

GSD. OneDrive - Navigate in OneDrive Online

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General Information:

Possible symptoms/errors:

User wants to know how to Navigate in OneDrive Online

Alternative names of the system:

OneDrive Online

IMPORTANT NOTICE:

N/A

Solution:

OneDrive for Business provides different features that make it easy for user to store or share files with other people. This article describes the different section in OneDrive which they can utilize.

Details:

A. Access OneDrive for Business Online via Office 365 Online Portal

Advise user to go to Office 365 online portal. User must click OneDrive from the application tiles.

B. Available Menus and Features

In the OneDrive window, toolbar on the top is called OneDrive Ribbon and consists of the following:

Search everything - this search bar lets user find documents with ease. Use keywords and tags to Search for files or folders. New - allows to create new document. Clicking the drop-down button gives user folder and file type options according to the document they wish to create. Upload - add files or folders to their OneDrive storage. Sync - synchronize OneDrive folders to user's computer. Automate - create automated workflows. Sort - Sort button to change how user'd like to view their files. View icon - change the view from icons to list. (List, Compact List, Tiles) Information icon - check recent activities on user files stored in OneDrive. Select the Information button to see details like who Has Access and Activity. Or hover the cursor over a file and information will appear.

NOTE: When user select a file or folder, the toolbar will change, letting them choose what they'd like to do with the file or folder: Open, Share, Copy link, Download, Delete, Move to, or Copy to.

On the left pane of OneDrive window is the Site Navigation Pane.

My Files – user's home base where they can find all of their files and folders. Recent - shows the files user worked on last. Shared - files others have shared with user and the files they've shared with

others. Recycle bin - shows user's deleted files and folders. Shared libraries - show files in recently visited Teams and SharePoint sites.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

N/A