Microsoft 365

OneDrive

North Vancouver
School District
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Contents

1.0 Microsoft 365 – OneDrive

OneDrive is a document and file storage area within Microsoft 365. Documents and files can be uploaded to *OneDrive* through the web interface, or through the desktop application. For information on the desktop application, see Section 10.0. Users can also create documents directly in *OneDrive* using Microsoft 365 *Word*, *Excel*, *PowerPoint* or *OneNote*.
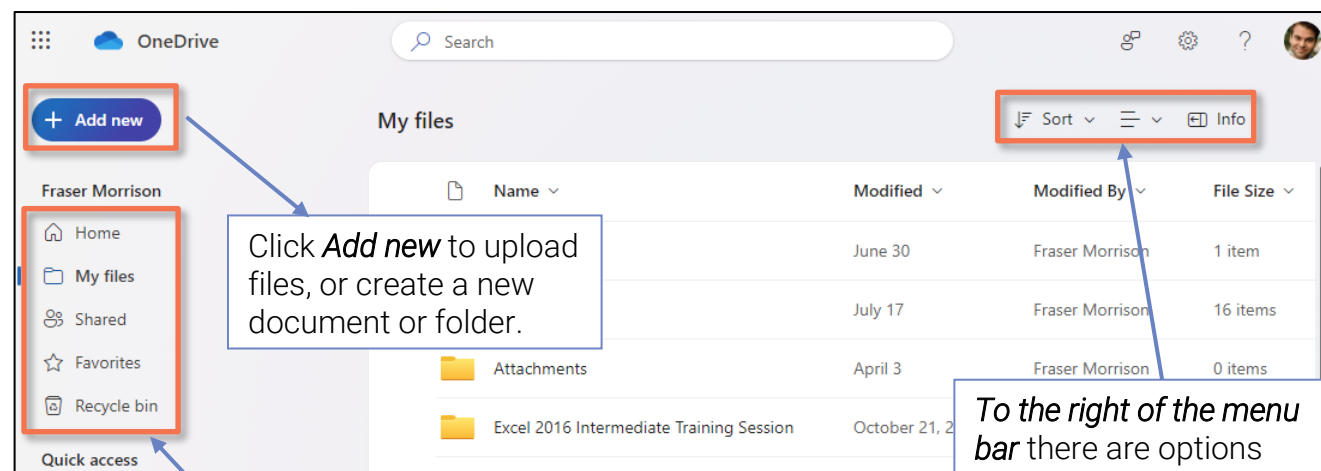
SD44 users have up to 1 TB of storage space available to use.

OneDrive is found in the Apps list by clicking on the App launcher:
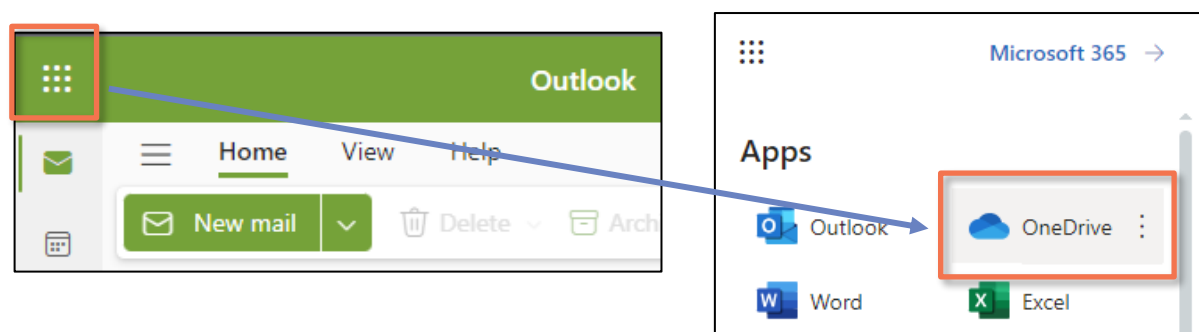
To return to *Mail* from *OneDrive*, click the App launcher and select Outlook.

OneDrive displays a listing of files and documents currently stored (the list will be empty until users begin to add files).

Click *Add new* to upload files, or create a new document or folder.

