

How to Use OneDrive to Store and Share your Files

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What is OneDrive?

Microsoft OneDrive is a file hosting service and synchronization service operated by Microsoft as part of its web version of Office. Think of it as a hard drive in the cloud, which you can store and share files and folders.

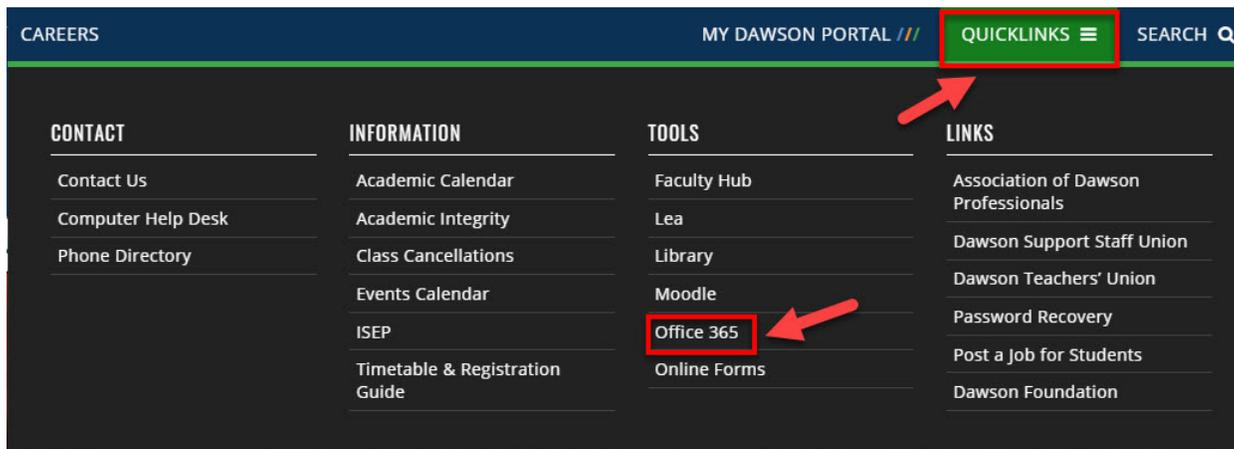
How Much Storage Space is Available?

You have 1 Terabyte for free in OneDrive and all Office 365 tools.

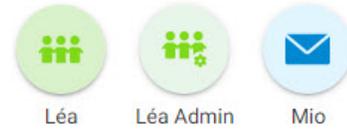
How to Access it?

In order to access it, there are two ways:

1. Go to Dawson College's website and click on **"Quick Links"** on the upper menu and then click on **"Office 365"**:



2. You can also login to “**My Dawson’s Portal**” at Dawson’s website and then click on “**Office 365 Account**” on the left sidebar:



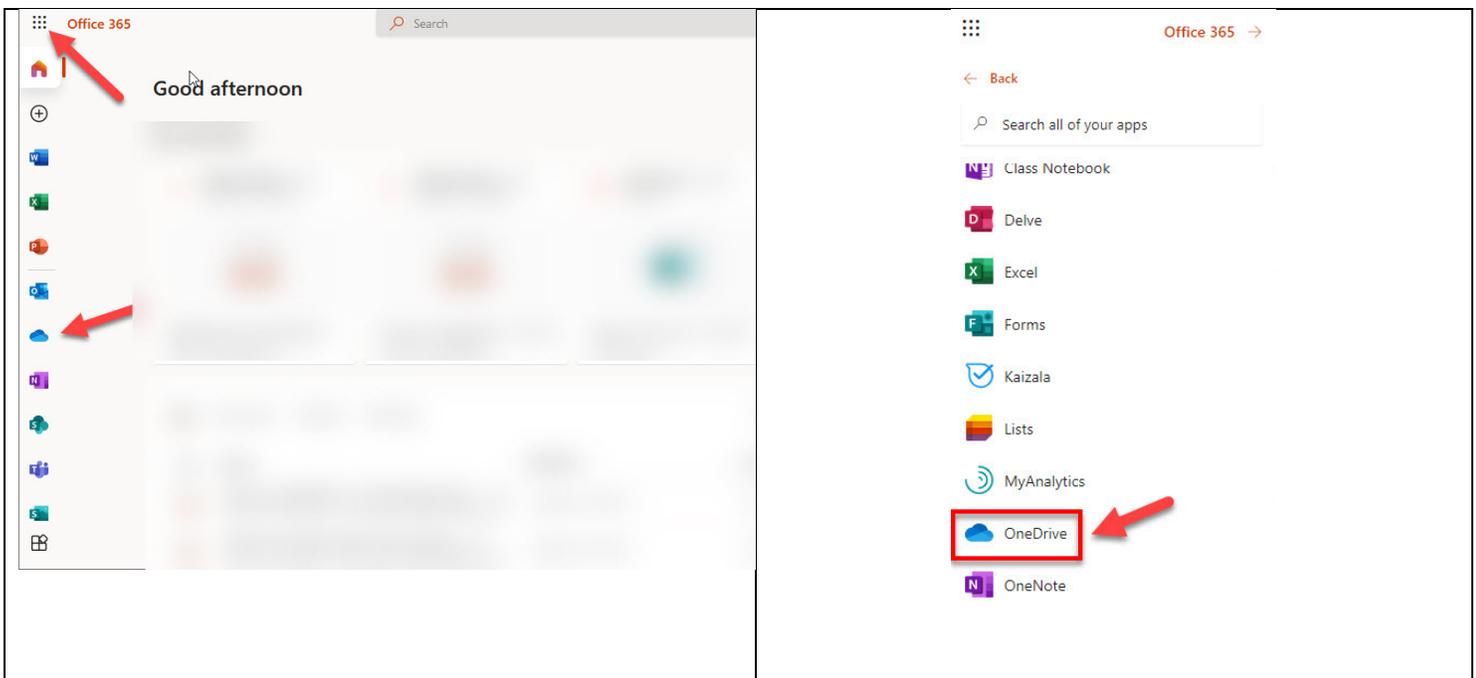
My Services

My Dawson Life

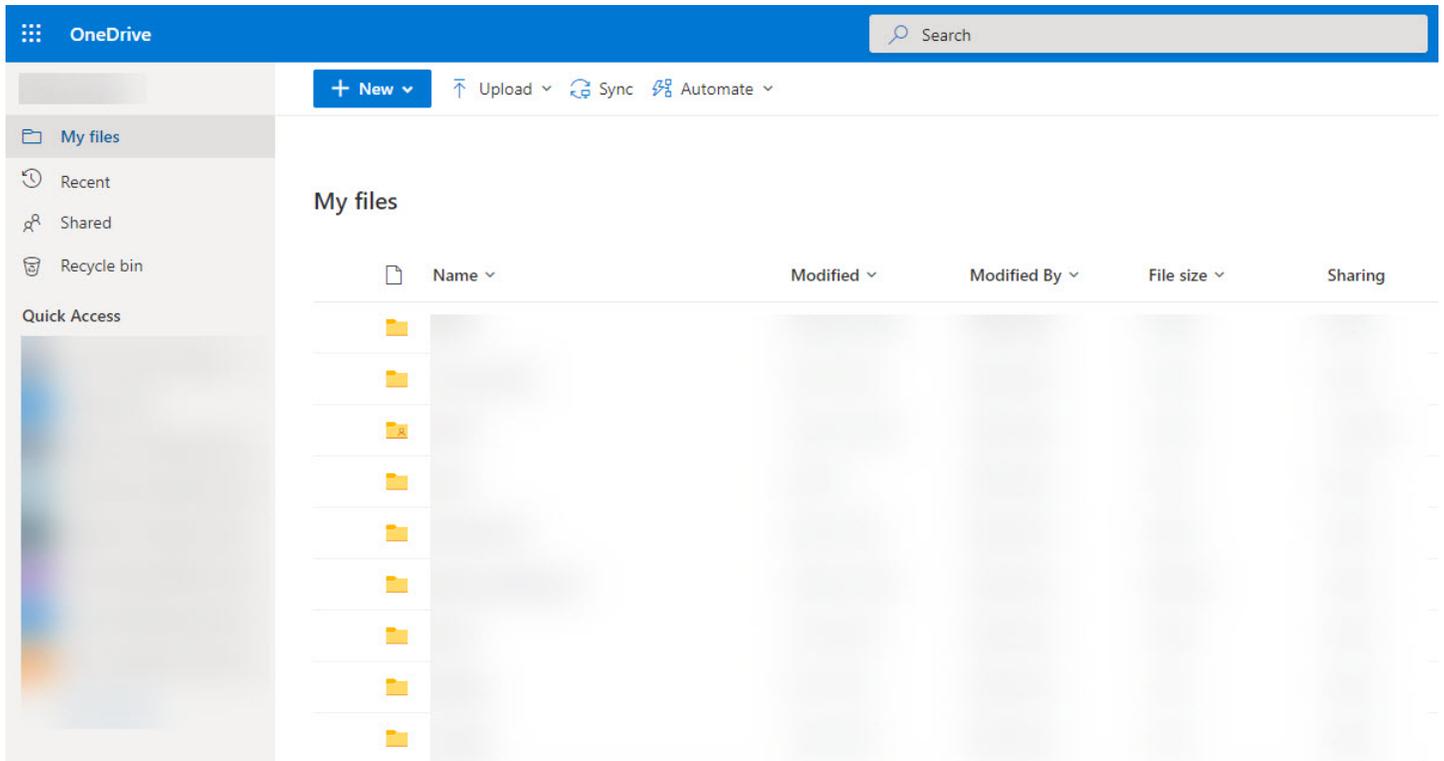
- Emergency Procedures
- My Files
- Office 365 Mail
- Teaching Excellence Award
- Network Account
- Office 365 account**
- Online Help Desk

