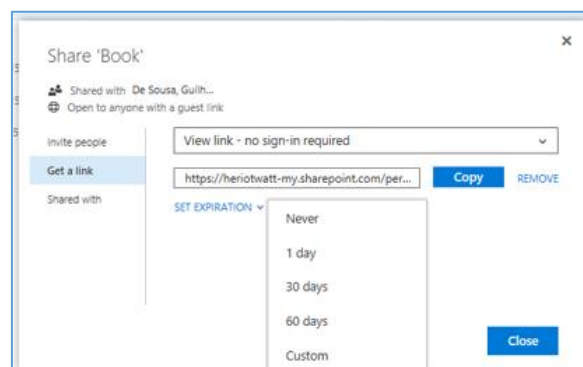
Set expiration

If you choose a Guest link option you can choose an expiry option from the list

Note

If you are sharing a file or folder and giving Edit rights to someone, they must have a Microsoft account – see

[Share OneDrive files and folders and change permissions](#)




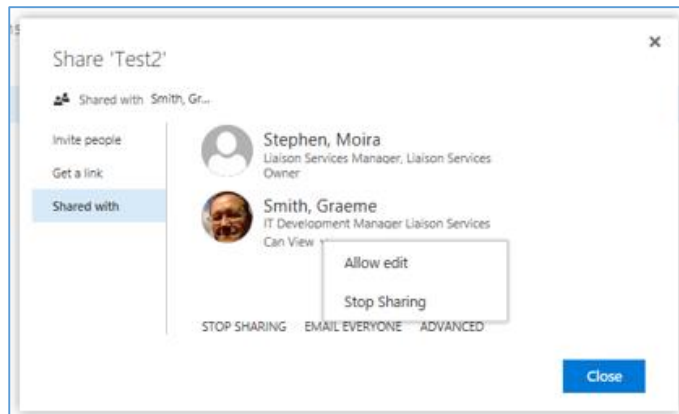
Shared with

The **Shared with** tab will show you all the people who have permission to view or edit your file. Use this tab to change or stop sharing permissions.

Stop sharing or change sharing permissions

You can stop sharing an item, or change the permissions others have to it, if you are the owner of the item or have edit permissions.

1. Select the file whose permissions you wish to change
2. Click  on the bar at the top of the page.
3. Under **Shared with**, select the permissions you want to change.



You can switch permissions between editing and viewing, or you can stop sharing any links you created.

Share a folder

When you share a folder, you automatically share all the items that are in that folder.

Sharing a folder can provide a quick way to share several files at the same time, and can provide a quicker way of sharing several documents than sharing each file individually.

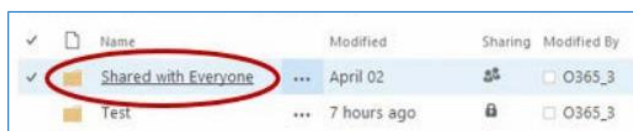
- To create a new folder click  and choose **Folder**

To share a folder, follow the same procedure as when sharing a document, but share the Folder that contains the files.

Share a file with everyone

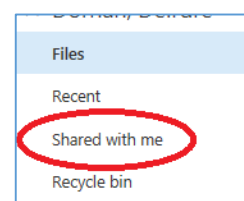
You can quickly share a file with everyone that has a HWU OneDrive for Business using the **Shared with Everyone** folder.

To quickly share a file with everyone simply drag it into this folder.



Shared with me

To view documents which other users have shared **with you** choose **Shared with me** from the left hand menu



Delete/restore/find files

Delete files and folders

1. Select the items you want to delete

2. Click 

- Deleted items will be moved to the Recycle bin

NOTE

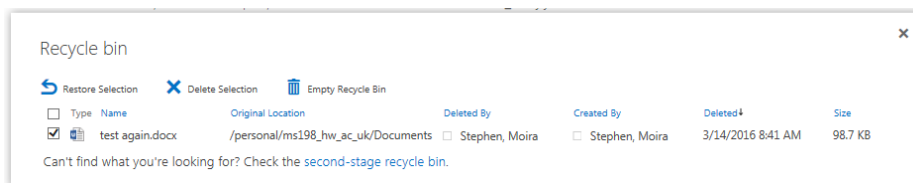
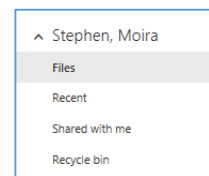
- If you delete items that are shared with you, they are moved to the owner's recycle bin
- If you delete items from a group, they are deleted permanently

