<u>One Drive Guide</u>

This guide is for Microsoft One Drive. What it is, how to install it, how to use it and how it can help you. We have heard a lot of people say they don't use it but that is only because we rushed this product out without explaining it or teaching you about it. That is what this guide is for, to hopefully make your work life easier.

1. What is One Drive and Office 365?

So a few years ago we moved from storing everyone's files and emails local at our data center to moving it all in the cloud. Everyone hears that term now but doesn't know what it means for the most part. Going to the cloud is a pretty way of saying we moved all the email and files to someone else's server that has a lot more money and will never go down. This just takes strain off of us and saves some money and makes things easier for you.

So before if you wanted to read a email or get files from your work computer at home you would either be out of luck or have to use a jump drive. Well what office 365 does is it gives you the ability to get to all your stuff from anywhere on any device. For some this a big no thank you but for others it's a blessing. Either way it is a good thing for our district because it takes some strain off the pocket book and makes things more convenient.

Now that gets use to where we are now. So now if you want to check email you go to the district site hit staff and it takes you to the Office 365 login page. Office 365 is just a website that gives you the ability to create word documents, power points, excel, check email and uploading files without having to have anything installed on your computer.

One Drive is just one of the many programs that comes within Office 365. Think of One Drive as a big flash drive on the internet, you can copy things over to it and instead of carrying it with you in your pocket like a flash drive you can just go to a website or use an app and get to any of your files. Much like Dropbox and Google Drive. This just allows for quick access to your files across many devices. So let's look at how to use it.

2. Accessing One Drive

There are several ways to access One Drive to gain access to your files. We will cover the ones that will help you at school and if you want to go beyond that we will list those too.

- Website: This is probably the quickest way to gain access to One drive. Open your browser on your laptop, desktop or phone and go to http://portal.microsoftonline.com/ . You can login with your district username and password.
- Desktop App: This is something we did not have in the first year or two of One Drive. This app can be downloaded on your desktop or laptop and

will give you the ability copy, paste, move and edit files on one drive just like you would any other file on your computer. https://onedrive.live.com/about/en-us/download/ . Follow this link and click the download button (Or the Need to reinstall? Click here to Download). Once it is done you can run the install and once that is finished it should ask you to login with you district info. Type in your info and be sure to select "work or school" if it ask. Once you have logged in it will show you all your files on One Drive and where they will be on your computer. This now makes it to where if you go to save a document on your computer there will be a folder that says One Drive Pearl Public School District. And if you save a file there it goes straight to your One Drive.

- Mobile App: If you have an Apple or Android device you can go to the App Store and download the One Drive app. From there you will login with your account and gain access to all your files.

