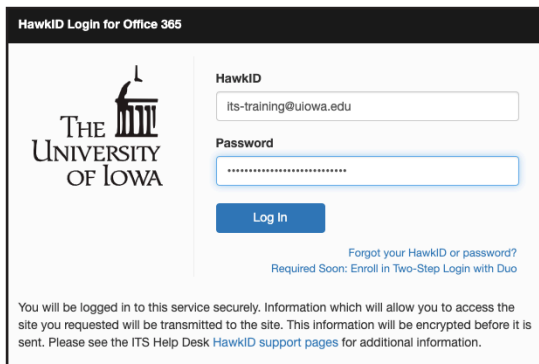


OneDrive for Business Quick Start Guide

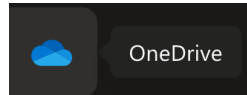
OneDrive for Business is part of Office 365. It is cloud storage for storing YOUR files and occasional collaboration. Think of it as your “Home Drive” in the cloud. Sync files across all your devices and access them anytime or anywhere both online and offline.

→ LOG IN TO OFFICE365

Log into <https://office365.uiowa.edu> with your HawkID followed by @uiowa.edu and password.



Click on the “Cloud” icon.



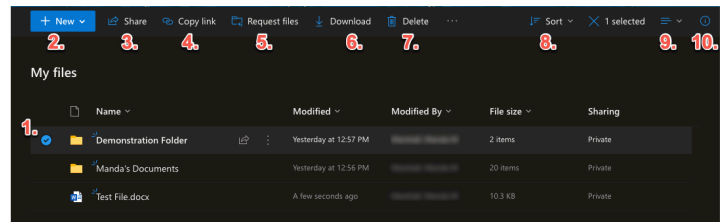
→ FEATURES AND BENEFITS

- 1 TB of storage (250 GB per file size limit)
- Restore deleted files from the recycle bin for up to 93 days after deletion.
- Access to Microsoft Office Online tools from anywhere at any time.
- Real-time collaboration with students and colleagues.
- Upload existing files or folders that you would like to store in OneDrive.
- Save space on your hard drive by storing documents and files in OneDrive.

LEARN MORE

→ its-training@uiowa.edu → its.uiowa.edu/onedrive

→ ONEDRIVE OPTIONS



1. Select the file(s) or folder(s) that you'd like to apply an action to.
2. Create a new folder, Microsoft Word document, PowerPoint presentation, OneNote Notebook, Form for Excel, or Link.
3. Share the selected file(s) or folder(s) with the following options:
 - **Anyone with the link:** anyone you send the link to can view or edit the document (whichever you choose) without logging in
 - **People in the University of Iowa with the link:** anyone with a HawkID with the link can view the document.
 - **People with existing access:** Use this option to send the link to someone again.
 - **Specific people:** gives access to only those that you specify. Begin typing their name, and OneDrive will autofill suggestions.
4. *Copy Link* - use this to copy the link to a file or folder to send to someone that already has access.
5. *Request files:* you can choose a folder where others can upload files using a link that you send them. People you request files from can only upload files; they can't see the content of the folder, edit, delete, or download files, or even see who else has uploaded files.
6. *Download* a file or folder to your computer.
7. *Delete* a file or folder from OneDrive
8. Sort files or folders by various methods.
9. Change how you view the file list.
10. View recent activity in OneDrive.