Recycle bin

If you have deleted items by mistake, you may be able to restore them from the recycle bin

Restore deleted items

- Tap or click **Recycle bin** at the bottom of the left pane.
- Select** the item(s) you want to restore
- Tap or click **Restore Selection**



NOTE

- OneDrive automatically empties files from the recycle bin if they've been there for 30 days. If you want to keep a file that's in your recycle bin, make sure you restore it within 30 days.
- If your recycle bin is full, the oldest items will be automatically deleted after 3 days

Permanently delete items

- Tap or click **Recycle bin** at the bottom of the left pane

To delete selected items

- Select the item(s) you want to restore
- Tap or click **Delete Selection**

To empty the recycle bin

- Tap or click **Empty recycle bin**.

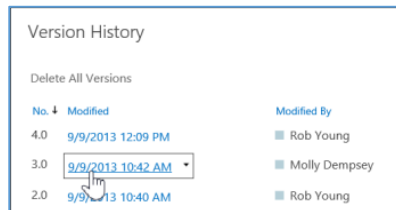
Restore an older version of a file

If you edit a file and save your changes and then decide that you want to return to a previous version of the file, you may be able to do so using the **Restore** feature.

View a previous version of a file

You can view a previous version of a file before restoring it to check that it is the one that you want.

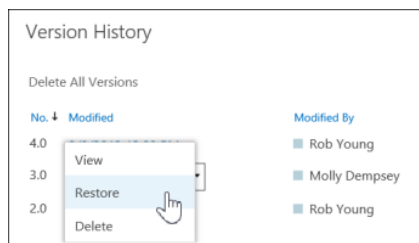
1. **Right-click** (or select) the file that you want to view an earlier version of
2. Click **Version History**
3. In the **Version History** dialog box, select the link for the document version you want to view



The file opens in its application. Depending the file type you may see options for comparing document versions.

To restore a previous version

1. **Right-click** (or select) the file that you want to restore an earlier version of
2. Click **Version History**
3. In the **Version History** dialog box, click the arrow next to the version of the document that you want to restore
4. Click **Restore**



5. Click **OK**

The document version you selected becomes the current version. The previous current version becomes the previous version in the list.

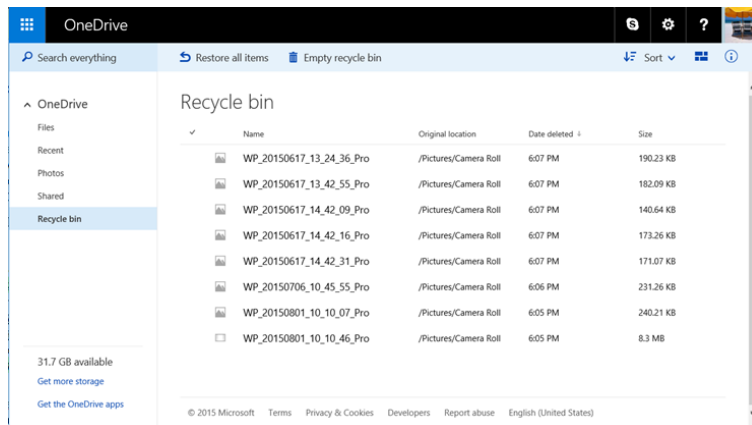
Find lost or missing files in OneDrive

If you can't find a file or folder in your OneDrive, you could: -

Check the recycle bin in OneDrive

The files or folders might have been accidentally deleted (by you - or by someone else if they're in a shared folder).

- Go to the recycle bin in OneDrive.



Check your desktop recycle bin

If you're syncing your OneDrive on a computer, check your desktop Recycle Bin (on a PC) or Trash (on a Mac).

Other OneDrive User Guides

- OneDrive for Business: Syncing with PC/laptop
- OneDrive for Business: Online Apps