



# Save and share files in the cloud by using OneDrive for Business

Microsoft OneDrive for Business is your professional document library—the business version of the OneDrive consumer service. OneDrive for Business uses Microsoft Office 365 hosted productivity software (Microsoft SharePoint Online) to store and organize your work files in the cloud.

When you store your files in the cloud, it's easy to share them with your coworkers so that they can review or edit the content. Sharing files this way is much more efficient than attaching them to email messages. OneDrive for Business also makes it easy to access and sync your files from anywhere and from multiple devices, even when you're not on the corporate network.

## Topics in this guide include:

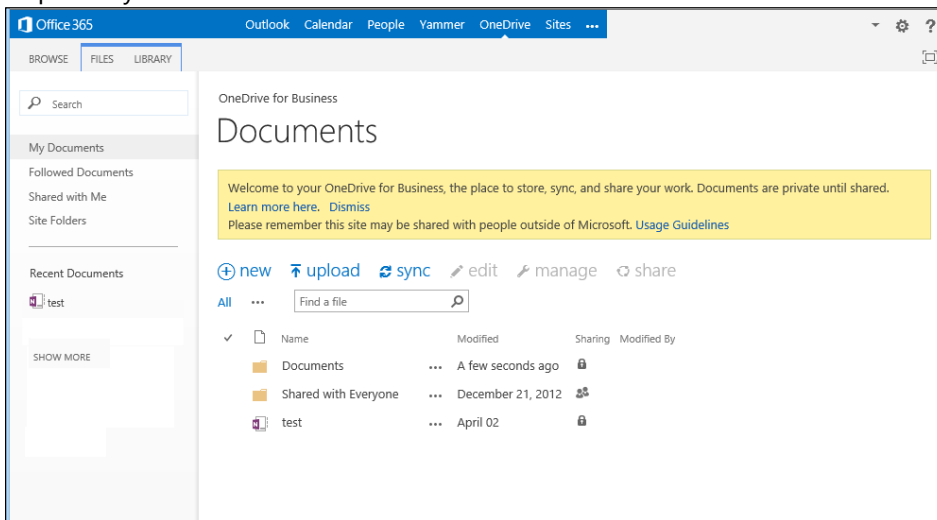
[Creating and working with files on OneDrive for Business](#)

[Sharing files on OneDrive for Business](#)

[Accessing OneDrive for Business from Microsoft Office](#)

## Creating and working with files on OneDrive for Business

The following graphic shows the various parts of the OneDrive for Business page. This information will be helpful as you create and work with files.

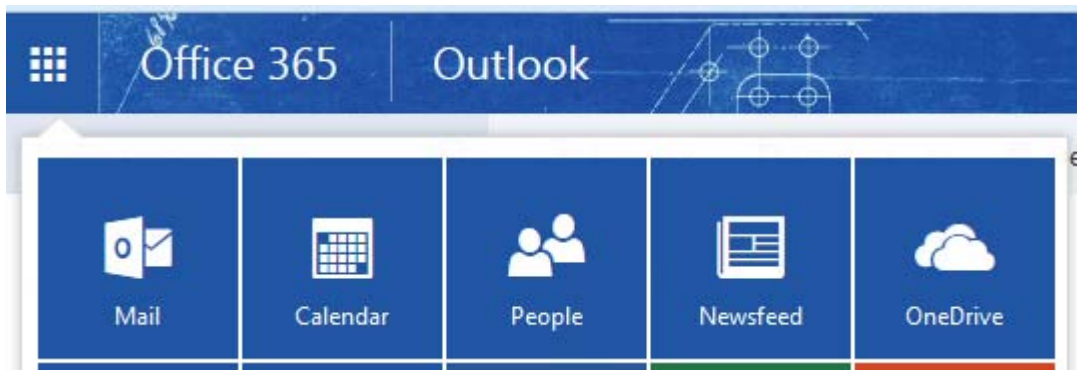


## Signing in

To create and work with files on OneDrive for Business, you first need to sign in to Office 365.

