

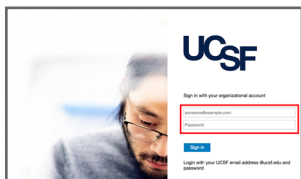
## Introduction

OneDrive allows you the ability to access and edit your files from any of your devices. Not only can you organize your files and share them internally or externally to the UCSF enterprise, but you can also collaborate on them in real-time on Office documents as well.

## Accessing OneDrive

OneDrive can be accessed on the web or your desktop as part of Microsoft 365, which means that you can access your files from anywhere.

1. Navigate to <https://www.onedrive.com>.
2. Select the  button.
3. Enter your **UCSF email address** before clicking the  button.
4. On the *MyAccess* screen, enter your **UCSF email address** and **password** then click the **Sign in** button.



5. OneDrive has loaded successfully!

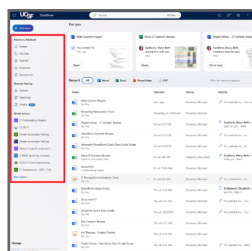
## Navigating OneDrive

OneDrive is a cloud service that connects you with your files. OneDrive has a simple interface that allows you to protect your files and share them with others. Let's review the initial landing page for OneDrive!

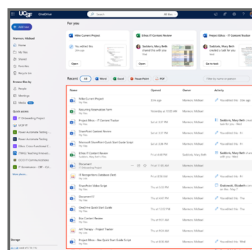
1. The *top navigation* will provide you with the ability to search for **files**, access **settings** and your **Microsoft 365 profile**.



2. The *left navigation* allows you to add new files, access different areas of OneDrive as well as browse your files in OneDrive and SharePoint.



3. The OneDrive *landing page* offers quick access to recent files that you have accessed that can be filtered based on file name, collaborator, or application.

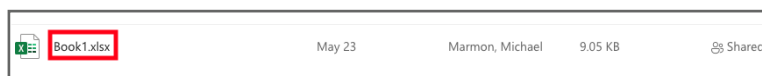


## Accessing Files in OneDrive

1. Select the  option.
2. Your files will load with your folders first then your files.

**NOTE:** If you would like to see a list of files that you have shared with others or have been shared with you, select the **Shared** icon.

3. To access a file in the applicable application, select the file's **title**.



4. The file will open in a new browser tab

## Creating Files and Folders in OneDrive

### Creating Files

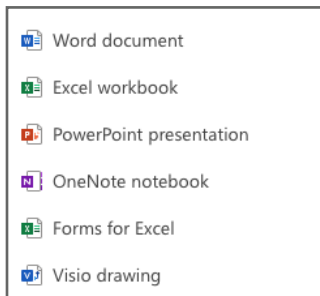
1. Navigate to the desired folder to store the file or create a new folder.

**NOTE:** If you do not select or create a folder, your files will be accessible via the My Files page after all of your folders.

2. Select the  button.

## Creating Files and Folders in OneDrive (continued)

3. Select the **File** type (e.g., Word, Excel, PowerPoint).



4. The blank file will load in a new browser tab

**NOTE:** OneDrive will autogenerate a file name (e.g., Document1, Book1, Presentation1), select the **File Name** to enter a specific file name for the document.

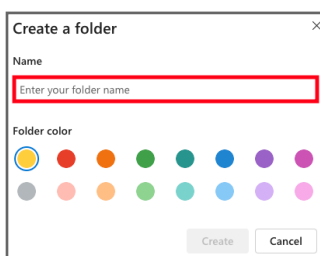
### Creating Folders

1. Select the **+ Add new** button.

2. Select the **Folder** option.

**NOTE:** Folders created within a *folder* will be created as **subfolders**.

3. Enter a **Folder Name** and select a **color**.



4. Click the **Create** button.

5. Your folder will be *created* successfully.

## Uploading Files and Folders to OneDrive

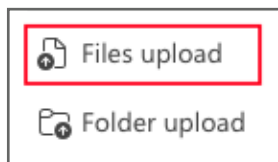
There may be files created locally on your workstation's desktop that you would like to collaborate with colleagues on, but you do not want to email copies. The following steps will demonstrate the process for uploading files and folders.

### Upload Files

1. Navigate to *My Files landing page* or the desired *folder* for the file.

2. Select the **+ Add new** button.

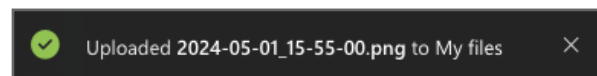
3. Select the **Files Upload** option.