To the right of the menu bar there are options for sorting and viewing the document (*list* view or *tiles* view).

The left-side panel shows your files, files/folders you have shared or have been shared with you, your favourite files/folders, and your OneDrive *Recycle Bin*.

2.0 Creating a Document in OneDrive

To create a new document within *OneDrive*, click the *Add new* button. Select the *type* of document to be created (e.g. *Word document, Excel workbook,* etc.).
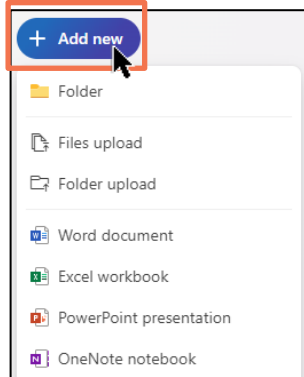
Note: Documents created in *OneDrive* are automatically saved in *OneDrive*.

# 3.0 Upload Files from your computer to OneDrive

Click the *Add new* button, then click *Files upload* or *Folder upload* (see screenshot above). In the window that appears, find and select the file/folder(s).

Alternatively, just drag and drop the file into *OneDrive,* and it will be uploaded to the current folder.

4.0 Viewing Documents

Click on any file or folder to open it in a separate window. If you hover over a move the mouse over a file or folder, you can select it (checkmark beside the name) for more options.

When a file or folder is selected, the top menu bar changes to show different options. You can *Share, Copy link, Delete, Favourite, Download, Print, Rename, Move to* and *Copy To.* Clicking on the three dots (⋯) within the top menu bar will provide more options.
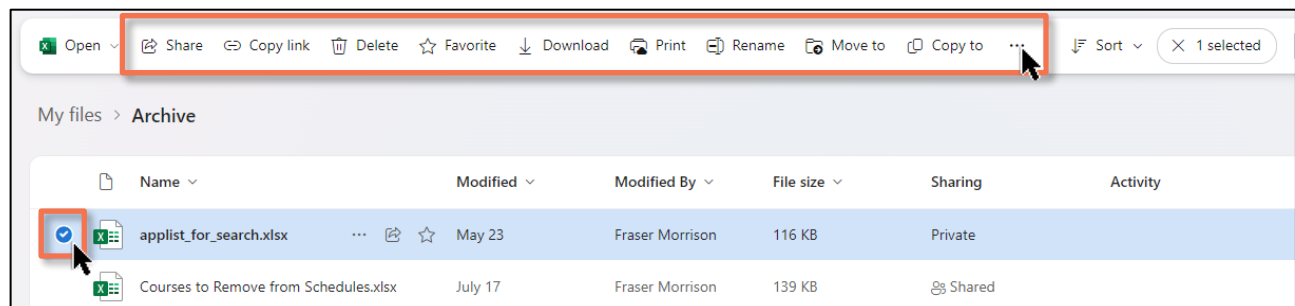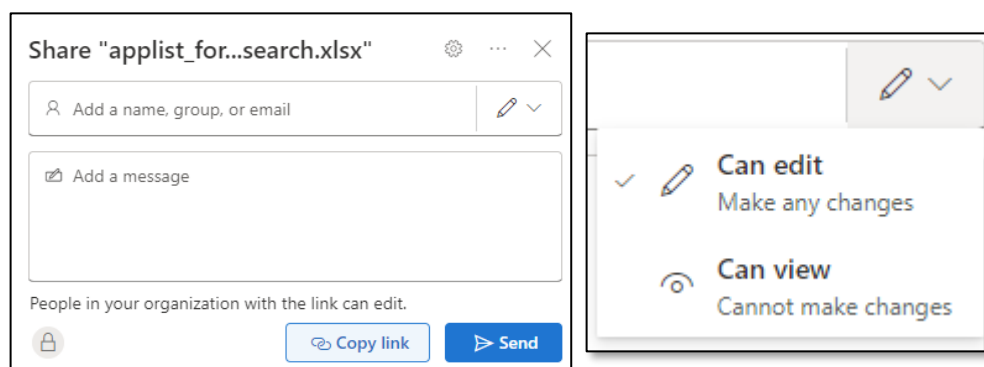
5.0 Sharing Files and Folders in OneDrive

Files and Folders can be shared by giving direct access to others, or with a link giving access.

