GSD. OneDrive - How to collaborate in OneDrive

General Information:

Possible symptoms/errors:

User wants to know how to collaborate in OneDrive.

Alternative names of the system:

Share OneDrive files from your Office apps

IMPORTANT NOTICE:

N/A

Solution:

OneDrive provides the ability to collaborate with colleagues by sharing and editing files and folders together.

To share a file from within Word, Excel, PowerPoint, or another Office app, advise user to:

Select Share on the ribbon or, select File > Share.

NOTE: If user's file is not already saved to OneDrive, they'll be prompted to upload their file to OneDrive to share it.

Select who they want to share with from the drop-down or enter a name or email address.Add a message (optional) and select Send.

Share files from OneDrive

To Share files from OneDrive, advise user to:

Right click the file and select Share or select a file and select Share on the toolbar.Select who they want to share with from the drop-down or enter a name or email address.Add a message (optional) and select Send.

Change views:

The left pane lets user filter their view of items in OneDrive.

Files - To see all their OneDrive files and folders.Recent – To see which Office documents user has opened most recently, whether they've modified them or not.Shared - See items that they've shared with other people and that other people have shared with them.Discover - See what's trending around user, based on who they work with and what they're working on.Recycle bin - See items and folders that they've deleted.

Stop or change sharing

If user is the file owner, or has edit permissions, they can stop or change the sharing permissions by:

Selecting the file or folder they want to stop sharing.Selecting Information in the upper-right corner to open the Details pane.Selecting Manage access and:

Selecting the X next to a link to disable it.Selecting Can Edit or Can View, and then select Stop Sharing.Selecting Can Edit or Can View and then select Change to….

Copy link

To Copy link, advise user to:

Select a file and select Copy link.Or right click a file and select Copy link.

Assignment Group:

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

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A