

## Microsoft OneDrive

### Getting started with OneDrive

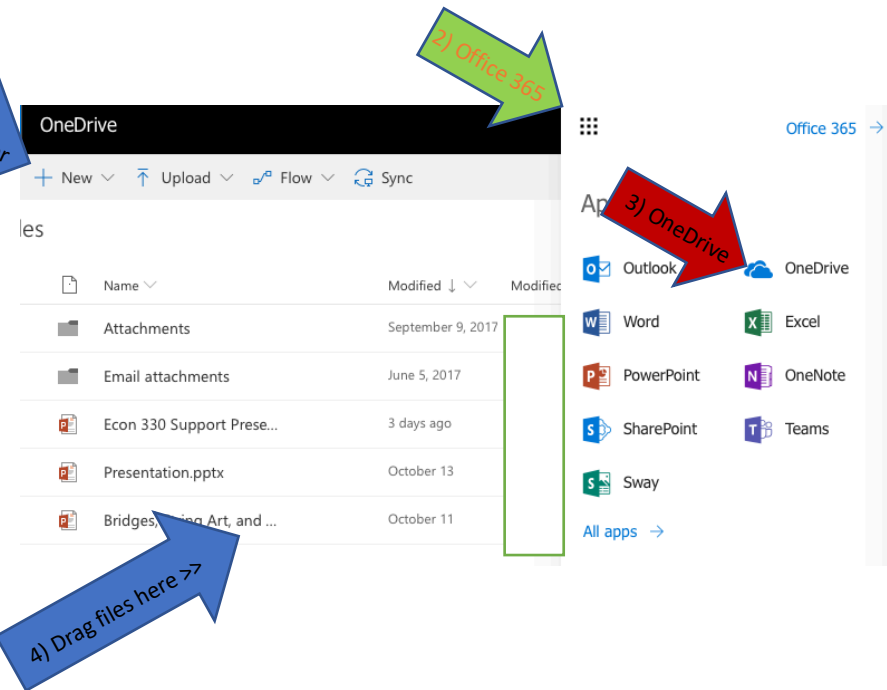
OneDrive is an online cloud storage service that comes with your Microsoft Account. It allows you to store files in the cloud and access them anytime, anywhere on your PC, tablet, or phone. It also enables you to share the same without sending them as bulky attachments.

Sign in to OneDrive

- 1) Go to [onedrive.com](https://onedrive.com), and select Sign in at the top right of the page, use @mx.lakeforest.edu extension
- 2) Enter your Microsoft account (college email address, Xbox, Skype,) and select Next.
- 3) Type your college email password and select Sign In.

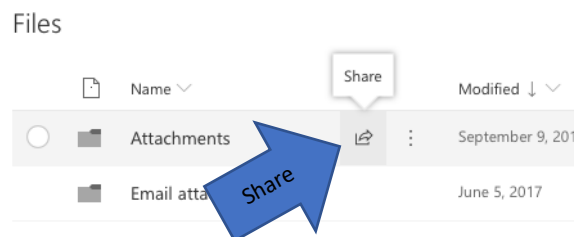
### or, Use OneDrive online

- 1) Log in into your Outlook webmail.
- 2) Click on the **Office 365** button.
- 3) Select **OneDrive**
- 4) Add files by dragging them to the folders in OneDrive
- 5) You can create folders by clicking on “New” button
- 6) You can upload files by clicking on “Upload” button



Microsoft Office Online is available for you to use in Office 365. You can use Word, Excel, Power Point, etc. when you are online (more on pg. 5). All files will be saved in your OneDrive account and you can access them anytime if you have internet access, or offline if you have OneDrive installed (pg. 2)

Share your files with anybody, just by pressing “Share” button that appears once you move a mouse cursor on the file (more on pg. 4):



From the Office of Academic Technology.  
Mikita Zhylynski '20

## To use OneDrive Offline:

Download OneDrive:

