

Inside Microsoft Office

► Session 15

Using Microsoft OneDrive 2019



Objectives

- ▶ Describe Microsoft OneDrive.
- ▶ Explain the user interface of OneDrive.
- ▶ Describe how to use OneDrive to Collaborate.
- ▶ Outline the process of syncing Online OneDrive Content with local OneDrive folders.

Getting Started with Microsoft OneDrive

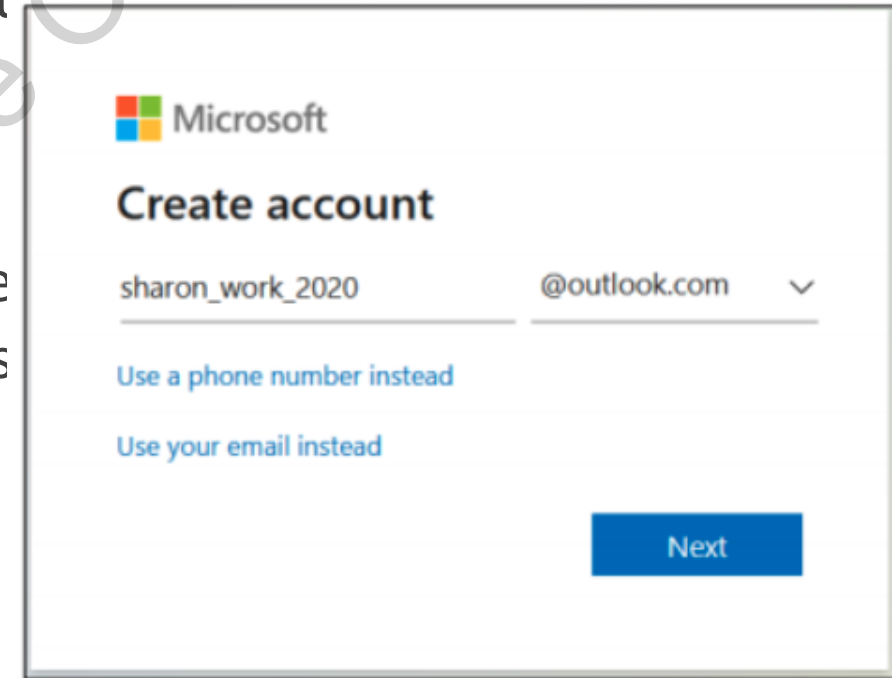
- ▶ Microsoft OneDrive is a file hosting service, which is a part of the online services provided by Microsoft.
- ▶ Microsoft OneDrive provides cloud storage in addition to the storage in laptop or desktop.
- ▶ OneDrive can be used as follows:
 - Simple storage location for files and documents
 - Collaboration tool



Microsoft OneDrive Documents

Signing-in to Microsoft OneDrive

- ▶ Users can access OneDrive either through the Start menu or login to the Web version of OneDrive.
- ▶ OneDrive is generally used in organizations, where employees sign in to OneDrive using their organization's username and password.

A screenshot of the Microsoft account creation interface. At the top left is the Microsoft logo. Below it, the text "Create account" is displayed. There are two input fields: the first contains "sharon_work_2020" and the second contains "@outlook.com" with a dropdown arrow. Below these fields are two links: "Use a phone number instead" and "Use your email instead". A blue "Next" button is located at the bottom right of the form.

Microsoft

Create account

sharon_work_2020 @outlook.com ✓

[Use a phone number instead](#)

[Use your email instead](#)

