

Working with OneDrive

OneDrive is a cloud based document library that can be synced with any number of devices, like computers, phones or tablets. When synced, documents can be added, modified or deleted in the OneDrive folder and will automatically be synced with OneDrive in the cloud.

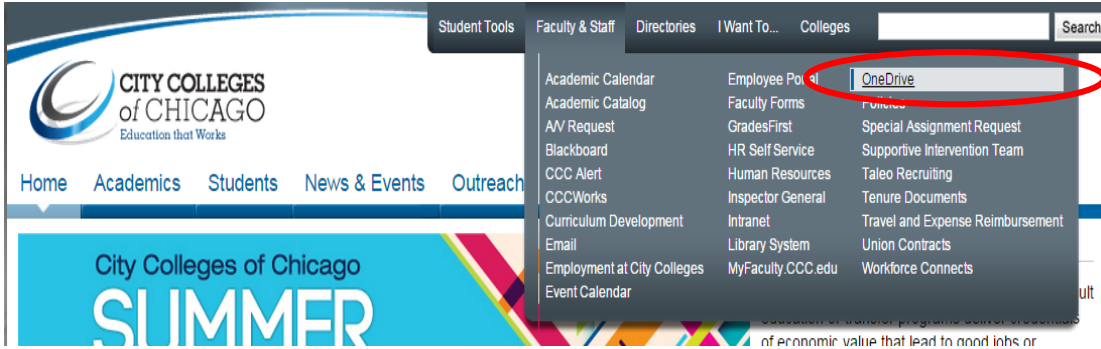
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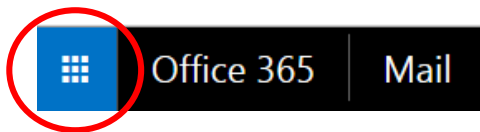
Accessing OneDrive

There are several ways to access OneDrive.

- 1.) Type in www.ccc.edu/onedrive.
- 2.) Go to www.ccc.edu, click on Faculty & Staff and click OneDrive.



- 3.) OneDrive can also be accessed from mail.ccc.edu or any SharePoint site. Click on the squares in the upper left hand corner

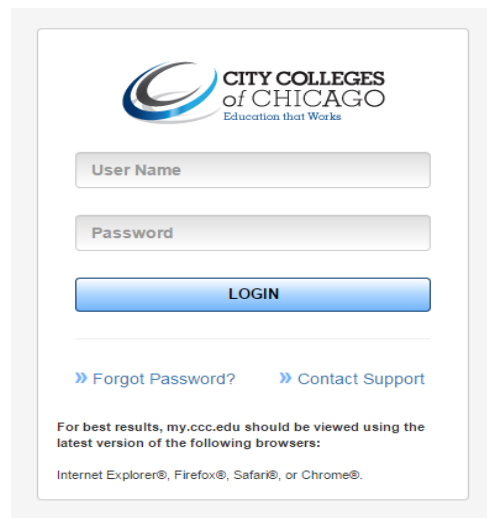
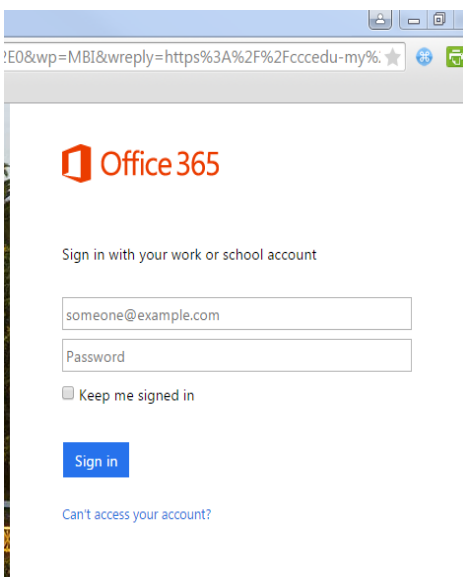


Select the OneDrive Icon



If not logged in, it will ask for login.

Click the Keep me signed in box and enter your email in the someone@example.com box. On the next screen enter username and password.



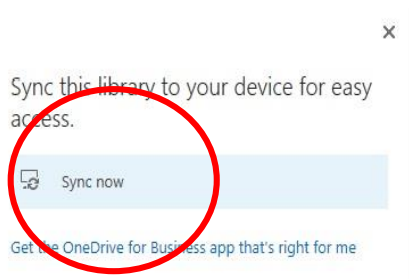
Working with OneDrive on a computer - syncing documents

Sync OneDrive to a computer to work with documents without having to access OneDrive on a webpage. Once synced, documents can be added, modified or deleted directly from the OneDrive folder on the computer and will automatically be synced to the OneDrive in the cloud.

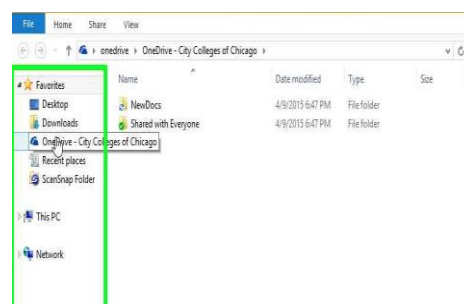
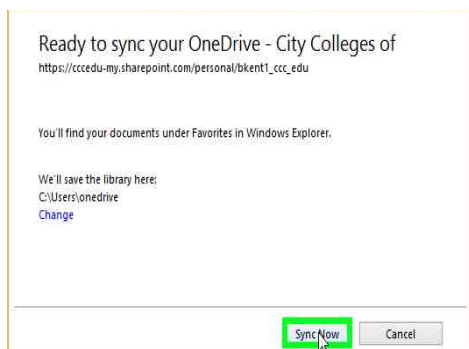
Click sync



Once you receive the Sync Dialog Box click Sync now.