4. From your workstation's file dialog window, navigate and select the file(s) to be uploaded.

5. Click the **Open** button.

6. A notification will be received that the file or files were uploaded to OneDrive successfully.

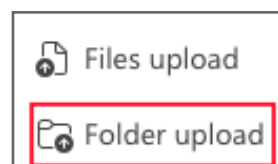


### Upload Folders

1. Navigate to *My Files landing page* or the desired *folder location* for the folder.

2. Select the **+ Add new** button.

3. Select the **Folder upload** option.



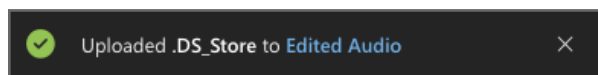
4. From your workstation's file dialog, navigate and select the folder to be uploaded.

**NOTE:** Only one folder can be uploaded into OneDrive at a time and all files within the folder will be uploaded, so it is a best practice to review the folder contents before uploading a folder.



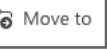
5. Click the **Upload** button.

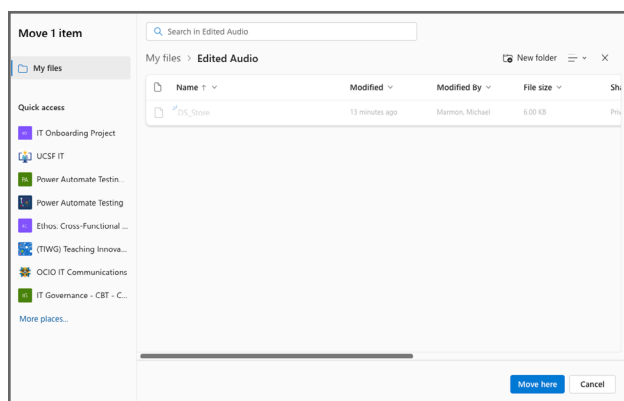
## Uploading Files and Folders to OneDrive (continued)

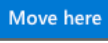
6. Notification received that the folder was uploaded to OneDrive successfully.



## Moving Files or Folders

1. Navigate to the desired *file* or *folder* to move.
2. Select the  next to the item to highlight it.
3. Select the  for the selected item.
4. Click the  option.
5. In the **My Files** dialog window, navigate to the new Folder location for the file or folder being moved.



6. Click the  button to move the selected file or folder to its new location.
7. A notification is received that the folder was moved successfully.

## Sharing Documents and Folders in OneDrive

OneDrive simplifies the collaborative process on uploaded files by facilitating real-time collaboration by including a version history and saving changes automatically as updates are made.

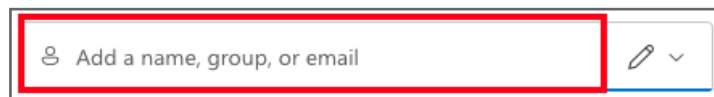
1. Navigate to the desired *File* or *Folder* to share.


**NOTE:** Files or folders shared with you or others will be updated with the  icon.

2. Select the  button.

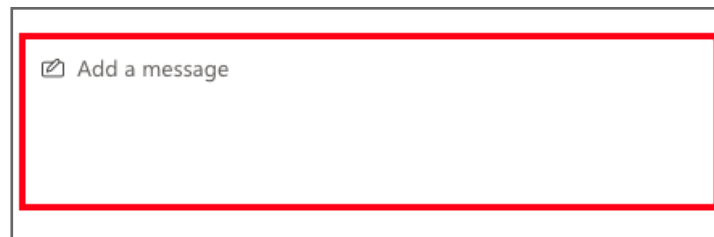
**NOTE:** If you are sharing a folder, it will provide access to all the current files and those created/housed within the selected folder in the future.

3. Enter the following within the **Share Dialog** window:
  - a. Enter the intended recipient's **name** or **email address**.

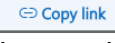


- b. Set the **permissions** () for the file or folder being shared (e.g., Can edit, Can view, or Can't download).

- c. Add a **message** to describe the file or folder being shared.




4. Click the  button to send a link to the recipient.

**NOTE:** If you select the  option, you can provide access to user's by pasting the link in an email or chat.



## Deleting Files or Folders in OneDrive

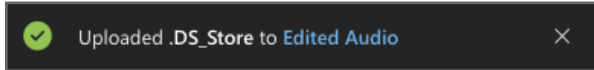
There are times where you might not need a file or folder any longer in OneDrive and you can delete items to keep your documents and folders organized.




1. Navigate to the *file* or *folder* to be deleted.
2. Select the  next to the *file* or *folder name*.

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## Deleting Files or Folders in OneDrive (continued)

3. Select the  Delete button.
4. Click  to confirm sending the item to the recycle bin.
5. You will receive a notification that the item has been deleted.



**NOTE:** If you would like to restore an item, select the  Recycle bin option to load the recycle bin. Then select the  next to the *file* or *folder* before clicking the  Restore option.