



## Work Smart by Microsoft IT

# Save and Share Files in the Cloud with OneDrive for Business

Microsoft OneDrive for Business is your professional file library—your OneDrive for your business needs. OneDrive for Business uses Microsoft Office 365 (SharePoint Online) to safely store your files in the cloud. With your files stored in the cloud, it's easy to share them with your coworkers. OneDrive for Business also makes it easy to access and sync your files from anywhere and from multiple devices.

### To customize this guide

This document contains information and procedures that you can retain, customize, or delete to apply to the environment and scenarios of your organization. The text marked in yellow highlighting indicates either customization guidance or organization-specific variables. All yellow text should be either deleted or replaced prior to distribution.

### Topics in this guide include:

Benefits of OneDrive for Business	Creating and working with files on OneDrive for Business	Sharing files and folders on OneDrive for Business
Accessing OneDrive for Business from Microsoft Office	Accessing OneDrive for Business from your mobile devices	For more information

# Benefits of OneDrive for Business

OneDrive for Business makes it easy to:

- Store and organize your work files in a secure location in the cloud.
- Share files with your coworkers, so they can review or edit the content. Sharing files this way is much more efficient than attaching them to email messages.
- Synchronize files stored in the cloud to your computer or mobile device (whether you're on the corporate network or not), so that you can access your files offline.

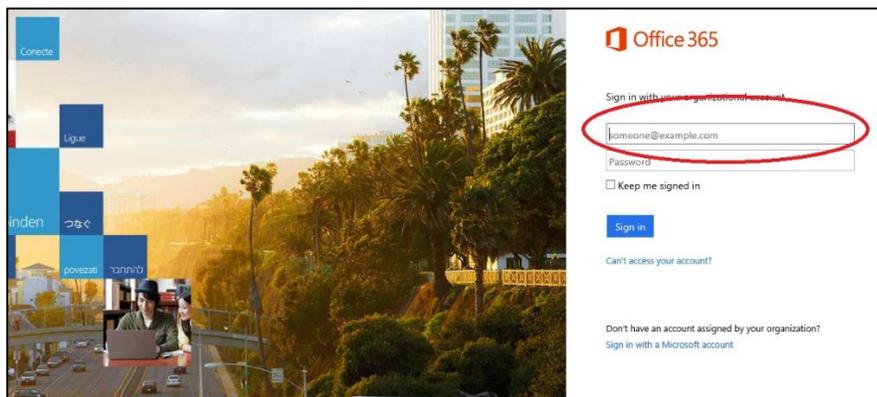
**IMPORTANT:** Microsoft recommends that users store business files on their OneDrive for Business account, not their personal OneDrive. OneDrive for Business offers powerful productivity and collaboration/sharing features designed for the workplace.

## Creating and working with files on OneDrive for Business

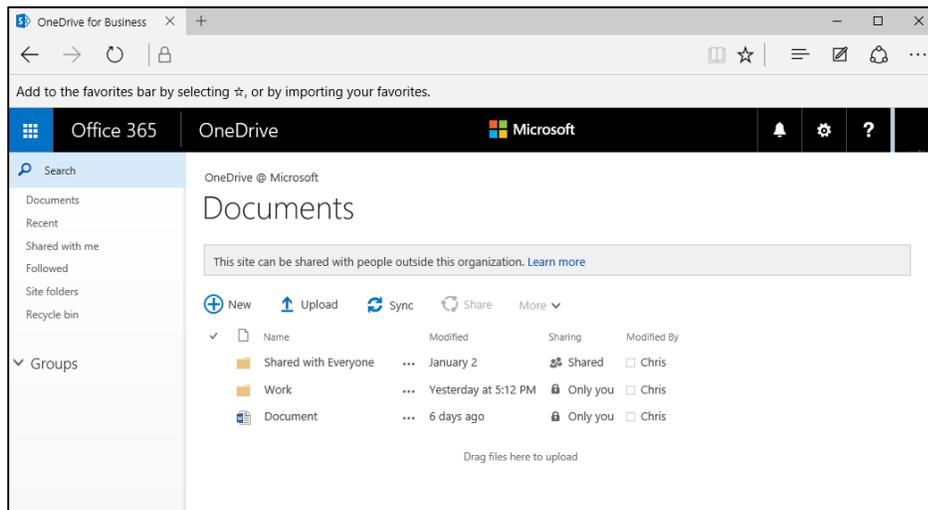
To work with files on OneDrive for Business, you first need to log on to Office 365 and create or open OneDrive for Business.