After the sync is complete a link in the navigation pane will appear. An OneDrive folder will be installed in your user directory. Choose an area in your navigation pane where you would like to put you OneDrive. Then select O.K



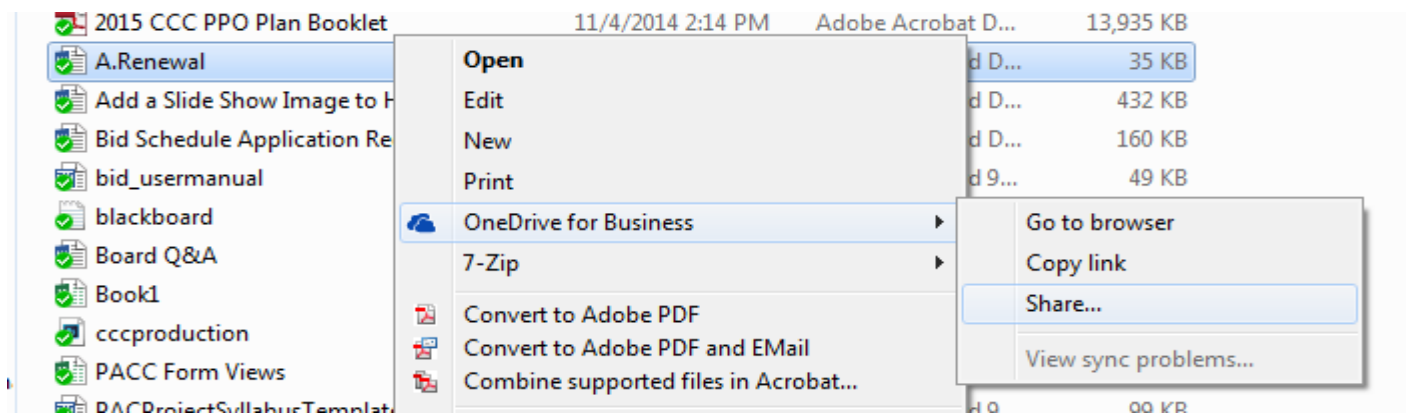
OneDrive is now synced with the computer. Once Synced, documents and folders can be added, modified, or saved directly to the folder just like any other folder on a computer. The documents and folders will synced with the OneDrive in the cloud.

Please Note: Special characters such as the ones below place in the file names will cause sync failure:

\\ / : * " < > | # %

Working with OneDrive on a computer - sharing

To share an OneDrive document or folder, right click on the document, click OneDrive for Business and Share... This will take you to OneDrive in the cloud. Follow the directions in the sharing sections, page 8 of this document.

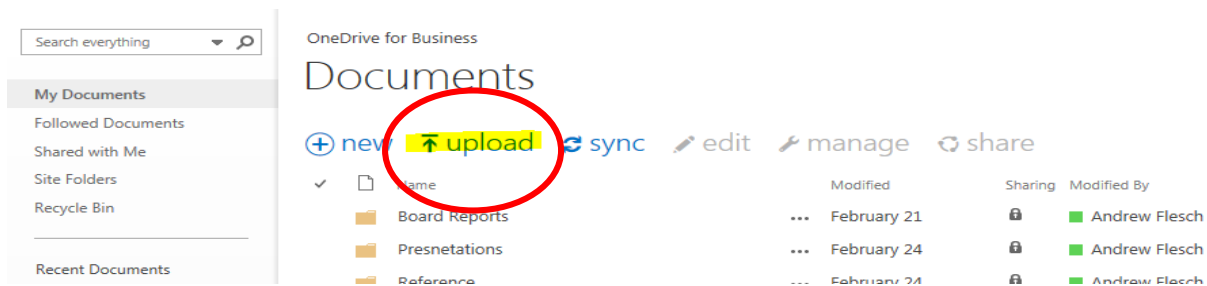


Working with OneDrive on the web

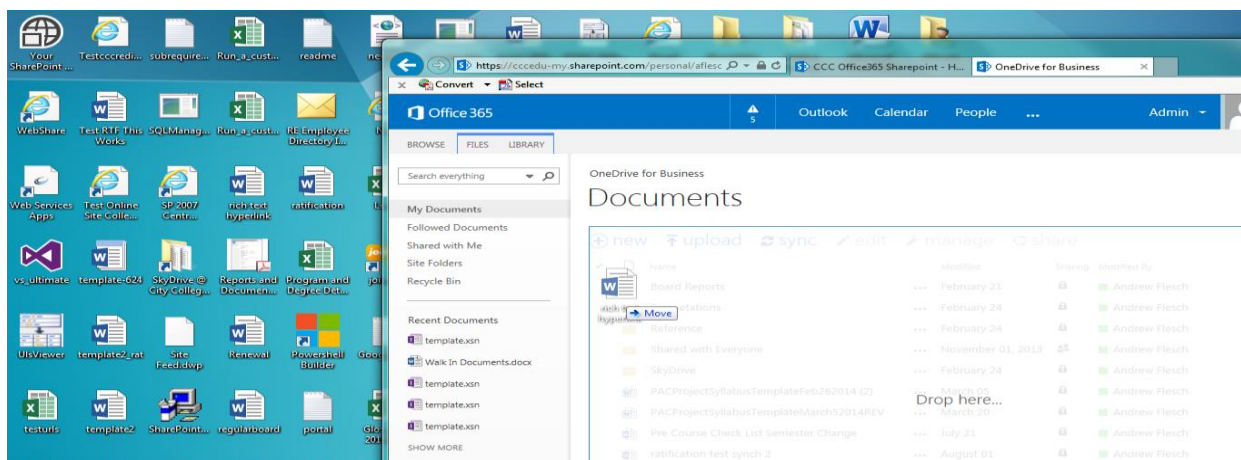
The following sections describe how to work with folders and documents in OneDrive on the internet in a browser.

