OneDrive for Business Quick Start Guide

Features and Benefits:

- 5 TB storage
- 30 day self-managed restore from Recycle Bin
- Microsoft Office Online tools available from anywhere, at any time

Login: https://sinclaircc.onedrive.com and use **Username@Sinclair.edu** to login.

Microsoft Office Online: You have access to all Microsoft Office products online or you can choose to use Office on your computer. To start a new document online, select "New > Word Document".   To get back to your document, use the "back" browser button or click on your name or click on the "waffle".

Create a new Folder/File: From your main document area, click "New" and select New Folder or select the type of file you would like to create (e.g. Word, Excel) from the list.

Delete a file: From your main document area, highlight the file and click on Delete.

Share a file or folder: Both the **Share** and **Copy link** commands use the same permissions and use the same link settings. **Share** uses the automatic email messaging inside of Office 365. **Copy Link** allows you to send your own email message.

- **Anyone with this link:**   This is anonymous sharing. Anyone can forward the link to another person. This option does not require recipients to sign-in. You do NOT have to have any Microsoft account to use this. You can check the "Allow Editing" if you only want recipients to edit. You can also set an expire date, a password and block downloading.
  - **When would I use this:**
    - Easiest way to share files and folders.
    - Use for files and folders that are not considered sensitive.

- **People in Sinclair Community College:**   This is useful if you are sharing with someone at Sinclair.
  - **When would I use this:**
    - Use for files and folders when sharing internally with other Sinclair people.

- **Specific people:**   Grant permission only to the people you list. This link will only work for users who have a Microsoft account (either at another institution using O365 or a personal Microsoft account such as outlook.com, live.com or Hotmail.com).   Recipients cannot forward this link to others.

- o **When would I use this:**
  - Use for files and folders that are sensitive.
  - Use if you do not want anyone to forward your link.

Sharing a Document from Word and Excel is very simple and easy. The document must be opened from within OneDrive and you must be done editing the document. Click on "Share" in the upper left side and the regular OneDrive sharing box will open. Proceed to share your document the same way listed above.

Collaborating on a Document from Word, Excel, etc. will allow multiple people to work on a document at the same time. To do this, share the document. If another person is editing the document at the same time, it will show up in the upper right-hand corner.

Moving a File or Folder to a new location (such as a Group): Select the file or folder and click on "Move To". Select the Group or SharePoint Online site and move.

Uploading a Document

You can upload a document multiple ways in OneDrive for Business. The first is to click on the "upload" button in your web browser and browse to the document on your local hard drive.

A second method is to drag the file up and "hover" until it says "Drop here…". You can also just copy/move the file on your Sinclair laptop/PC to either your Desktop, Documents or Pictures folder and it will automatically sync/upload to OneDrive in the background.

Mobile Devices: OneDrive for Business is fully functional with mobile devices.

Syncing Features of OneDrive for Business

Sinclair computers are configured to automatically sync the Desktop, Documents and Pictures folders OneDrive. Any files saved there will automatically sync/upload to OneDrive so they will be available from any device, anywhere.

Recycle Bin: To access the Recycle Bin, go to the left side of your browser screen and double click. Documents are saved for 30 days after they have been deleted.