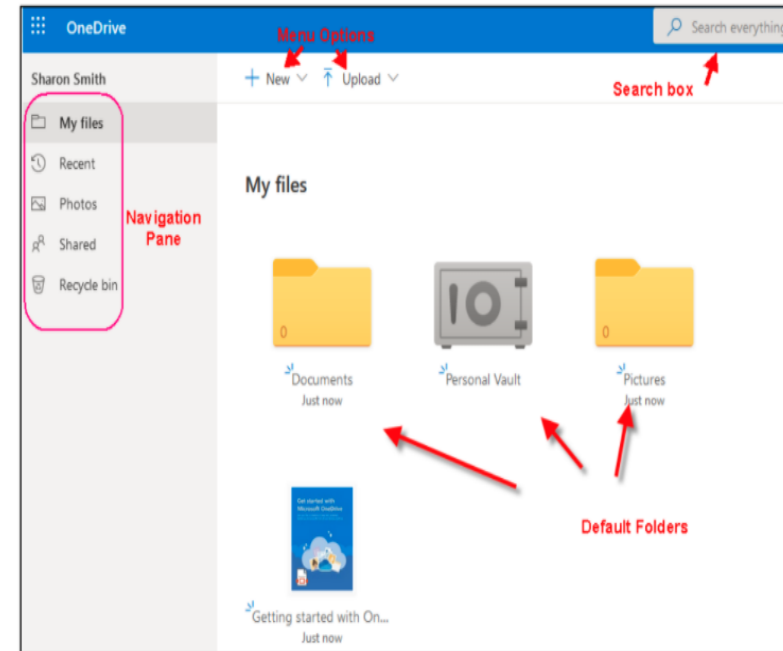
Next

Signing into MS OneDrive

Understanding the OneDrive Interface [1-2]

► The OneDrive page consists of:



- Navigation Pane
 - Files, Recent, Photos, Shared and Recycle Bin
- Search box
- Menu bar
- Files pane



Parts of OneDrive UI

Understanding the OneDrive Interface [2-2]

► In addition to these sections, OneDrive page also displays following icons:

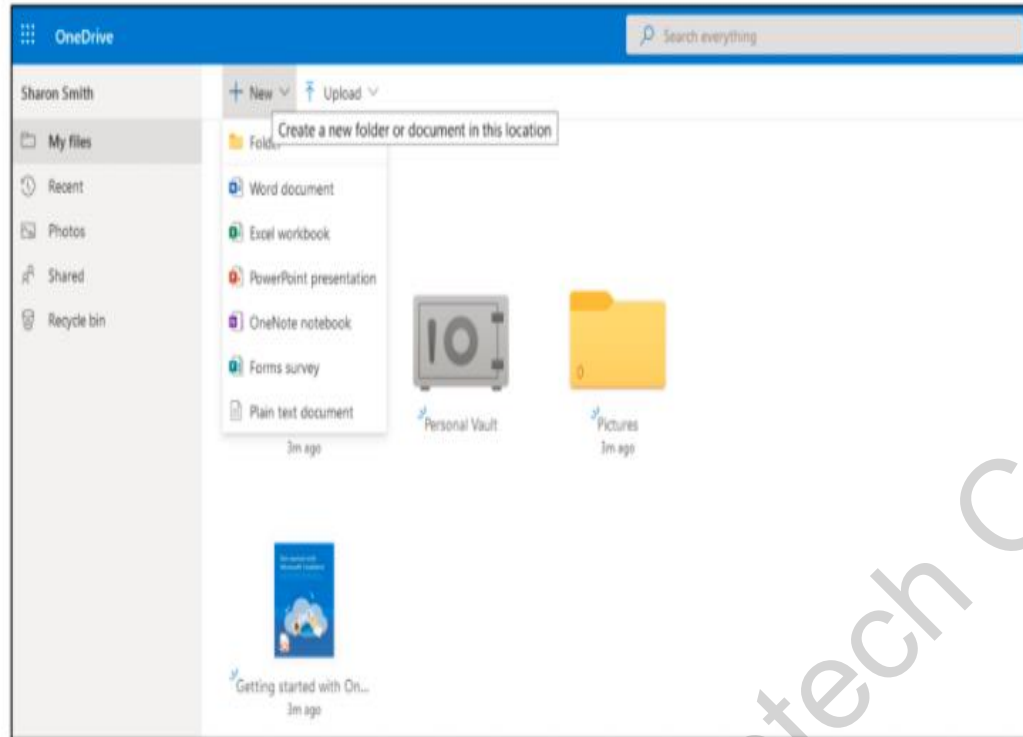
-  : Provides options to view the files and folders contained in the OneDrive folder.
-  : Allows the users to sort the files and folders per the following criteria: Type, Name, Modified, Modified By, and File Size

