

## Quick Start Guide – Using OneDrive at the University of Liverpool

Do more wherever you are with secure access, sharing and file storage. OneDrive is for your individual work files. You can share your files on an ad-hoc basis with University colleagues but remember it is your responsibility to manage who has access to any files that you share and to keep permissions up-to-date. For more formal team working and collaboration, use Teams or SharePoint. Sign in at [office.com](https://office.com) with your username in the format [username@liverpool.ac.uk](mailto:username@liverpool.ac.uk) and select **OneDrive** from the list of apps.

**Open**  
Open and edit a file online or in a desktop app.

**Share**  
Share files directly from OneDrive. Files are private until shared.

**Copy link**  
Get a link to the selected file to insert into an IM, email, or site.

**Move to/Copy to**  
Move or copy to another destination in your OneDrive or any SharePoint site.

**Information pane**  
See file information, recent activity, and manage access to the file.

**Shared**  
View and sort files by date shared, activity, or who they are shared with.

**Discover\***  
View trending content in your organization and content relevant to your work.

**Recycle bin**  
Recover files you've accidentally deleted up to 93 days.

**Shared libraries**  
Navigate to shared libraries on Microsoft Teams, SharePoint sites, or Office 365 Groups.

**Download**  
Download a copy of a file or work offline on a device.

**Flow**  
Create and manage automated workflows.

**Version history**  
View a file's version history and restore a file to a previous version.

**Sharing status**  
See which files are being shared and who they're shared with.

**Manage access**  
See who can access a file, and manage what people can do with it.

**Activity**  
See the sharing, viewing, and editing activity for a file.

Name	Modified	Modified By	File Size	Sharing
Contoso Electronics	July 6	Megan Bowen		Private
Private Info	July 6	Megan Bowen		Private
Annual Financial Report (DRAFT...)	July 6	Megan Bowen	22.2 KB	Shared
Contoso Patent Template.docx	July 6	Megan Bowen	83.6 KB	Private
Contoso Purchasing Data - Q1...	July 6	Megan Bowen	21.5 KB	Private
Contoso Purchasing Permission...	July 6	Megan Bowen	24.7 KB	Private
Contoso Purchasing Permission...	July 6	Megan Bowen	28.8 KB	Shared
CR-227 Product Overview.docx	July 6	Megan Bowen	1.62 MB	Private
Création du contoso Mark 8.pptx	July 6	Megan Bowen	827 KB	Private

\* Discover view does not change any permissions. Your private documents are not visible to others and you can view only those documents that you have been given access to.

## OneDrive mobile

The OneDrive app supports use of both OneDrive personal and organisation accounts across iOS, Android, and Windows. It can be downloaded from the app stores.

The image displays four screenshots of the OneDrive mobile app interface, each with callout boxes explaining various features:

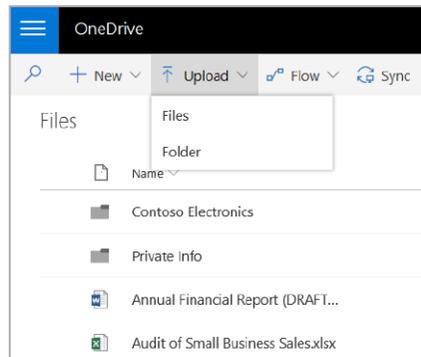
- Screenshot 1 (Files view):** Shows the main file management screen. Callouts include: "See and manage all your accounts.", "Capture whiteboards & scan single or multiple page documents.", "Save photos or videos directly to your device.", "Access your files and folders on OneDrive.", "Access your SharePoint sites.", "See your most recently active files.", "See files shared with you and discover content trending around you."
- Screenshot 2 (Share Link view):** Shows the "Send Link" dialog. Callouts include: "Share a file internally with access controls.", "Send a copy of the file instead of sharing.", "Copy the sharing link, email it in Outlook, or choose an app to send it with."
- Screenshot 3 (File Actions view):** Shows a list of actions for a selected file. Callouts include: "Edit a file on the web or in client view.", "See details such as who the file is shared with.", "Make files and folders available offline.\*"
- Screenshot 4 (Account Management view):** Shows the account selection screen. Callouts include: "See and manage multiple accounts.", "See trends views and an activity chart.", "Recover deleted files.", "See all the files you have taken offline."