Right click on the document > click *Share*.
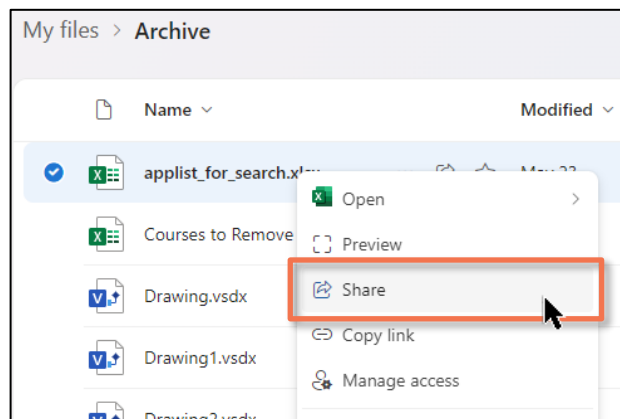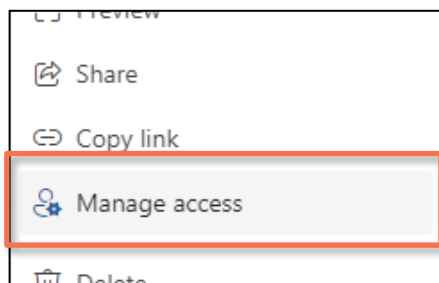

5.1 Direct Access

A pop-up window will appear. Enter the desired names or email addresses.

To change whether they can make changes to the document, click the pencil icon beside the name field. When done, click **Send**.

Access can be changed at any time by *right clicking* the document > *Manage access*.

5.2 Link Giving Access
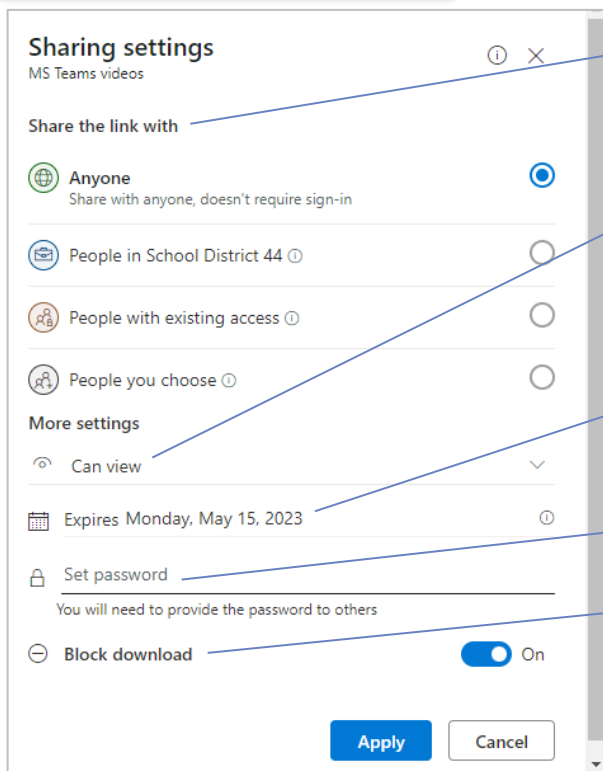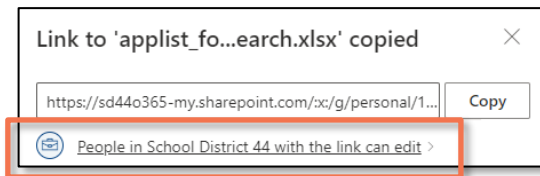
Sharing Within SD44 Organization Only

To share a link to a document, click *Copy link* in the *Share* window. Alternatively, *right click* the document, then click *Copy link.* You can change the editing permissions in the window that appears by clicking the text below the link.

Link to 'applist_fo...earch.xlsx' copied ✕

https://sd44o365-my.sharepoint.com/:x:/g/personal/1... [Copy]

People in School District 44 with the link can edit >

Read-only Sharing to External – e.g. Families

When sharing a file link externally you must follow the steps below:

On the *Send Link* pop-up window that appears, click "*People in School District 44 with the link can edit*". This will open *Link Settings*.

