

Microsoft® OneDrive™ for Business Quick Reference



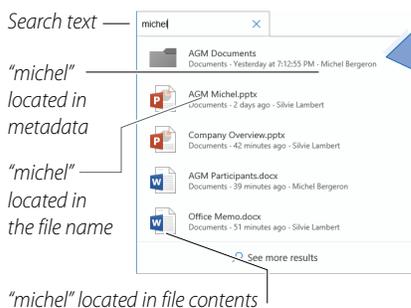
Exploring the OneDrive for Business Interface

OneDrive for Business is cloud-based file storage that is included with an Office 365 subscription. It should be noted that "OneDrive for Business" is not the same as "OneDrive" (which is also a cloud service, but is intended for personal non-business use). OneDrive for Business offers business-class file management allowing you to access your files from anywhere, provided you have an Internet connection. You can also share files and co-author with users to whom you provide access. Files stored on OneDrive for Business may be edited using either the associate Office Online app, or the Desktop app; and they integrate with other Office 365 apps that provide team-/project related functions.

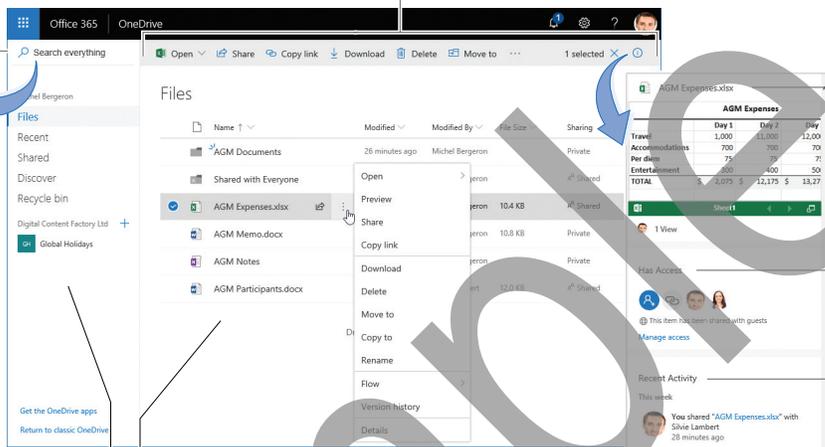
Search everything – Allows you to search for files by typing search text. For example, performing a search using "michel" locates all files where "michel" is located in either the file name, in the file contents, or in metadata.

Toolbar – Provides quick access to commands that are used to manage folders and files. The toolbar is contextual; this means the available commands is based on whether a folder, a file, or neither are selected. See "Managing Folders and Files" on page 3 for more information.

Information pane – Allows you to display information about the currently selected folder or files. For example, when a file is selected, its name, a preview of it, as well as the number of times it has been viewed is shown.



See "Searching for Files" on page 2 for more information.



The Has Access area indicates with whom the file has been shared; it also contains a link to manage user access.

The Recent Activity area shows when a file was created, shared, or edited, as well as who performed those tasks. Other metadata is also shown below this area (but is not shown here). Click the button to enable or disable the display of the Information pane.

Navigation pane – Allows you primarily to navigate to different folders (also known as views) to display their contents. There are a number of "default" folders. For example, the Files folder (shown above) is a general-use folder for any files you create or upload. Other folders (in general) display files based on their status such as a recently used files or files that are shared. As required, you can create new folders or files within the Files folder, as well as upload files. See "Using the Navigation Pane" on page 2 for more information.

File list – Displays the subfolders and files stored in the current folder, including details such as when they have been modified, who modified them, as well as its file size, and whether or not a folder or files is begin shared.

This list may be sorted and/or a different view may be selected to reorganize the list. See "Sorting and Filtering the File List" on page 2 and see "Changing the View of the File List" on page 2 for more information.

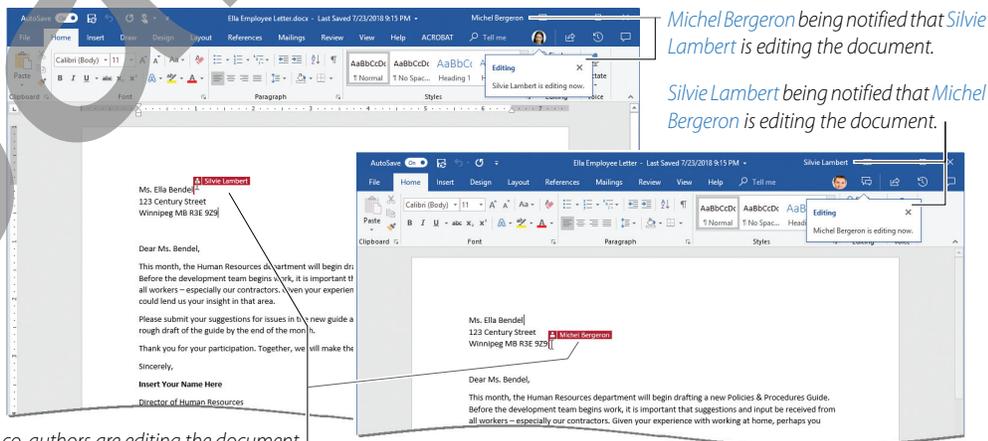
Click the **Show actions** button to open a shortcut menu (shown above), which allows you to manage folders and files. See "Managing Folders and Files" on page 3 for more information.

Co-Authoring – Files that you share with others can be edited by multiple users simultaneously, as a means of collaborating. This eliminates the need for users to e-mail files, reducing potential version issues.

Co-authoring features are noticeable the moment that multiple users open the same shared Office document.

For example, when a second user (or more) opens an Office document, a prompt appears displaying the name of the co-author(s). In addition, a marker indicates where in the document a co-author is editing.

Co-authoring can be performed using either the Desktop app or the Online app. See "Co-Authoring Documents" on page 4 for more information.



Featured Objectives

PAGE 1

Exploring the OneDrive for Business Interface

- Learn about the OneDrive for Business user interface, including its screen components.

PAGE 2

Getting Started

- Learn how to sign in and out of Office 365, launch OneDrive for Business, use the Navigation pane to display folder views, sort and filter file lists, change the folder list view, select folders and files, as well as search for files.

PAGE 3

Managing Folders and Files

- Learn how to upload Office documents, create, share and delete files and folders, as well as synchronize files, and manage synchronization settings using "Files On-Demand."

PAGE 4

Co-Authoring Documents

- Understand the various aspects of co-authoring such as knowing where a co-author is editing an Office document, as well as how to save Office documents.