

# OneDrive How-To Guide

## #WFHhacks



### Accessing OneDrive on your WSU Desktop or Laptop for the first time

#### Step 1.

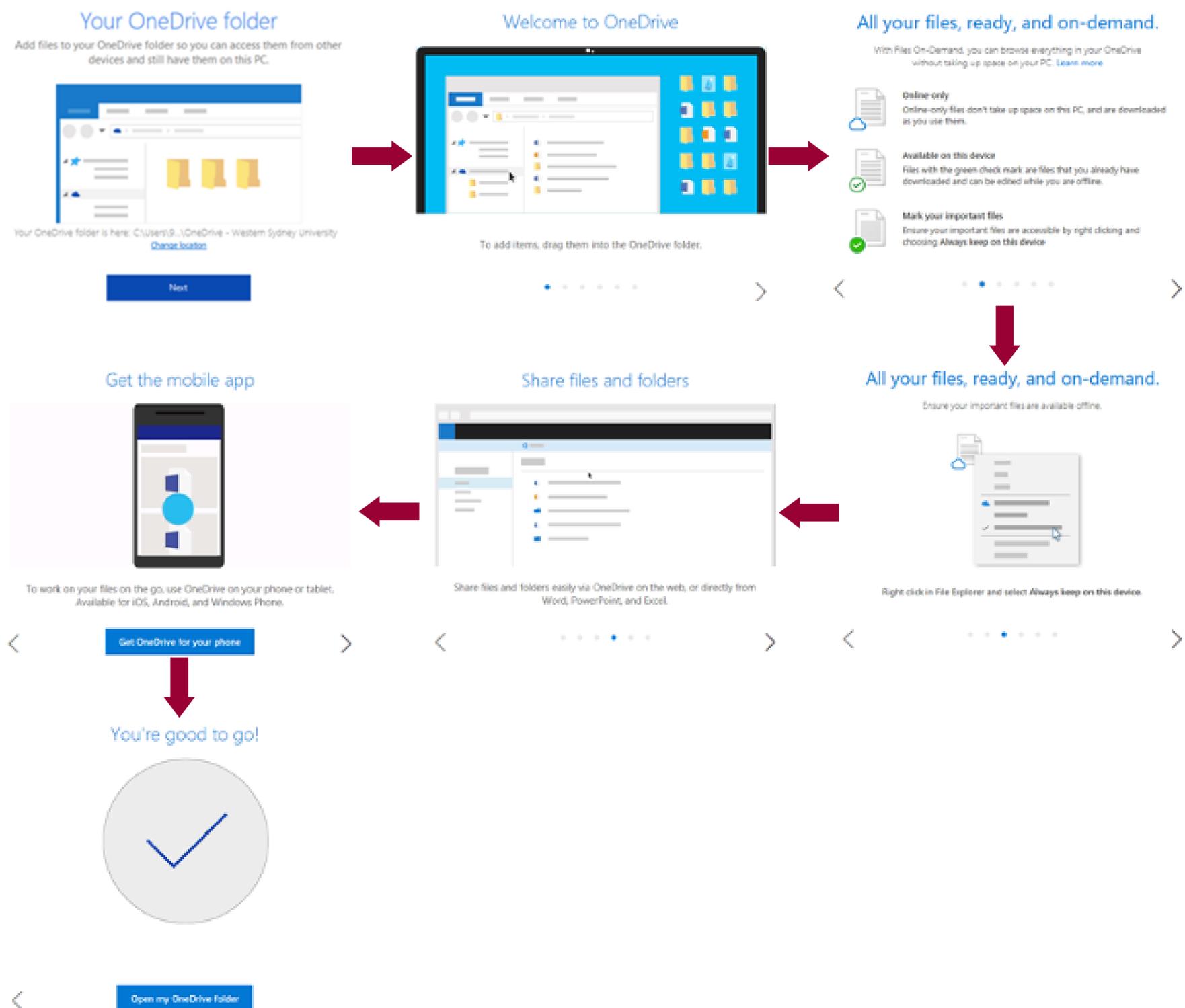
OneDrive can be opened either from the Windows Start menu, or from the OneDrive icon in the system tray (bottom right of the screen):



#### Step 2.

Once launched, OneDrive will prompt you to go through a logon process. This needs to be completed using your Western Account (StaffNumber@westernsydney.edu.au).

