

Using OneDrive

Online Presentation by Gordon Suggs



What is OneDrive?

- OneDrive is the Office365 option for cloud-based storage
- Up to 1TB can be stored on each person's OneDrive
- Note that Xavier uses OneDrive for Business which works differently than Personal OneDrive
- Accessing files:
 - Directly in the cloud
 - Use OneDrive client to sync the files to local PC or Mac hard drive
 - Also available via mobile devices (iOS and Android)



Why should I use OneDrive?

- Accounts are provided to all faculty, staff, and students
- Provides a way to access files from any computer
- Provides a way to access files if the computer is offline (by setting up the OneDrive client when online)
- Provides a way to back up locally stored files
- Officially supported by Xavier
 - Security has been reviewed to be sufficient for FERPA and other privacy laws
 - Xavier has escalation paths to deal with issues
- Required by policy for University-owned data

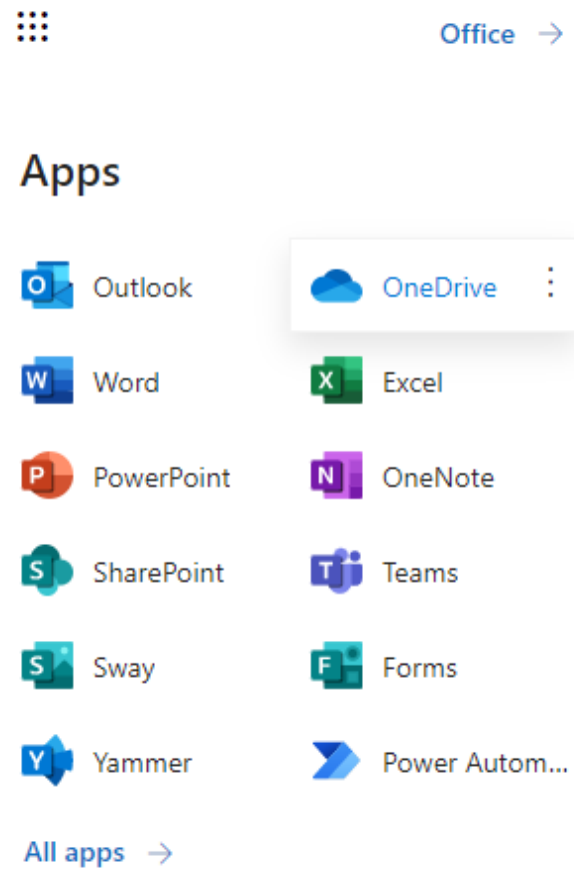


How to use OneDrive

- Using the web interface (demo)
- Using OneDrive client (demo)