### Log on to Office 365 and open OneDrive for Business for the first time

1. Go to Office 365. If your computer is connected to the **Organization** corporate network, go to **internal URL**. Otherwise, go to **external URL**.
2. On the **Office 365** sign-in page, enter your user name and password, and select **Sign in**.



The **OneDrive for Business (OneDrive @ Organization)** page appears. In this example, the organization name is Microsoft.

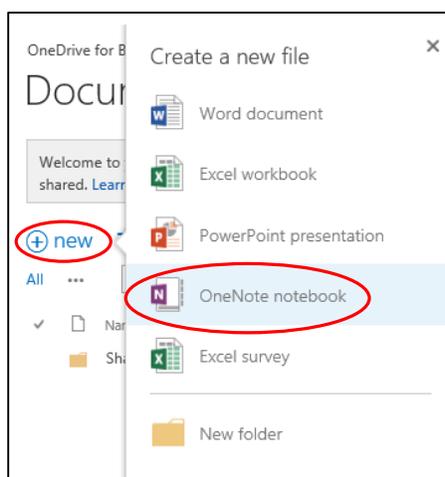


## Create a new file from OneDrive for Business

By default, any file or folder you create on OneDrive for Business is private to you (invisible to everyone else). After you create a file, you can make it available to selected individuals. Or if you want to make the file public to all of **Organization**, you can add it to (or create it in) the Shared with Everyone folder in OneDrive for Business. For information on sharing files, see “Sharing Files and Folders in OneDrive for Business” later in this guide.

**NOTE:** You must be using an Office 2013 or later client to create a new file from OneDrive for Business.

1. On the **OneDrive for Business – Documents** page, select **new**, and then select the type of file (Word, Excel, PowerPoint, or OneNote) you want to create.



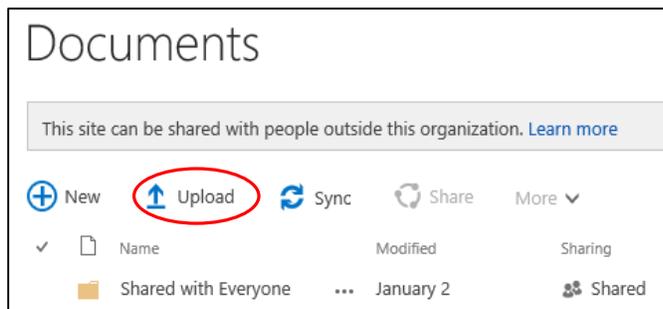
2. In the **Create a new file** dialog box, enter a name for the file, and then select **OK**.  
The Web App opens, for the type of file you selected.
3. In the Web App, create the file.

- To use the Office application instead of the Web App, select the application name. For example, to create a Word document, select **OPEN IN WORD**.



## Upload an existing file to OneDrive for Business

- On the **OneDrive for Business – Documents** page, select **Upload**.



- Select **Browse** to find the file, and then select **OK** to upload it.

## Open a recently used file on OneDrive for Business

- On the left side of the **OneDrive for Business – Documents** page, under Recent Documents, select the file you want to open.

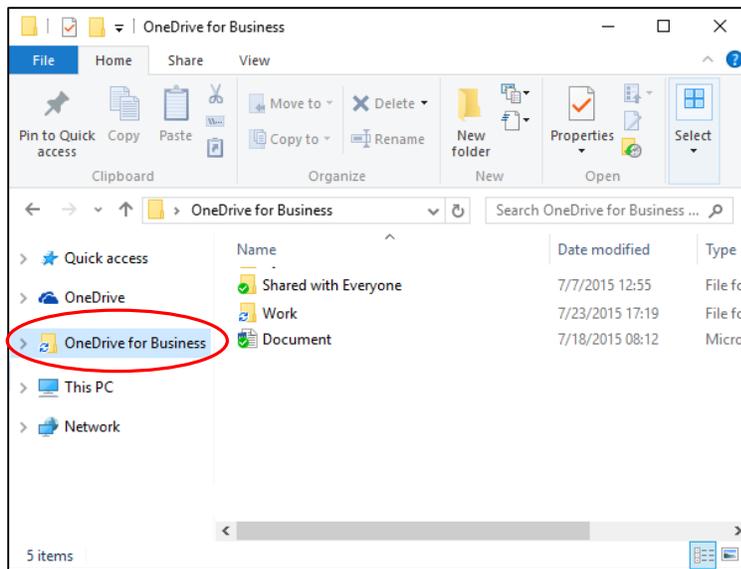
## Sync an online file to your local device