After logging in, OneDrive will ask for the folder location (this should not be changed) and you will be shown some information screens:



#### Step 3.

You can now access OneDrive using Windows Explorer or in the Open and Save application boxes.

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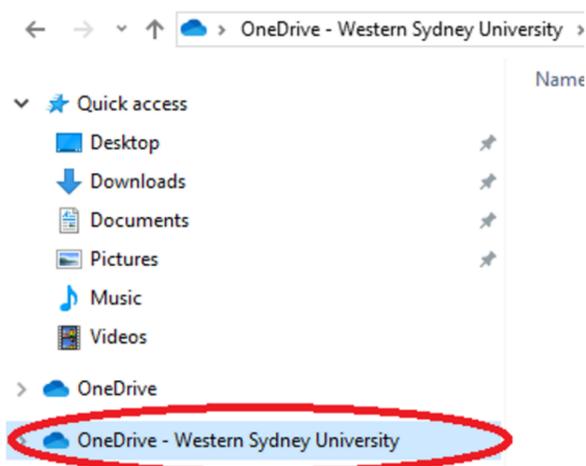
## #WFHhacks



### Viewing and Using OneDrive files on your WSU Desktop or Laptop

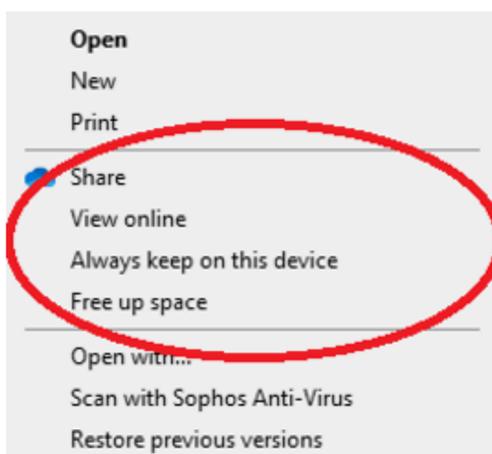
#### Step 1.

When opening Windows Explorer, or using the Save, Save As or open dialogue boxes in applications, 'OneDrive-Western Sydney University' will be shown as an option and can be used in the same fashion as other folders:



#### Step 2.

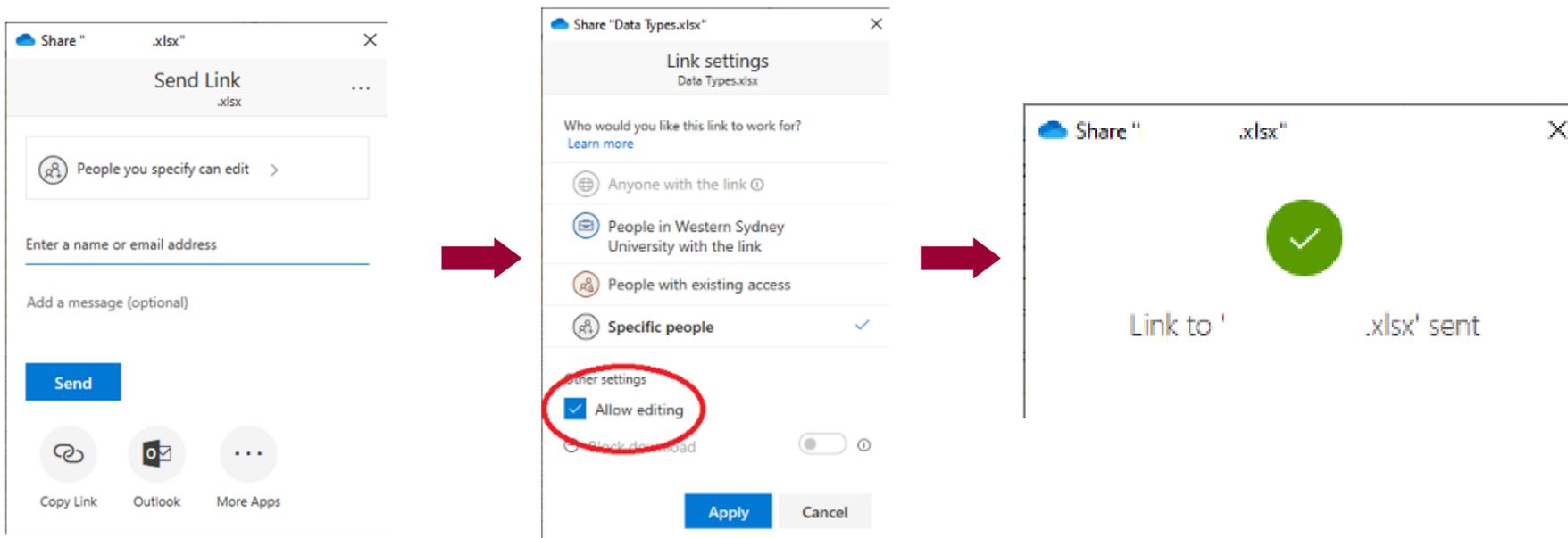
Within Windows Explorer, when you right click on a file or folder within OneDrive, additional options are shown:



**Share:** This allows you to Share the file or folder, either as view or edit, and send them an access link. By default, Edit access is granted, if you wish to change this, enter in the email address of the people you wish to share the file or folder with, then Select People you specify can edit and untick the Allow editing box.

#### Step 3.

When the correct people and options are set, select the Send button and an email will be sent to the email addresses on the list.



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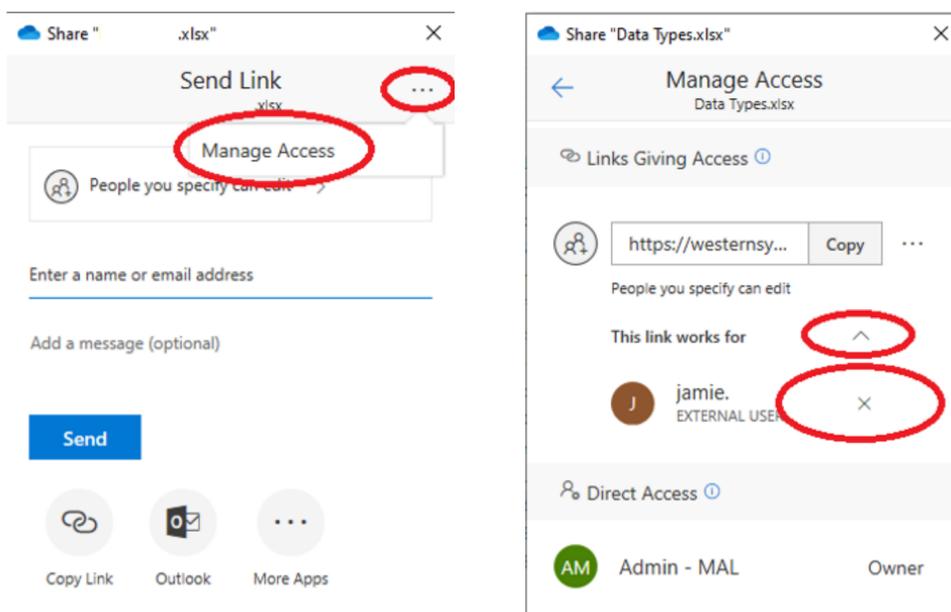
## #WFHhacks



### Step 4.

To remove access to the file or folder, open the Share dialogue and select the three dots to the right of Send Link and then Select Manage Access. Expand the “This link works for” list and use the X to remove access.

**Note:** Access can be managed from within the Office Portal in a browser and is easier to browse when multiple people have access to the file.



### Managing the local copy of your OneDrive files.

The primary location for OneDrive files is in the Cloud, however you can keep local copies of files or folders on your local hard drive. This is important if you intend to be offline and need access to files. When viewing OneDrive files and folders in Windows explorer, different icons are used in the Status column:

-  Available to access from the Cloud, not stored locally on this machine.
-  Shared to other users. available to access from the Cloud, not stored locally on this machine.
-  Has been opened and is stored locally on this machine, may be removed (machine copy only) if hard drive space is low.
-  Is stored locally on this machine and will be kept up to date automatically.

For any file or folders that you want to keep a local copy of, you can right click and select 'always keep on this device'. Alternatively, if you no longer want a copy of the file or folder stored locally, you can right click on the item and select 'Free Up space'.

