



GETTING STARTED WITH ONEDRIVE

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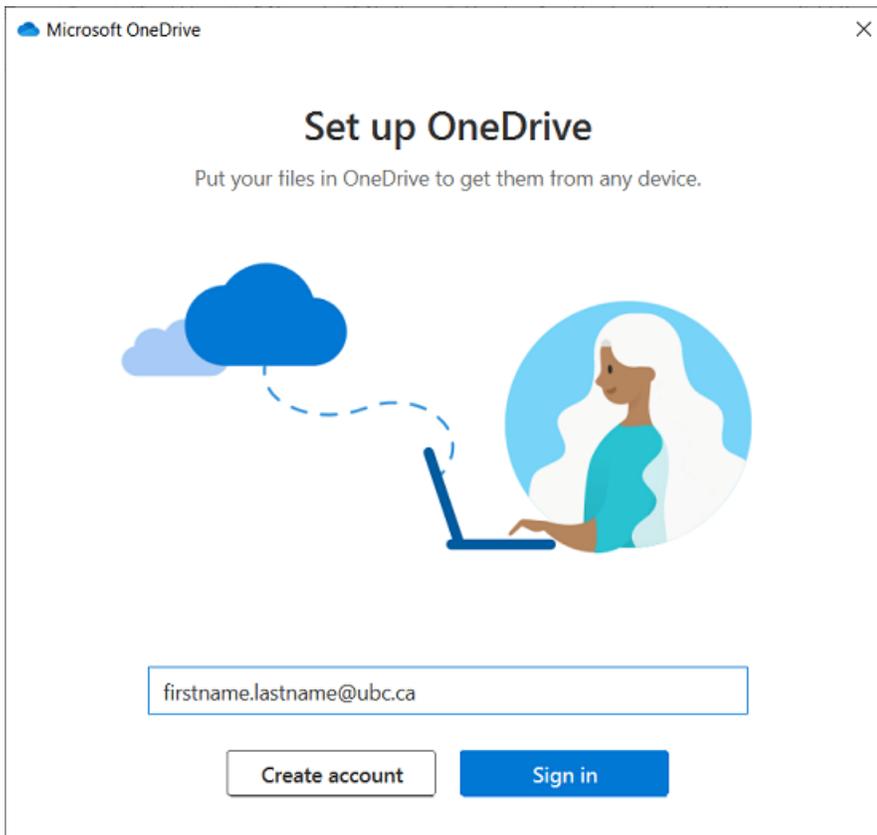
1. Click on the **Windows Menu**  located in the bottom left.
2. Type **OneDrive** and then click on the “OneDrive” App from the search result.
The OneDrive app may take a few seconds to appear as updates may be required.



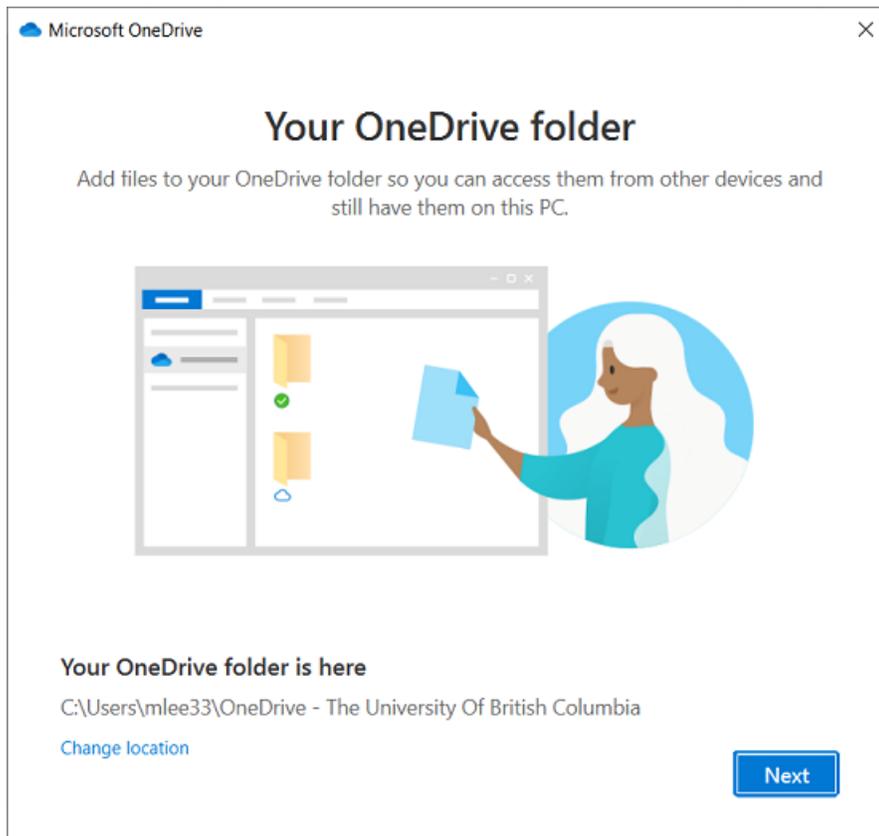
3. Sign in by entering your **firstname.lastname@ubc.ca** email address.
*Press the **Sign in** button to continue.*