Link to 'applist_fo...earch.xlsx' copied ✕

https://sd44o365-my.sharepoint.com/:x:/g/personal/1... [Copy]

People in School District 44 with the link can edit >

Sharing settings
MS Teams videos   ⓘ ✕

Share the link with

⊕ Anyone
Share with anyone, doesn't require sign-in   ⦿

People in School District 44 ⓘ   ○

People with existing access ⓘ   ○

People you choose ⓘ   ○

More settings

👁 Can view   ⌄

🗓 Expires Monday, May 15, 2023   ⓘ

🔒 Set password
You will need to provide the password to others

⊖ Block download   〔●〕On

[Apply] [Cancel]

Required: Select *Anyone.*

Required: select *Can view.*

Optional: The default for the expiry date is set to **four** (**4**) weeks. This is the maximum allowable time the file will be available; this period can be shorter if needed.

Optional: Enter a password.

Required: Turn on *Block download*.

Click *Apply*.

Once configured, you will be returned to the previous screen where you can copy the link.

The link can be sent out to families using SchoolMessenger, MyEducation BC or District email (just as you would normally send a message with a link). If you have set a password, remember to share that with the message recipients.
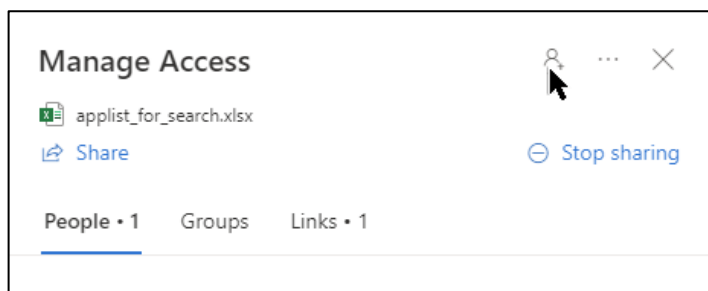
6.0 View File Sharing Details

To see file permissions, right click it *and choose Manage Access* from the menu that appears.
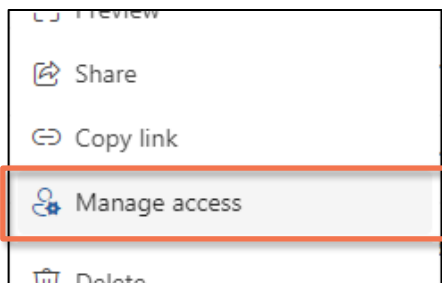
Alternatively, any shared file appears as such in the *Sharing* column. Click the *Shared* link to access the management options.
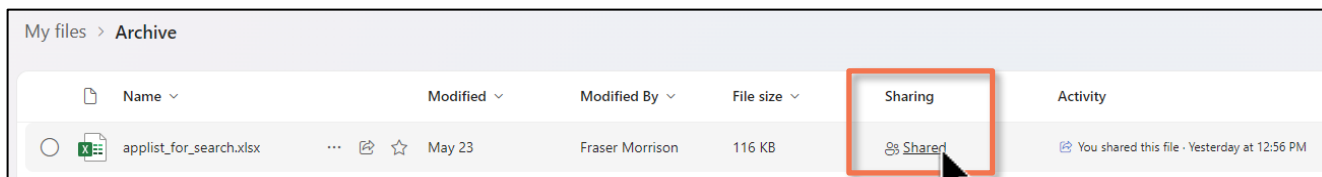

A pop-up window will appear showing who has access. You can add more people or manage access permissions.