To sign in:

1. Make sure your computer is connected to the Internet and visit <http://webmail.acg.edu>.
2. On the Office 365 sign-in page, tap or click **Sign in**.
3. Type your user name in the form of *username@acg.edu*, type your network password, and then tap or click **Sign in**.
4. The OneDrive for Business page appears when you open the Applications icon:



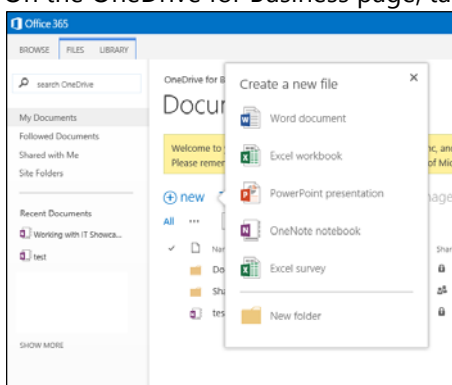
## Creating a new file from OneDrive for Business

By default, any file or folder that 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 a file public to everyone in your organization, you can add it to (or create it in) the **Shared with Everyone** folder. For more information about sharing files, see "Sharing files on OneDrive for Business" later in this guide.

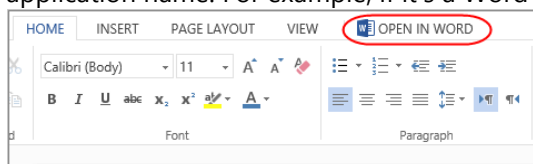
**Note:** *You must be using a Microsoft Office 2013 client application to create a new file from OneDrive for Business.*

To create a new file:

1. On the OneDrive for Business page, tap or click **new document**.



2. In the **create a new file** callout, tap or click the type of file (Microsoft Word document, Microsoft Excel workbook or survey, Microsoft PowerPoint presentation, or Microsoft OneNote notebook) that you want to create.
3. In the **Create a new document** dialog box, type a name for the file, and then tap or click **OK**. The web app for the type of file that you selected starts.
4. In the web app, create the file. To use the Office application instead of the web app, tap or click the application name. For example, if it's a Word document, tap or click **OPEN IN WORD**.



## Uploading an existing file to OneDrive for Business

To upload an existing file to OneDrive for Business, click **upload**.



**Note:** *If you are using an Office 2013 client application or a modern browser you can drag a file on to the browser page to upload it.*

## Opening a recently used file on OneDrive for Business

On the left side of the screen, under **Recent Documents**, tap or click the file that you want to open.

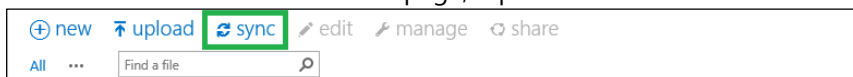
**Tip:** This is a great way to open a recently used file from your Windows Phone or other device. For example, create a file on your work computer, go to OneDrive for Business on your mobile device, and then select the file under Recent Documents.

## Taking your work with you by syncing online files to your local device

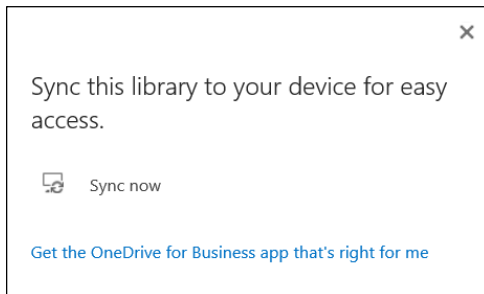
After you save files on OneDrive for Business, if you're using Microsoft Office Professional Plus 2013, you can create a local cache of the files for offline usage by clicking the **Sync** button. This creates a local OneDrive for Business folder in File Explorer/Windows Explorer. If you're working offline, 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.

To create a sync folder:

1. On the OneDrive for Business Pro page, tap or click **SYNC**.



2. In the **Microsoft OneDrive for Business** dialog box, tap or click **Sync Now**.



3. Follow the instructions in the wizard. The wizard creates a OneDrive for Business folder (**OneDrive @acg.edu**) in File Explorer/Windows Explorer.

**Note:** If you're using the Windows 8 operating system, the wizard also places a OneDrive for Business tile on your Windows 8 Start screen. To quickly open the local OneDrive for Business folder in File Explorer/Windows Explorer, tap or click the OneDrive for Business tile.

4. Save your files to the OneDrive for Business folder on your computer. If you're offline, as soon as you connect to the Internet, your files will be synced to OneDrive for Business.

