



# Store, sync, and share your files

Training Deck  
Microsoft Corporation

# Store, sync, and share your files

What is  
OneDrive?

Drag files to  
OneDrive for  
Business

See your files  
from other  
devices

Save and open  
files

Sync your files  
with your  
computer

Manage your  
files on your  
computer

Share files with  
others

Work together  
on a document  
at the same time

# What is OneDrive?

OneDrive is the place where you can store, share, and sync your files and then get to them from anywhere on virtually any device.

In this module, you'll learn:

- What is the cloud? Why store files there?
- What is OneDrive?
- What's the difference between OneDrive and OneDrive for Business?

# What's the cloud? Why store files there?

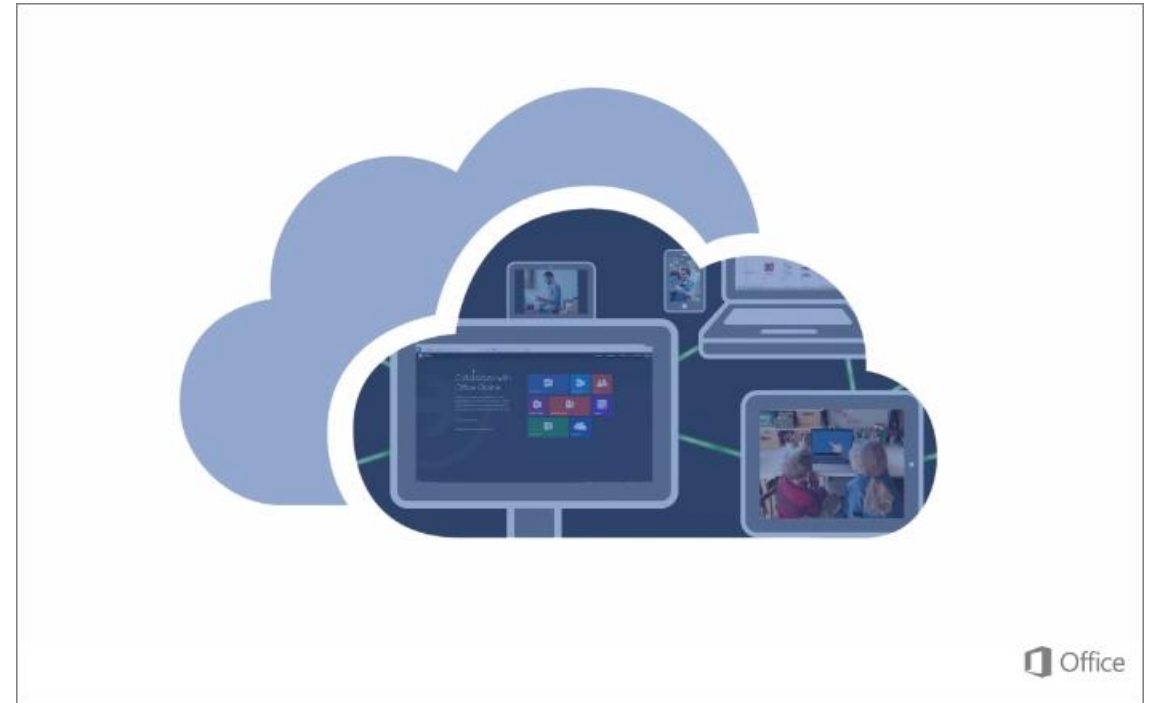
The cloud is the Internet—a global system of interconnected computers.

Connecting computers to the cloud lets you keep in touch with friends, manage your business, and store files in one place.

Why store files in the cloud?

Well, storing your files in the cloud lets you:

- Access and update files from anywhere on any device.
- Share photos and files with others.
- Work on documents with others at the same time (if you store them in OneDrive).



(Click the image to play the [video](#))

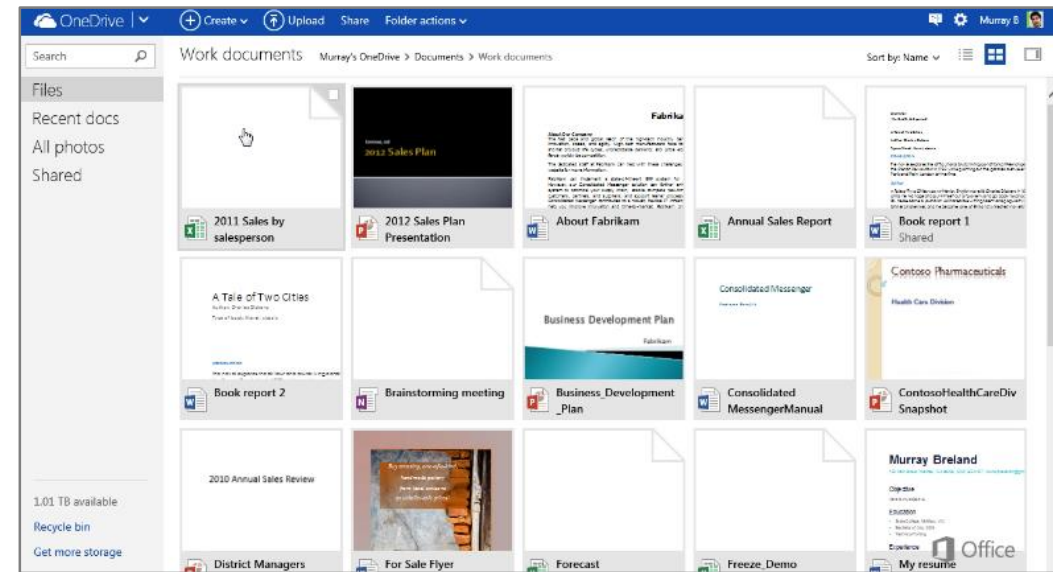
# What is OneDrive?