Take your files with you! After you save files on OneDrive for Business, if you're using Office Professional Plus 2013, you can create a local cache of the files for offline usage by clicking the **Sync** button. This creates a local OneDrive for Business folder in File Explorer. If you're working offline, you can save your files to this folder. When you regain connectivity, the local folder automatically syncs with your OneDrive for Business library in the cloud.

**CAUTION:** *If you sync multiple devices, keep in mind that when you delete a file from one device, it will be deleted on all your synced devices as well as the cloud.*

- On the **OneDrive for Business – Documents** page, select the **Sync**  **sync** button.
- If a prompt appears, select **Sync Now**.

The OneDrive for Business app creates a OneDrive for Business folder in File Explorer.



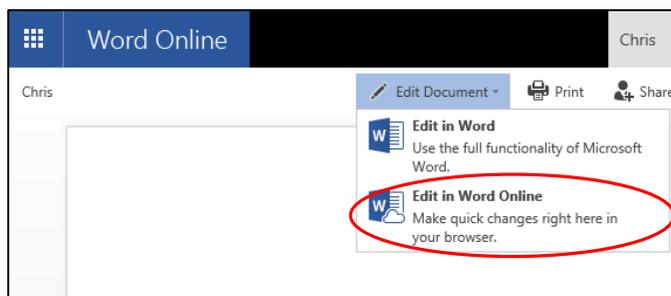
3. Follow the instructions on your screen.
4. Save your files to the OneDrive for Business folder on your computer.

If you're offline, your files are synced to OneDrive for Business as soon as you connect to the Internet.

## Edit or coauthor a file

When you select a file in your OneDrive for Business library, the content of the file appears in your browser. To edit the file, you can choose to edit the file in the Web App or in the application itself. If you edit a file in the application, other people can edit the file at the same time if you're using Microsoft Word or PowerPoint.

1. With your file open in the Web App, select the appropriate edit command. For example, if you're viewing a Word document in your browser, select **Edit in Word Online**.

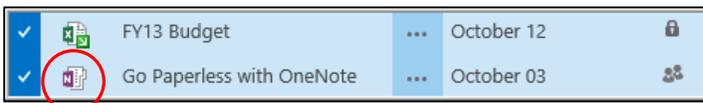


2. Select the appropriate command, based on where you want to edit.

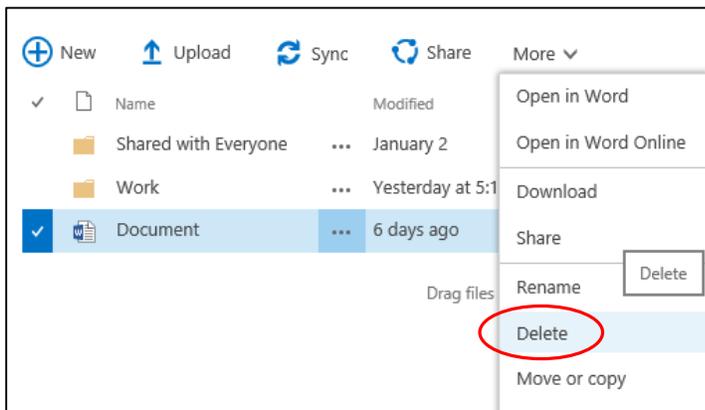
**NOTE:** If you don't want others to be able to edit a file when you have it open, check out the file. To check out a file, on the **OneDrive for Business - Documents** page, select the ellipsis **...** button next to the file name, select **...** at the bottom of the next menu, and then select **Check Out**.