3. Using One Drive Desktop Client

On your computer after you have downloaded the app and logged in you might have noticed a blue cloud icon in the right corner. (You may have to hit the up arrow in the corner to get all the icons to show up) This is the One Drive client, you can double click the blue cloud icon and it will take you to all your files.
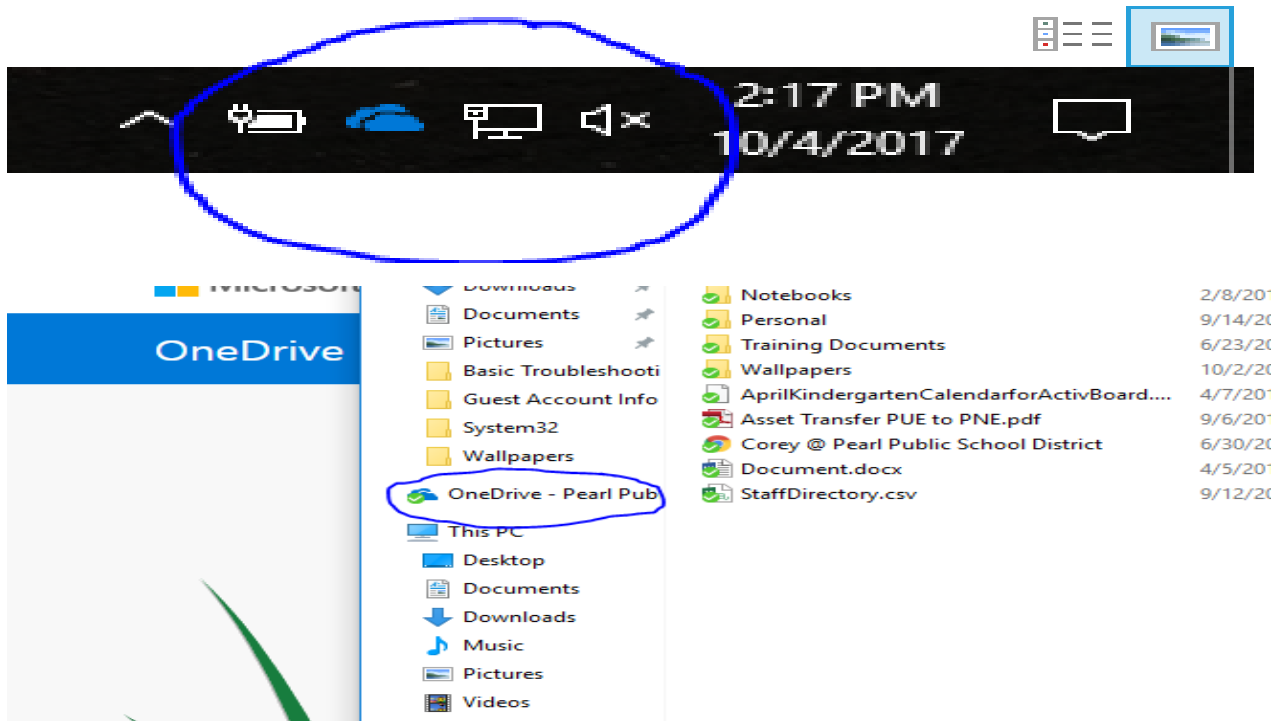
4. Using One Drive via Website

If you go to http://portal.microsoftonline.com/ and login with your account info you will be brought to the Office 365 screen.
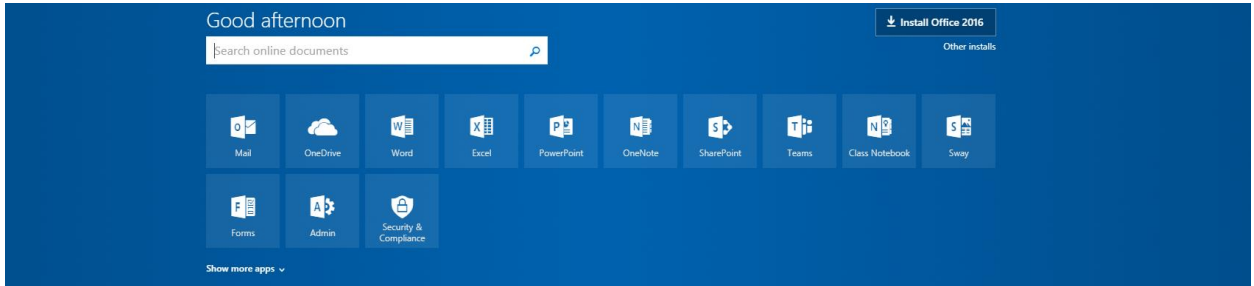

From here you can select One Drive. You will be taken to all files that are currently on your one drive. You can then open files, download files, edit files, organize or share all your files. This is just a quick way to gain access to your things anywhere. There are a lot of features (mainly sharing) that you can only do on the website version of One Drive.