The above screens represent OneDrive for business accounts in iOS. Android users will have a similar experience except for File activity functionality.

\*Files and folders need to be taken from offline to online before they are synced to the cloud.

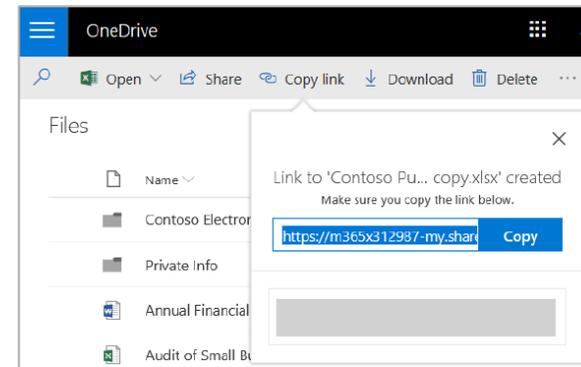
## Create or upload files & folders

You can create new files and folders and upload existing files and folders from your device. In OneDrive, select **Upload > Files**. Or select a location in OneDrive and drag and drop files or folders from your device.



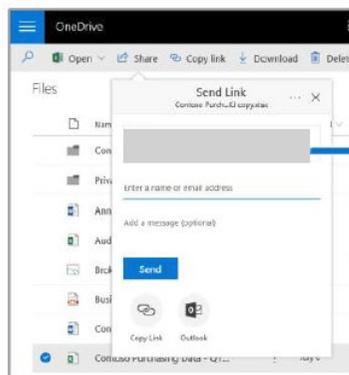
## Copy link

You can also share a file by copying the link and pasting it in email, IM, a webpage, or a OneNote page. In OneDrive, select a file and then select **Copy link**. Copy the link and then paste it in the destination.



## Share files

The files and folders you store in OneDrive are private until you decide to share them. You can stop sharing at any time. You can grant **Edit** or **View** permissions for recipients and set time limitations on a file to specify when it will no longer be accessible. In OneDrive, select a file and then select **Share**.



Sharing levels are:

**People in The University...** – everyone in the University can access.

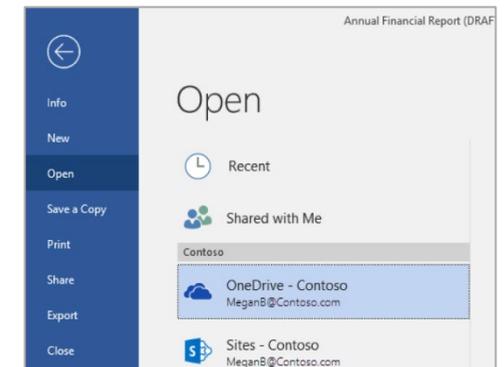
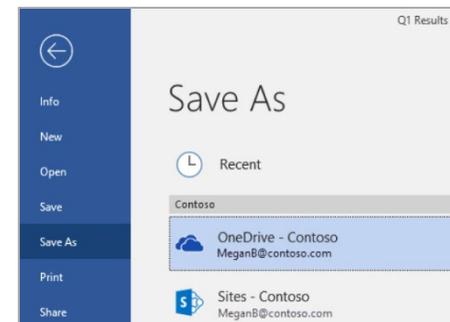
**People with existing access** – create a link to be used by people who already have access.

**Specific people** – specify email addresses of the people you want to give access to.

## Save and open files in Office apps

*(Requires Office 365, 2019 or 2016)*

You can save or open Office documents in OneDrive from the Office apps. In any Office document, select **File > Save As**, choose your OneDrive, and then pick the folder where you want to save the file. To open a file stored on OneDrive, select **File > Open**, choose your OneDrive, and then select the file.



