

WHAT IS ONEDRIVE?

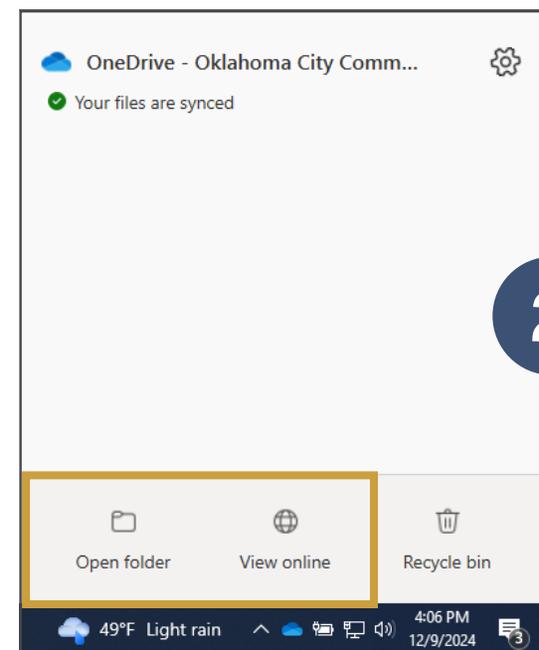
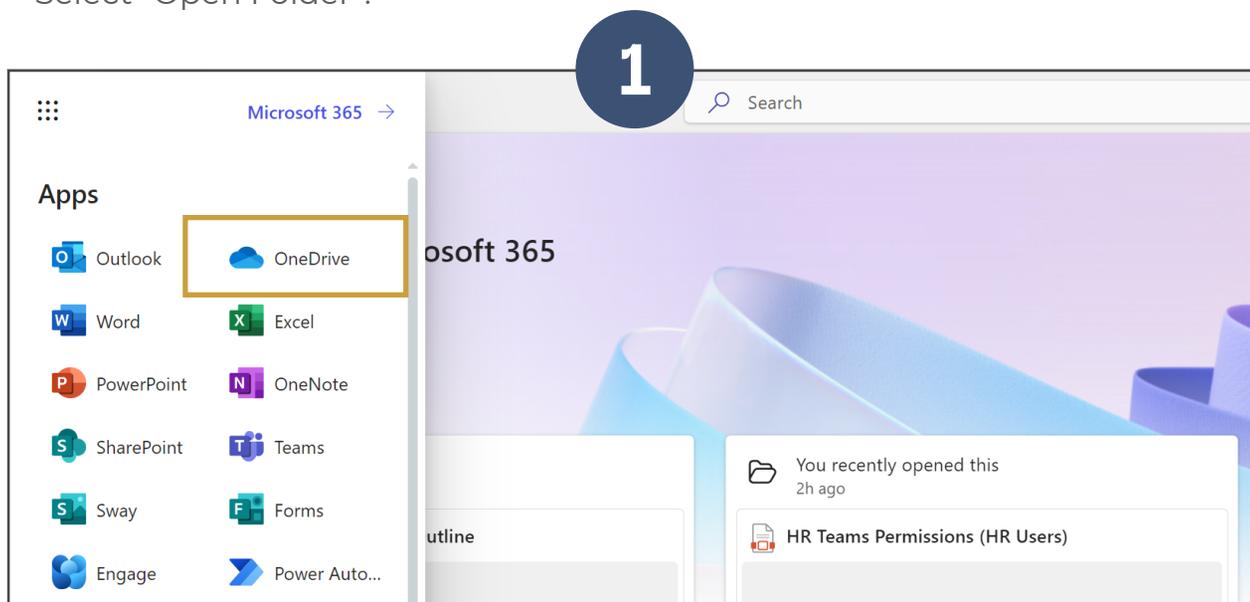
OneDrive is a cloud storage service that lets you back up, access, edit, share, and sync files from any device. Any files you put into OneDrive automatically sync and become available in the OneDrive folder.

1. Access OneDrive - **Web Browser**

- From your web browser, navigate to office.com.
- Sign into using your standard OCCC username and password.
- In the upper left-corner of the window, select the app launcher icon, then select the OneDrive icon.
- Alternatively, select the “OneDrive” icon from your icons in the lower right-hand corner of the screen, then select “View Online”.

2. Access OneDrive - **Desktop**

- Select the “OneDrive” icon in the lower right-hand corner of the screen. 
- Select “Open Folder”.



WEB BROWSER - HOME

Add Items
Select this button to add new folders or files to OneDrive.

Settings
Use the gear icon to change OneDrive settings.

Menu
Use the menu to navigate through OneDrive.

Recent Files
Sort recently opened/edited files by type.

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- Home
- My files
- Shared
- Favorites
- Recycle bin

Recent All Word Excel PowerPoint PDF More

Name	Opened	Owner	Activity
FreshService User Training My Files	Yesterday at 3:41 PM	SharePoint App	You recorded a meeting · Fri
Holiday Graze My Files	Yesterday at 11:57 AM	LaBoube, Cheyanne N.	
Colleague Termination Procedure ERP - Enterprise Resource and Planning	Mon at 11:15 AM	LaBoube, Cheyanne N.	You edited this · Nov 21

WEB BROWSER - MY FILES

The screenshot displays the OneDrive 'My Files' interface. On the left, a navigation pane shows 'My files' selected. The main area contains five folders: 'Apps', 'Attachments', 'Microsoft Teams Chat Fi...', 'Projects', and 'Recordings'. The 'Projects' folder is highlighted with a blue border and a checkmark icon. Three callout boxes provide instructions: 'Back to Home' points to the home icon in the top left; 'Edit Folders' points to the circle icon in the top right of the 'Projects' folder; 'Folders' points to the 'Projects' folder itself. A top toolbar includes options like 'Share', 'Copy link', 'Request files', 'Delete', 'Favorite', and 'Details'.

Back to Home
Select this link to return back to the Home page.

Edit Folders
Select the circle icon to share or delete folders.

Folders
Select folders to view files contained inside.

WEB BROWSER - SHARED

Shared With/By

Switch between objects shared with you vs. objects shared by you.

Activity

Shows recent activity on the file.

Shared by

Shows who shared the file/folder.

OneDrive

+ Add new

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- Home
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Browse files by

- People
- Meetings
- Media

Quick access

With you | **By you** | All | Folder | Word | Excel | PowerPoint

Filter by name or person

Name	Date shared	Shared by	Activity
Onedrive SharePoint Updates	Thu at 11:56 AM	Simbili, Venkata Sai	Simbili, Venkata Sai shared this with you · Thu
travis-scott-fire Haywood, David D's Files	Thu at 9:40 AM	Haywood, David D	Haywood, David D shared this in a Teams chat · Thu
IMG_4582 Rodriguez, Benjamin N.'s Files	Nov 22	Rodriguez, Benjamin N.	Rodriguez, Benjamin N. shared this in a Teams chat · Nov 22
colleague error Wargin, Ceasar A's Files	Nov 22	Wargin, Ceasar A	Wargin, Ceasar A shared this in a Teams chat · Nov 22
Loop paragraph Ohrenberg, Samuel R.'s Files	Nov 20	Ohrenberg, Samuel R.	Ohrenberg, Samuel R. shared this with you · Nov 20
Annotations - Annotations Call Naik, Kiran Gurunath's Whiteboards	Nov 19	Naik, Kiran Gurunath	Naik, Kiran Gurunath shared this with you · Nov 19