OneDrive is Microsoft's cloud storage service.

You can store all your pictures, videos, documents, and other files in OneDrive.

With your files in OneDrive you can:

- Access and update files from any device connected to the Internet.
- Instantly view pictures you take with your mobile phone on your Windows PC, iOS, or Android device.
- Work on a document you create at home on a laptop at work.
- Share your photos and files with others.
- Work on documents with others at the same time.



(Click the image to play the [video](#))

# What's the difference between OneDrive and OneDrive for Business?

OneDrive is one service, with two different places to put stuff:

- **OneDrive – Personal** is for personal stuff. Put your party photos, honey-do lists here.
- **OneDrive – CompanyName** is for work stuff.

Put your company expense reports and confidential info about the next product launch here.

Want more info about OneDrive – Personal? Check out the [OneDrive personal training videos](#).




# Drag files to OneDrive for Business in the browser

As part of Office 365 or SharePoint Server 2013, OneDrive for Business lets you update and share your files from anywhere and work on Office documents with others at the same time. The first step is to drag some files to OneDrive for Business in a browser.

In this module, you'll learn how to:

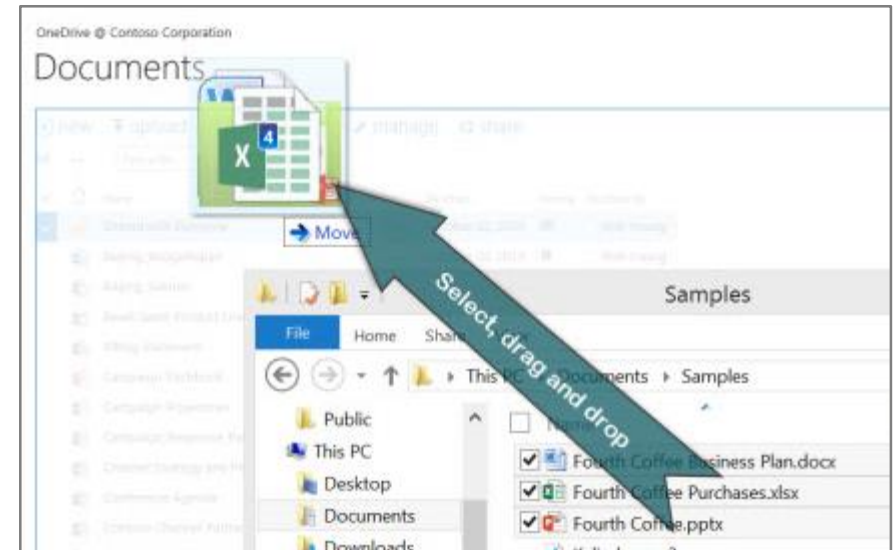
- Drag and drop files to OneDrive for Business in the browser
- Upload files to OneDrive for Business in the browser

# Drag and drop files to OneDrive for Business in the browser

1. At the top of any page in Office 365, select **OneDrive**. Or select , and then select **OneDrive**.
2. Find the documents that you want to upload on your computer and drag them to the space in the library where it says **drag files here**.

**Note:** The first time you click **OneDrive**, you will see some setup screens and instructions while your personal site is being set up. You may have to wait and then click **OneDrive** again before continuing to step 2.

If you don't see the option to drag and drop files, make sure you've installed the latest updates for Office.



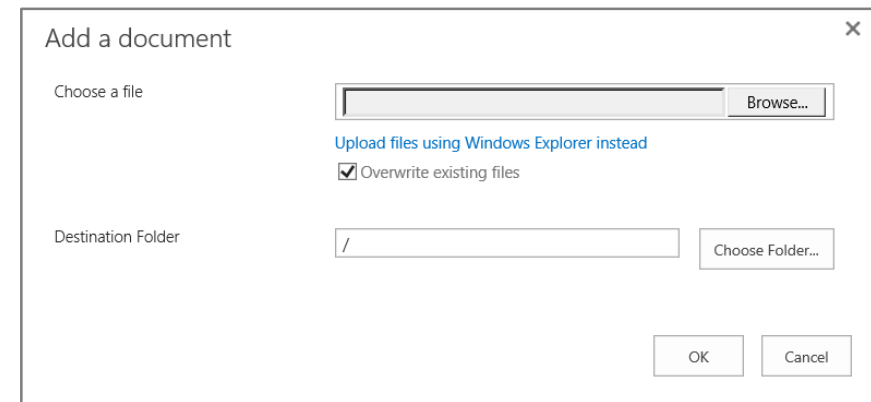
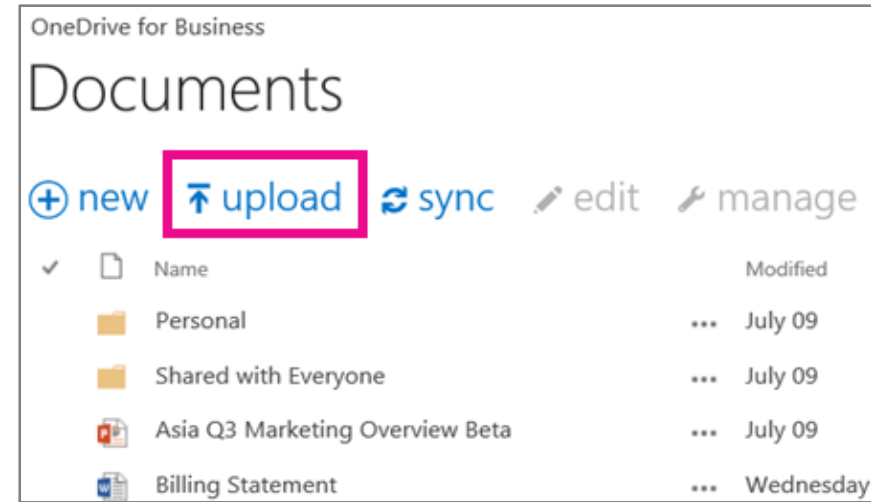