## Delete a file

1. On the **OneDrive for Business – Documents** page, select the icon to the left of the file name you want to delete.

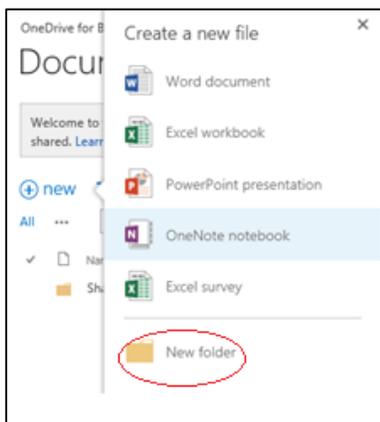


2. Select **MORE**, and then select **Delete**.



## Create a folder

1. On the **OneDrive for Business – Documents** page, select **new**.
2. On the **Create a new file** menu, select **New folder**.



3. On the **Create a new folder** page, enter the name of the folder, and then select **Save**.

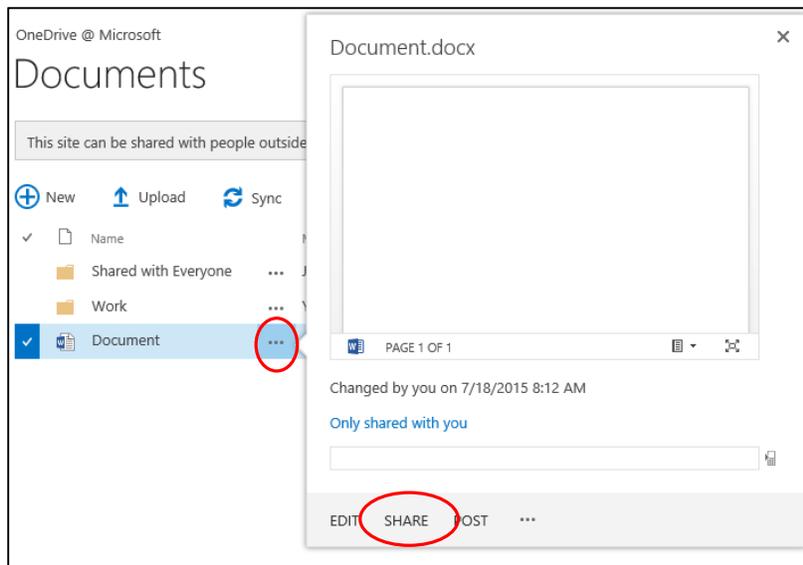
# Sharing files and folders on OneDrive for Business

After you create or upload a file or folder, you may want to share it. By default, any file or folder you create in OneDrive for Business is invisible to everyone unless you create it in the Shared with Everyone folder in OneDrive for Business.

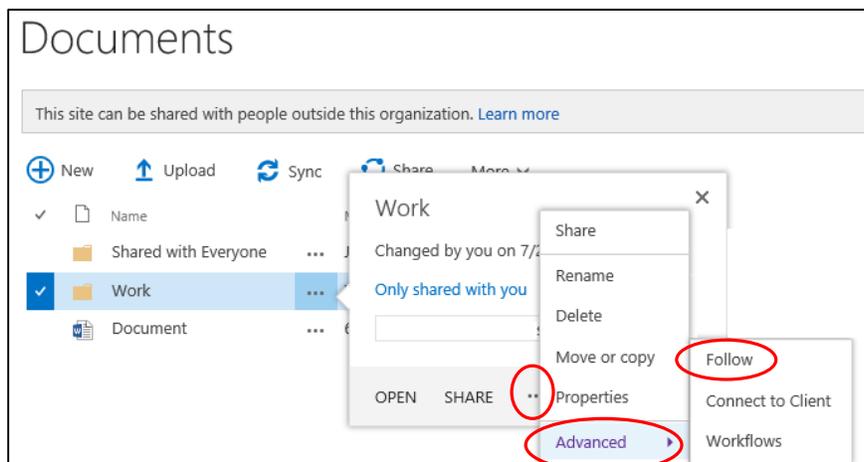
When you share a file, folder, or site, you can optionally choose to start following it. When you follow it, you get updates in your SharePoint Online newsfeed when other people edit it. People with whom you've shared it can also choose to follow it.