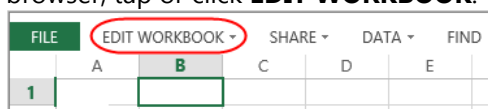
**Caution:** If you sync multiple devices, it's important to keep in mind that if you delete a file from any device, it will be deleted everywhere, including the cloud.

## Editing a file

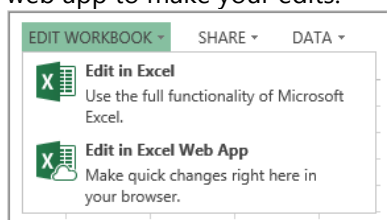
When you tap or click a file in your OneDrive for Business library, the contents of the file are displayed in your browser. If you want to edit the file, you can choose to edit the file in the web app or in the Office application. If you edit a file in the Office application, other people can edit the file at the same time if you're using Word or PowerPoint.

To edit a file:

1. Tap or click the appropriate **EDIT** command. For example, if you're viewing an Excel spreadsheet in your browser, tap or click **EDIT WORKBOOK**.



2. Tap or click the appropriate command, based on whether you want to use the Office application or the web app to make your edits.

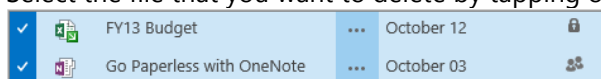


**Note:** If you don't want others to be able to edit a file when you have it open, check out the file. To check out a file, on the OneDrive for Business page, tap or click the ellipsis (⋮) button next to the file name. Tap or click the ⋮ button at the bottom of the file callout, and then tap or click *Check Out*.

## Deleting a file

To delete a file:

1. Select the file that you want to delete by tapping or clicking to the left of the file name.

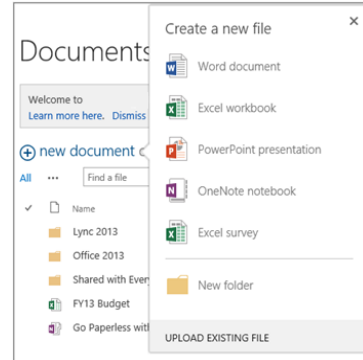


2. Tap or click **FILES**, and then tap or click the **Delete Document** (✕) button on the ribbon.

## Creating a folder

To create a folder:

1. On the OneDrive for Business page, tap or click **new document**.
2. In the **create a new file** callout, tap or click **New Folder**.
3. In the **Create a new folder** dialog box, type the name of the folder, and then tap or click **Save**.



## Sharing files on OneDrive for Business

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

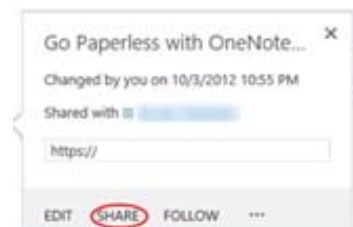
## Sharing a file

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

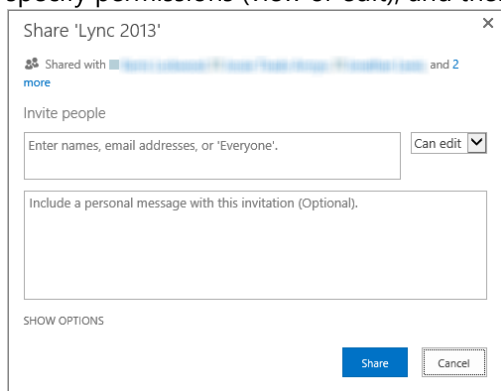
To share a file:

1. Tap or click the **...** button next to the file that you want to share, and then tap or click **SHARE** in the file callout.

**Note:** If you want to follow the file, tap or click **FOLLOW**.



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



3. If you don't want to send an email invitation (you can always send an email later), tap or click **SHOW OPTIONS**, and then clear the **Send an email invitation** check box.
4. Tap or click **Share**.

## Sharing a folder

When you share a folder, you automatically share all items that you place in that folder. Sharing a folder saves you the trouble of sharing the files one at a time.

**Caution:** *After you share a folder, every item that you add to it is automatically shared with the people that 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 access it when they visit your library. For example, let's say that you create a new folder, and then add and share a file in this folder. If you want people to be able to access the new folder to see the file, 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.