# Upload files to OneDrive for Business in the browser

Here's another way to upload files.

1. Instead of dragging files, select **Upload**.
2. In the **Choose File to Upload** dialog box, select the files you want to upload, and then click **Open**.

**Tip:** Your files are private unless you share them. To share files easily with everyone in your organization, drag them into your **Shared with Everyone** folder. For more about sharing, see [Sharing files with others](#).



# See your files from other devices

After you upload files to OneDrive for Business, you can see them from other devices by just signing into your Office 365 site in your browser, and then clicking **OneDrive**.

In this module, you'll learn how to:

- See your files from other devices
- Get OneDrive for Business apps

# See your files from other devices

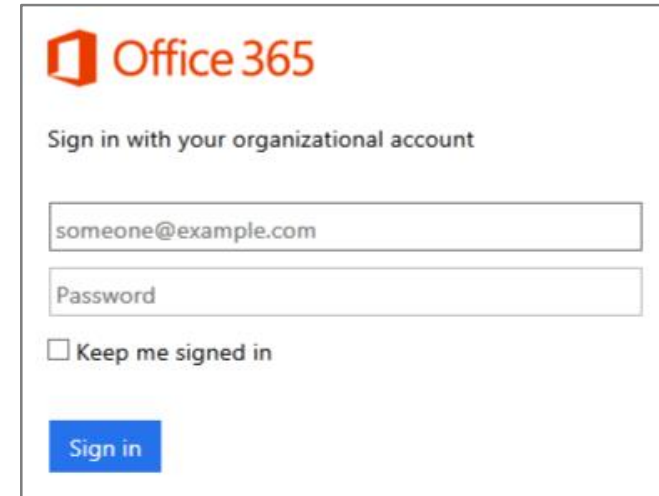
The files you upload from any device are right there for you to use.

1. On any device, sign in to [Office 365](#) with your work or school account.

For example, ellen@contoso.onmicrosoft.com, ellen@contoso.edu, or ellen@contoso.com.

If you're not sure what your work or school account is, check the welcome email that asked you to sign in the first time.

2. At the top of any page in Office 365, select **OneDrive**. Or select , and then select OneDrive.



Office 365

Sign in with your organizational account

someone@example.com

Password

☐ Keep me signed in

Sign in



# Get OneDrive for Business apps

For a better experience, get a OneDrive for Business app for your device, at [OneDrive.com](https://onedrive.com):

- Windows
- Android
- Mac OSX
- iOS
- Windows Phone
- Xbox

[Download OneDrive](#)



# Save and open files

You can work with the files you store in OneDrive for Business right from Word, Excel, PowerPoint, and other Office desktop apps. There's an alternative to going to your Office 365 site in a browser.

In this module, you'll learn how to:

- Save a file
- Open a file
- Add a place to save a file
- Create and save from a site or mobile app

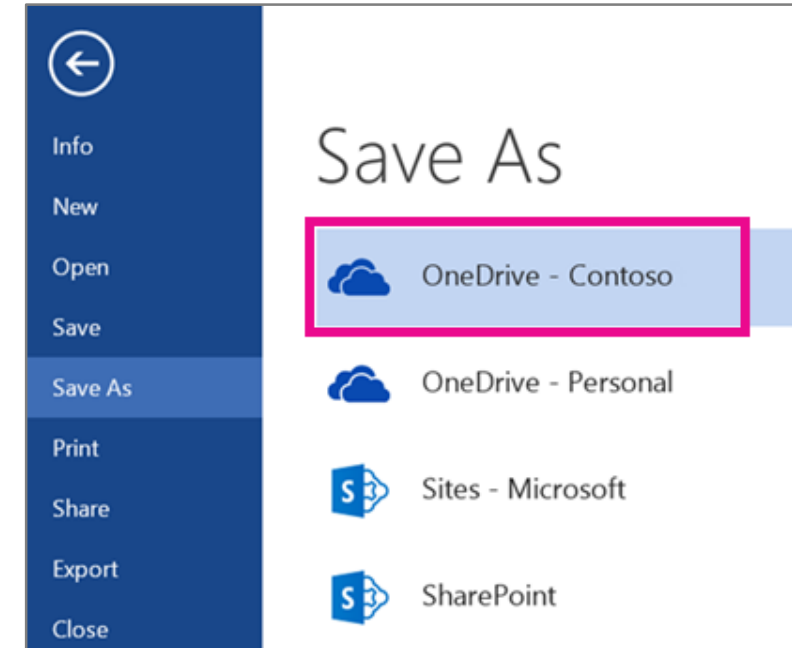
# Save a file

Save a file to OneDrive for Business from an Office desktop app:

1. Open a document in an Office desktop app such as Word, Excel, or PowerPoint, and then click **File > Save As > OneDrive - YourCompanyName**.