## Share a file

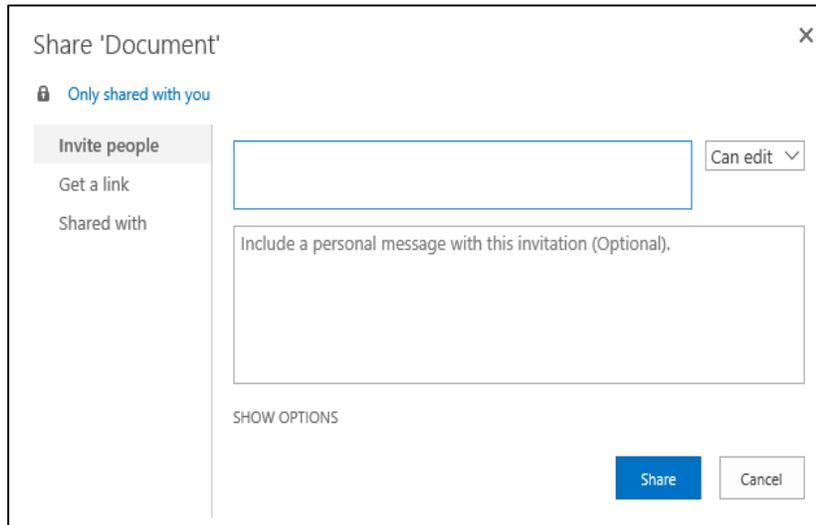
1. On the **OneDrive for Business – Documents** page, select **...** next to the file that you want to share, and then select **SHARE**.



2. If you want to follow the file, select **...** > **Advanced** > **Follow**.



- In the **Share** dialog box, enter the names or email addresses of the people you want to share with, specify permissions (view or edit), and then optionally enter a personal message.



- Select **Share**.

## Share a folder

- Follow the same steps as for sharing a file.

When you share a folder, you automatically share all files you place in that folder. Sharing a folder saves you the trouble of sharing the files one at a time. Note the following details about sharing folders, however:

- When you share a folder, every file you add to it is automatically shared with the people you're sharing the folder with. If you don't want to expose a particular file, be careful about which shared folder you add it to.
- You must share a folder if you want people to be able to navigate to it when they visit your library. For example, let's say you create a new folder, and then add and share a document in this folder. If you want people to be able to go to the new folder to see the document, you must also share the folder.
- To provide access to shared files in a folder *without* sharing the folder, copy a shortcut to the file, paste it as a link, and then send it in email or an instant message.

## Share a file or folder with everyone

You may have files or folders that you want to make available for anyone at **Organization**. Typically, you provide viewing-only access for these types of files and folders. A key benefit of sharing a file or a folder with everyone is that people can discover it by searching.

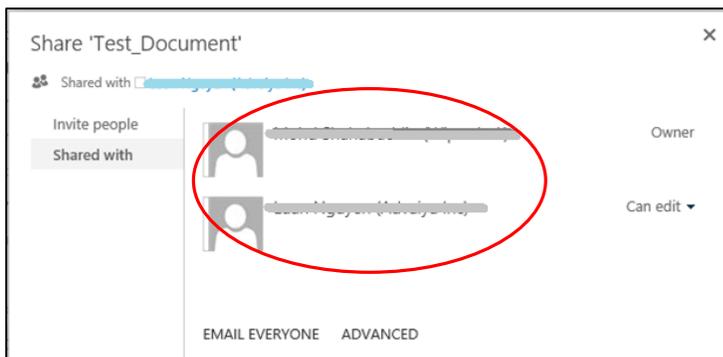
- Drag the file or folder to the Shared with Everyone folder on the **OneDrive for Business – Documents** page.

✓	Name	Modified	Sharing
	Lync 2013	... October 02	👥
	Office 2013	... September 24	👥
	Shared with Everyone	... August 29	👥

## See who you're sharing with

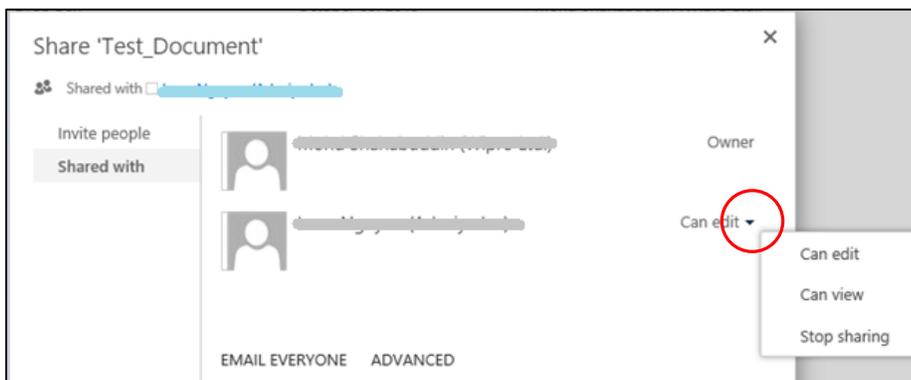
1. On the **OneDrive for Business – Documents** page, select  next to the file or folder you want to share, and then select **SHARE**.
2. In the left pane of the **Share** dialog box, select the **Sharing**  icon associated with the file or folder.