Mac: <https://onedrive.live.com/about/en-US/download/>

Windows: <https://onedrive.live.com/about/en-us/download/>

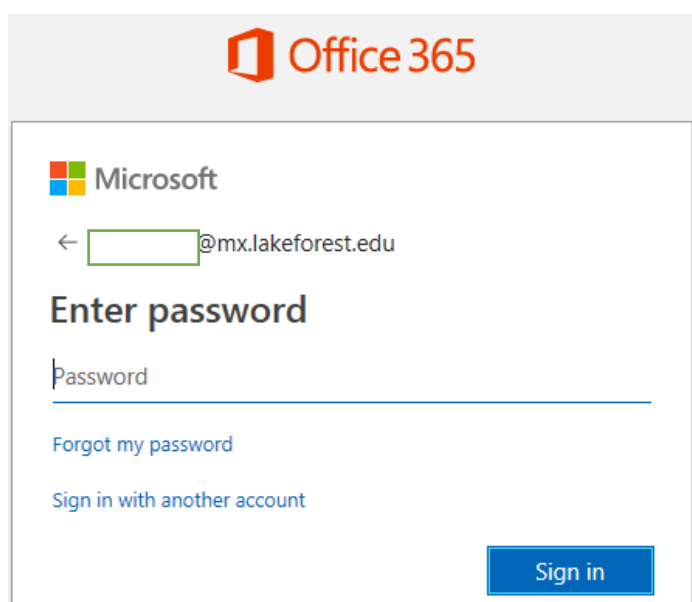
Download it, the file is called *OneDriveSetup.exe* or *OneDrive.pkg* open the package and follow the installation process.

After the installation, you will see OneDrive folder in the Finder/File Manager.

Install OneDrive to your PC/Mac

Once you have downloaded installation package, open it and follow the installation process. You will need to enter your college email address and password during installation process.

Once it is finished, you will see your OneDrive folder available in File Manager/Finder.



Office 365

Microsoft

← @mx.lakeforest.edu

Enter password

password

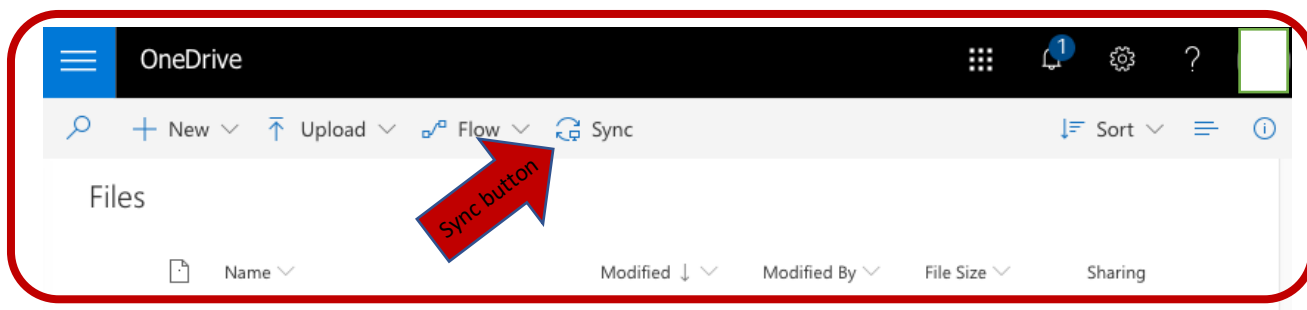
[Forgot my password](#)

[Sign in with another account](#)

Sign in

## Use Online Sync button

If you did not manage to get OneDrive with the previous steps, go to the Online Office 365, press the **Sync** button, and select “[get the latest version of OneDrive](#),” it will send you to the download page. Download One Drive there.



- 1) Install OneDrive to your Mac/PC
- 2) Open the installation file and follow the installation process. Once it is done, you should have OneDrive folders accessible in your File Manager/Finder. If the OneDrive folder does not appear, enable view of hidden icons, restart your PC/Mac.
- 3) Now you can access files in your OneDrive through your File Manager/Finder.