Office365 Menu





Documents - OneDrive

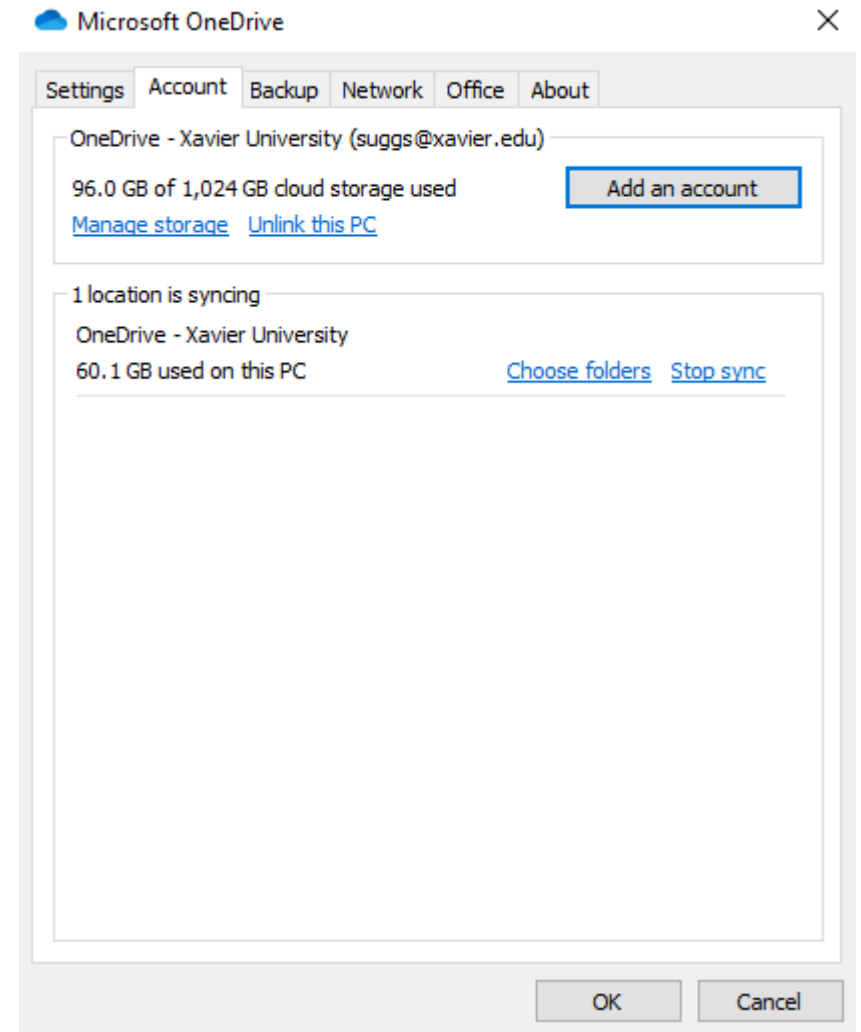
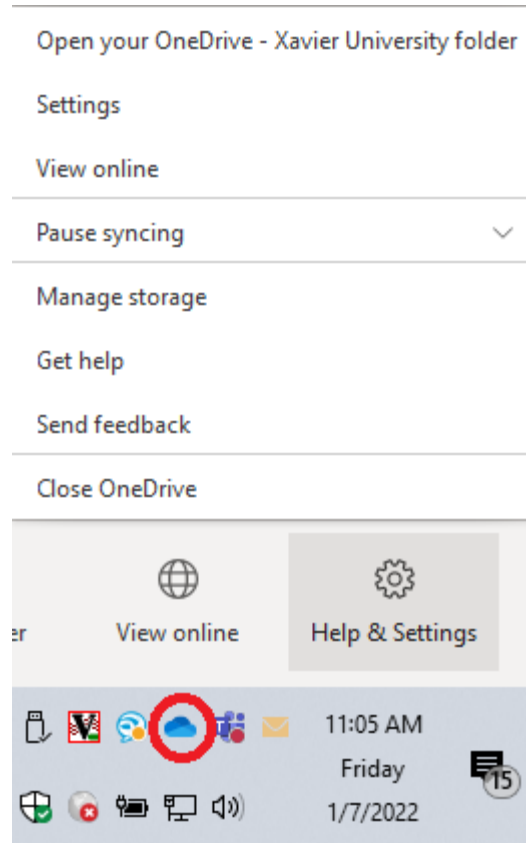
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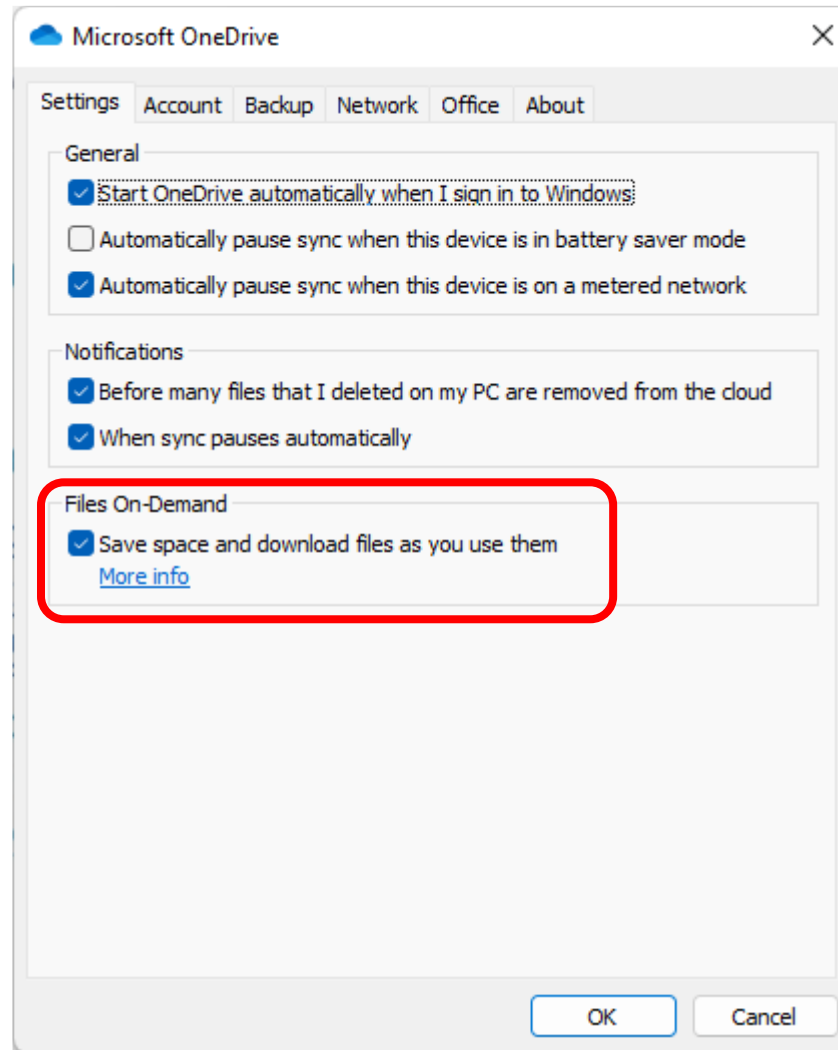
OneDrive Search