The **Share** dialog box now shows a list of people you're sharing the file or folder with.



## Change permissions of people you're sharing with

1. On the **OneDrive for Business – Documents** page, select the file or folder.
2. In the left pane, select the **Sharing**  icon.
3. In the **Share** dialog box, select the arrow at right to change the permissions to **Can edit**, **Can view**, or **Stop sharing**.



## Send email to all the people you're sharing with

You can quickly send email to everyone you're sharing with. You might do this if there are particular details about the file or folder you want them to know about, or if you want to remind them that you've shared a document with them.

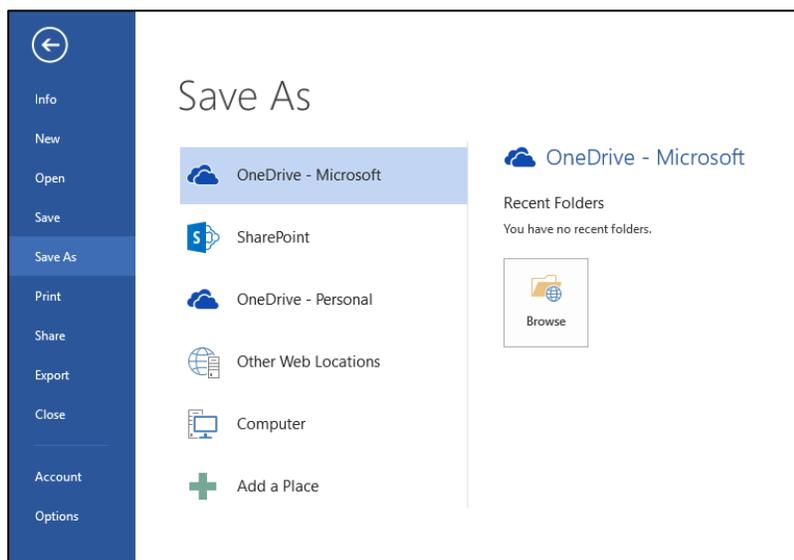
1. On the **OneDrive for Business – Documents** page, select the file or folder.
2. In the left pane, select the **Sharing**  icon.
3. In the **Share** dialog box, select **EMAIL EVERYONE**.
4. Compose and send the email message.

## Access OneDrive for Business from Microsoft Office

You can save, open, and share files in OneDrive for Business directly from Office 2013 applications, including Word 2013, Excel 2013, PowerPoint 2013, and OneNote 2013. If you're using Office Professional Plus 2010, you can't save, open, or share directly from Office applications. If you open a file on OneDrive for Business, however, OneDrive for Business offers you the choice of opening the application in the appropriate Web App or the appropriate Office 2010 application.

### Save a file from an Office 2013 application

1. In Word 2013, Excel 2013, PowerPoint 2013, or OneNote 2013, open the file you want to save.
2. Select **File**, and then select **Save As**.
3. Select **One Drive – Organization**. In this example, the organization name is Microsoft.

