

ONEDRIVE FOR BUSINESS QUICK-START GUIDE

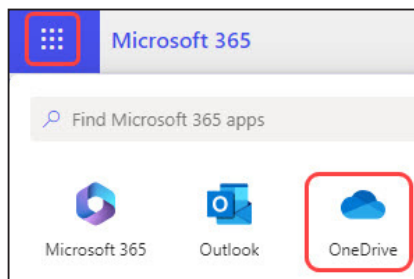
OneDrive for Business is part of Microsoft 365. It is cloud storage for storing your own files and occasional collaboration. Sync files across all your devices and access them anytime or anywhere - both online and offline.

⇒ FEATURES & 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.

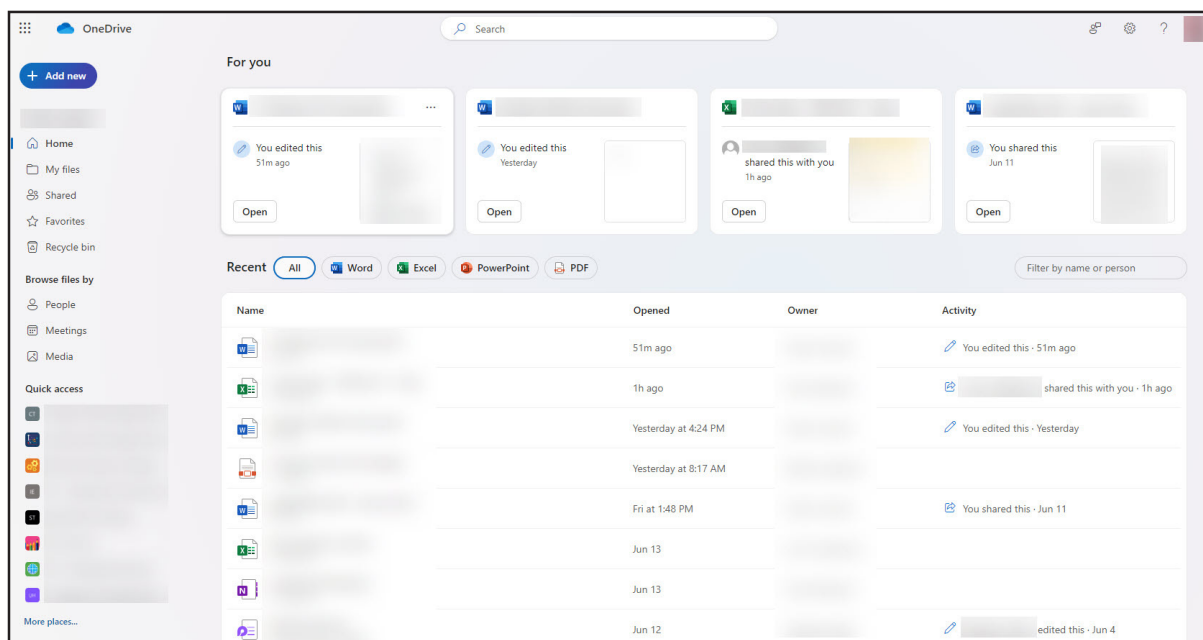
⇒ LOG IN TO MICROSOFT 365

Log in to office365.uiowa.edu with your HawkID followed by @uiowa.edu and password. Click on the App launcher (9-dot symbol at the top left), then click on OneDrive (cloud icon).



⇒ ONEDRIVE HOME PAGE

You will start out on the Home page where you will have quick access to recent files. You can click + Add new at the top left to create a new file/folder or upload an existing file/folder. You can browse files by People, Meetings, and Media type using the left menu.

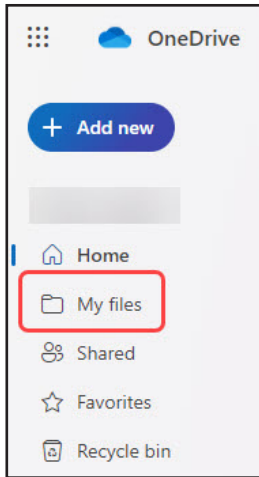


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⇒ ONEDRIVE MY FILES PAGE

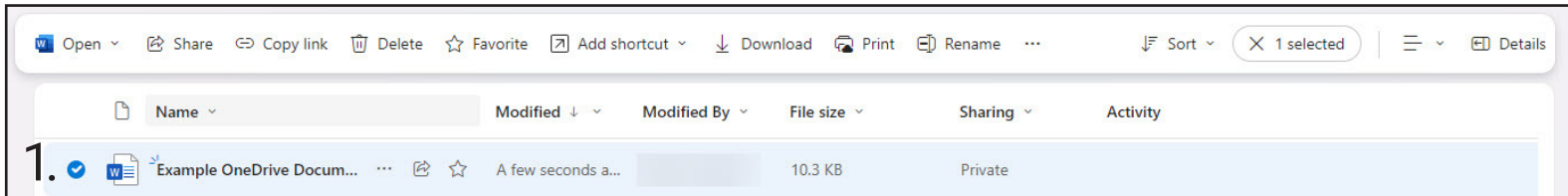
To get to the My files page, look on the left menu for the folder symbol. The information below will break down the basic use of the top menu of this page. This menu will appear when you select a file or folder. Please note that there are many ways to do the same thing - this is just a starting point. You will find the workflow that works best for you.



⇒ SHARING 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.

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1. Select the file(s) or folder(s) that you'd like to apply an action to.
2. Open the file (browser, desktop).
3. Share the selected file or folder with the following options: see Sharing Options above.
4. Copy the link to send the file or folder to someone who already has access.
5. Delete a file or folder from OneDrive.
6. Favorite the file or folder to make it easier to access quickly.
7. Add a shortcut to a file or folder in your OneDrive. This is useful for things shared with you.

8. Download a copy of the file or folder.
9. Print the file or folder.
10. Rename the file or folder.
11. Click the three-dot icon to access Move/ Copy to options, Automate options, and Version history.
12. Sort by name/modified/modified by/file size in ascending or descending order.
13. Change your view of OneDrive between List, Compact List, and Tiles.
14. Access the Details overview, which has quick info about sharing, activity, file size, and more.

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