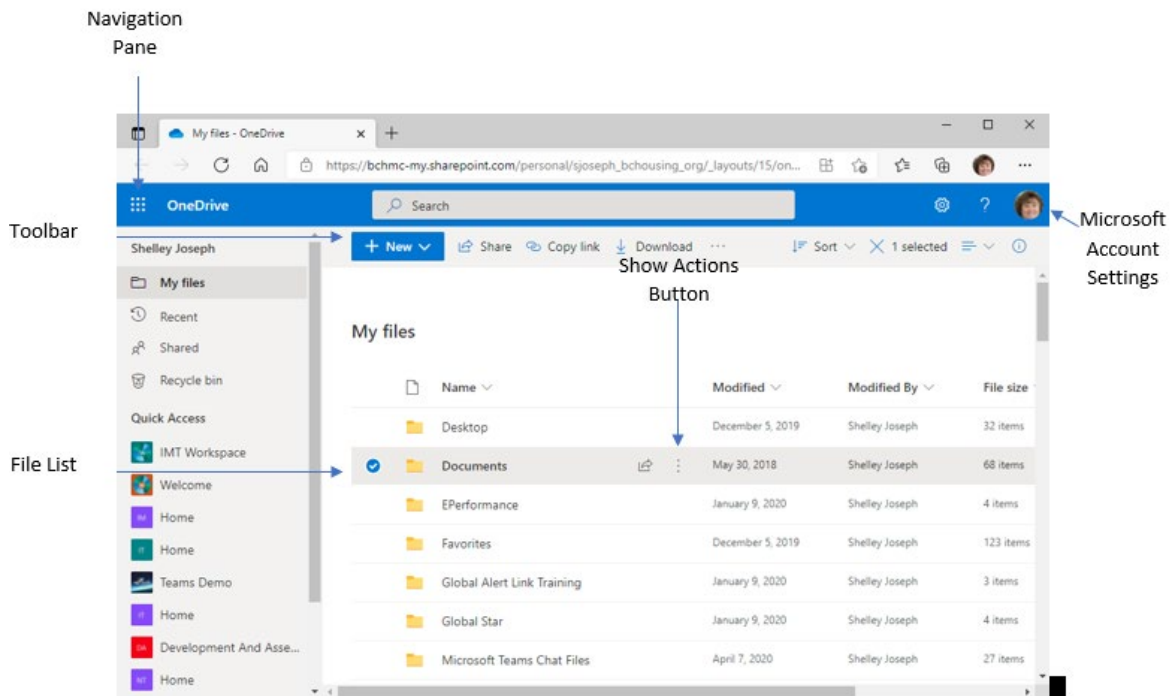


# Microsoft OneDrive Quick Reference Guide

## OneDrive Screen



## Fundamentals

**Sign In:** In a browser window, enter your work Office 365 email address and password. Click **Sign In**, then click the **OneDrive** app.

**Search the Current Location:** Click the **Search** field, type a search word or words, and select a result from the list.

**Expand a Search:** If you do not find what you are looking for while searching the current location, click **See more results** at the bottom of the search results menu to see additional results.

**Get Help:** Click the **? Help** button in the upper, right-corner of the screen. Click in the **Search** field, type a help topic, and select a topic from the list.

**Upload File:** Click the **Upload** button in the toolbar, navigate to an select the file(s) to upload, then click **Open**. Or **drag from the File Explorer Window** into the browser window.

**Preview a File:** Click on the files **Show Actions** button and select **Preview**. Use the navigation < > buttons at the bottom of the screen to preview the file.

**Open a File in Office:** Click the files **Show Actions** button and select **Open in [Word, Excel, PowerPoint]**.

**Download a Copy of a File:** Select file in the OneDrive library and click the **Download** button on the toolbar. Click **Save** in the notification at the bottom of the window, then click **Open**.

**Connect OneDrive to Office:** From a desktop Office application, click the **File** tab, click **Open** or **Save As**, and select **Add a Place**. Select the OneDrive option and log in with your OneDrive account information.

**Save a File from Office:** From a desktop Office application, click the **File** tab, click **Save As**, and select **OneDrive**. Select the folder you want to save to, give the file a name, and click the **Save** button.

**Delete a File:** Select the file you want to delete and click the **Delete** button on the toolbar. Click **Delete** in the confirmation dialog box.

**Restore or Permanently Delete an Item:** Click **Recycle Bin** in the Navigation pane, then select the checkbox for the item you want to permanently delete or restore. Click **Restore** or **Delete** in the toolbar, and then click **OK**.






















**Create a New File:** Click the **+ New** button in the toolbar and select a file type.

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






### Keyboard Shortcuts

Create an Item	<b>Alt + N</b>
Upload a File	<b>Alt + U</b>
Expand Menus	<b>Shift + Enter</b>
Select All	<b>Ctrl + A</b>
Change View	<b>Ctrl + Alt + 1</b>
Create a New Folder	<b>Ctrl + Shift + N</b>
Open With	<b>Ctrl + O</b>
View Folder	<b>Ctrl + Alt + O</b>
Download an Item	<b>Ctrl + S</b>
Copy an Item	<b>Ctrl + Shift + V</b>
Move an Item	<b>Ctrl + Shift + Y</b>
Rename an Item	<b>F2</b>
Refresh	<b>F5</b>