## Getting ready to sync...

We're opening OneDrive on your computer...

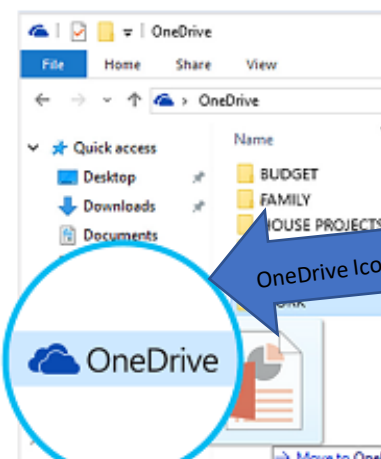
Sign in with your @mx.lakeforest.edu account, if prompted.

If nothing happens, you may need to [get the latest version of OneDrive](#)

## How to access OneDrive from your device

Once you downloaded and installed the OneDrive application on your device, press the Sync button again, in order to synchronize files on your device and online.

Once you installed and synchronized OneDrive, you should have a new folder on your device. You will see **OneDrive** icon in your File Manager/Finder in fast access navigation panel which is usually on the left side on the File Manager/Finder interface.

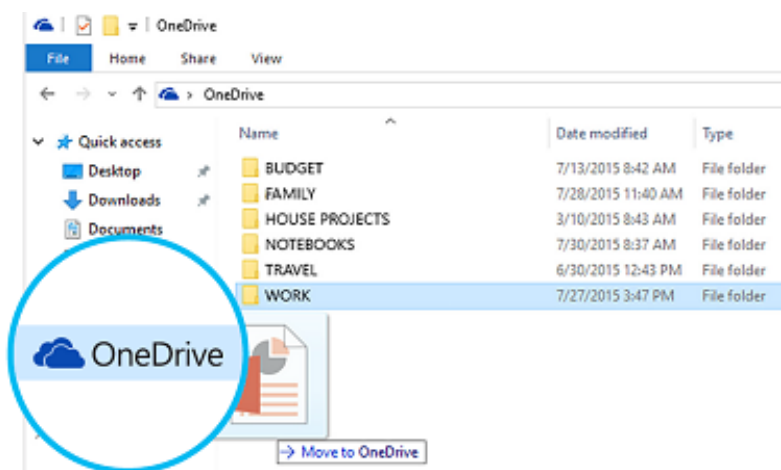


## Save and share files to OneDrive

The simplest way to do this from your PC is to drag the files into the OneDrive folder.

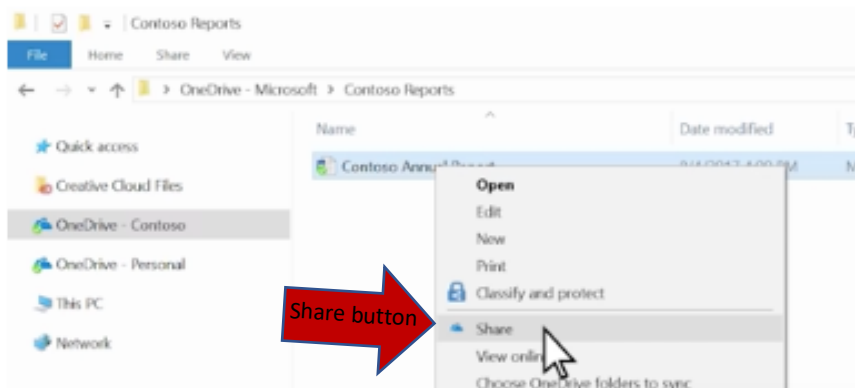
When you download OneDrive cloud service, a cloud icon is added to the left pane of your 'File Explorer' window. If you have any file, document or PowerPoint presentation saved to your PC, it too shows in the left pane of the 'File Explorer' window. You can simply use the 'Drag and Drop' action to transfer the file to OneDrive account. When you have it saved in the OneDrive, you can access the file anytime from your phone or other mobile devices.