For example, OneDrive - Contoso.

2. Browse to the location where you want to save the file, and then click **Save**.



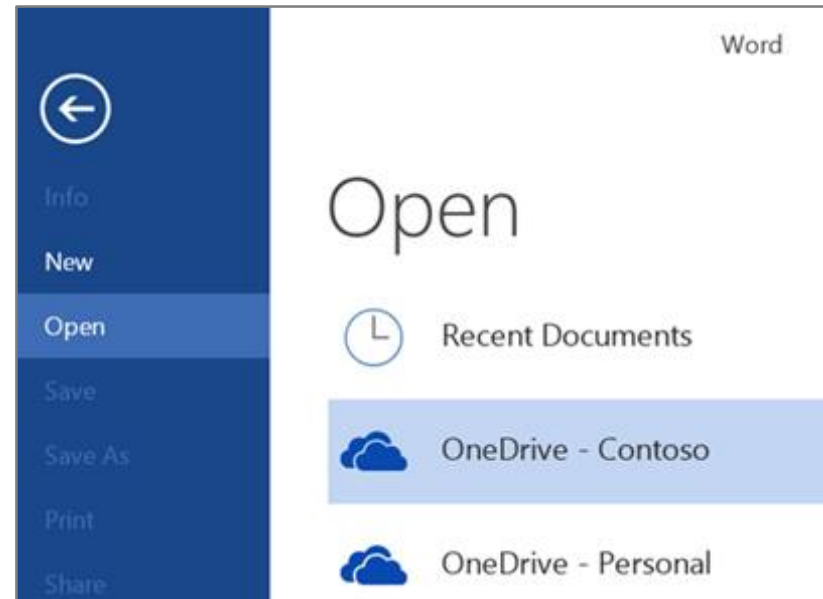
# Open a file

Open a OneDrive for Business file from an Office desktop app:

1. In an Office desktop app such as Word, Excel, or PowerPoint, click **File** > **Open** > **OneDrive - YourCompanyName**.

For example, OneDrive – Contoso.

2. Browse to the file you want to open, and then click **Open**.

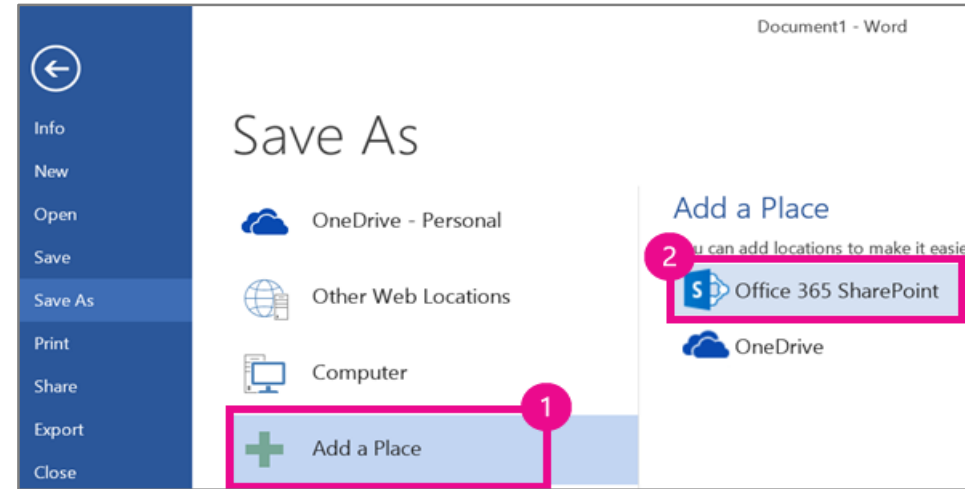


# Add a place

If you don't see **OneDrive – YourCompanyName** under **Save As** or **Open**:

1. Select **Add a Place > Office 365 SharePoint**.
2. Sign in to Office 365 with your work or school account.

Once you add OneDrive for Business as a place in one Office app, such as Word, Excel, PowerPoint, or OneNote, you'll be set up to save files from all of your Office apps.

A screenshot of the 'Add a service' dialog box. The title 'Add a service' is at the top. Below it, the text 'Type the email address you would like to use to sign in.' is displayed. There is a text input field with the placeholder text 'Type your email address' and a close button (X) on the right. At the bottom, there is a blue button labeled 'Next'.



# Create and save from a site or mobile app

For information about creating and saving files directly on an Office 365 site or from a mobile app, see [Working with Office documents in a browser or mobile app](#).

For guidance about where to save files, see [Should I save my documents to OneDrive for Business or a team site?](#)

# Sync your files with your computer

Sync OneDrive for Business to your computer, and then get to your files in File Explorer instead of in a web browser. All your changes sync to OneDrive for Business whenever you're online.