*Q: What if I do not have a **firstname.lastname@ubc.ca** email address?*

A: Please contact SBME IT to have this setup for you.



4. Enter your **UBC CWL password** if prompted.
5. Complete **UBC Duo Security Authentication** if prompted.
6. Press **Next** to continue.



7. Be sure to read the next 3 items before pressing **Next**.
8. Press **Later** on "Get the mobile app" screen.
9. Press on "**Open my OneDrive folder**" to finish.

UNDERSTANDING ONEDRIVE

OneDrive Offers:

- One terabyte of data storage
- Secure sharing storage
- Access to your files at any time, from anywhere, on your favorite devices
- Ability to share within and outside of your organization
- Easy co-authoring
- Seamless integration with your favorite Office apps (Word, Excel, PowerPoint)
- Find files with intelligent recommendations based on what you are working on and who you are working with

File & Folder Statuses:



Online-only

These files don't take up space on this device, and they download as you use them.



On this device

When you open a file, it downloads to your device so you can edit it while you're offline.



Always available

Right-click a file to make it available offline.

WINDOWS 10

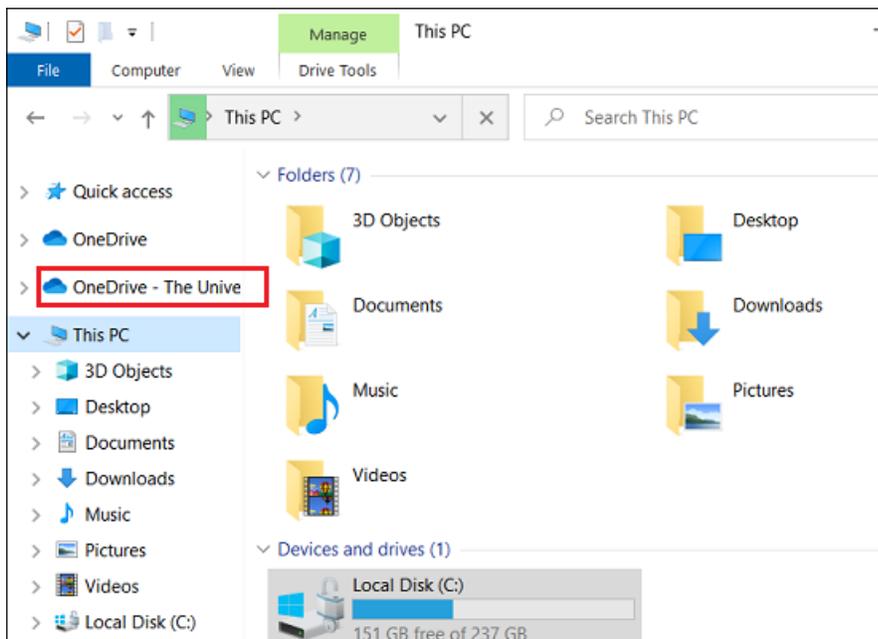
HOW TO ACCESS ONEDRIVE ON YOUR COMPUTER

METHOD 1: THE FILE EXPLORER

Press **Win + E** to open a File Explorer window.