Files you save to OneDrive are available online at *OneDrive.com* and offline on your PC. You can access your files anytime, even when you're not connected to the Internet. Moreover, when you reconnect, OneDrive updates the online versions with changes you made offline if any.



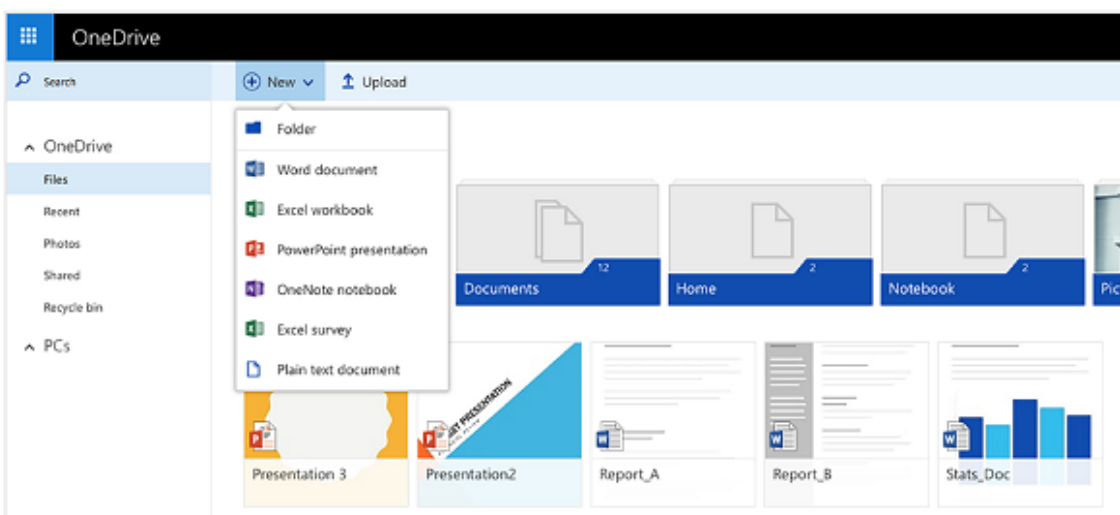
To share files from your OneDrive folder, right click on the file and click "share" button with the cloud icon.

Select people with whom you want to share the file or folder.



## Collaboration features and changes of shared files

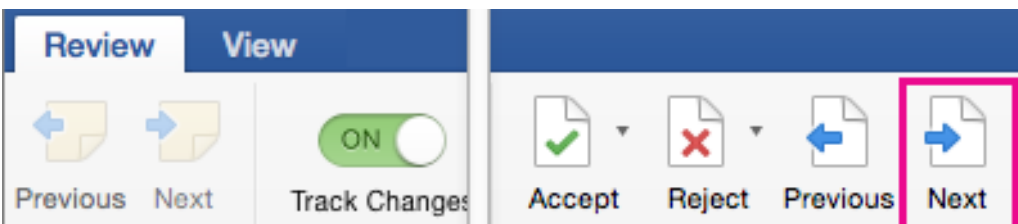
Your College's OneDrive account allows you to **create** Word documents, Excel workbooks, PowerPoint presentations, and OneNote notebooks via Office mobile apps or OneDrive.com. This is completely free. All you need to do is sign in to your OneDrive account in the OneDrive application and select '**New**' option as shown on the screenshots below:



Similarly, you can **share files and folders** to OneDrive website without attaching anything. Just select '**Share**' option, adjacent to 'New' option. When you chose this option, you can grant people, permission to edit shared file or document so you don't have to email an attachment. Other people can introduce changes by adding comments and add images or charts. If a document was changed by the other user, you can see it through Changes option. If you like them you accept changes. This process is similar for offline and online versions of the OneDrive.

