How to Use OneDrive to Store and Share your Files

Rafael Scapin (IST – Dawson)

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**":

c	AREERS	QUICKLINKS = SEARCH Q					
	CONTACT	INFORMATION	TOOLS	LINKS			
	Contact Us	Academic Calendar	Faculty Hub	Association of Dawson			
	Computer Help Desk	Academic Integrity	Lea	Professionals			
	Phone Directory	Class Cancellations	Library	Dawson Support Staff Union			
		Events Calendar	Moodle	Dawson Teachers' Union Password Recovery Post a Job for Students			
		ISEP	Office 365				
		Timetable & Registration	Online Forms				
		Guide		Dawson Foundation			

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:



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:

III Office 365	\cdots Office 365 \rightarrow
Good afternoon	← Back
\oplus	Search all of your apps
C	Class Notebook
a	Delve
	Excel
	F Forms
a	😿 Kaizala
•	📻 Lists
ф.	MyAnalytics
65 C	OneDrive
	0neNote

This is what OneDrive's interface looks like:

::: OneDrive		: ۵	Search		
	+ New → 🗍 Upload × 🤤 S	ync 🧬 Automate ∽			
🗈 My files					
🕤 Recent	Mar Glas				
g ^q Shared	wy mes				
Recycle bin	🗋 Name 🗸	Modified ~	Modified By ~	File size ~	Sharing
Quick Access	• • • • • • • • • • • • • • • • • • •				
	• • • • • • • • • • • • • • • • • • •				
	BX				
	• • • • • • • • • • • • • • • • • • •				
	• • • • • • • • • • • • • • • • • • •				
	1 A A A A A A A A A A A A A A A A A A A				
	• • • • • • • • • • • • • • • • • • •				

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:

::: OneDrive				
	+ New マ → Upload マ 🚑 Sync 🎢 Automate マ			
🗅 My files	Files			
I Recent	Folder			
g ^R Shared	My mes			
Recycle bin	O 🗅 Name ~			
Quick Access				

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**":

My file	es >	Dawson > E-learning				
		Name ~	Modified ~	Modified By ~	File size ¥	Sharing
0	8		March 15, 2011		184 KB	Private
		· · · · · ·	February 4, 2016		64.6 KB	Private
•		Course_Management_Features	Open	>	117 KB	Private
	×		Preview		10.1 KB	Private
		8			818 KB	Private
	a	Manage access		15.7 KB	Private	
			Download	-	47.5 KB	Private
			Delete			
			Move to			
			Copy to			
			Rename			
			Automate Version history	>		
			Details			

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**":

×	×	Send link $ imes$
	Link copied	People in Dawson College with the link can edit >
	https://collegedawson-my.share Copy	To: Name, group or email 🖉 🗸
	People in Dawson College with the link can edit	
		Send
		Copy link Outlook
	People in Dawson College with the link can edit	Message Send Copy link Outlook

Sorting Files/Folders and Display Layout

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

🕂 New 🗸 🕴 T Upload 🖌 🤤 Sync 別 Au	tomate 👻		F Sort × = × 0
			Туре
Mufiles			Name
My mes			Modified
🗋 Name 🗸	Modified ~	Modifi	Modified By
• • • • • • • • • • • • • • • • • • •			File size
			Ascending
			Descending

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



Questions

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