In this module, you'll learn how to:


- Sign in to your site
- Sync your files

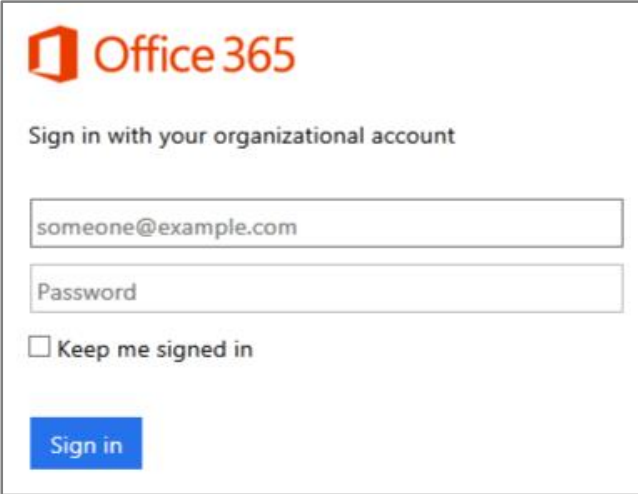
# Sign in to your site

1. On any device, sign in to [Office 365](#) with your work or school account.

For example, ellen@contoso.onmicrosoft.com, ellen@contoso.edu, or ellen@contoso.com.

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2. At the top of any page in Office 365, select **OneDrive**. Or select , and then select **OneDrive**.



Office 365

Sign in with your organizational account

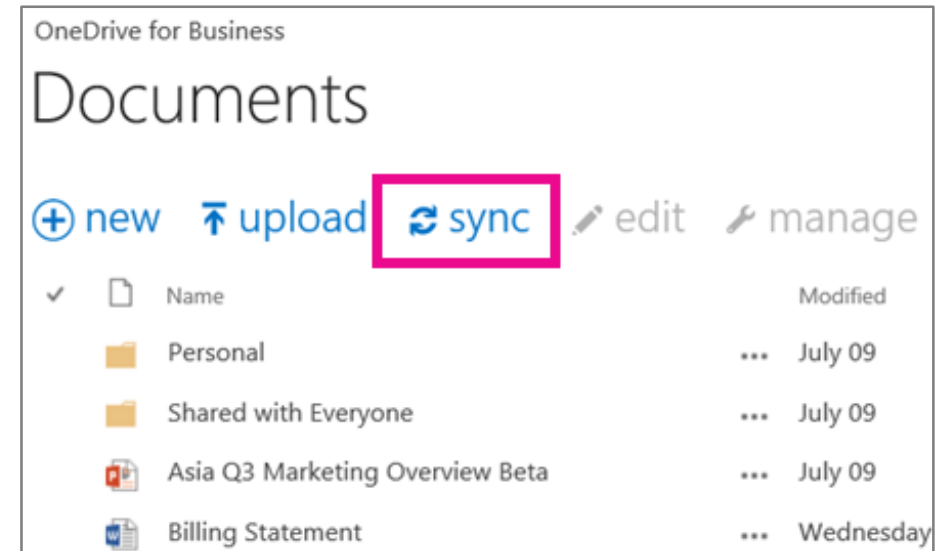
☐ Keep me signed in



# Sync your files

1. On your OneDrive for Business page, click **Sync**.
2. At the prompt, click **Sync Now** to start the sync app.

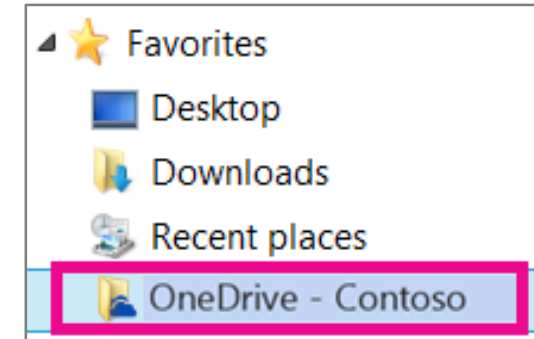
The app automatically fills out the name and web address of your OneDrive for Business library.



# Sync your files, continued

3. Select **Sync Now** in the app to start syncing.

You can click **Show my files** in the app to open the synced OneDrive for Business folder in File Explorer. The folder appears in your Windows Favorites as **OneDrive for Business** or **OneDrive - YourCompanyName**.



**Note:** To sync files to your computer, you need the OneDrive for Business sync app, available with an Office 365 subscription that includes Office 2013 desktop applications. If you don't have Office 2013, you can [Download the OneDrive for Business sync app](#).

For more information about syncing, including troubleshooting information, see [Sync OneDrive for Business or site libraries to your computer](#).