## Sharing a file or folder with everyone

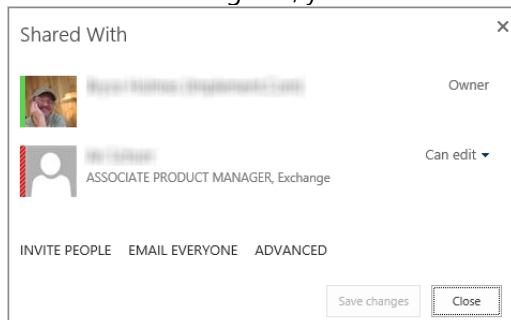
You may have files that you want to make available to everyone in your organization. Typically, you provide view-only access for these types of files. A key benefit of sharing a file with everyone is that people can discover it by searching.

To share a file or folder with everyone, drag the file or folder to the **Shared with Everyone** folder.

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

## Seeing which people you're sharing with

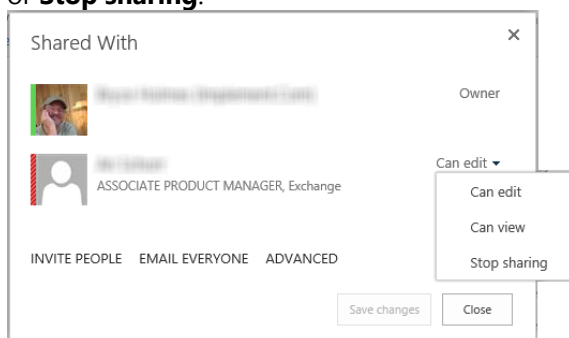
In the **Sharing** column, tap or click the **Sharing** () icon that's associated with the file or folder. In the **Shared With** dialog box, you'll see a list of people that you're sharing with.



## Changing permissions of people that you're sharing with

To change permissions for a file or folder:

1. Select the file or folder.
2. In the **Sharing** column, tap or click the **Sharing** (👥) icon.
3. In the **Shared With** dialog box, tap or click the arrow to change the permissions to **Can edit**, **Can view**, or **Stop sharing**.



## Sending email to all the people that you're sharing with

You can quickly send email to all the people that you're sharing with. You might do this if you want them to understand particular details about the file or folder, or if you want to remind them that you've shared a file with them.

To send email to everyone that you're sharing with:

1. Select the file or folder.
2. In the **Sharing** column, tap or click the **Sharing** (👥) icon.
3. In the **Shared With** dialog box, tap or click **EMAIL EVERYONE**.
4. Compose and send the email.

## Getting an alert when something changes

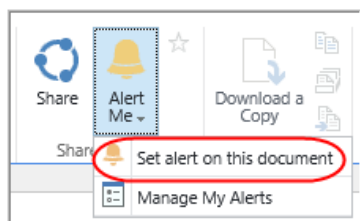
You can set up an alert for a library, folder, or file so that you're notified when something changes. For example, you might want to set up an alert for a folder so that you know if a coworker adds a file to the folder or modifies an existing file.

You can set up alerts for different types of changes, ranging from all changes to only changes that occur to the files that you created.

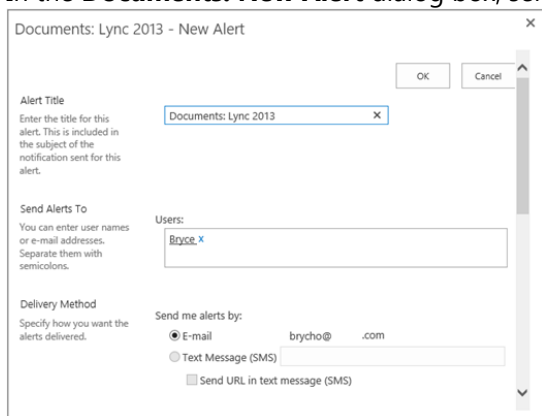
To set up an alert:

1. Select the file or folder that you want to create an alert for.
2. Tap or click the **FILES** tab, tap or click **Alert Me** on the ribbon, and then tap or click **Set alert on this document**.





3. In the **Documents: New Alert** dialog box, select the appropriate options for the alert.



**Note:** To manage your alerts, tap or click the **FILES** tab, tap or click **Alert Me** on the ribbon, and then tap or click **Manage My Alerts**.

