

**What is OneDrive for Work or School?**

OneDrive for work or school is an integral part of Office 365 and provides **1 TB of space** in the cloud where you can store, share, and sync your work files. You can update and share your files from any device with OneDrive. You can even work on Office documents with others at the same time.

**How is OneDrive for work or school different from OneDrive?**

Microsoft offers another storage service called OneDrive. You may already be using OneDrive to store documents and other content in the cloud. This service is different from *OneDrive for work or school* (previously OneDrive for Business)

*OneDrive is **personal** online storage* that you get with either a Microsoft account or Outlook.com. Use OneDrive to save documents, photos, and other files in the cloud, share them with friends, and even collaborate on content. You’re free to decide how you want to use it.

*OneDrive for work or school is online storage intended for **business purposes**.* All files that you store in OneDrive for work or school are private unless you decide to share them.

Please click here for more information: <https://support.microsoft.com/en-us/office/what-is-onedrive-for-work-or-school-187f90af-056f-47c0-9656-cc0ddca7fdc2?ui=en-us&rs=en-us&ad=us>

**Important Notes:** OneDrive for work or school is only available to you while you are employed at SBU. Your account access stops when you leave or retire from the university.

**It is your responsibility to ensure you are abiding by FERPA standards and SBU Data Transmission & Storage Standards. This includes storing files on OneDrive and sharing files with both internal and external users. For further information:**

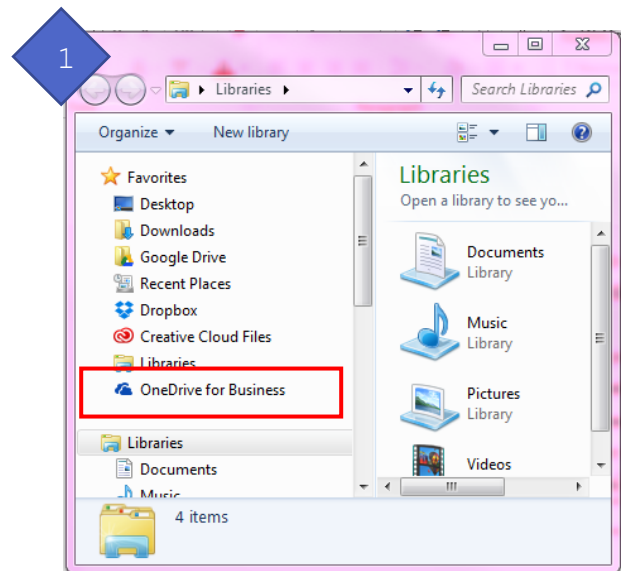
FERPA: <https://my.sbu.edu/my-home/the-family-educational-rights-and-privacy-act>

See *SBU Data Classification Standard*

**OneDrive for work or school Options**

**Cloud Storage:** gives you 1 terabyte of online storage accessed via the internet and your Office 365 account <https://login.microsoftonline.com> you can access these files from any computer or mobile device.

**OneDrive App:** this is an app that can be installed on your computer or mobile device and accessed via your computer’s folder system. (Image 1) Files placed in the OneDrive folder on your computer are synced to the cloud. You can edit these files online or offline on your computer and the changes will be synced once your computer is back online, so that no matter where you access the document from, the document will be the same. Sharing of files and folders must be done from the **Online** site.



