



# Division of Technology and Advanced Solutions

## Microsoft OneDrive

### What is OneDrive?

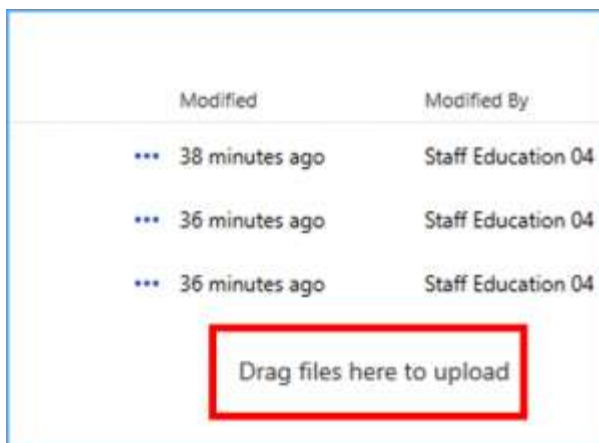
OneDrive for Business is Office 365's cloud storage platform, providing a place in the cloud where you can store, share, and sync your work files. You can update and share your files from any device with OneDrive for Business. You can even work on Office documents with others at the same time.

### Uploading Files

Log in to Office 365 at <https://office365.utoledo.edu> and select the OneDrive app from the App Launcher.



Locate the file(s) or folder(s) you wish to upload to OneDrive. Select and drag the file(s) or folder(s) to the OneDrive app within your browser in the space where it says *Drag files here to upload*.



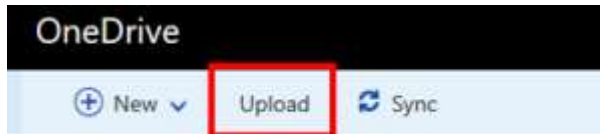
Upload by drag and drop



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OR

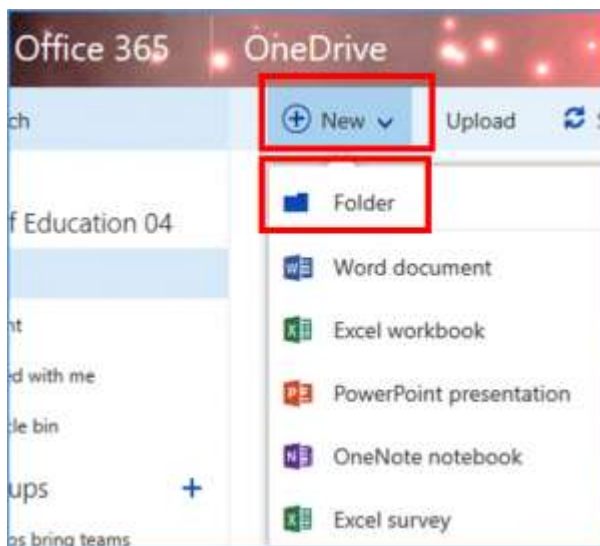
From the OneDrive app, click the Upload button. Select the file(s) or folder(s) you wish to upload to OneDrive. Click **Open**.



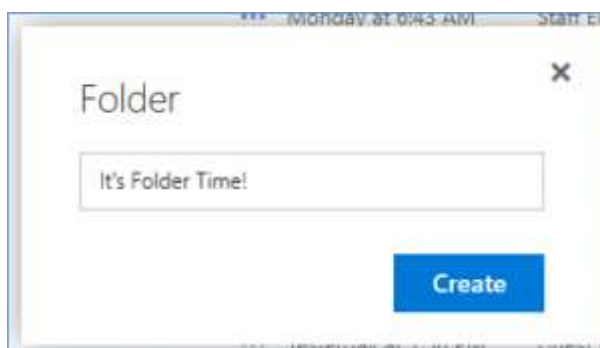
Use the upload button

## Creating & Using Folders

To create a folder in OneDrive, click on the New Button in the upper-left. Then click on Folder.



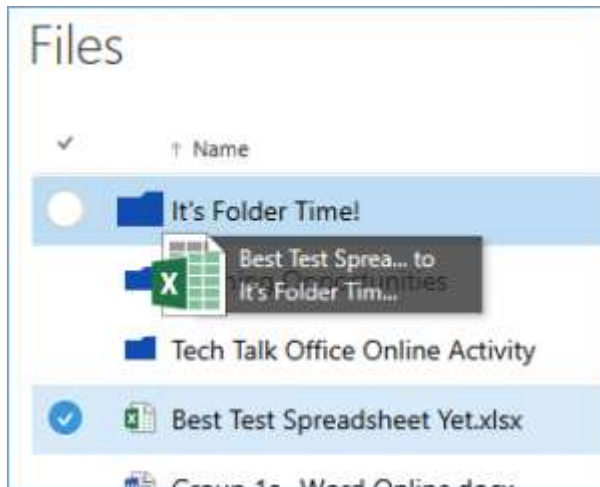
Name your folder and press Create.