An alternative way to open File Explorer is by clicking on the Windows Menu and type "File Explorer". Click on the File Explorer App from the search results.

In the left menu, click on the **"OneDrive – The University..."** menu item to open your UBC OneDrive folder.



METHOD 2: SYSTEM TRAY ICON

Double click on the **OneDrive cloud icon** located in the **System Tray** (bottom right corner).



If your OneDrive cloud icon is not present, click on the up arrow icon  to reveal extra hidden icons. Click and drag OneDrive cloud icon to the System Tray to keep it unhidden. You can also organize your System Tray by clicking and dragging on their icons to your preferred locations.

METHOD 3: WEB BROWSER

Open a new window in your preferred **web browser**. (E.g. Chrome, Firefox, Safari, or Edge)

Navigate to www.onedrive.com

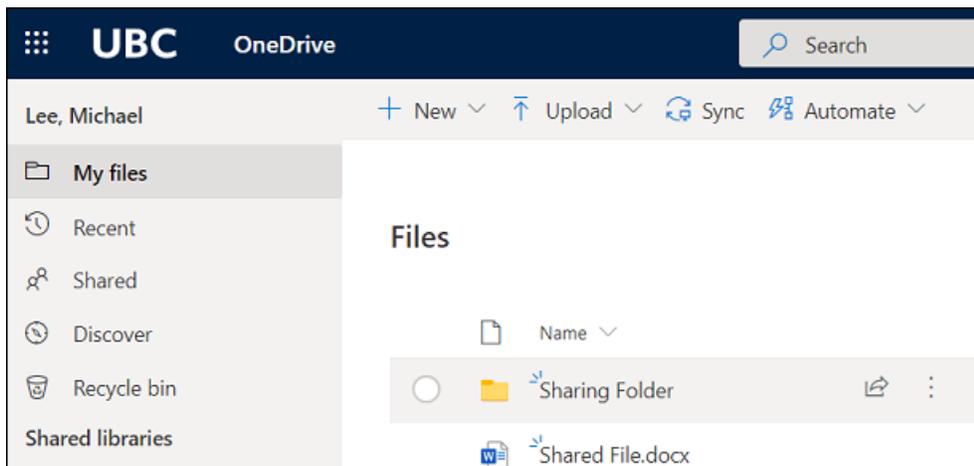
Click on “**Sign in**” located in the top right of the OneDrive page.

Type in your **firstname.lastname@ubc.ca** email address and press **Next**.

Sign in with your **CWL password**.

Complete **UBC Duo Security Authentication** when prompted.

Now you are signed into your OneDrive account on your web browser.