Uploading documents

To upload, click upload at the top of the document library, then browse for documents on your computer.



Another way to upload is drag and drop. With the site visible on the screen, click and hold on a document on the computer and drag it into the library.



Editing Documents

To edit a document click on the ... and then click Edit.

The screenshot shows the OneDrive for Business interface. On the left, a list of documents is displayed, with 'PACProjectSyllabusTemplateFeb262014 (2)' selected. A red circle highlights the three-dot menu icon next to this document. On the right, a preview of the document is shown. Below the preview, a red circle highlights the 'EDIT' button in the action bar.

Deleting Documents

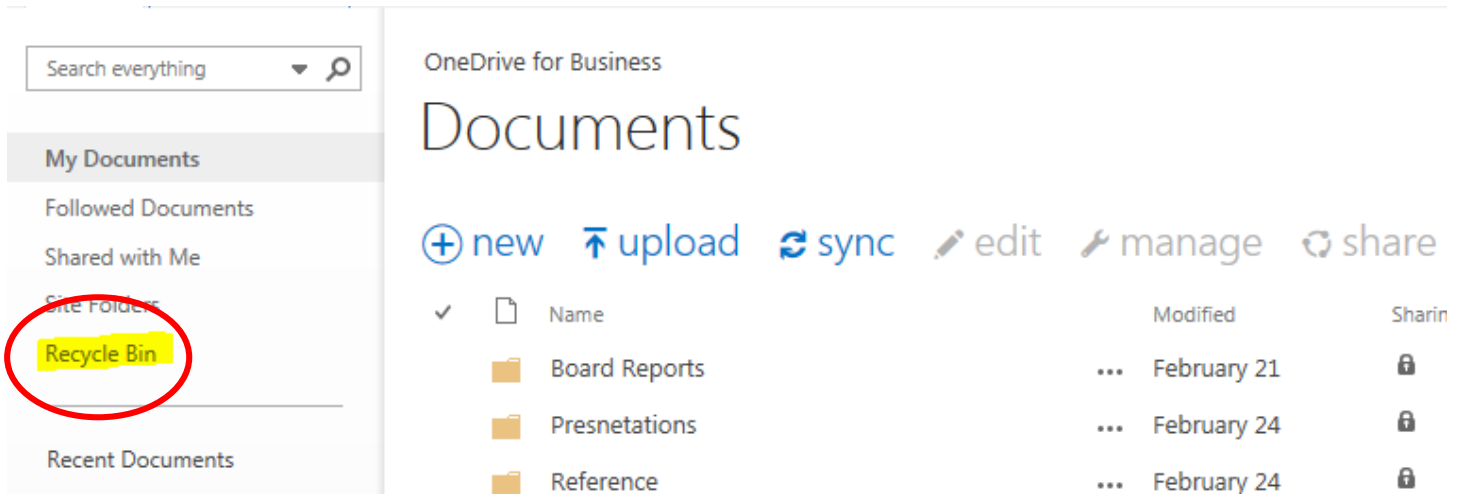
To delete a document, click on the ..., then click on the ... again and choose delete.

The screenshot shows the OneDrive for Business interface. On the left, a list of documents is displayed, with 'PACProjectSyllabusTemplateFeb262014 (2)' selected. A red circle highlights the three-dot menu icon next to this document. On the right, a preview of the document is shown. Below the preview, a red circle highlights the three-dot menu icon in the action bar. A context menu is open, showing various options, with 'Delete' highlighted at the bottom.

The Recycle Bin

If a document or folder is accidentally deleted, it can be restored from the Recycle Bin. The document stays in the recycle bin for 90 days after it is deleted.