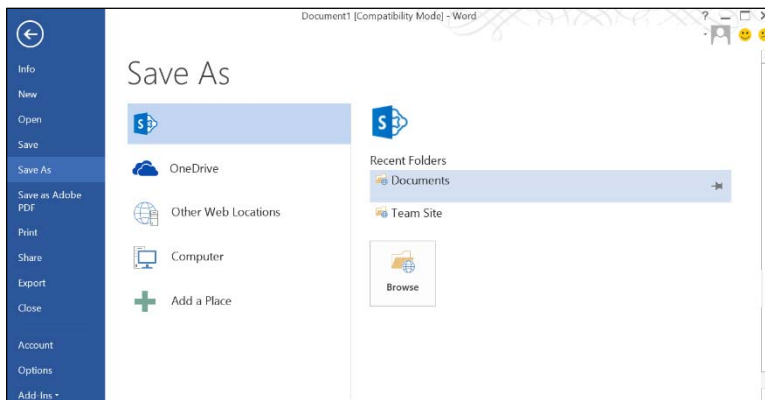
## Accessing OneDrive for Business from Microsoft Office

You can save, open, and share files in OneDrive for Business directly from the Office applications, including Microsoft Word 2013, Microsoft Excel 2013, Microsoft PowerPoint 2013, and Microsoft OneNote 2013. For sharing, you can set permissions (view or edit) directly from the Office applications.

If you're using Microsoft 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.

To save a file from an Office application:

1. In Word 2013, Excel 2013, PowerPoint 2013, or OneNote 2013, open the file that you want to save.
2. Tap or click **File**, and then tap or click **Save As**.
3. On the left side of the screen, tap or click *OneDrive for Business portal name*.



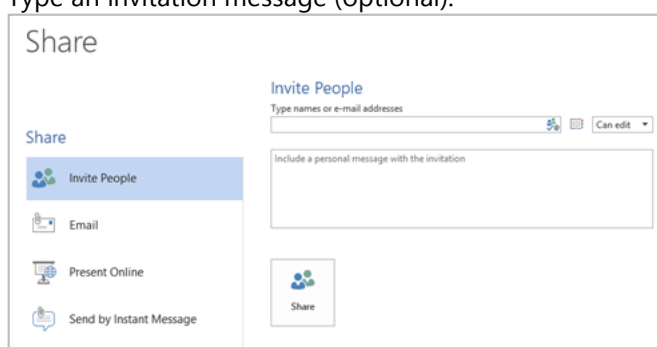
4. On the right side of the screen, under *OneDrive for Business portal name*, tap or click **Documents**.
5. In the **Save As** dialog box, enter a file name, and then tap or click **Save**.
6. If necessary, sign in to Office 365.

To open a file from an Office application:

1. In Word 2013, Excel 2013, PowerPoint 2013, or OneNote 2013, tap or click **File**, and then tap or click **Open**.
2. On the left side of the screen, tap or click *OneDrive for Business portal name*.
3. On the right side of the screen, under *OneDrive for Business portal name*, select the appropriate folder.
4. If necessary, sign in to Office 365.

To share a file from an Office application:

1. In Word 2013, Excel 2013, PowerPoint 2013, or OneNote 2013, open the file that you want to share.
2. Tap or click **File**, and then tap or click **Share**.
3. On the left side of the screen, tap or click **Invite People**.
4. On the right side of the screen, under **Invite People**:
  - Enter the names or email addresses of the people that you want to invite.
  - Specify permissions (**Can edit** or **Can view**).
  - Type an invitation message (optional).





5. Tap or click **Share**.

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

**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.*



## For more information

What is OneDrive for Business?

<http://office.microsoft.com/en-us/sharepoint-server-help/what-is-skydrive-pro-HA102822076.aspx>

How to install the OneDrive for Business (formerly SkyDrive Pro) sync client for SharePoint 2013 and SharePoint Online

<http://support.microsoft.com/kb/2903984>

Overview of OneDrive for Business in SharePoint Server 2013

<http://technet.microsoft.com/en-us/library/dn167720.aspx>

Work Smart by Microsoft IT

<http://aka.ms/customerworksmart>

Modern IT Experience featuring IT Showcase

<http://microsoft.com/microsoft-http://microsoft.com/microsoft-IT>

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