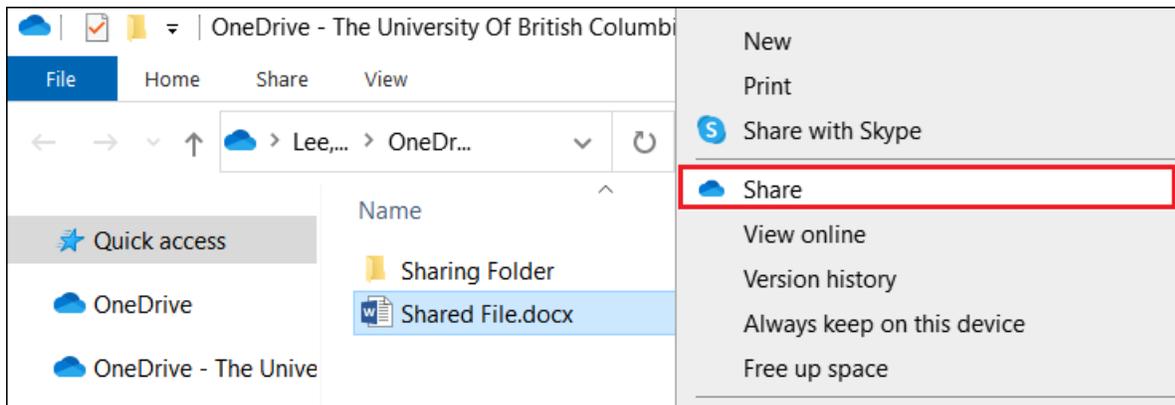


WINDOWS 10

SHARING IN ONEDRIVE

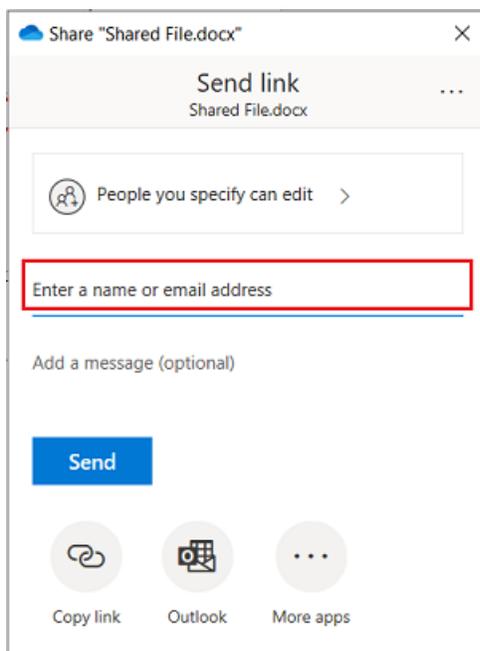
Open your **OneDrive** folder.

Select and **right click** on the file or folder and choose **Share**.



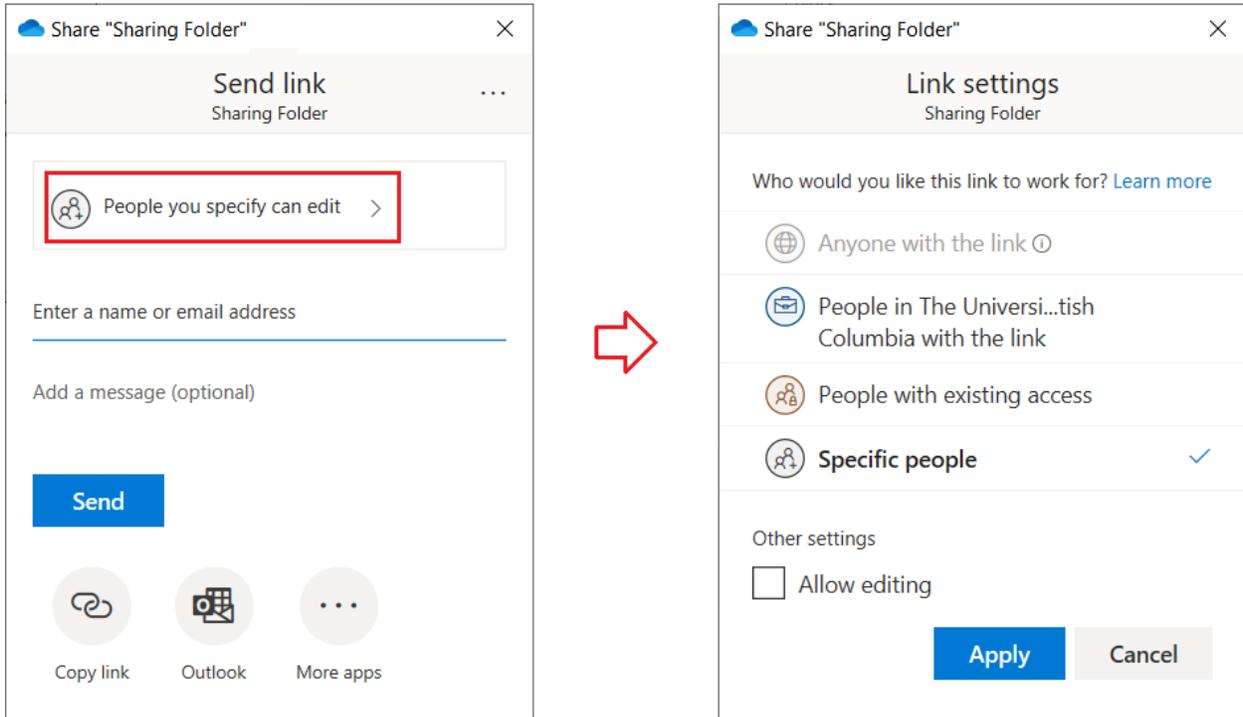
Enter the **names or e-mail addresses** of the people you would like to share your file or folder in the provided field.