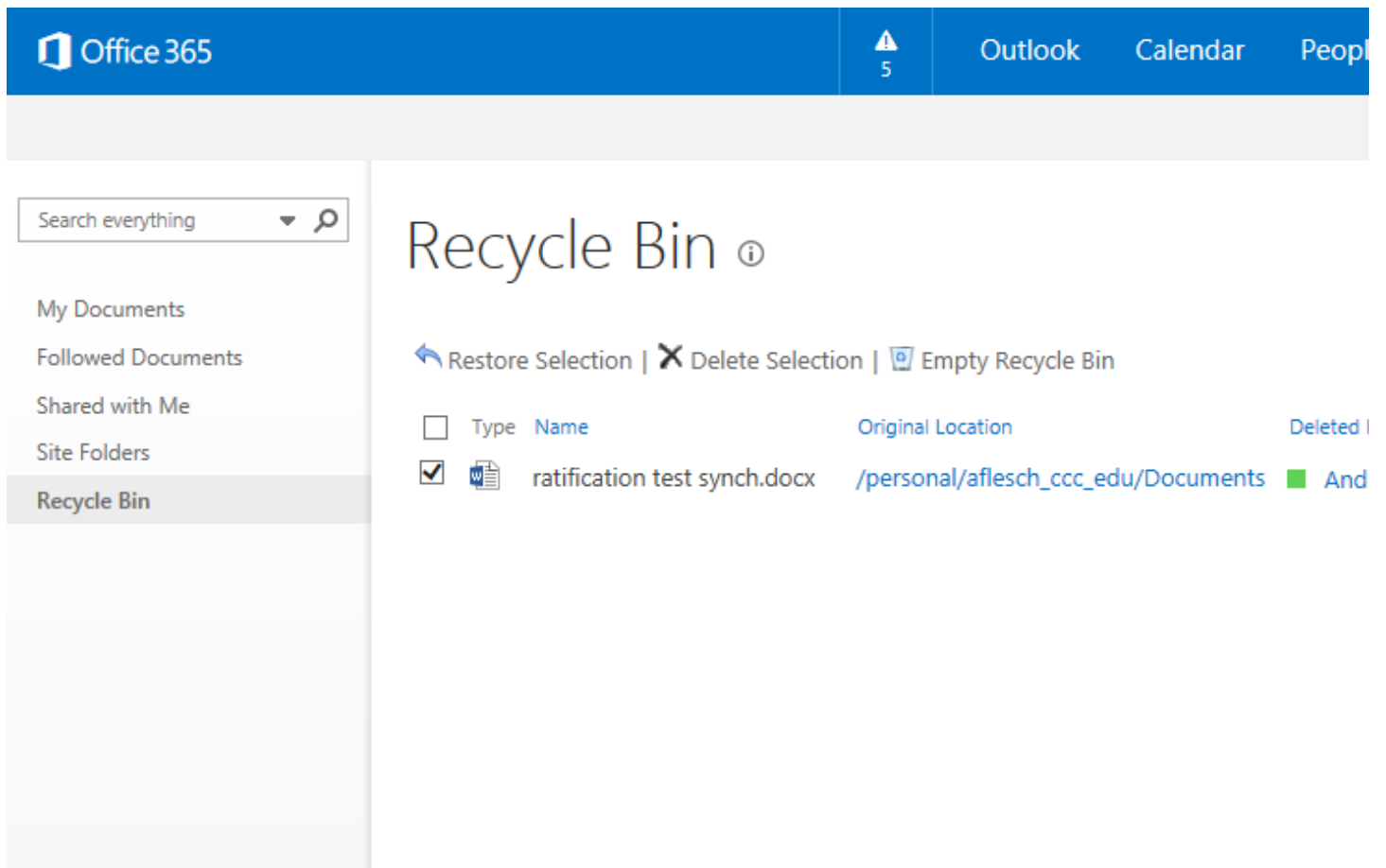
To view the recycle bin and restore an item, click Recycle Bin in the left hand navigation.



The screenshot shows the OneDrive for Business interface. The left-hand navigation pane is visible, with a search bar at the top. Below the search bar, the navigation items are: My Documents, Followed Documents, Shared with Me, Site Folders, and Recycle Bin. The 'Recycle Bin' item is highlighted in yellow and circled in red. Below Site Folders, there are three items: Board Reports, Presnetations, and Reference. The main content area shows the title 'Documents' and a toolbar with icons for new, upload, sync, edit, manage, and share. Below the toolbar is a table of items:

✓	Name	Modified	Sharin
	Board Reports	February 21	🔒
	Presnetations	February 24	🔒
	Reference	February 24	🔒

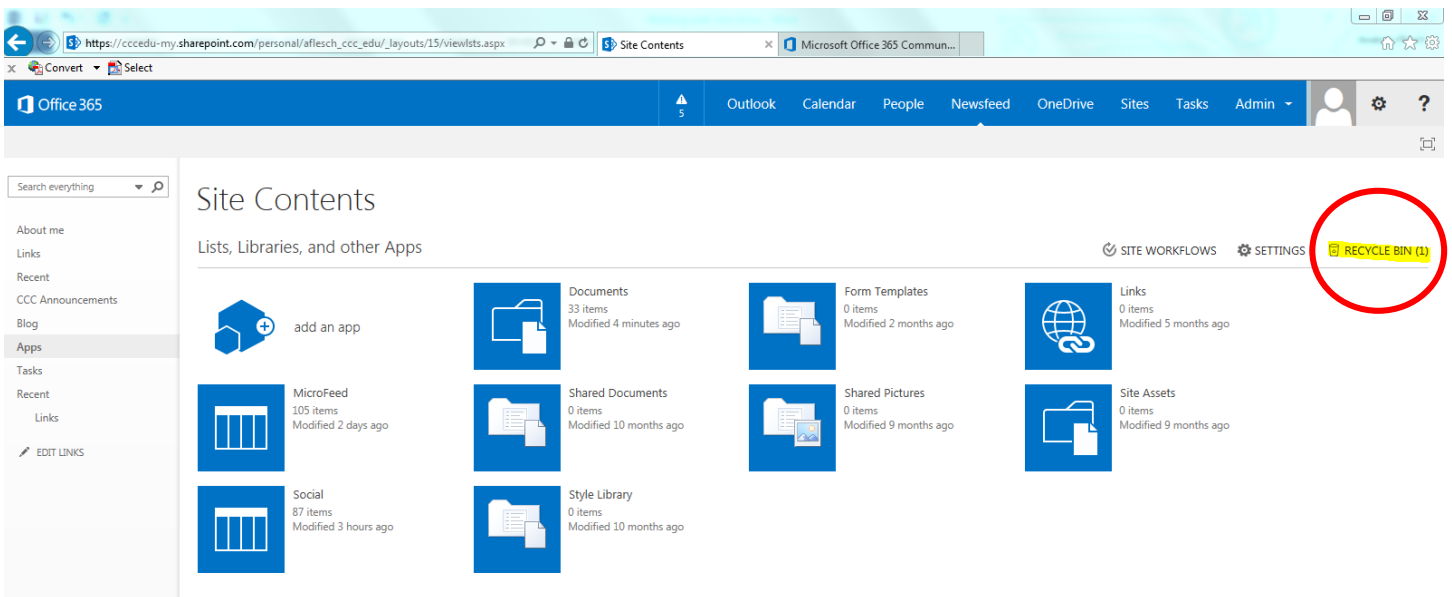
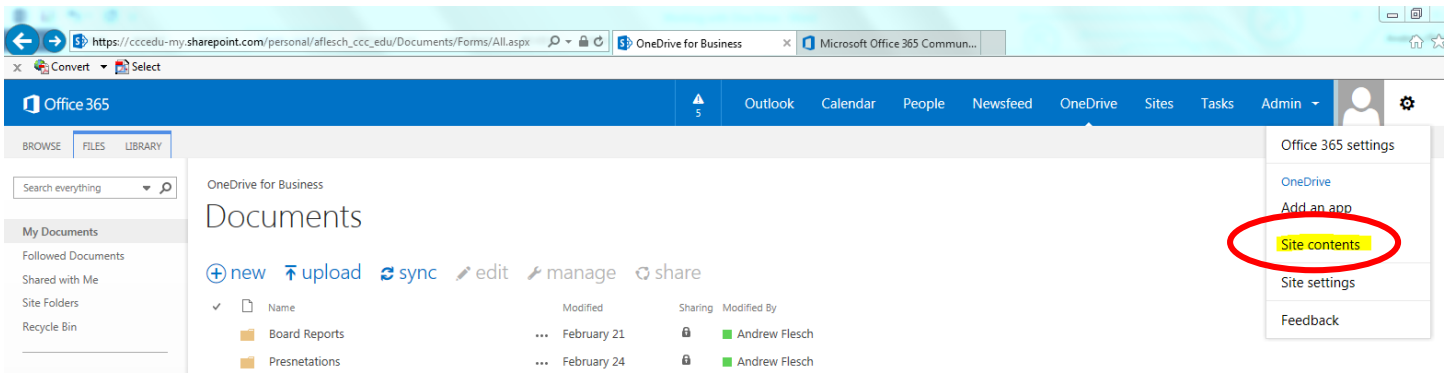
Once in the Recycle Bin, check the item to be restored, and click Restore Selection.