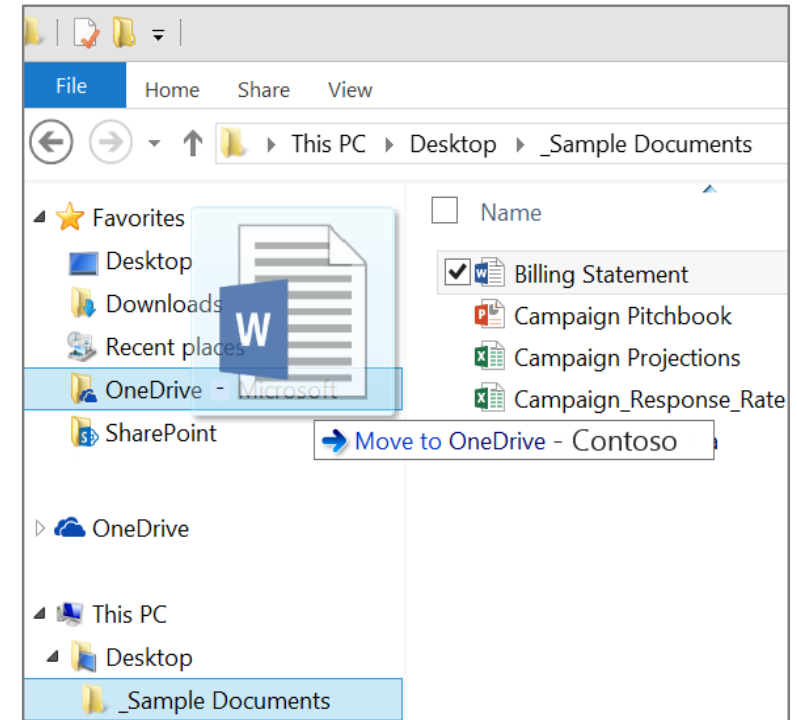
# Manage your files on your computer

After you sync your OneDrive for Business files with your computer, you can manage your files like other files on your computer. You move, rename, and delete your files the same way you're used to, except the changes you make to OneDrive for Business files sync to all your other devices. So if you delete a file here, it's deleted everywhere. In this module, you'll learn how to:

- Copy or move a file
- Rename a file
- Delete a file

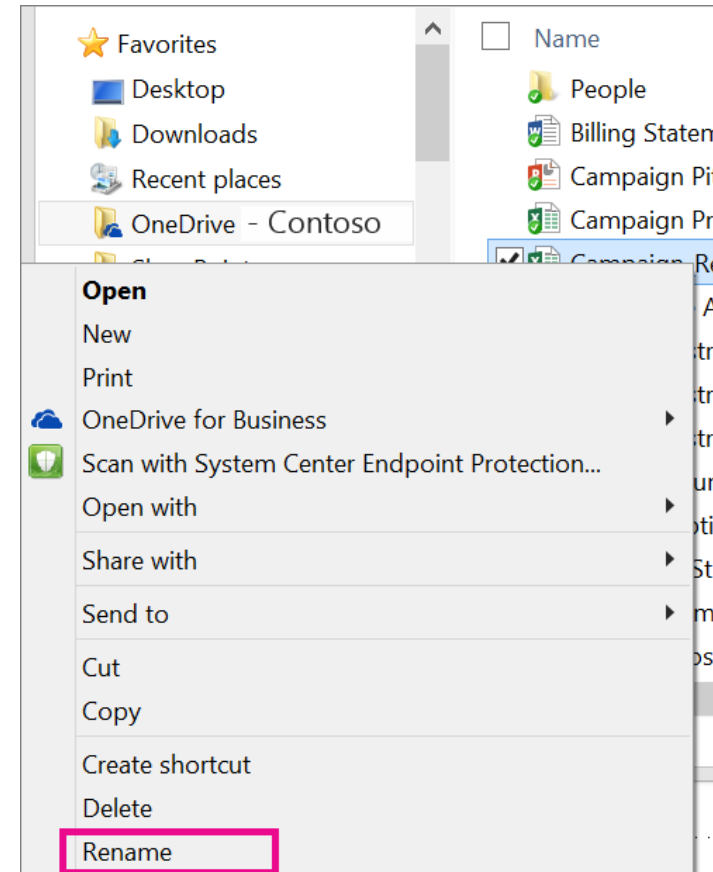
# Copy or move files

1. In File Explorer, select the files you want to copy or move.
2. Right-click the files and drag them to your **OneDrive - YourCompanyName** folder or to another location.



# Manage your files: Rename a file

1. Right-click the file you want to rename in your **OneDrive - YourCompanyName** folder.
2. Select **Rename** on the shortcut menu.
3. Type the new name for your file.