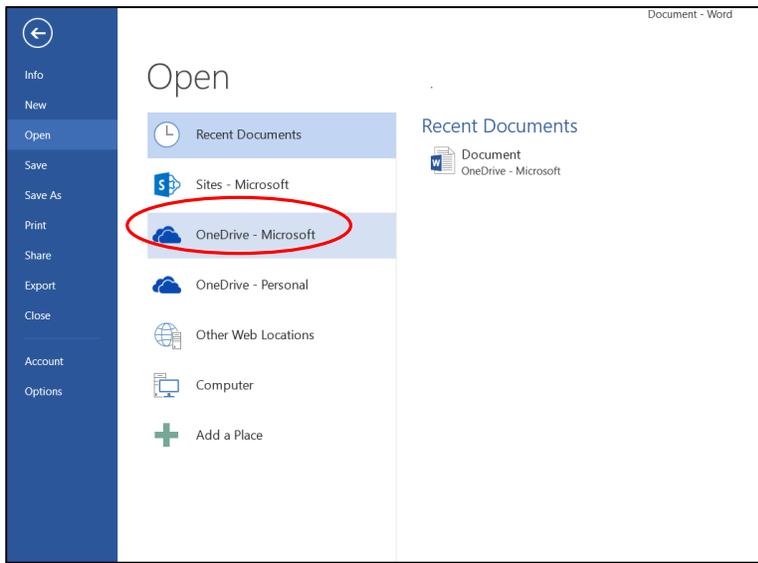


4. On the **Save As** page, enter a file name, and then select **Save**.

5. If necessary, sign in to Office 365, as described at the beginning of this guide.

## Open a file from an Office 2013 application

1. In Word 2013, Excel 2013, PowerPoint 2013, or OneNote 2013, select **File**, and then select **Open**.
2. In the left pane of the **Open** page, select **OneDrive – Organization**. In this example, the organization name is Microsoft.



3. In the right pane, select the appropriate file.
4. If necessary, sign in to Office 365, as described at the beginning of this guide.

## Share a file from a new Office application

You can share a file stored on OneDrive for Business and set permissions (view or edit) directly from the Office 2013 applications.

1. In Word 2013, Excel 2013, PowerPoint 2013, or OneNote 2013, open the file you want to share.
2. Select **File**, and then select **Share**.
3. On the left pane of the **Share** page, select **Invite People**.
4. On the right pane of the **Share** page, under **Invite People**:
  - a. Enter the names or email addresses of the people you want to invite.
  - b. Specify permissions (**Can edit** or **Can view**).
  - c. Enter an invitation message (optional).
  - d. Select **Share**.

The people you share with are added under **Shared with** at the bottom of the page.

**NOTE:** If you haven't saved the file before you start this procedure, the Office application walks you through the process of saving to OneDrive for Business before you invite people.

# Access OneDrive for Business from your mobile devices

**Customization Note:** The ability to access your OneDrive for Business account using the OneDrive mobile app is available *only* for organizations that have a qualifying SharePoint Online or Office 365 business subscription plan. If your organization does not have one of these plans, *delete this page* and the boxed “Topics in this guide” reference to this page at end of page 1.

OneDrive for Business makes it easy to access your work files when you’re on the go. You can start working on a file on your computer and save the file to your OneDrive for Business account without having to leave your Office apps. You can then continue using those files on your mobile device with the OneDrive mobile app for Windows Phone, iOS devices, and Android devices. The OneDrive mobile app connects to both your personal OneDrive account and your organizational OneDrive for Business account.

The mobile app is available from the Windows Phone Store, Apple App Store, and Google Play, depending on the device you have. This section describes how to add and access your OneDrive for Business files using the OneDrive mobile app.

**TIP:** If you have a problem signing in with your OneDrive for Business account, try signing in at <http://portal.office.com/onedrive> or contact your IT department.

## For iOS

First, be sure you have installed the OneDrive app on your iOS device. To add a OneDrive for Business account, open the OneDrive app, tap **Menu**  in the upper-left corner, tap **Add OneDrive for Business**, and then enter the email address and password you use for **Organization**.

[OneDrive for iOS FAQ](#)

## For Android

First, be sure you have installed the OneDrive app on your iOS device. You can now add OneDrive for Business accounts to the OneDrive app for Android (on devices running Android 4.0 or later). To do this, open the OneDrive app, tap the OneDrive icon, and then tap **Add a business account**.

To add a personal account, enter your Microsoft account on the sign-in page. To add a OneDrive for Business account, enter the email address you use for **Organization**.

[OneDrive for Android FAQ](#)

## For Windows Phone

To add a OneDrive for Business account, open the OneDrive app, tap **Menu**  in the upper-left corner, tap **Add OneDrive for Business**, and then enter the email address and

password you use for **Organization**.

[OneDrive for Windows Phone FAQ](#)

## For more information

Windows

<http://windows.microsoft.com>

OneDrive for Business

<https://support.office.com/en-us/article/What-is-OneDrive-for-Business-187f90af-056f-47c0-9656-cc0ddca7fdc2?ui=en-US&rs=en-US&ad=US>

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