The screenshot shows the OneDrive for Business interface with the Recycle Bin selected in the left-hand navigation. The top navigation bar shows 'Office 365' and 'Outlook Calendar People'. The main content area shows the title 'Recycle Bin' and a toolbar with icons for Restore Selection, Delete Selection, and Empty Recycle Bin. Below the toolbar is a table of items:

<input type="checkbox"/>	Type	Name	Original Location	Deleted
<input checked="" type="checkbox"/>	📄	ratification test synch.docx	/personal/aflesch_ccc_edu/Documents	■ And

Another way to view the Recycle Bin by clicking on the Gear in the upper right hand corner, then clicking Site Content, then clicking Recycle Bin located in the upper right hand corner.



Sharing

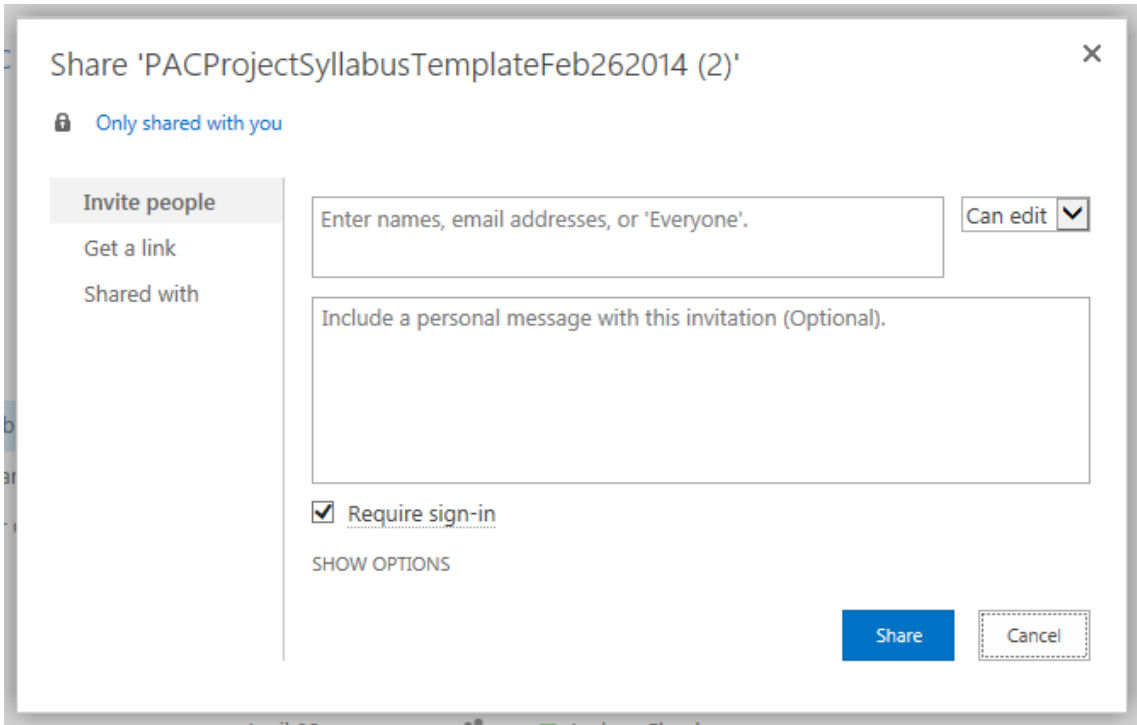
If a document is private, it shows a lock icon. If it's not, it shows a people icon.

	new	upload	sync	edit	manage	share			
✓	📄	Name	Modified	Sharing	Modified By				
	📁	Board Reports	... February 21	🔒	🟢	Andrew Flesch			
	📁	Presnetations	... February 24	🔒	🟢	Andrew Flesch			
	📁	Reference	... February 24	🔒	🟢	Andrew Flesch			
	📁	Shared with Everyone	... November 01, 2013	👥	🟢	Andrew Flesch			
✓	📁	SkyDrive	... February 24	🔒	🟢	Andrew Flesch			
	📄	PACProjectSyllabusTemplateFeb262014 (2)	... March 05	🔒	🟢	Andrew Flesch			

To Share a document click on the ... and then click Share.