+ New Upload Share Copy link Sync Download Automate Sort

My files > Documents

| Name | Modified | Modified By | File size | Sharing |
|-------------------------|--------------------|---------------|-----------|---------|
| afterSentDocuments | July 16, 2021 | Suggs, Gordon | 15 items | Private |
| Custom Office Templates | October 6, 2021 | Suggs, Gordon | 0 items | Private |
| My Shapes | July 16, 2021 | Suggs, Gordon | 2 items | Private |
| Outlook Files | September 20, 2021 | Suggs, Gordon | 0 items | Private |
| Zoom | September 20, 2021 | Suggs, Gordon | 2 items | Private |
| Default.rdp | December 17, 2021 | Suggs, Gordon | 2.20 KB | Private |





Other use cases for OneDrive

- Share files/folders
 - <https://support.microsoft.com/en-us/office/collaborate-in-onedrive-d8a2a19a-e306-4ca5-9b00-19b0e96890d6>
- Group editing of documents
 - <https://support.microsoft.com/en-us/office/document-collaboration-and-co-authoring-ee1509b4-1f6e-401e-b04a-782d26f564a4>
- Mobile:
 - <https://support.microsoft.com/en-us/office/video-get-the-most-out-of-microsoft-365-on-iphones-and-ipads-179728f7-7287-453b-832f-558145681219>
 - <https://support.microsoft.com/en-us/office/get-the-most-out-of-office-on-android-phones-and-tablets-3c7dd576-cbd2-449f-8bb6-f33912c05038>



Further resources

- Microsoft OneDrive tutorials (use the “Work or school” videos):
 - https://support.microsoft.com/en-us/office/onedrive-video-training-1f608184-b7e6-43ca-8753-2ff679203132?wt.mc_id=otc_home
- Xavier KB Articles:
 - Cloud Storage FAQ:
<https://services.xavier.edu/TDClient/58/Portal/KB/ArticleDet?ID=686>
 - Using Office365 OneDrive to Share and Store Files:
<https://services.xavier.edu/TDClient/58/Portal/KB/ArticleDet?ID=353>





ALL FOR ONE