Using OneDrive to Collaborate

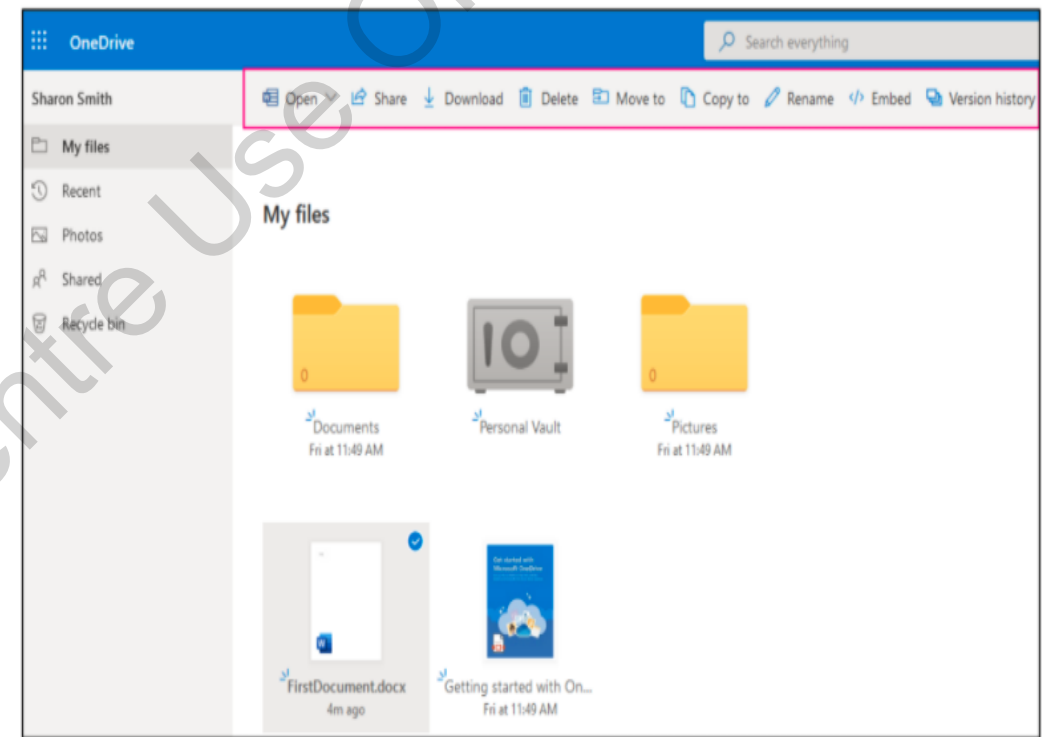
► OneDrive application is an amazing collaboration tool that provides

- An easy and effective way to collaborate and share files and folders with multiple users across all geographies.
- Provides a single location for all files and folders that can be accessed by multiple users.
- Location serves as a repository of files and folders, where users can add files and folders, share files and folders with other users, and edit files in their respective Microsoft applications.

Working with Files and Folders



New Menu Sub-options

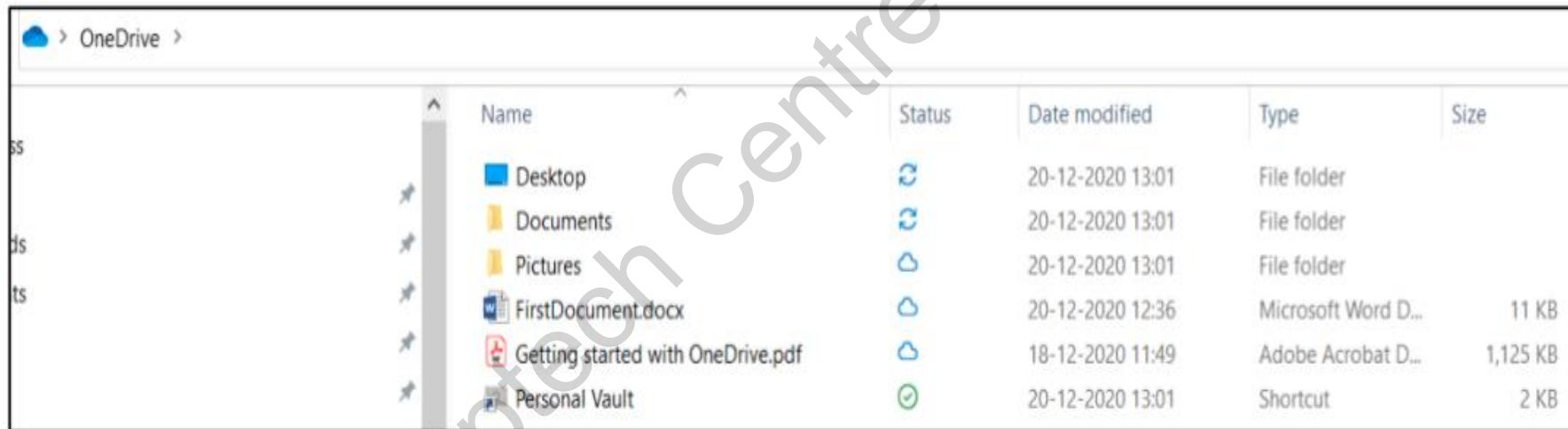


Various options to work with a file

Syncing OneDrive Local Folder with Online OneDrive

[1-2]