Accept changes:

- 1) You can accept or reject changes one at a time or all at once.
- 2) Click at the beginning of the document and then on the Review tab, click Next to go to the first tracked change.
- 3) Click Accept or Reject to keep or remove the change. Word will then move to the next tracked change.
- 4) Do this until you've reviewed all of the changes in your document.

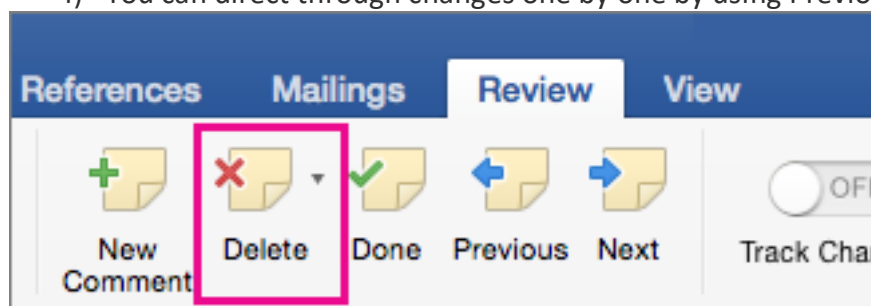


From the Office of Academic Technology.  
Mikita Zhylinski '20

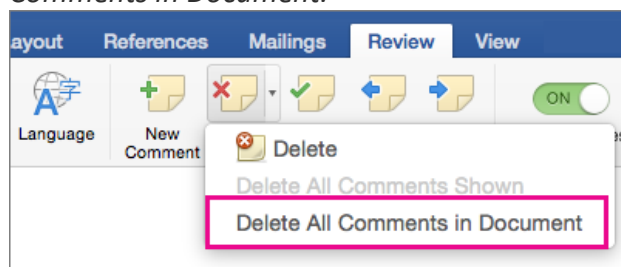
*Tip: To accept all of the changes at once, click the arrow by Accept, and click Accept All Changes.*

Remove Comments:

- 1) To remove comments from your document, delete them.
- 2) Click a comment to select it.
- 3) On the Review tab, click Delete.
- 4) You can direct through changes one by one by using Previous and Next buttons.



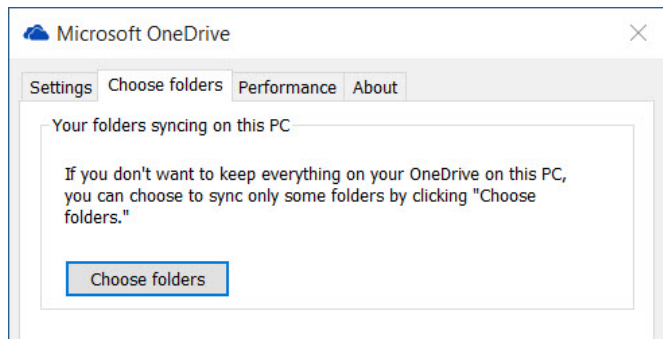
*Tip: To delete all of the comments at once, click the arrow by Delete, and click Delete All Comments in Document.*



## OneDrive Selective Sync

This new feature gives users the freedom to choose what data they want to be synced to their PC and their online OneDrive. You could choose to have all of the online OneDrive files synced to your PC, or just a selection.

The OneDrive icon resides on the taskbar of Windows 10. Just locate the icon, Right click or press and hold on the OneDrive icon on the taskbar notification area, and chose Settings. Then, from the Microsoft OneDrive window that opens, choose folders tab, and hit the 'Chose Folders' button.



Now, to Sync All Files and Folders in my OneDrive, check the 'All files and folders in my OneDrive' option click on OK to proceed further.

To select particular Folders to Sync or Unsync on your OneDrive Select 'Sync only these folders' option, and hit OK button.

All of the selected folders will now sync on your PC.

To check, click on the OneDrive icon on the taskbar notification area and open your OneDrive folder in File Explorer.