These changes do not impact the availability of the file or folder from the Cloud copy of your OneDrive and are only applicable to the machine you are currently on.

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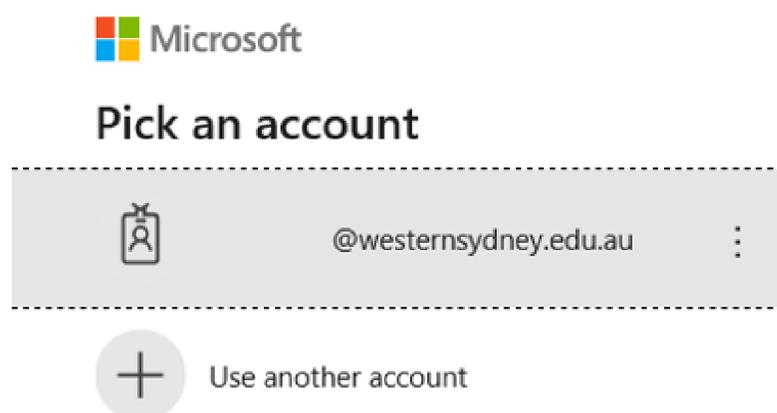
## #WFHhacks



### Accessing OneDrive on a web browser

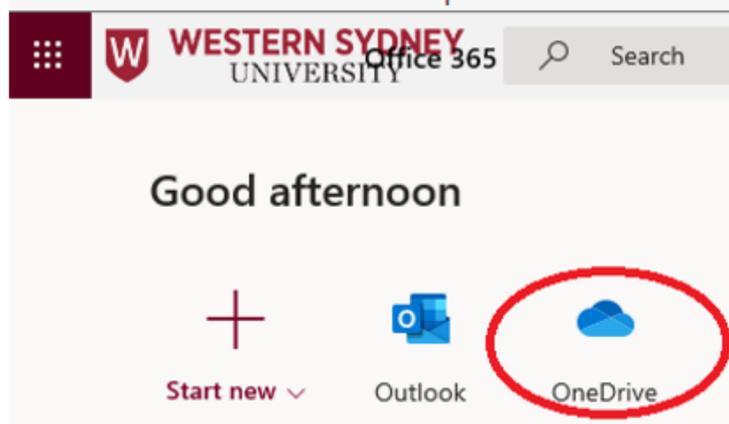
#### Step 1.

OneDrive can be accessed via a web browser on any internet connected computer, including your WSU laptop or desktop. This access also gives you the ability use Office 365 online to view and edit Office documents. Open a browser and go to <http://portal.office.com>, log in using your Western Account.



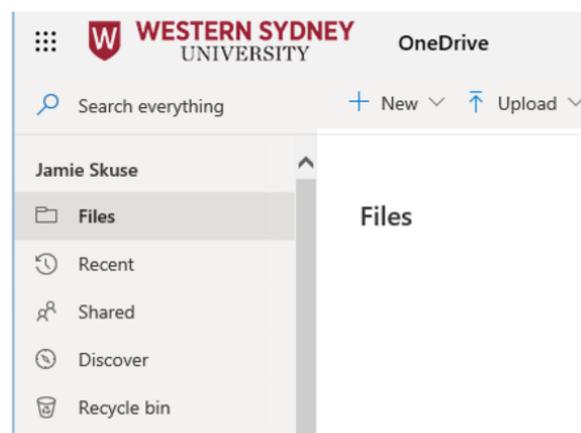
#### Step 2.

Select OneDrive from the Office 365 screen:



#### Step 3.

You will now have access to open or view details of your OneDrive files



#### Step 4.

If you click on the three dots to the right of the file or folder name, a number of options are given such as Open, Preview, Manage Access, Version History, Details, Download etc.

- **Manage Access** can be used to see who has view or edit access in a similar manner to using Windows explorer.
- **Version History** is available for Office documents and is used to not only view the previous versions of the file, but also restore back to a version if required.
- **Details** shows who has modified the file and the date and time of the modification.

### Accessing deleted files

On the left hand side of the screen, **recycle bin** shows files that have been recently been deleted from your OneDrive. These files can be restored if required. There is also a **Second Stage Recycle Bin** that can be accessed from within the recycle bin for older deleted files. Beyond these dates, contact ITDS for restore of older files that have been deleted.