Start Using OneDrive

After login to Office 365, just look for OneDrive. You can search for it by clicking on the upper left dotted square and then look for it (a blue cloud icon). If you used it before, the icon will be visible on the left sidebar:

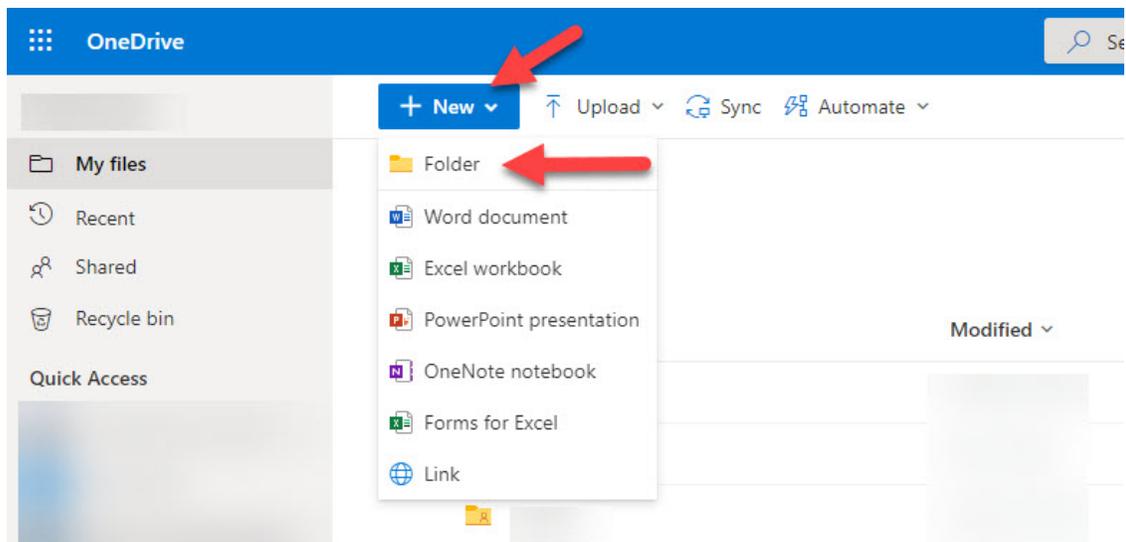


This is what OneDrive's interface looks like:



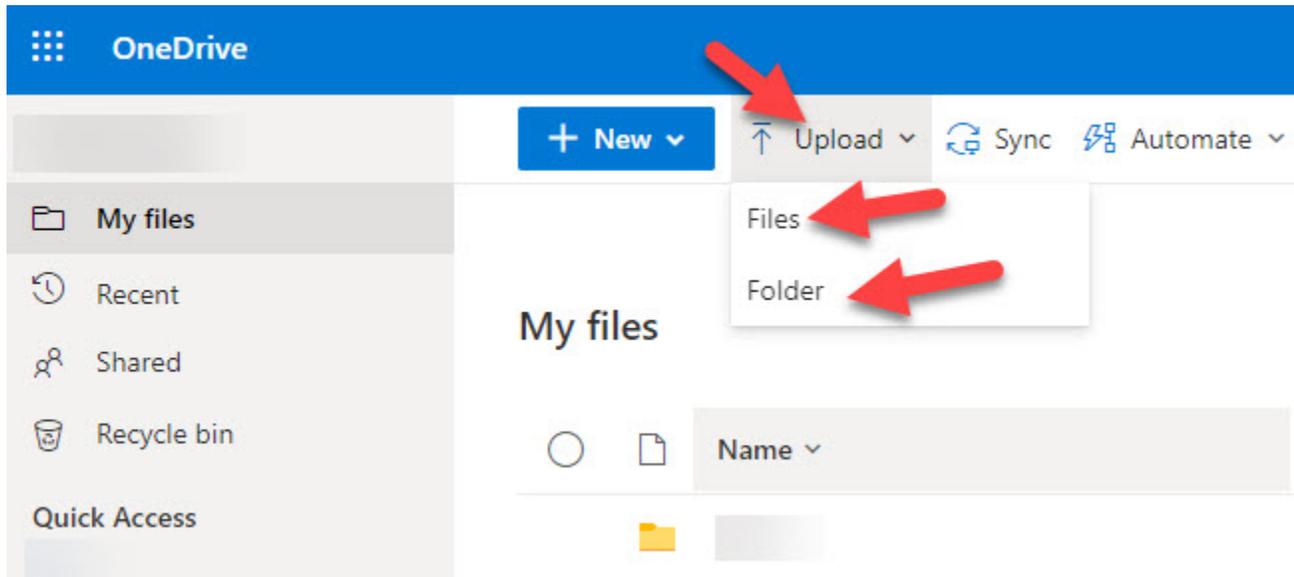
Creating Folders

To better organize your files, you can create folders:



Uploading Files and Folders

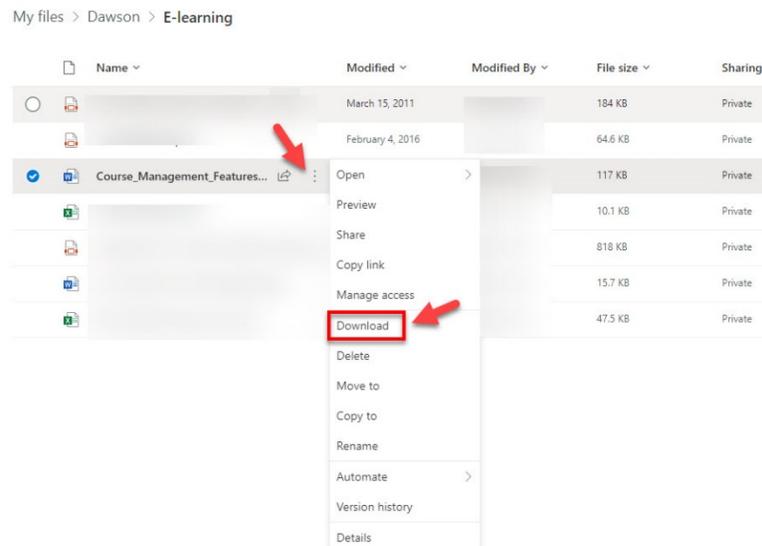
You can upload files and folders directly from your computer to OneDrive:



You can also drag-and-drop files from your computer to OneDrive.