7.0 Viewing Shared Files and Folders

In the left side panel, click *Shared*. This will show files and folders that have been shared **With you**, and files and folders that have been shared to others **By you.** You can switch between them by clicking these at the top of the list, as well as filter by folder or file type.
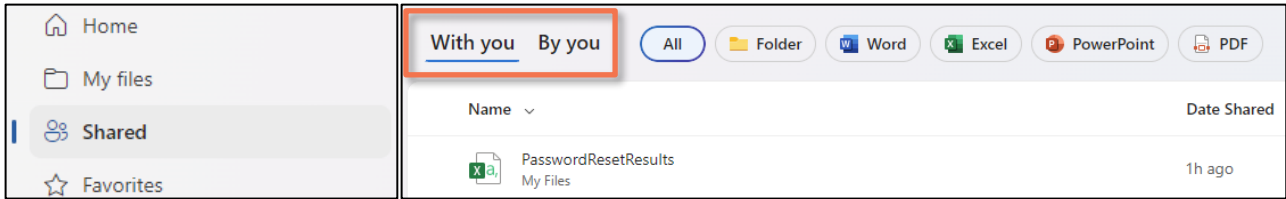

7.1 Adding Shared Files and Folders to Favourites

To make it easier to view shared files and folders that you are frequently accessing, you can add them to your Favourites.

To add multiple files or folders as Favourites, select the files and/or folders by ticking the box beside them, then click **Favorite** on the bar at the top. For individual files/folders, you can click the star icon that appears when hovering over the file.
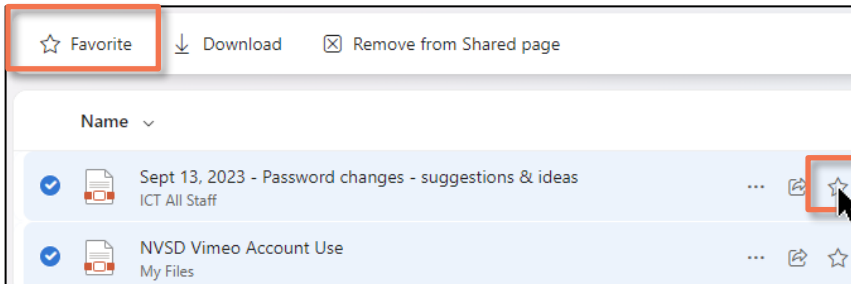

These will now appear in the **Favorites** tab on the left side panel. To remove items from your Favourites, click the star icon that appears when hovering over the file/folder, or select multiple files/folders and click **Unfavorite** on the bar at the top.
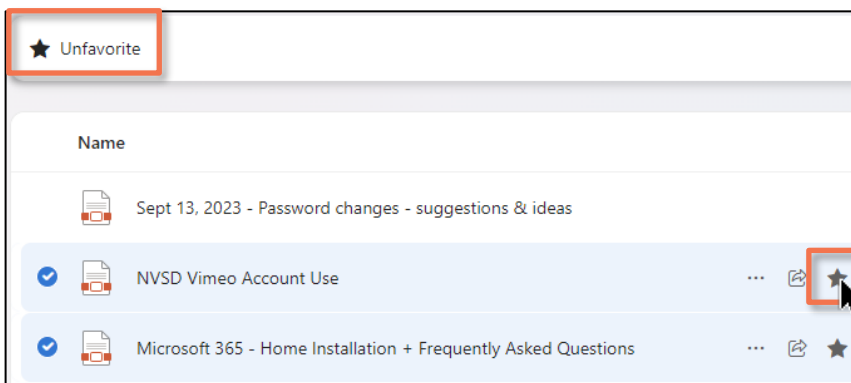
7.2 Add Shortcut to a Folder Shared With You

You can make a shortcut to a shared folder so it appears in the "My files" tab on the side panel. This will also make it appear in your files on the desktop version of OneDrive if that is installed.

Select the desired folder(s) by checking the box beside them, then click **Add shortcut to My files** on the bar at the top. Alternately, for individual folders, you can right click the folder and select the same option from the menu that appears.
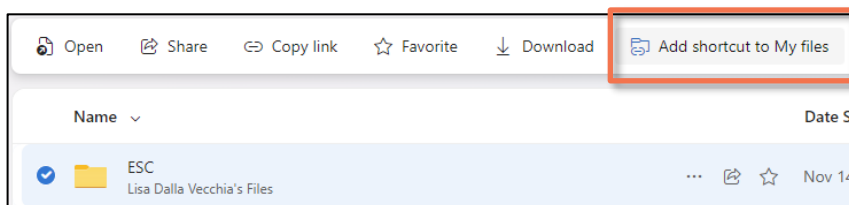