- OneDrive provides a local folder, which is a copy of the online OneDrive folder and is available in the user's laptop/desktop

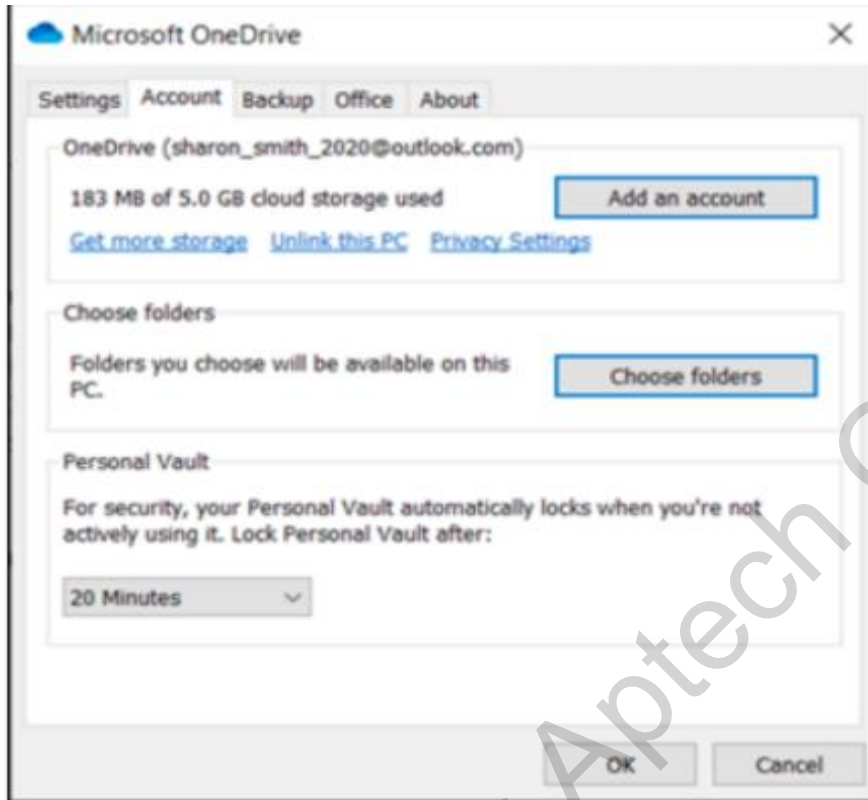


Name	Status	Date modified	Type	Size
Desktop		20-12-2020 13:01	File folder	
Documents		20-12-2020 13:01	File folder	
Pictures		20-12-2020 13:01	File folder	
FirstDocument.docx		20-12-2020 12:36	Microsoft Word D...	11 KB
Getting started with OneDrive.pdf		18-12-2020 11:49	Adobe Acrobat D...	1,125 KB
Personal Vault		20-12-2020 13:01	Shortcut	2 KB

Local OneDrive Folder

Syncing OneDrive Local Folder with Online OneDrive

[2-2]



MS OneDrive Accounts Tab



Syncing Files and Folders

Summary

- Microsoft OneDrive is a file hosting service, which is a part of online services provided by Microsoft Office 2019.
- OneDrive can be used as a simple storage location for files and documents, which can be accessed from any location and by users who have access to this storage.
- OneDrive can also be used as a collaboration tool that allows users situated at different locations to jointly edit documents and files.
- Microsoft OneDrive provides cloud storage in addition to the storage in laptop or desktop and provides 5 GB of free storage space to valid Microsoft users.
- OneDrive is generally used in organizations, where employees sign-in to OneDrive using their organization's username and password.
- Users can create or open various types of files such as Word documents, Excel spreadsheets, and so on, share them with others, copy or move them or even delete them.
- Users also have the option to upload existing files from their local folder to their online OneDrive page.
- Users can choose which folders or files on their OneDrive page to sync with their local OneDrive folder on their device.