Downloading a File/Folder from OneDrive to your Computer

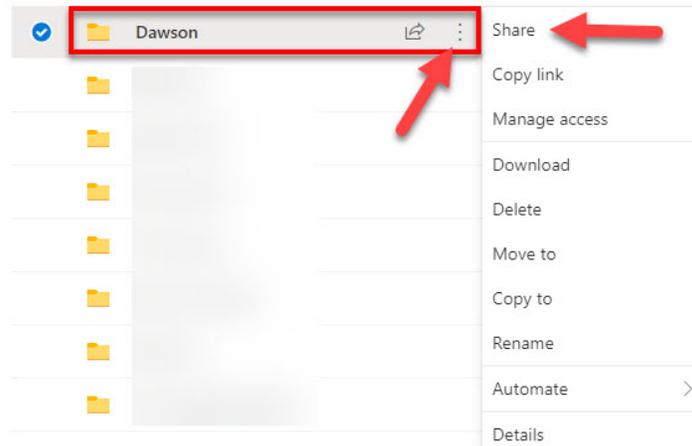
In order to download a copy of any file/folder stored in OneDrive to your computer, just hover your mouse into the file/folder, click on the three dots and and select “**Download**”:



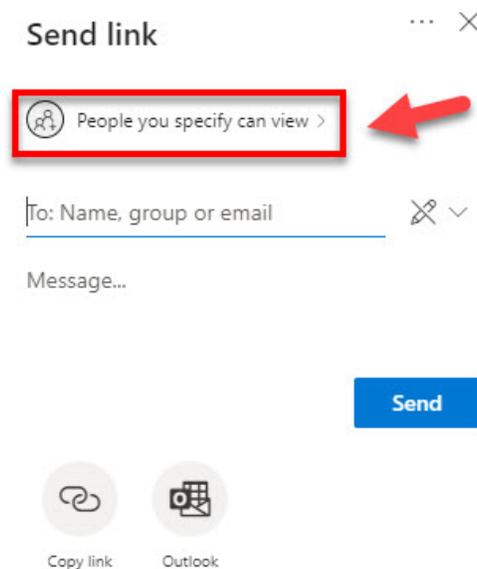
Sharing Files and Folders

Every file and folder in your OneDrive space can be shared with other people.

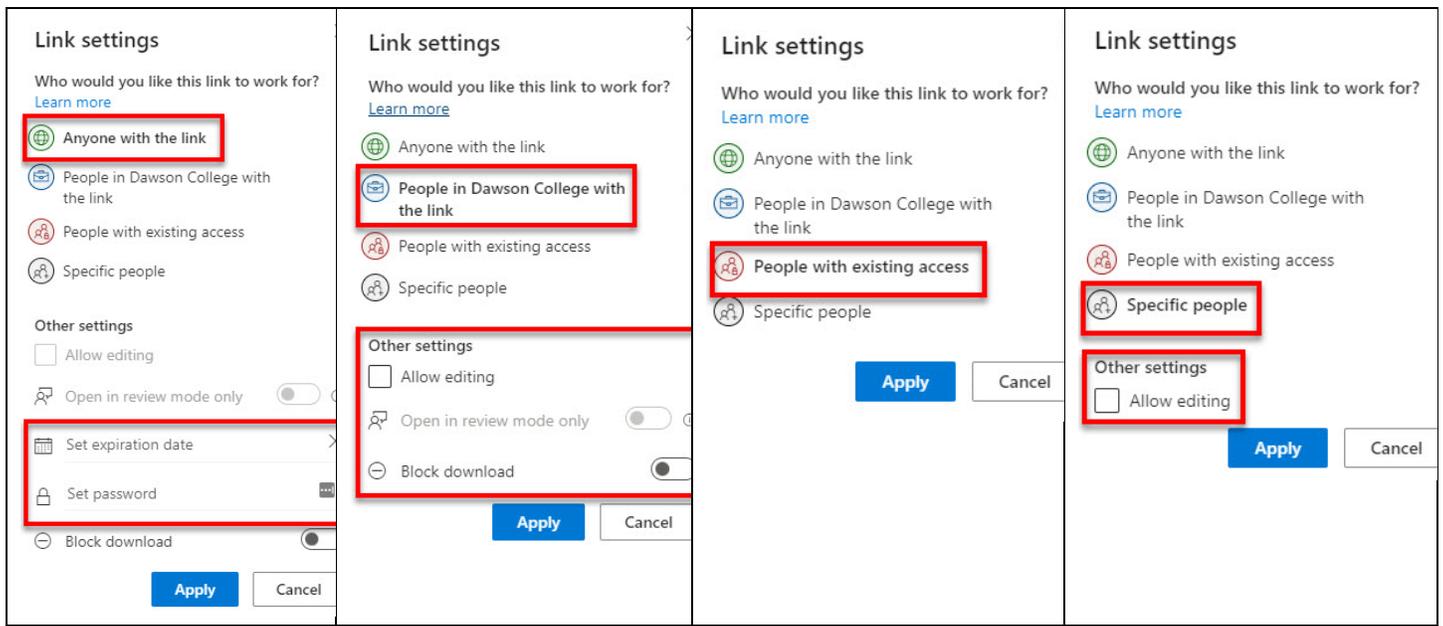
You can share a folder/file by hovering your mouse over it, clicking on the three dots, and selecting "**Share**":



