GSD. OneDrive - Create a New Document in the OneDrive for Business Web Application

General Information:

Possible symptoms/errors:

User wants to know how to Create a New Document in the OneDrive for Business Web Application.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

This guide will show how to create a new document inside of OneDrive web application.

Details:

Advise user to go to Office 365 Online Portal.User must select the OneDrive icon.

Inform user to click New then to choose what kind of document (Word-, Excel-, PowerPoint-Document, etc.) they want to create.

After clicking the document type, the browser will open the corresponding web application.

NOTE: If user has a complete subscription with offline installations, they can also open the document in the offline application.

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