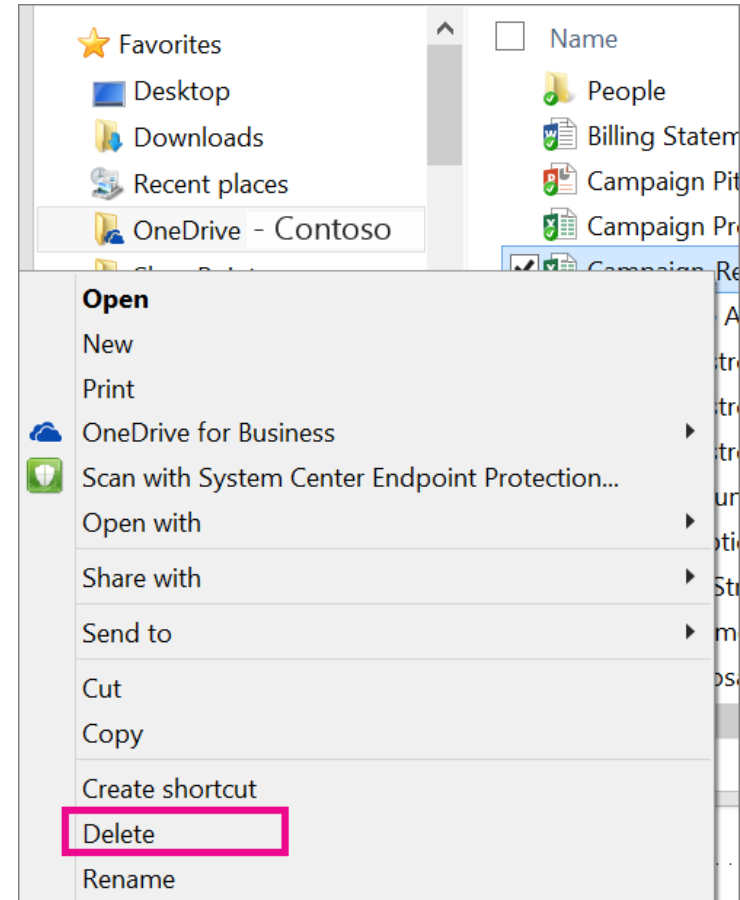




# Manage your files: Delete a file

1. Select the file you want to delete in your **OneDrive - YourCompanyName** folder.
2. Press **Delete** on your keyboard.

**Tip:** Remember, any changes you make to a file in your OneDrive for Business folder apply to all devices, not just to this computer. The changes will sync to all your other devices.




# Share files with others

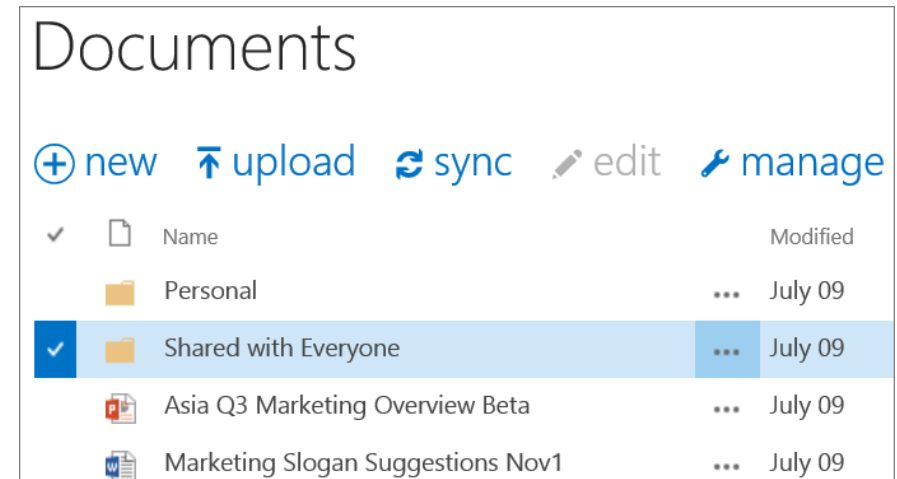
When you store your files in OneDrive for Business, you can share with others from any device by going to your Office 365 site. Or you can share right from an Office desktop app without even going to Office 365 in a separate window. Whichever way you share Office files, you can work with others at the same time they work and see changes as people make them. In this module, you'll learn how to:

- Share a file with everyone from a browser
- Share a file with individuals from a browser
- Share a file from an Office desktop app


# Share a file with everyone from a browser

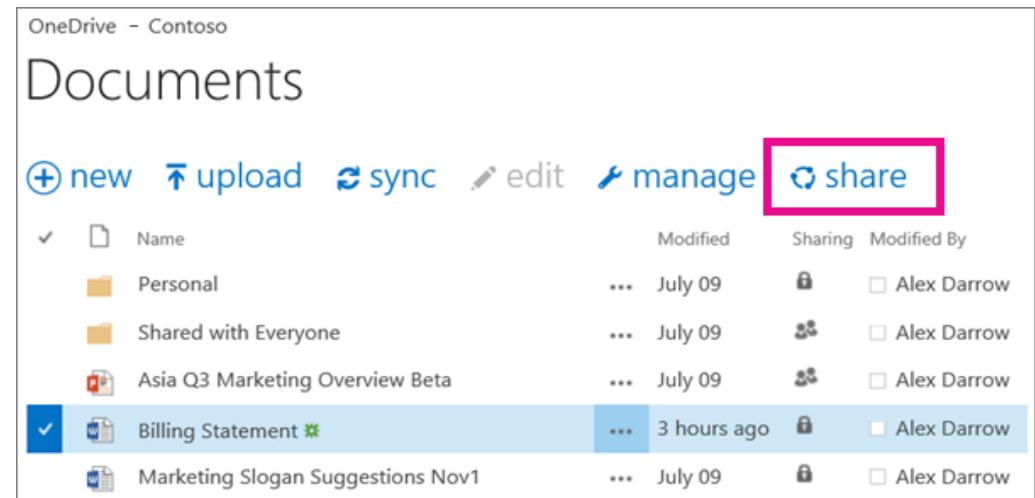
1. At the top of any page in Office 365, select **OneDrive**. Or select , and then select **OneDrive**.
2. Drag the files into your **Shared with Everyone** folder.

Or if you already have the **Share** window open (as in step 2 above), type **Everyone** instead of the name of a person.