5. Sharing Files and Viewing Shared Items

Once you click One Drive on the website and it pulls up all your files you will notice there are a lot of different things you can do if you right click a file. One of them is Share. If you hit that share option it will bring up this box:
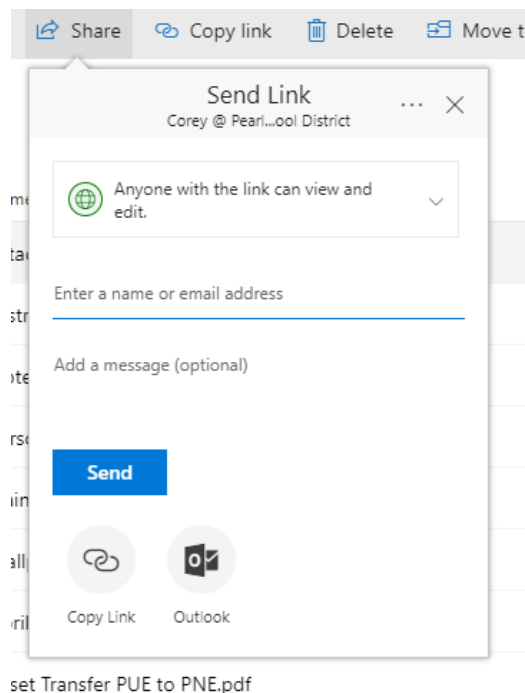
Here you can type in a person's email that you may want to share a file with along with a message and hit send. If you want to go more in-depth with it you can hit the arrow next to the "Anyone with the link can view and edit" message.
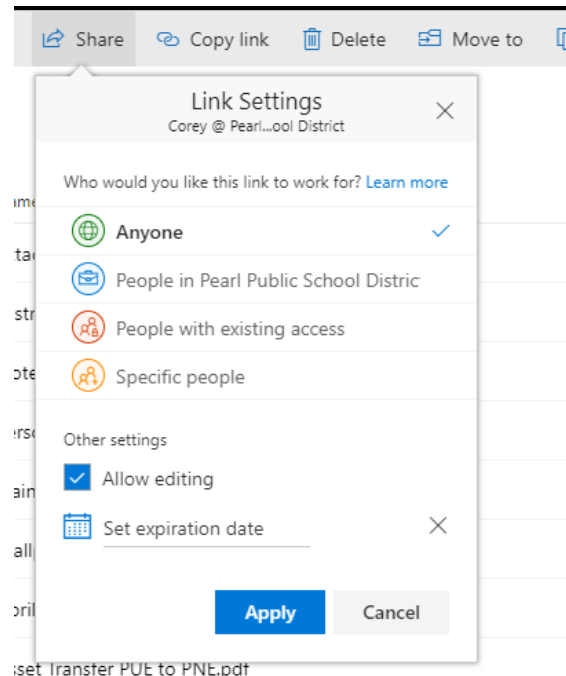
As you can see this gives you a lot of other options. You can share it with all people in the district, only certain people. You can also uncheck editing so that they can only read and download the document as well as set a date to which they will no longer have access to the file. Once you hit apply it will send that person or persons a email and when they click it they will have access to that file. So if you left it to where they can edit that file if they are logged in and making changes to you can open the file and see them typing and making changes while it is happening. This just helps with working with others and sharing files outside of having to email back and forth.

6. The Old H Drive

If you are a new teacher this will not apply to you so you can skip to the next step. For others we had an old way to save all your info on our local servers that was called an H drive. One drive is essentially doing the same thing the H drive did (Once you download the One Drive Desktop client in step 3) but with some extra features. So once you have that One Drive client installed from step 3 you will now have an H drive and One Drive. So you should now be able to easily copy and paste all your needed files from the H drive to the One Drive. Once you do that you will be completely on the new system just make sure you start saving and making changes to files on the One Drive. We are trying to postpone disconnecting the H drive until everyone moves to One Drive or has had time too.

7. Overview

So in summary Office 365 is just a website which gives you a lot of tools to create, modify, share and work on files and documents. One drive is just a program that allows you to store your files and get to them from anywhere. We hope this document has helped explain a few things and helped you get One Drive setup the way you want. All these features are just a way to provide tools to help you in your classroom. And as always if you need help with anything feel free to put in a helpdesk ticket or email us. Also Corey gives a more in depth training on One Drive and Office 365, so just send an email to him or put in a ticket requesting training.

http://helpdesk.pearl.k12.ms.us:8080/

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