Sharing to internal or external email address is permitted.



By using the default sharing options, invitees will be allowed to edit your shared file or folder.

To share with view access only, **click on “People you specify can edit” and uncheck “Allow editing”** before pressing **Apply**.



After clicking on the Apply button, the Send link screen will now show “People you specify can view.”



Enter the names or e-mail addresses of the people you would like to share with view access only and then press **Send**.

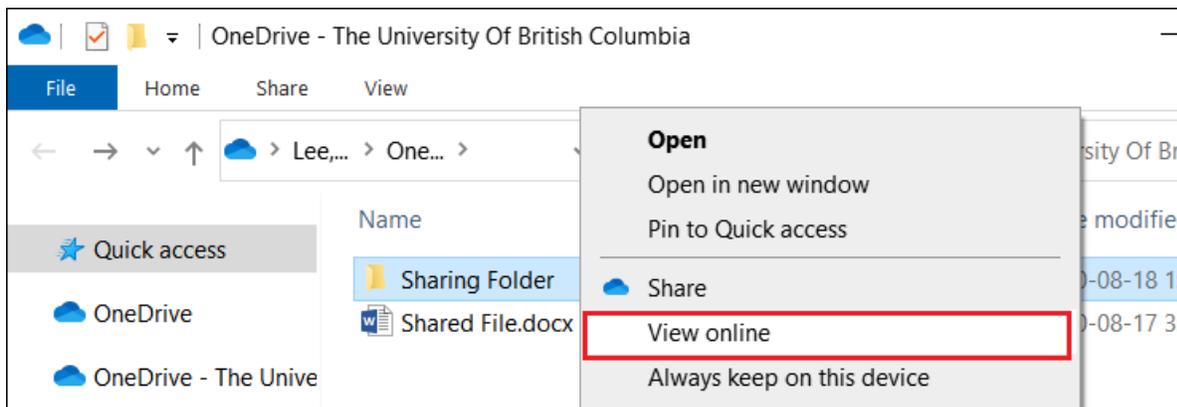
In addition, file sharing can be configured through the OneDrive Web Portal and not limited to the OneDrive App.

MANAGE YOUR SHARING PERMISSIONS

Open your **OneDrive** folder.

Right click on a **shared file or folder**.

A shared file or folder can be distinguished by the  icon in the status column.