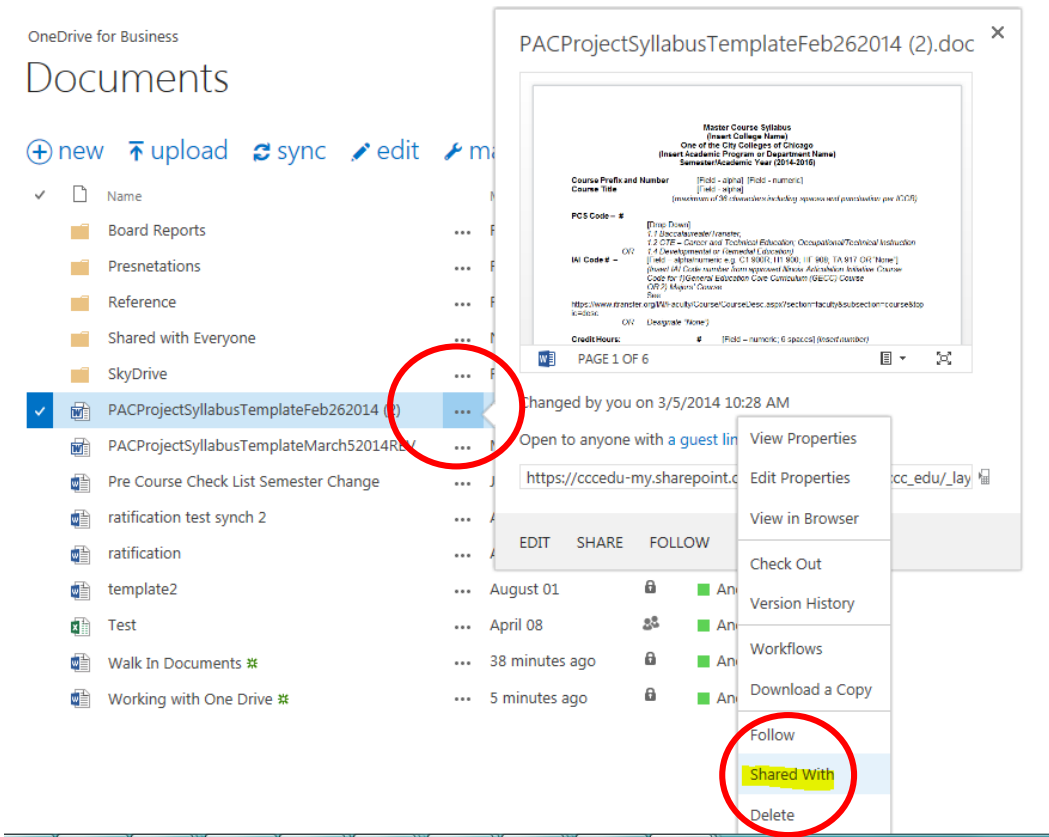
The screenshot shows the OneDrive for Business interface. On the left is a navigation pane with 'My Documents' and 'Recent Documents'. The main area displays a list of documents. The document 'PACProjectSyllabusTemplateMarch52014REV...' is selected, and its context menu is open. The 'SHARE' option is circled in red. The preview window shows a document template with fields for Course Prefix and Number, Course Title, PCS Code, and IAI Code. The sharing link is 'https://cccedu-my.sharepoint.com/personal/aflesch_ccc_edu/_lay'. The document was last changed on 3/20/2014 at 1:06 PM and is currently 'Only shared with you'.

In the next screen, type in the names or email addresses of the people receiving access to the document. Also see who has access to the document in the Shared with area.