### Status Icons

	Shared File		New File
	Private File		Online File Only
	Locally Available File		Always Available
	File not Synced		File Syncing
	Application Sync Error		Click on the icon in the notification area to learn more about the problem.
	A <b>greyed-out OneDrive icon</b> in the taskbar indicates that you are not signed into OneDrive.		The <b>paused symbol over the OneDrive icon</b> means that your files are not currently syncing. To resume syncing, select the OneDrive icon in the notification or menu bar area, select <b>More</b> and then <b>Resume syncing</b> .
	The <b>circular arrows over the OneDrive icons</b> indicates that a sync is in progress. This includes when you are uploading files, or OneDrive is syncing new files from the cloud to your PC.		OneDrive will also check for other file or folder changes and may show "Processing changed."
	If you see a <b>red icon on your OneDrive icon</b> , it means that your account is blocked.		If you see a <b>yellow warning triangle over your OneDrive icon</b> , it means your account needs attention. Select the icon to see the warning message displayed in the activity center.
	<b>People icon</b> next to a folder indicates the file or folder has been shared with other people.		A <b>blue cloud icon next to your OneDrive files or folders</b> indicates that the file or folder is only available online. You will not be able to open online-only files when your device is not connected to the internet.
	<b>Green tick icon</b> – when you open an online only file it will download to your device and will become a locally available file. You can open locally available files anytime, even without internet access.		A <b>solid green circle with a white checkmark</b> – files that you mark as "Always keep on this device" have the green circle with the white check mark. These files are always available and will download to your device and will be available even when you are offline.
	<b>Padlock icon</b> – OneDrive will show a padlock next to the sync status if a file or folder has settings which disallow it to sync.		

# Microsoft OneDrive Quick Reference Guide

Manage Files	Sharing Files
<p><b>Create a Folder:</b> Click the  <b>New</b> button on the toolbar and select <b>New Folder</b>. Enter a name for the folder, then click <b>Create</b>.</p> <p><b>Move Files to a Folder:</b> Click and drag the files into the folder.</p> <p><b>Upload Files to a Folder:</b> Open the folder, click the  <b>Upload</b> button, then navigate to and select a file. Click <b>Open</b>.</p> <p><b>View File Properties:</b> Select a file, click the files  <b>Show Actions</b> button, then select <b>Details</b>. From here you can see who has access to the file and view recent activity. Click <b>More details</b> to see additional file information.</p> <p><b>Check Version History:</b> Select a file, click the file's  <b>Show actions</b> button, then select <b>Version History</b>. Use the Version History pane to open, restore, or delete a version.</p> <p><b>Sort and Filter Files:</b> Click a column header and select a sort order or select a filter criterion.</p> <p><b>Change Views:</b> Click the  <b>View Options</b> button in the toolbar and select a view option.</p> <p><b>Set Up PC Sync:</b> Click the  <b>Sync</b> button on the toolbar, then click <b>Yes</b> to switch to the OneDrive app. Select the folder(s) you want to sync to your PC and click <b>Start sync</b>. Click the  <b>OneDrive</b> icon in your computer's system tray to view the folders synced to your PC.</p> <p><b>Pause Sync:</b> Right-click the  <b>OneDrive</b> icon in the system tray at the bottom of your screen, select <b>Pause syncing</b>, then select how long you wish to pause the sync. To resume syncing, right-click the icon again and select <b>Resume syncing</b>.</p> <p><b>Stop Syncing:</b> Right-click the  <b>OneDrive</b> icon in the system tray at the bottom of your screen, then select <b>Settings</b>. In the Account tab, click <b>Unlink this PC</b>, then click the <b>Unlink Account</b> button. The folder will permanently stop syncing; locally available files will remain on your computer while online only files will be removed.</p> <p><b>Work Offline:</b> If you have synced your OneDrive with your PC you can easily access files while not online. Double-click the  <b>OneDrive</b> icon in the system tray to view and open the files. Once an internet connection is restored, the files will sync to the online location.</p>	<p><b>Share a Folder:</b> Select a folder, then click the  <b>Share</b> button in the toolbar. Set a permission level for the folder, enter the names or email addresses of the people you would like to share with, and add a message (optional). When you are ready, click <b>Send</b>.</p> <p><b>Open the Shared with Everyone Folder:</b> Click <b>files</b> in the Navigation pane, then click the <b>Shared with Everyone</b> folder. Everything in this folder will automatically be share with everyone in BC Housing. Click and drag files and folders into this folder to quickly share them with everyone.</p> <p><b>View Only Shared Files:</b> Click <b>Shared</b> in the Navigation pane. At the top of the page, click <b>Shared with me</b> to see the files that have been shared with you by others in BC Housing. Click <b>Shared by me</b> to see all the files you have shared with others.</p> <p><b>Share a File:</b> Select a file, then click the  <b>Share</b> button in the toolbar. Set a permission level for the file, enter the names or email addresses of the people you would like to share with, and add a message (optional). When you are done, click <b>Send</b>.</p> <p><b>See Who a File is Shared With:</b> Click the files  <b>Show actions</b> button, then select <b>Details</b>. See who the file is shared with under the <b>Has Access</b> heading.</p> <p><b>Email a Link:</b> Click a files  <b>Show actions</b> button, then select <b>Share</b>. Click  <b>Outlook</b> to create a new email in Outlook that is populated with a link to the file.</p> <p><b>Copy a Link to the File:</b> Select a file and click the  <b>Copy Link</b> button in the toolbar. Click the <b>Copy</b> button. Paste the link into any application, email message, or instant message, etc. to share it with others.</p> <p><b>Co-Author a File:</b> Open a file at the same time as another person. Any users in the file are listed at the top-right corner of the screen. Click a user's name to see what they are currently editing. Any updates are saved and synced automatically.</p> <p><b>Accessing OneDrive Settings:</b> Click the  <b>Settings</b> icon at the upper-right corner of the screen. The Settings pane displays a Search field, a link to site settings, theme, and notification settings, in addition to other settings.</p>