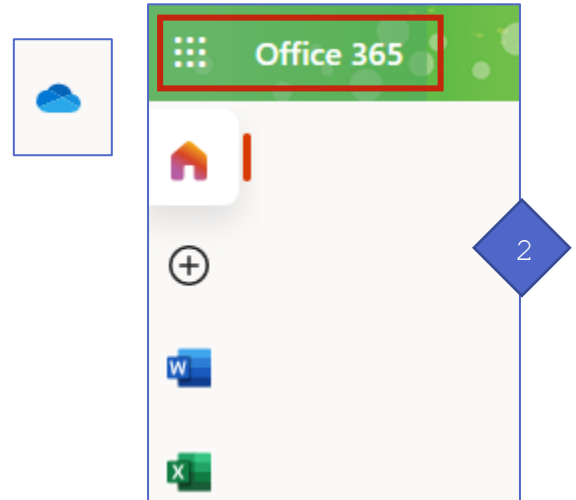
### Accessing OneDrive Online

Log into your St. Bonaventure Office 365 account at

<https://login.microsoftonline.com>

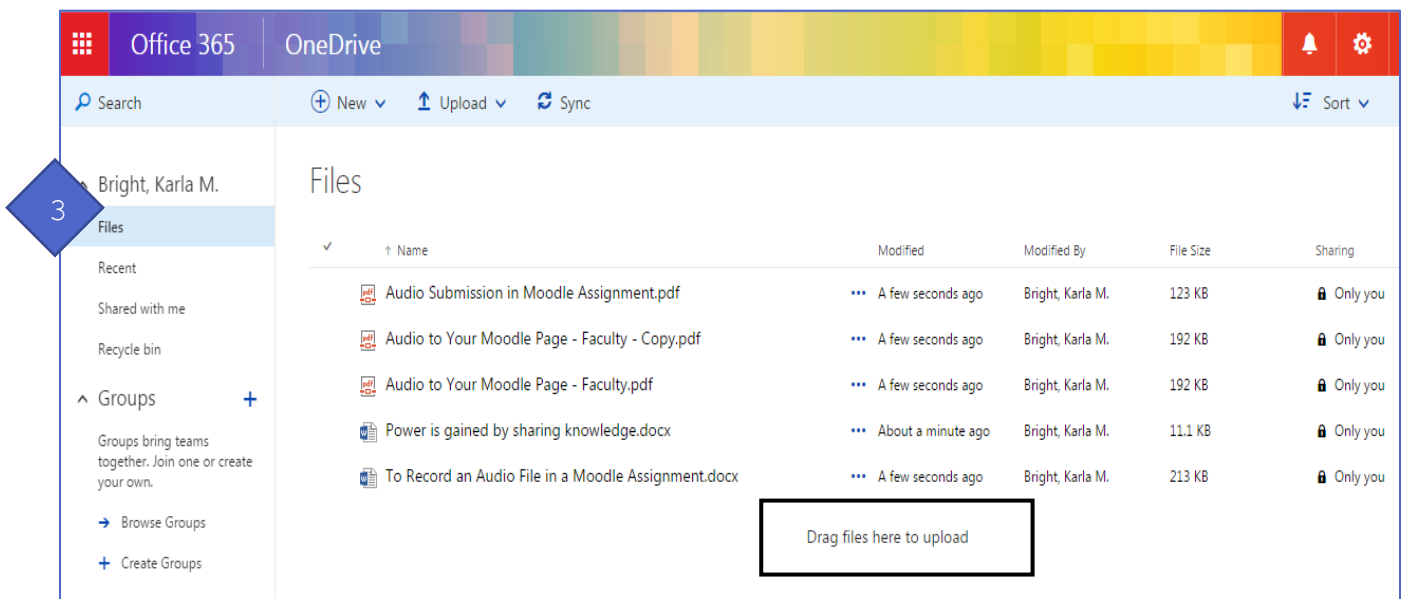
Click on the OneDrive link

If you are viewing your mailbox, click on the App launcher or the Office 365 button to view the Home Page (Image 2)



### OneDrive – Online View

Drag and Drop files into the window to upload your files (Image 3)



**OneDrive – Online View continued**

(Images 4 & 5)

**Click on New**

- To use the Office Online software
- Create a Folder in your OneDrive folder

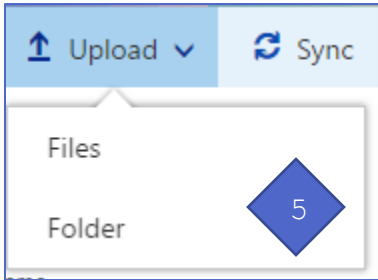
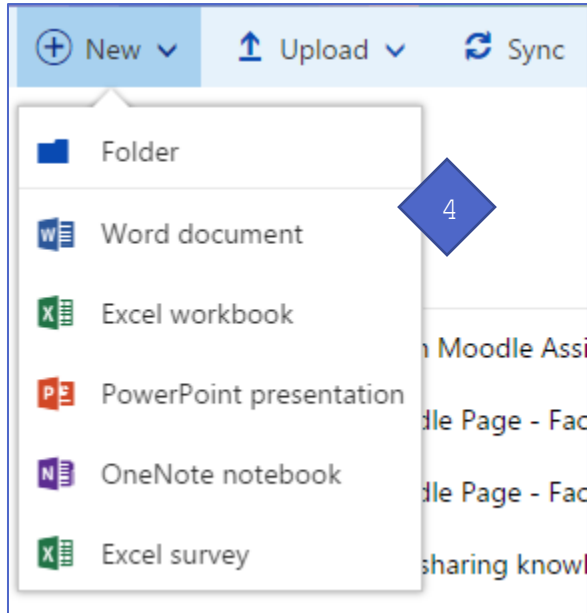
**Click on Upload**

- To upload a file from your computer
- To upload and entire folder from your computer

**Click on Sync**

- To sync your online files with your OneDrive folder on your computer.