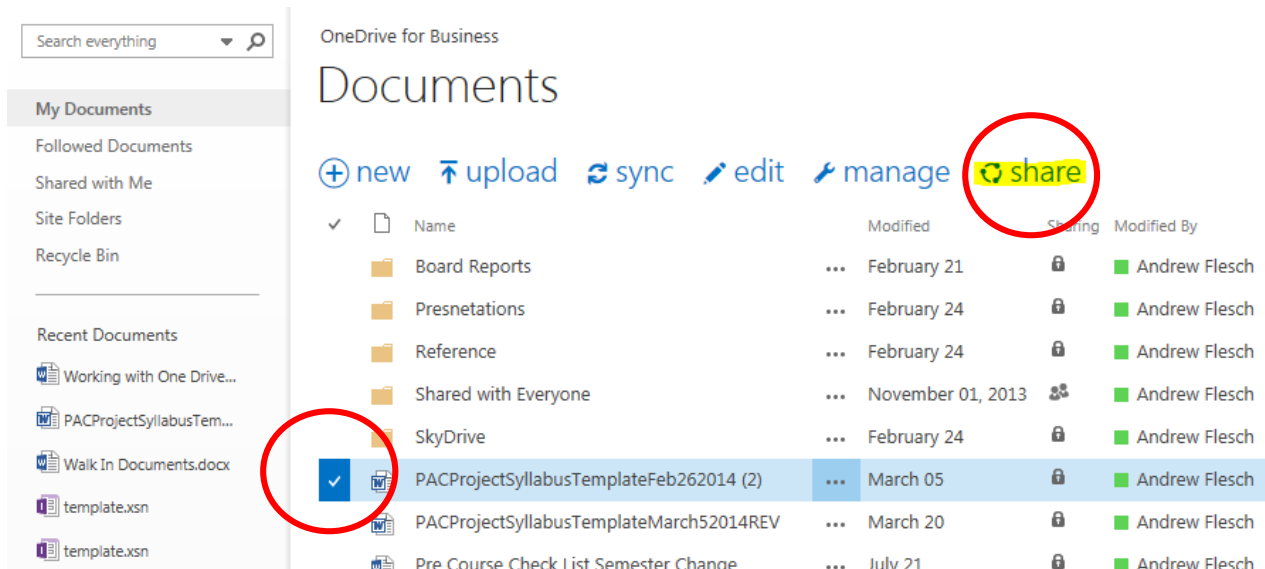


To check who has access to the document

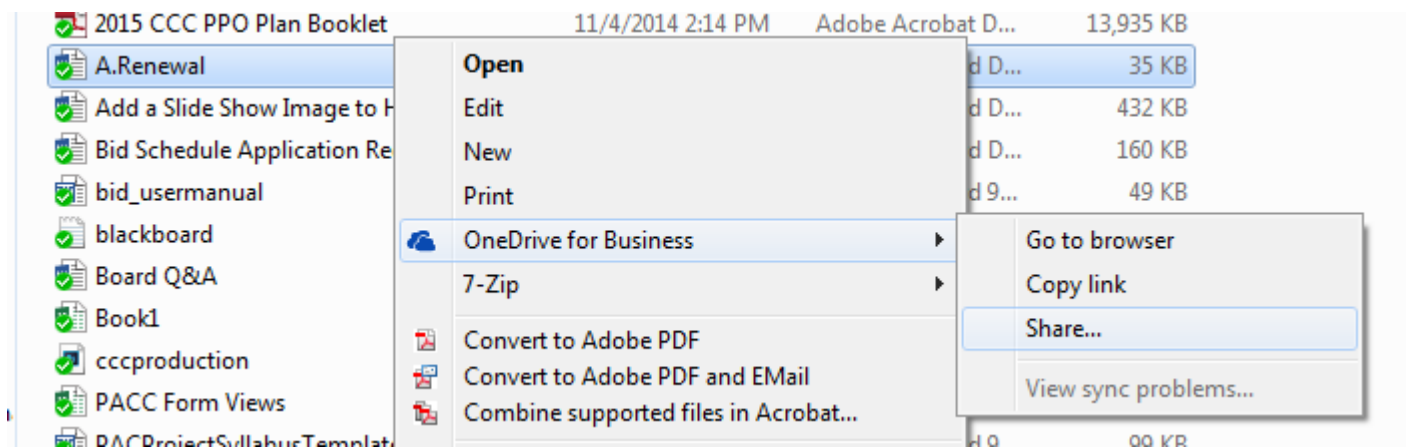
Click on ... then click the ... again and then click Shared With



Another way to share and check access to a document is to check the document, then click share at the top of the document library.

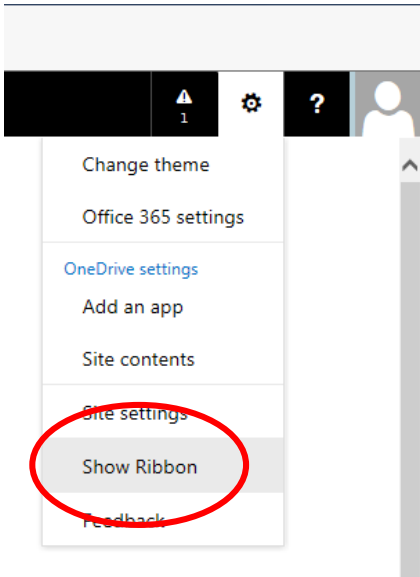


To share an OneDrive document or folder on a computer, right click on the document, click OneDrive for Business and Share... This will take you to OneDrive on the internet. Follow the directions above.

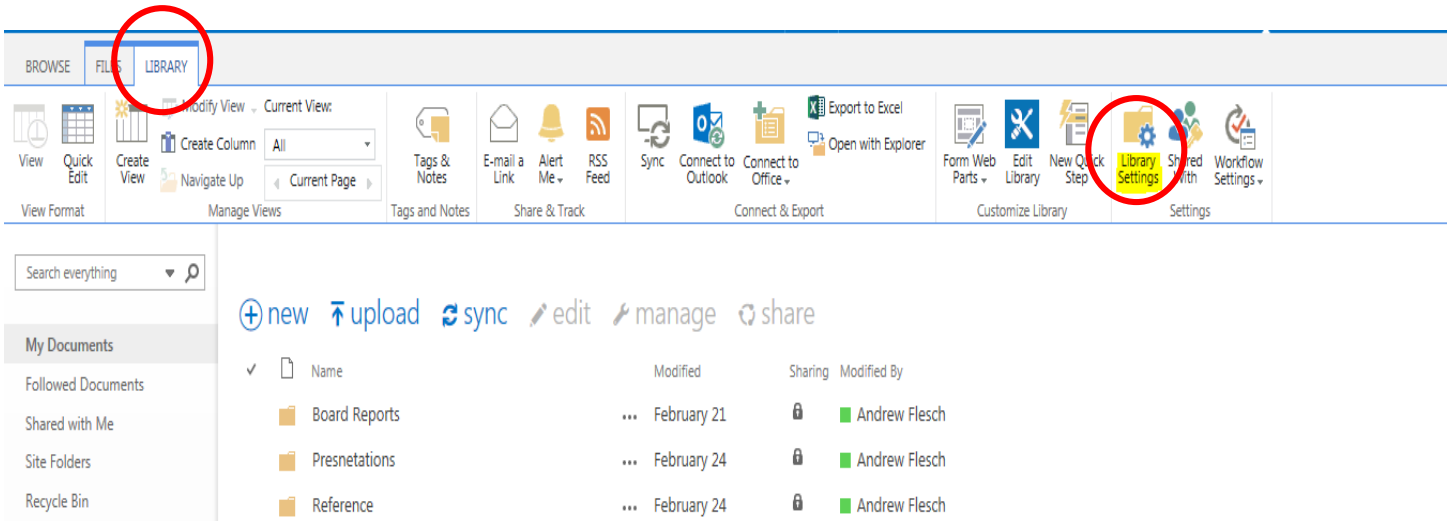


Versioning

In order to turn Versioning on, first select Show Ribbon by clicking the gear in the upper right hand corner of the screen.