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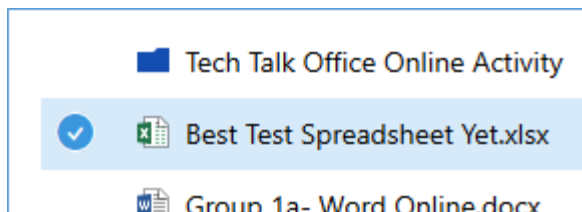
## Moving Files into Folders

Click on the target file(s) and drag them to the target folder.



OR

Select files and choose a folder by clicking on the checkmark to the left of the file.



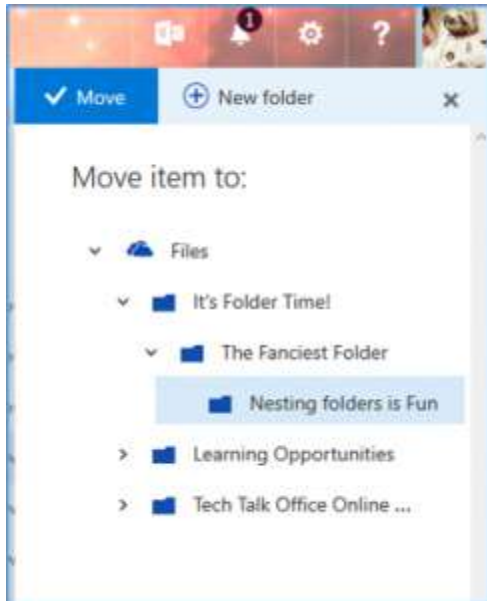
A contextual menu will appear at the top of the page. Click on the **Move to** button.



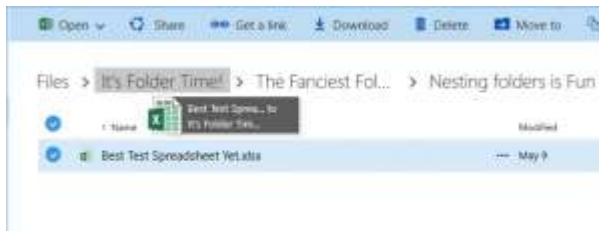
A menu will appear on the right sidebar. Select the folder to which you'd like to move your file(s). Clicking on the chevron will show any sub-folders. Click on the **Move** button to complete the move.



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**Note:** When working within sub-folders, you can click and drag files into a parent folder.



## Sharing Files & Folders

Files uploaded to your OneDrive can be shared with others within the BMC community and beyond. You can also share folders with others, allowing you to permit access to all files within the shared folder.

## Additional Features

### Changing Views

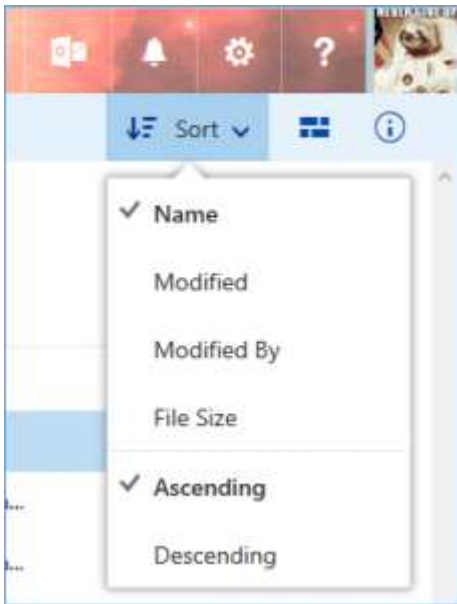
By default, your files in OneDrive will be viewed in a list format. To view your files as tiles, click on the view button (shown below) in the upper-right corner. Click again to change back to list view.

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## Sorting Files

To quickly sort your OneDrive files by modified, modified by, file size, ascending, or descending, click on the Sort button in the upper-right corner.



## Offline Use

Once your computer is synced with OneDrive, you'll be able to access your OneDrive files even when you aren't connected to the internet. When syncing your computer with OneDrive, you'll be asked to choose which OneDrive folder(s) you'd like to sync to your computer. Any folders that are synced will be available when you're offline.

Furthermore, any changes made to OneDrive files when you're offline will be saved to OneDrive the next time your computer is connected to the internet.

## OneDrive for Mobile Devices

Did you know there's a OneDrive app for your mobile devices? With the OneDrive app, you can access your OneDrive files and save files to OneDrive directly from your mobile device.