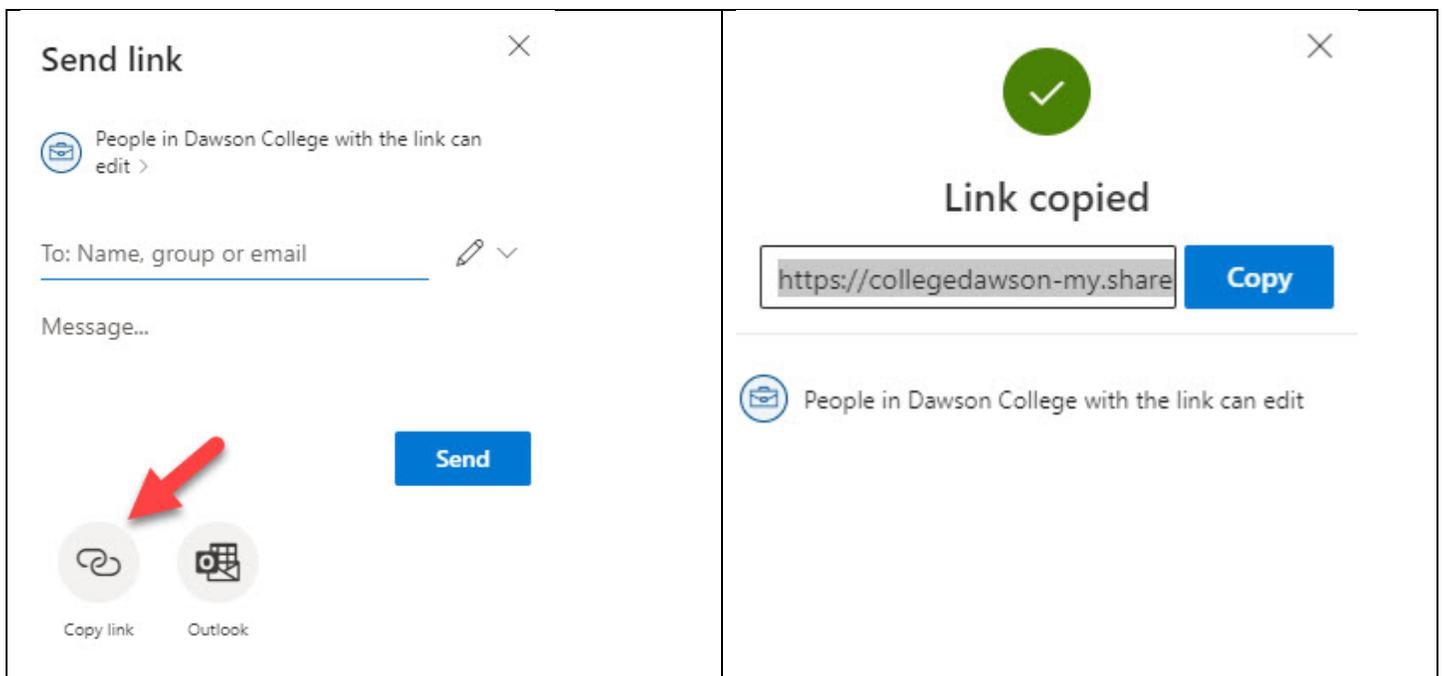
After clicking on "**Share**" you'll see a pop-up window like this:



Now you will need to select to which group of people you will share the folder. Depending on the audience you select to share with, you will be able to allow people to edit, set an expiration date and a password to access the folder/file.

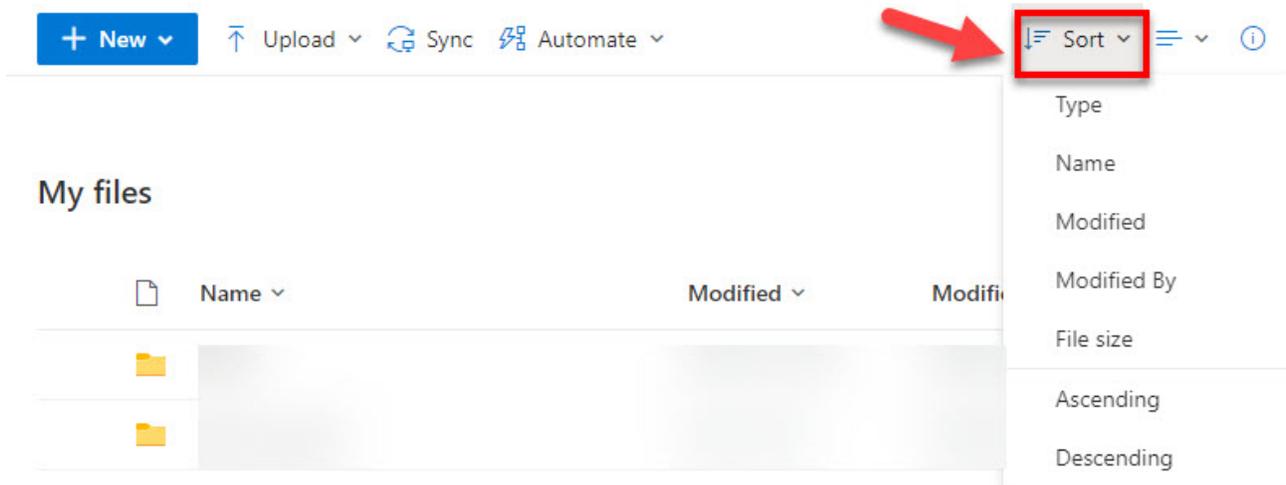


After selecting **“Apply”**, you can get the link for that specific folder or file and share it in Moodle or Lea by clicking on **“Copy link”**:

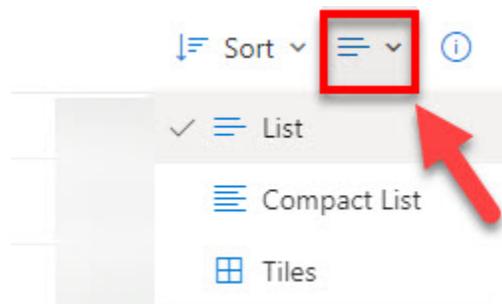


Sorting Files/Folders and Display Layout

You can sort your files/folder by clicking on “Sort” on the upper right menu:



The display layout can be changed by clicking on the dropdown menu beside the Sort button:



Questions

For any questions, please contact **Rafael Scapin** (rscapin@dawsoncollege.qc.ca) or **Cameron Campbell** (ccampbell@dawsoncollege.qc.ca)