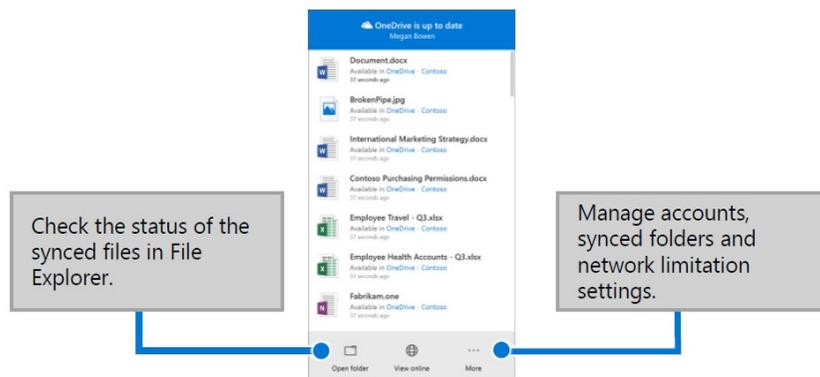
## Sync files and folders

Sync your files and folders in OneDrive to your computer, so you can access them even when you're offline. When you're back online, changes you or anyone else make will sync automatically. In Windows 10, select **Start**, type **OneDrive**, and sign in to OneDrive on your PC. In other versions of Windows or Mac, get the OneDrive sync app from [onedrive.com/download](https://onedrive.com/download).



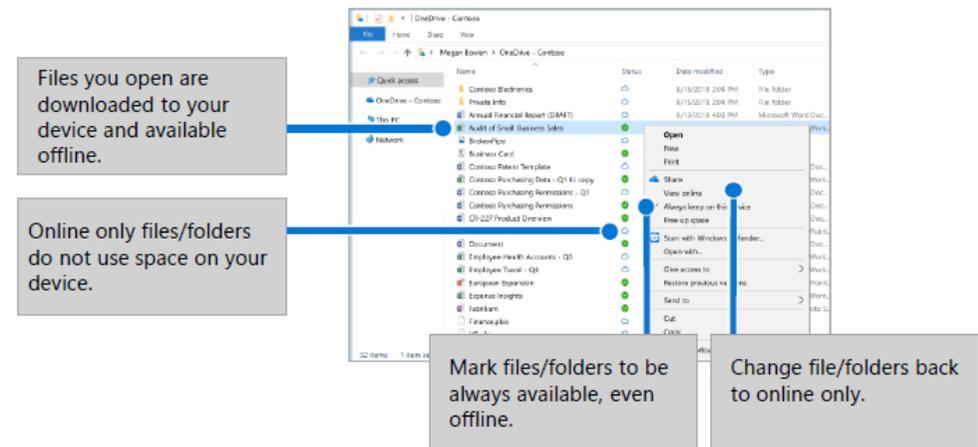
## View sync activity

You can view sync activity from the OneDrive activity center. Click the OneDrive icon in the Windows taskbar. If you click the folder icon, you can go directly to the OneDrive web view. Users on Mac will have a similar experience.



## OneDrive Files On-Demand

With OneDrive Files On-Demand, you can set files and folders to always be available locally on your device or save space by making files online only. In the taskbar, select the OneDrive icon, and select **More > Settings**. Then, on the **Settings** tab select **Save space and download files as you use them**.



## Next steps with OneDrive

### Find help

Explore help and training for OneDrive and other Office apps.

- **Visit the Computing Services self-service portal** to search for knowledge or book on Office 365 training courses <https://servicedesk.liverpool.ac.uk>
- **Office training, tutorials and videos** available via LinkedIn Learning <https://www.linkedin.com/learning/>
- **Learn about OneDrive Files On-Demand** - access all your files in the cloud without having to download them. Visit <https://go.microsoft.com/fwlink/?linkid=871126>.