*(You will need to set up or install the app on your computer – see next section for instructions)*



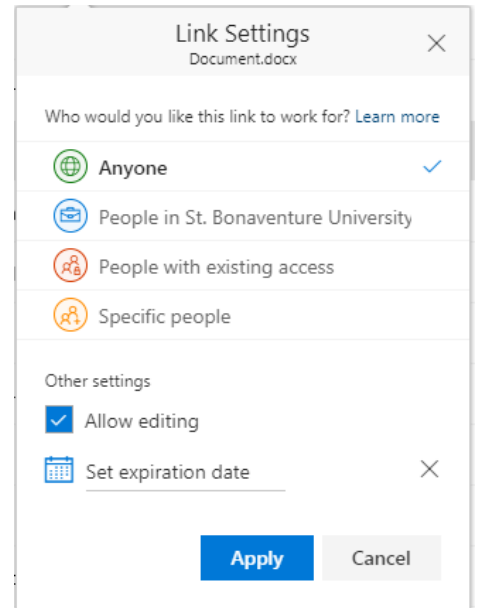
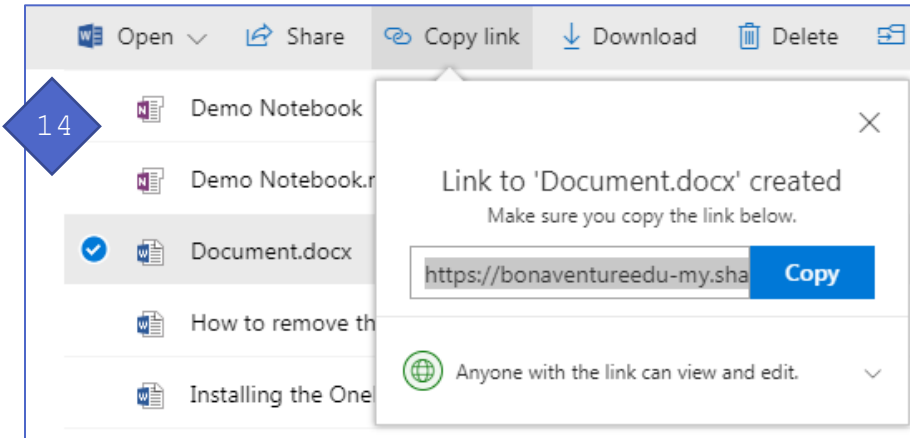
**Sharing Documents in OneDrive – You need to do this via the Online OneDrive site.**

The Office 365 documents and folders you store in OneDrive are private until you decide to share them. When you share documents and folders, you can decide whether to let people edit or just view them.

**Share a document by using Get a link**

You can share a link to a document that others can also share, by using Copy link. Get a link is available only for individual files, but it’s the easiest way to share documents with everyone in your organization or to share with people externally (as long as external sharing is enabled for your sites).