Then **click** on **“View online.”**

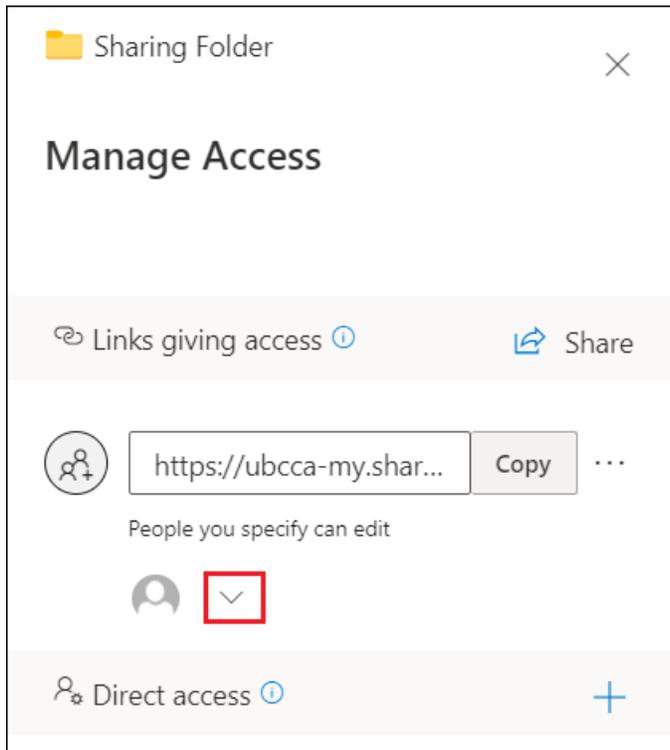
Sign into OneDrive through the web browser if required.

Locate the shared item and then **click on** the **3 vertical dots** followed by **“Manage access.”**



The manage access menu will now appear on the left side of the page.

In the **Links giving access** area, a list of external people who has access to your shared item can be shown by clicking on the down arrow button. Permission changes can also be made here.



Under **Direct access** area, a list of internal UBC people who has access to your shared item is shown and sharing permission changes can be made.

ACCESS SHARED FILES & FOLDERS FROM OTHERS

Open a new window in your preferred **web browser**. (E.g. Chrome, Firefox, Safari, or Edge)

Navigate to www.onedrive.com

Click on **“Sign in”** located in the top right of the OneDrive page.

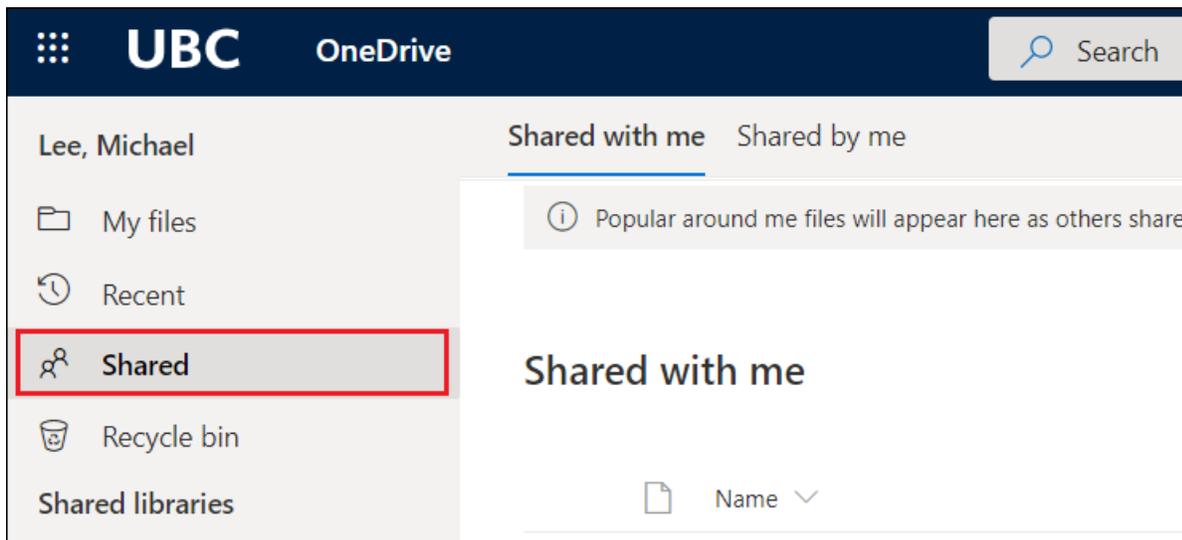
Type in your **firstname.lastname@ubc.ca** email address and press **Next**.

Sign in with your **CWL password**.

Complete **UBC Duo Security Authentication** when prompted.

Now you are signed into your OneDrive account using your web browser.

Click on **“Shared”** from the menu located on the left side.



A list of all shared with me files and folders will be shown.