8.0 Deleting Files from OneDrive

To delete files from *OneDrive*, check the box beside the file names, then click **Delete** on the top menu bar. You can also delete individual files by right clicking them and selecting **Delete**.
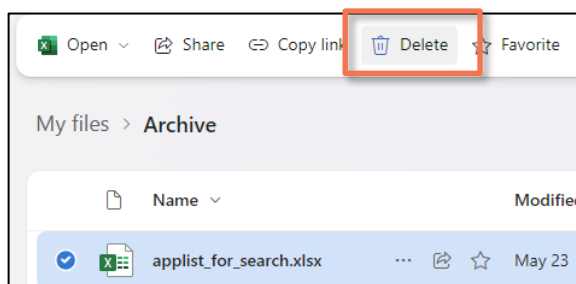

8.1 Restoring Deleted Files

After files are deleted from *OneDrive,* they will appear in the *Recycle Bin* (located in the left side panel). To restore a file, open the *Recycle Bin*, check the box beside the desired file (or files), and click *Restore* from the top menu bar.
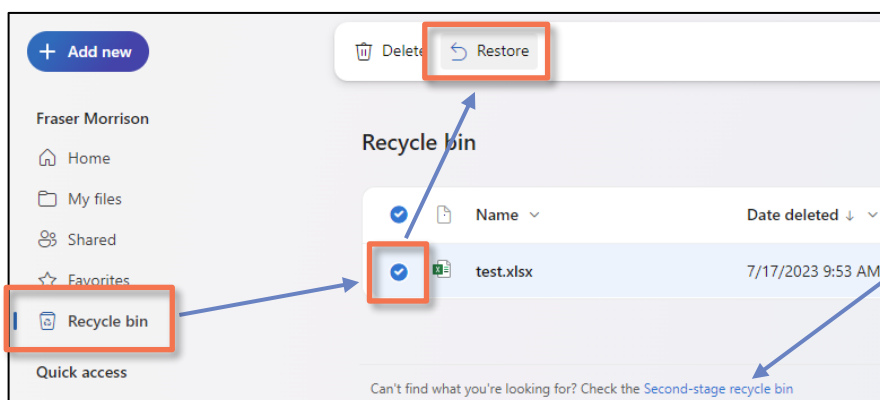
If a file is deleted from the *Recycle Bin*, it could be restored from *Second-stage recycle bin* within 30 days of deletion. *After 30 days, the files will be gone forever.*

9.0 Downloading OneDrive Files or Folders

Check the box beside the files and/or folders and click **Download**. Alternately, for individual files or folders, right click the item and click **Download**. By default, the item(s) will be saved to the *Downloads* folder on your computer.
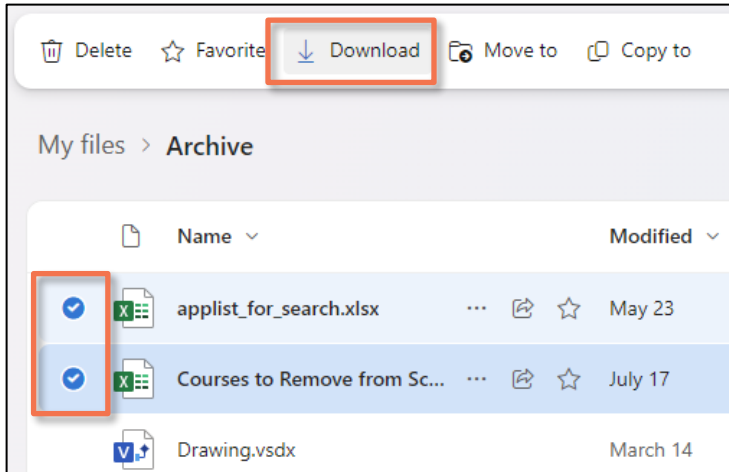
10.0 Installing the OneDrive Sync Desktop Application

OneDrive can be installed on your computer to enable file synchronization without going through the web app. For more information see the **Microsoft 365 - OneDrive Sync Installation** document, available on the [Resources > Microsoft Applications](#) page of the ICT District Portal Site.