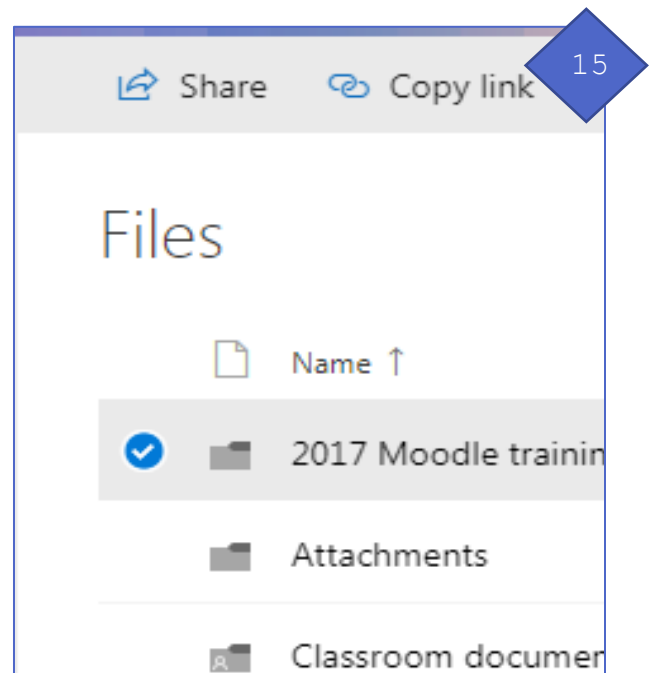
1. Go to OneDrive for work or school Online
2. **Select** the document you want to share, and then click on **Copy link**. *Image 14 on next page*
3. In the dialog box – click the **Copy**



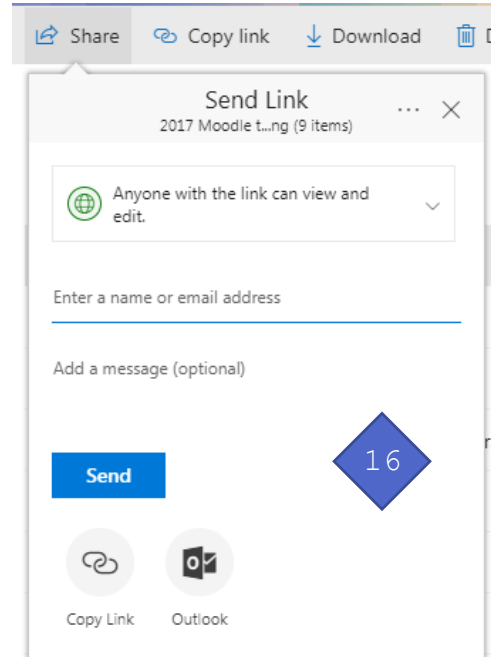
4. Clicking on “Anyone with this link can edit this item” to change the permissions for the document.
5. Click on the **Learn More** at the top of the settings page to learn about the choices.
6. Click **Apply** and then **Copy** to copy the link to the clipboard.
7. Paste the link into an email and send it or post it on a website for the people you want share with.

Share a document or folder by inviting people

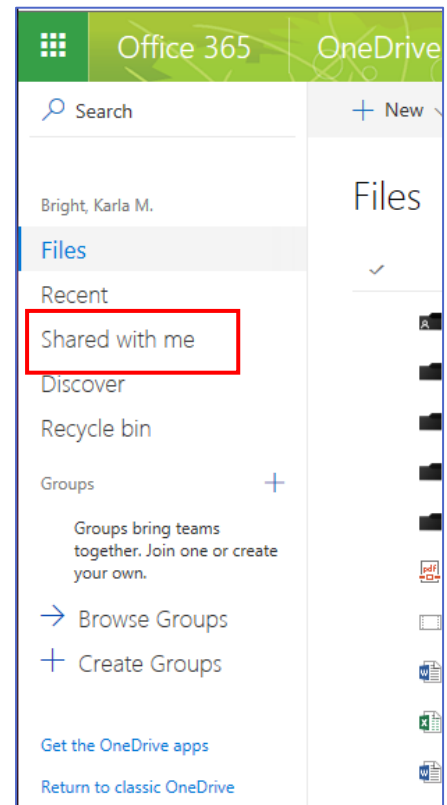
1. To share folders or to share documents you can invite people.
2. Go to OneDrive **ONLINE**
3. **Select the file or folder** you want to share, and then Click on **Share**. *Image 15*



4. In the Send Link dialog box, type **names or email addresses** of people you want to share the document or folder with and add your **message** to them.
5. To change the permission setting, click on **"Anyone with this link can view and edit"** *Image 16*
6. Click **Send**
7. If you don't want to send the automatic email, you can copy the link and send it in an Email.
8. Clicking the Outlook link shares the document
9. Click Share.



**Note:** To view files and folders others have shared with you, click on the "Shared with me" link, found on the right side of the OneDrive folder under their name. *Image 17*



References: <https://support.microsoft.com/en-us/office/what-is-onedrive-for-work-or-school-187f90af-056f-47c0-9656-cc0ddca7fdc2?ui=en-us&rs=en-us&ad=us>