Click the Library tab in the ribbon, then click Library Settings all the way to the right of the screen.



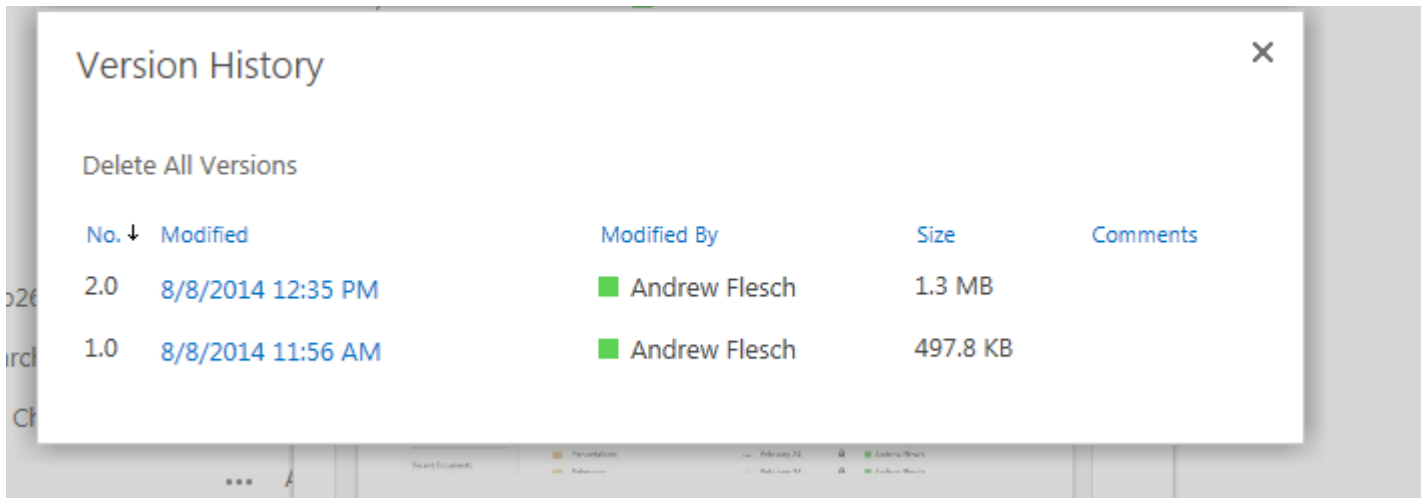
Once in Library Settings, click Versioning settings. From there turn versioning on or off.

The screenshot shows the 'Documents Settings' page in SharePoint. On the left is a navigation pane with a search bar and links like 'About me', 'Links', 'Recent', etc. The main content area is titled 'Documents Settings' and includes sections for 'List Information', 'General Settings', 'Columns', and 'Permissions and Management'. Under 'General Settings', the 'Versioning settings' option is highlighted with a red circle. Other options include 'List name, description and navigation', 'Advanced settings', 'Validation settings', 'Column default value settings', 'Rating settings', 'Audience targeting settings', 'Metadata navigation settings', 'Per-location view settings', and 'Form settings'. The 'Permissions and Management' section includes 'Permissions for this document library', 'Manage files which have no checked in version', 'Workflow Settings', and 'Enterprise Metadata and Keywords Settings'. The 'Columns' section has a table with columns 'Column (click to edit)', 'Type', and 'Required'.

To view a previous version of a document, click on ... then click ... again, then click Version History.

The screenshot shows the OneDrive for Business interface. On the left is a navigation pane with 'My Documents', 'Followed Documents', 'Shared with Me', 'Site Folders', 'Recycle Bin', and 'Recent Documents'. The main area shows a list of documents. The document 'PACProjectSyllabusTemplateFeb262014 (2)' is selected, and its context menu is open. The 'Version History' option is highlighted with a red circle. The document preview shows a syllabus template with fields like 'Course Prefix and Number', 'Course Title', 'PCS Code', 'AI Code', and 'Credit Hours'. The context menu also includes options like 'Open to anyone with a guest link', 'View Properties', 'Edit Properties', 'View in Browser', 'Check Out', 'Workflows', 'Download a Copy', 'Follow', and 'Shared With'.

From the Version History screen, document versions can be viewed, restored or deleted. Click on the date of the version to get a menu to view, restore or delete.



The screenshot shows a 'Version History' dialog box with a close button (X) in the top right corner. Below the title, there is a link that says 'Delete All Versions'. The main content is a table with the following columns: 'No. ↓', 'Modified', 'Modified By', 'Size', and 'Comments'. There are two rows of data:

No. ↓	Modified	Modified By	Size	Comments
2.0	8/8/2014 12:35 PM	Andrew Flesch	1.3 MB	
1.0	8/8/2014 11:56 AM	Andrew Flesch	497.8 KB	

At the bottom of the dialog box, there is a search bar and a list of users with their profile pictures, including 'Andrew Flesch'.