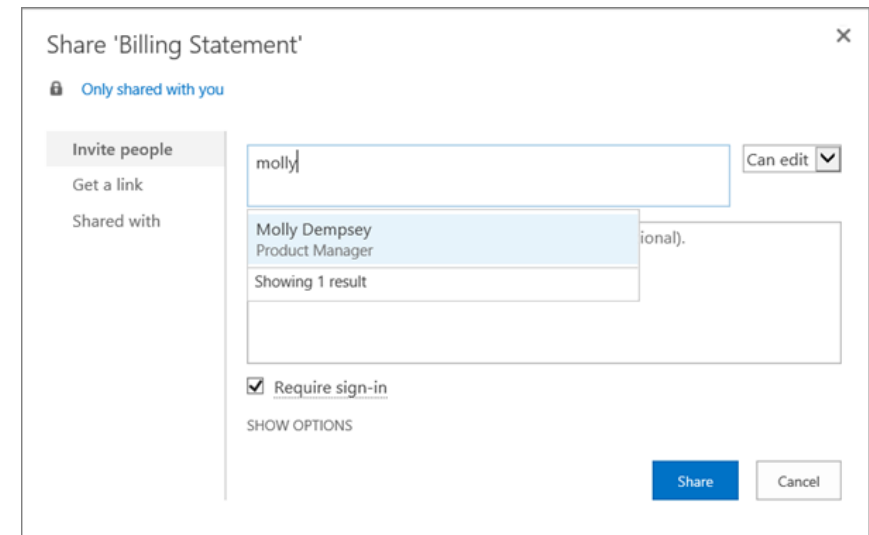
# Share a file with individuals from a browser

1. At the top of any page in Office 365, select **OneDrive**. Or select , and then select **OneDrive**.
2. Select the file you want to share, and then select **Share**.



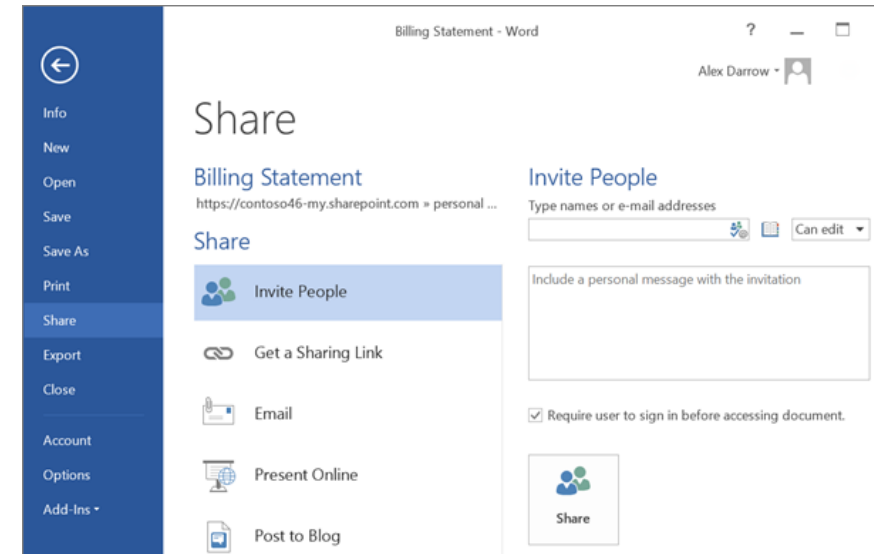
# Share a file with individuals from a browser, continued

3. In the **Share** window, type the name of each person you want to share the file with. As you type each name, suggestions appear that match your contacts. When you see the name you want, select it to add it to the list.
4. Select the permission in the list that you want to grant people. You can change the permission later for any person.
5. If you want, type a message to send to all the people you're inviting. The email message will include a link to the shared document.
6. If you don't want to send an email to invitees, click **Show Options**, and then clear **Send an email invitation**.
7. Click **Share**.



# Share a file from an Office desktop app

1. With the file open in Word, Excel, PowerPoint, or another Office app, click **File** > **Share** > **Invite People**.
2. Under **Invite People**, type the name of each person you want to share the file with. As you type each name, suggestions appear that match your contacts. When you see the name you want, select it to add it to the invitation list.
3. If you want, type a message to send to all the people you're inviting. The email message invitees receive will include a link to the shared document.
4. If you don't want to send an email to invitees, click **Show Options**, and then clear **Send an email invitation**.
5. Click **Share**.



# Work together on a document at the same time

When you store and share your files in OneDrive for Business, you can work with others at the same time and avoid reconciling multiple versions of your files. Work together from either the online or the desktop versions of Word, PowerPoint, or OneNote. For workbooks, use Excel Online. In this module, you'll learn how to:

- Work with others on a document at the same time

# Work together on a document at the same time

Here are a few details to keep in mind:

- In the desktop programs, co-authoring works best in the most recent version of Office (Mac and Windows), but is also supported in Office 2010.
- There's no special co-authoring mode and no command to work together on a document. Just open the file for editing and start working.
- As you edit, the Office app tells you when other people are working too. In Word, you'll even see which paragraph they're working on.
- Updates are handled differently. For example, OneNote notebooks and Excel Online workbooks show updates immediately. Word documents, save the document to share and see updates.

**Note:** If someone opens a workbook in the Excel desktop app, the workbook can't be edited in Excel Online until it's closed again in the desktop app.

For more information, see [Work together on Office documents in OneDrive](#).





# Additional resources

For more information about OneDrive and OneDrive for Business, see the following resources:

- [Store and Share Documents Quick Start Guide](#)
- [Sync OneDrive for Business or site libraries to your computer](#)
- [Get the OneDrive for Business mobile app for your device](#)
- [Contact Office 365 for business support](#)
- [OneDrive subscription billing and Storage plan questions](#)

Find more Learning Paths at the [Office 365 Learning Center](#).



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